



Home Office

NON-EXECUTIVE BOARD MEMBERS DISCLOSURE AND BARRING SERVICE

Recruitment Information Pack

October 2018



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Welcome Note from Cecilia French, Director of Public Protection, Home Office

Dear Applicant,

Thank you for your interest in a Non-Executive position on the Board of the Disclosure and Barring Service (DBS). The DBS is a non-departmental public body of the Home Office. It enables organisations in the public, private and voluntary sectors to make safer recruitment decisions by identifying candidates who may be unsuitable for certain work, especially that which involves children or vulnerable adults, and provides wider access to criminal record information through its disclosure service for England and Wales.

We are recruiting for two Non Executive Board members. The first is to have a strong commercial background, to provide effective oversight of the DBS commercial landscape. The second should be a safeguarding specialist, with expertise in analysing evidence, assessing risks and a strong understanding of the safeguarding environment and needs of the vulnerable, whether it be children or adults.

The right people for both these roles will also be able to analyse complex issues and have the ability to constructively challenge and influence strategy and decision making. They will also be able to work positively with other Board members and with the Senior Management Team. These roles offer an exciting opportunity to continue to set the strategic direction of the DBS and to ensure effective delivery of a comprehensive employment and vetting service in England and Wales along with a barring service in Northern Ireland.

If you are motivated to play a key role in helping the DBS effectively discharges its functions and thereby protect vulnerable groups, then I look forward to hearing from you and wish you the very best of luck with your application.

Cecilia French
October 2018

About the Disclosure and Barring Service

The Crime, Policing and Fire Group is the Home Office Group responsible for the development and delivery of safeguarding policy. As such, it acts as the sponsor for the Department's arms length bodies that deal with this high profile subject, including the DBS.

The DBS plays a vital role in safeguarding the most vulnerable in our society through the provision of criminal record information enabling employers and voluntary organisations to make safer recruitment decisions. It was formed in 2012, bringing together the functions of the Criminal Records Bureau and the Independent Safeguarding Authority, and operates from Liverpool and Darlington. Its equivalent agencies are Disclosure Scotland in Scotland, and Access Northern Ireland in Northern Ireland.

What the DBS does

The DBS provides information to employers and other organisations in England and Wales (and barring information only in Northern Ireland) so they can make informed recruitment and licensing decisions, especially for employers and volunteers working with vulnerable groups. The DBS also determines whether to bar an individual from work with vulnerable groups, known as 'regulated activity'. Broadly, the DBS helps prevent unsuitable people from working with children and vulnerable groups by:

- Maintaining two lists of individuals barred from engaging in regulated activity with children (the children's barred list) and adults (the adults' barred list).
- Reaching decisions as to whether persons should be included in one or both barred lists or whether to remove persons from a barred list.
- Issuing three levels of criminal record certificates (known as 'disclosures'): Basic, Standard and Enhanced.
- Operation of the Update Service which enables subscribers to keep their check portable within certain sectors, reducing the need for new checks when moving jobs.
- Maintaining a register of organisations permitted to submit applications for certificates.
- Sharing learning with policy makers and practitioners.

The police occupy an important role in the operation of the DBS service. Through the network of UK police forces and law enforcement agencies (including those in Jersey, Guernsey and the Isle of Man) there are a range of functions performed in support of the DBS service. This includes the provision of relevant information for inclusion in Enhanced certificates, the provision of information to inform barring decisions and the ownership of information held on the Police National Computer (PNC) and linked systems.

DBS processes on average over 6 million criminal record certificates per annum, serves thousands of employers and voluntary bodies, and considers around 17,500 barring referrals (discretionary and automatic barring referrals) per year. DBS want to do so in ways which meet customer needs, and enables the service to be consistently reliable, of high quality and cost effective.

Our aims

In May 2014, the Board commissioned an independent QC led review of barring operations. The final report was delivered in November 2015 and contained 42 recommendations, all of which have been implemented.

The DBS continues to work towards closer consolidation with the Home Office sponsors in relation to policy requirements and strives to further support the Government agenda on safeguarding which we will be better positioned to do via our modernised platform.

Further information on the DBS and the organisation's Strategic Plan can be found at Appendix A and at www.gov.uk/dbs.

The Board

The Board is responsible for the strategic leadership of the organisation and has collective responsibility for the proper conduct of DBS affairs. This role can be summarised as: direction, monitoring and control, assurance and propriety.

The Board operates to and under a comprehensive Board Constitution, which sets out the governance arrangements for the Board and its Committees. In reaching Board decisions, the Board take proper account of guidance provided by the responsible Minister or Sponsor Department.

