

Independent Members, House of Lords Appointments Commission (HOLAC)

Information pack for applicants

Closing date for receipt of applications is 23:00 on 20
January 2019

Applications should be sent to:

HOLACrecruitment@cabinetoffice.gov.uk

Or by post to:

Propriety and Ethics Team
Room 208
Cabinet Office
70 Whitehall
London
SW1A 2AS

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<http://publicappointments.cabinetoffice.gov.uk>

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Alternative formats are available on request. Please email HOLACrecruitment@cabinetoffice.gov.uk if you require the information to be provided in a different format.

Introduction

The Prime Minister invites applications for the position of Member of the House of Lords Appointments Commission.

The House of Lords Appointments Commission is an independent non-departmental public body with advisory functions, established by the Prime Minister in May 2000. The Commission recommends individuals for appointment as non-party-political life peers and also vets nominations for life peers, including those nominated by the UK political parties, to ensure the highest standards of propriety.

For further information see <http://lordsappointments.independent.gov.uk/>

The closing date for applications is 23:00 on 20 January 2019. The final selection of applicants for interview will take place in February, with interviews taking place in London in early March.

The following pages will tell you more about the Commission and the qualities that we are seeking in applicants for the position of Member. If after reading the material you have further questions about any aspect of the post, you are welcome to speak to the Commission Secretariat (020 7276 6794 or enquiry@lordsappointments.gov.uk). If you have questions about the appointment process, you can contact the sponsor team in Propriety and Ethics on the following email and they will reply to your query: HOLACrecruitment@cabinetoffice.gov.uk.

If you believe you have the experience and qualities we are seeking, we very much look forward to hearing from you.

Candidate profile

The House of Lords Appointments Commission was established in 2000 to make nominations for membership of the House of Lords to the independent cross benches and is also responsible for the vetting for propriety of all nominations to the House, including candidates for party political membership.

We are looking for individuals with:

- strong interpersonal skills, with an ability to form effective relationships with Parliament, Ministers, Commissioners and key stakeholders across the political spectrum;
- an understanding of, and commitment to, the need to maintain the highest standards of public life in line with the seven principles of public life (Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership);
- an ability to understand the workings of the House of Lords;
- a track record of impartial assessment and sound judgement; and
- a commitment to add to the breadth of experience and expertise in the House of Lords, and to help ensure the House fully represents diversity within our country.

In accordance with the Commissioner for Public Appointments' Code of Practice for Ministerial Appointments to Public Bodies, all applicants are asked to complete a declaration about any political activity in the past five years. The declaration only asks for information that is already in the public domain; it does not ask for personal or private information such as membership of political parties or voting preferences.

Location

The role will take place in London.

Timing, time commitment and remuneration

Members are appointed by the Prime Minister on a five year non-renewable term.

A non-pensionable salary of £3,000 per annum is payable. Members are expected to commit an average of 1-2 days a month.

Reasonable standard travel expenses will be payable.

Interviews are expected to take place in London. Requests for references will be sought only if you are selected for interview.

Diversity and equality of opportunity

Diversity of opportunity is something the Cabinet Office cares passionately about. Applications are encouraged from all candidates regardless of ethnicity, religion or belief, gender, sexual orientation, age, disability, or gender identity. We particularly welcome applications from women, those with a disability and those from a black or ethnic minority background.

We would also particularly welcome applications from those currently working in, or with experience of, the private sector, and those who have not previously held public appointments. We want to explore the widest possible pool of talent for these important appointments.

Guaranteed Interview Scheme

Cabinet Office operates a Guaranteed Interview Scheme (GIS) for disabled people. The Equality Act 2010 defines a person as disabled if they have a physical or mental impairment and the impairment has a substantial and long term adverse effect on their ability to carry out normal day-to-day activities. Under the GIS a disabled candidate will be selected for interview if they meet the minimum criteria for the role decided by the selection panel at sift. To ensure fairness, the panel will not be informed of who has applied under the GIS until they have set the minimum criteria at the start of the sift meeting. If you wish to be considered under the scheme, please complete the Guaranteed Interview Scheme Declaration on the Monitoring Form in the supporting documents and send it with your application.

Additional information

Standards in public life

Members of the House of Lords Appointments Commission will need to confirm that they understand the standards of probity required of public appointees outlined in the 'Seven Principles of Public Life' (see Annex A).

Political activity

Independent Members of the House of Lords Appointments Commission will need to show absolute political impartiality during their time on the Commission. The independent members are in place in order to provide counterbalance to those representing the main political parties.

You will be required to fill out a Political Activity Declaration as part of your application (please see monitoring forms), which will be kept separate from your application and will only be seen by the selection panel prior to interview. However, it is appreciated that such 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 should include it separately in the main body of your application.

If you are successfully appointed to the post, details of your response to the Political Activity Declaration will be included in any announcement of your appointment. You are expected not to become involved with any political organisation during your time on the Commission.

Disqualification from appointment

Anyone in the categories listed below will not be considered for appointment as Member of the House of Lords Appointments Commission:

- Employed in the civil service of the state
- Unspent criminal convictions
- Bankruptcy
- Disqualification as a company director

Conflict of interests

Public bodies are expected to maintain a register of members' interests to avoid any danger of the Member being influenced – or appearing to be influenced – by their private interests in the exercise of their public duties. Candidates invited to interview will be questioned about any real or perceived conflicts of interest they have declared. These do not constitute an automatic bar to appointment, but they must be manageable.