To support the development of the DBS service provision and strategic ambition of future service provision, there is a clear requirement to ensure that the Board includes the correct level and balance of skills needed to provide effective governance and to support the business. To effectively discharge its functions, the Board is supported by clear and effective governance arrangements, including clearly articulated delegation of functions, clearly defined terms of reference for the Committees and transparent lines of accountability and reporting between the Board and Committees.

The Board has formally delegated the functions of the DBS to the Chief Executive but has, through the Board Constitution, specified which functions are reserved powers of the Board.

Board arrangement

The DBS Board currently consists of nine members; Chair, five Non-Executive Directors and three Executive Directors. All Non-Executive members are appointed for a period of three years. The Board is well balanced with public and private sector experience in both Executive and Non Executive membership.

Role Description

Job Title: Non-Executive Board Member of the Disclosure and Barring Service (DBS).

Commitment: The expected time commitment of the role is 20 days per year (possibly up to 30 days).

Remuneration: Remuneration will be £12,000 per annum, based on 20 days' attendance.

Appointment: Three year appointment with the possibility of re-appointment.

Location: National.

Accountable to: Home Secretary via the DBS Chair.

Purpose:

The Disclosure and Barring Service is seeking two Non-Executive Board Members.

The first is to have a strong commercial background, to provide effective oversight of the DBS commercial landscape. Candidates are likely to have served in a large organisation, either public or private sector, and have management experience of IT enabled change. Relevant experience could include the procurement and management of major contracts, business development, financial management, a major operations role or corporate strategy.

The other should be a safeguarding specialist, with expertise in analysing evidence, assessing risks and a strong understanding of the safeguarding environment and needs of the vulnerable, whether it be children or adults.

The main responsibilities as a Non-Executive Board Member will be to:

- Work with the Chair and other Board Members in setting the strategic direction of DBS, and ensure the DBS discharges its statutory duties in line with the requirements of Schedule 8 of the Protection of Freedoms Act 2012.
- Hold the Chief Executive to account in managing the organisation and its delivery programme.
- Ensure that the Executive Team is held to account and systems are in place to enable them to discharge their responsibilities effectively, monitoring and challenging performance, finance and management of risk.
- Take a key role in representing the Board and the DBS in communications with key stakeholders and acting as an ambassador for the DBS outside of the organisation.

Person Specification

It is essential in your supporting statement and at interview that you provide evidence and proven examples against each of the selection criteria how they meet the requirements of the post. The criteria that will be used to assess whether candidates have the required qualities, skills and experience are listed below.

You will be able to demonstrate the following essential criteria:

- Evidence of providing effective leadership in an advisory or senior management role, and the ability to participate in the formulation of policies and strategies within a large, multidisciplinary organisation.
- Strong commercial or safeguarding background.
- Ability to challenge constructively and influence decision making within a Board setting.
- Ability to analyse complex issues, particularly around people, financial and commercial management, and provide impartial advice at Board level.
- Capability to drive change, improve performance and manage risk.
- Ability to think and act strategically, developing practical, innovative and creative solutions to strategic issues.
- An understanding of the complexity and sensitivities of the fields in which DBS operate.

Personal Qualities

- Committed and goal focused, with the ability to set clear priorities and to contribute meaningfully to Board discussions.
- Excellent communication skills, coupled with a personal and professional demeanour that generates trust and confidence in others.

As a holder of a public office the Commissioner is expected to follow the [Seven Principles of Public Life](#), as set out by the Nolan Committee on Standards in Public Life, at Annex A.

Due Diligence: as part of the recruitment process, due diligence, including social media checks will be undertaken on short-listed candidates.

Response Instructions

If you wish to apply for this position, please supply the following **by midnight on Sunday 4 November 2018**:

- A **comprehensive CV** (maximum two sides A4, minimum 11 font) setting out your career history and including details of any professional qualifications.
- A **short supporting statement** (maximum two sides A4, minimum 11 font) giving evidence of the strength and depth of your ability to meet the essential criteria for the role. Please provide specific examples to demonstrate how you meet each of the experience, qualities and skill areas identified in the person specification.
- In addition, please also complete and return via email the **forms at Annex B** (attached separately), relating to referees, diversity, nationality, political activity and conflicts of interest.

Completed applications should be emailed to publicappointments@homeoffice.gov.uk.

If you can not apply online, please post applications to:

Public Appointments Team
Home Office
2 Marsham Street
Ground Floor, Seacole Building
London
SW1P 4DF

Please note it is your responsibility to ensure we receive your application by the closing date.

Further Information

If you have any queries about any aspect of this role, or merely wish to have an informal discussion, then please contact Caroline Shanklyn at Caroline.Shanklyn@homeoffice.gov.uk.

If your query relates to the public appointments process then please contact Will Nixon in the Public Appointments Team in the first instance on 0207 035 5987.