Indicative timetable and how to apply

Closing date: 23:00, 20 January 2019

Shortlisting: w/c 28 January 2019

Interviews held: w/c 4th March 2019

Provisional appointment start date: Mid to late April 2019

Interviews will be held in central London.

To apply for this role, please submit your CV, a supporting letter and the required monitoring forms.

Please submit your application either:

by email to: HOLACrecruitment@cabinetoffice.gov.uk

or

by post to:

Propriety and Ethics Team
Room 208
Cabinet Office
70 Whitehall
London
SW1A 2AS

For an informal discussion about the application process, please contact a member of the sponsor team using the above email and postal address and they will get back to you.

For further information about the post or the role of the Commission, please contact the Secretary to the Commission, Alex Morrow:

by email to: enquiry@lordsappointments.gov.uk

or

by post to:

Alex Morrow
House of Lords Appointments Commission
1 Horse Guards Road
London
SW1A 2HQ
United Kingdom
Tel: +44 (20) 7276 6794

The closing date for applications is 23:00, 20 January 2018.

Once we receive your application we will acknowledge receipt by email, if provided. After the closing date, we will process your application as quickly as possible and will keep you informed at key stages.

In order for us to progress your application please submit the following completed documentation:

1. A Curriculum Vitae with your education, professional qualifications and full employment history;
2. An accompanying Supporting Letter (maximum 2 A4 pages) – setting out your suitability for the role and how you meet the essential and desirable skills set out in the person specification - please ensure your full name is clearly noted at the top of your letter; and
3. Monitoring Forms

These are attached as separate documents.

The responsible Minister may wish to meet the candidates who are deemed appointable by the selection panel before making recommendations to the Prime Minister, who will make the final decision.

If your application is unsuccessful and you would like feedback, please contact:

HOLACrecruitment@cabinetoffice.gov.uk

Or write to the:

Propriety and Ethics Team
Room 208
Cabinet Office
70 Whitehall
London
SW1A 2AS

Selection and interview

The selection and interview panels will be chaired by Lord Bew, together with Peter Lee (Director, Constitution Group, Cabinet Office) and another independent panel member. Further details will be provided to those candidates invited for interview.

Use of your personal information

Your personal information will be held in accordance with the General Data Protection Regulation. You will not receive unsolicited paper or electronic mail as a result of sending us any personal information. No personal information will be passed on to third parties for commercial purposes.

When we ask you for personal information, we promise we will:

- only ask for what we need, and not collect too much or irrelevant information;
- ensure you know why we need it;
- protect it and insofar as is possible, make sure nobody has access to it who shouldn't;
- ensure you know what choice you have about giving us information;
- make sure we don't keep it longer than necessary; and
- only use your information for the purposes you have authorised.

We ask that you:

- give us accurate information;
- tell us as soon as possible of any changes; and
- tell us as soon as possible if you notice mistakes in the information we hold about you.

If you apply for a post, the manner in which we share information with the interview panel is described above.

The Commissioner for Public Appointments regulates and monitors appointments to public bodies to ensure procedures are fair. We are required by the Commissioner for Public Appointments to retain information about the people who apply for public appointments within his remit, and make this information available to him for audit purposes, if requested to do so. Information you provide in your application may therefore be made available to the Commissioner for Public Appointments and the Commissioner's auditors on a confidential basis in order to help fulfil the Commissioner's formal complaints investigation role and for audit purposes.

Our data protection policy is in line with the General Data Protection Regulation and the requirements of the Commissioner's Code of Practice. The Commissioner's requirements relating to the information we collect about applicants are set out below:

- your initial contact details, including your name and address will be held by the Cabinet Office for a period of at least 2 years;
- if you submit an application form, the form and any supporting documentation will be retained for at least 2 years; and
- information held electronically, including your contact details and the monitoring information which you provide will also be held for at least 2 years.

If you would like these details to be removed from our records as soon as this recruitment exercise is complete, please inform the Propriety and Ethics team via the email address (HOLACrecruitment@cabinetoffice.gov.uk) or postal address to which you sent your application.

Equal opportunities monitoring information

This information is not used in the selection process. It will be removed on receipt and is not seen by the panel assessing your application. We use this information to monitor the diversity of candidates we attract and those we appoint.

How to complain

If you are not completely satisfied, please send your complaint to:

Propriety and Ethics Team
Room 208
Cabinet Office
70 Whitehall
London
SW1A 2AS

Or email: HOLACrecruitment@cabinetoffice.gov.uk

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

These appointments are subject to the scrutiny of the Commissioner for Public Appointments, the Rt Hon Peter Riddell CBE, and his office.

The role of the Commissioner for Public Appointments is ensure that ministerial appointments are made in accordance with the Governance Code and the principles of public appointments. More information about the Commissioner for Public Appointments is available at: <http://publicappointmentscommissioner.independent.gov.uk/>

The Commissioner for Public Appointments
Room G/7, Ground Floor
1 Horse Guards Road
London SW1A 2HQ
Tel: 0207 271 0833

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.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.