Indicative Timetable

Please note that these dates may be subject to change. Please let us know in your application letter if you are unable for interview on the date below.

Closing Date	Midnight, Sunday 4 November 2018
Short-list Meeting	Expected w/c 12 November
Candidate Interviews	Expected w/c 3 December
Meeting with Home Secretary or Minister (if required)	Expected post interview

Recruitment Process

This role is being competed in accordance with the Cabinet Office's Governance Code on Public Appointments (December 2016)¹, which sets out the regulatory framework for public appointments processes. The Code is based on three core principles – merit, openness and fairness.

An Advisory Assessment Panel (AAP) will sift applications, assessing each application against the essential criteria, to produce a shortlist. Subject to Ministerial agreement, they will then conduct interviews to ascertain which candidates are appointable to the role.

The AAP will be chaired by Cecilia French (Director of Public Protection, Home Office), whose role will be to ensure that the appointment is made in accordance with the Governance Code. In addition, the panel will comprise of Glenn Houston (DBS Non-Executive Board member); and Dr Hilary Emery (Board Director, Eynsham Partnership Academy Trust of schools, Norham Fellow, Oxford University Department of Education, as independent member).

The Home Office Public Appointments Team will acknowledge your application and keep you updated on the progress of the competition.

At the short-listing meeting the selection panel will assess each application against the essential criteria and decide who to invite for final interview.

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https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/578498/governance_code_on_public_appointments_16_12_2016.pdf

Interviews are expected to take place in central London. Further details about the format will be provided to you in advance.

The decision to appoint to this role rests with the Home Secretary. Appointable candidates may be invited to meet with him, or another Minister, before a final decision is made. As a result there may be a delay in informing candidates of the outcome of the competition.

We encourage a diverse workforce and welcome applications from all suitably qualified people. Appointments to the DBS are regulated by the Office of the Commissioner for Public Appointments.

Please note: Expenses incurred by candidates during the recruitment process will not be reimbursed except in exceptional circumstances and only when agreed in advance with the Home Office Public Appointments Team.

Terms of Appointment

Nature of Appointment: You are not an employee of the Home Office or the DBS. Accordingly, nothing in this document shall be construed as, or taken to create, a contract of employment between you and the Department or Her Majesty's Government.

Appointment Term: Your appointment will be for a minimum period of three years. There is a possibility of re-appointment, subject to a satisfactory annual appraisal of performance and Ministerial agreement.

Remuneration and Time Commitment:

- Remuneration is expected to be £12,000 per annum, based on 20 days' attendance. This is taxable through the DBS payroll, but the appointment is not pensionable.
- The post holder can claim reimbursement for reasonable travel and subsistence costs necessarily incurred during the course of their duties at rates set centrally.
- Applicants should note that the successful candidate cannot be remunerated for this role if they are being paid for an existing full time role from the public purse.

Location: Meetings will be based in Liverpool and Darlington. Travel will be required between the two sites. Board Members can claim reimbursement for reasonable travel and subsistence costs necessarily incurred on DBS business at rates set centrally by the Home Office.

Security clearance: The successful candidate will be required to have or be willing to obtain security clearance to Security Check (SC) level. Pre-appointment checks will also be undertaken on immigration and criminal convictions. It usually takes between 4-6 weeks to obtain the security clearance. The role will be offered on a conditional basis until the successful candidate has passed all checks. The successful candidate will be encouraged to take up this appointment as soon as possible, subject to the successful completion of all pre-appointment checks.

Nationality: This is a non-reserved post and therefore open to UK Nationals, British Nationals Overseas, British Protected Persons, and Commonwealth Citizens, EEA Nationals of other member states and certain non-EEA family members and Swiss Nationals under the Swiss EU Agreement. There must be no employment restriction or time limit on your permitted stay in the UK. In order to confirm your eligibility for this post, please complete the Nationality form found at the end of this candidate pack. You will not be asked to produce the evidence stated at the application stage but you will be required to do so should you be invited to the final panel interview.

Confidentiality: You will be subject to the provisions of the Official Secrets Act and required to exercise care in the use of official information acquired in the course of official duties, and not to disclose information which is held in confidence.

Disqualification for appointment: There are circumstances in which an individual will not be considered for appointment. They include:

- people who have received a prison sentence or suspended sentence of three months or more in the last five years;
- people who are the subject of a bankruptcy restrictions order or interim order;
- in certain circumstances, those who have had an earlier term of appointment terminated;
- anyone who is under a disqualification order under the Company Directors Disqualification Act 1986, or Part 2 of the Companies (Northern Ireland) Order 1989;
- anyone who has failed to make a payment under a county court administration order;
- anyone subject to an order under the Insolvency Act 1986; and
- anyone who has been removed from trusteeship of a charity.

Further advice about disqualification for appointment can be given by contacting the Public Appointments Team on publicappointments@homeoffice.gov.uk.

Political Activity: You are expected not to occupy paid party political posts or hold particularly sensitive or high profile roles in a political party during your appointment as DBS Board member. Subject to the foregoing, you are free to engage in political activities provided that you are conscious of your general public responsibilities and exercise a proper discretion, particularly with regard to the work of the DBS.

You will be required to complete a Political Activity Declaration as part of your application, which will be kept separate from your application and will only be seen by the Panel prior to interview. The Panel may at that stage explore with you any potential for conflict of interest. It is appreciated that political activities may have given you relevant skills, including experience gained from committee work, collective decision making, resolving conflict and public speaking. If, therefore, you have had such experience and you consider it relevant to your application for this post, you may if you choose include it separately in the main body of your application.

Data Protection: The Home Office takes its obligations under the General Data Protection Regulation and Data Protection Act seriously. Any data about you will be held in secure conditions with access restricted to those who need it in connection with dealing with your application and the selection process.

Our data protection policy is in line with the requirements of the General Data Protection Regulation and Data Protection Act. Our data protection officer can be contacted by writing to dpo@homeoffice.gov.uk.

In connection with your application we will collect, store, and use the information provided by you in your CV, supporting statement, forms at Annex B and your interview (where applicable). We will also collect information from referees named in your application.

We will use this information to assess your suitability for this role. We will retain it for two years, unless you consent to our retaining your CV and contact details for the purposes of alerting you to future opportunities as set out below.

Equal Opportunities Monitoring: The Home Office is committed to providing equal opportunities for all, irrespective of race, age, disability, gender, marital status, religion, sexual orientation and transgender.

As part of the application process we ask candidates to complete equal opportunities monitoring information (see form at Annex B). This will help us to monitor selection decisions to assess whether equality of opportunity is being achieved. The information on the form will be anonymised, treated as confidential, and used for statistical purposes only. The form will not be treated as part of your application. It will be retained for two years. Anonymised diversity data on public appointments and appointees will also be shared with Cabinet Office for the purposes of their audit of the procedures and practices of public appointments and to ensure compliance with the public sector equality duty.

The equal opportunities monitoring form is used for monitoring the selection process only. The form will not be treated as part of your application and will not be shared with the selection panel. If you do not wish to have these details recorded please return the form uncompleted.

Interview Access Scheme for Disabled Persons

As a member of the Employers Forum on Disability, we are committed to actively encouraging applications from people with disabilities. Applicants with a disability are guaranteed an interview if they meet the minimum criteria for the appointment, as outlined in the relevant role description. Declaring a disability for the purposes of a guaranteed interview is your decision and is entirely voluntary. If you wish to apply under the Interview Access Scheme, please complete the form at Annex B.

Whether you choose to apply under the Interview Access Scheme or not you can still ask us to make particular arrangements for you when attending an interview. You can also contact us if you want to discuss the criteria for the role or have questions regarding your application.

Centre for Public Appointments Database: As set out in Annex B, if you consent, we will retain your CV and contact details for the purposes of alerting you to any opportunities that may arise in future. We will also share your CV and contact details with the Centre for Public Appointments in the Cabinet Office who may use it for this purpose. They may also share it with other Government Departments so that they can contact you about such opportunities. You may

withdraw your consent to your information being processed for this purpose at any time by contacting dpo@homeoffice.gov.uk.

Under certain circumstances, by law you have the right to:

- Request access to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground.
- Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- Request the transfer of your personal information to another party.

If you would like to review, verify, correct or request erasure of your personal details, object to the processing of such or request that we transfer a copy of such to another party please contact dpo@homeoffice.gov.uk.

Complaints: If you are not completely satisfied with the way your application is handled at any stage of the competition, please raise any complaint in the first instance with:

Will Nixon
Public Appointments Team
Home Office
Ground Floor, Seacole Building
2 Marsham Street
London, SW1P 4DF

We will reply to your complaint within 20 days. If, after receiving our response you are still not satisfied, you may contact the Commissioner for Public Appointments:
The Commissioner for Public Appointments Room G/8, Ground Floor 1 Horse Guards Road
London SW1A 2HQ. Tel: 0207 271 0849.

ANNEX A – THE SEVEN PRINCIPLES OF PUBLIC LIFE

The principles of public life apply to anyone who works as a public office-holder. This includes all those who are elected or appointed to public office, nationally and locally, and all people appointed to work in the civil service, local government, the police, courts and probation services, NDPBs, and in the health, education, social and care services. All public office-holders are both servants of the public and stewards of public resources. The principles also have application to all those in other sectors delivering public services.

Selflessness

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the public interest clearly demands.

Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership

Holders of public office should promote and support these principles by leadership and example.