

Boundary Commission for England: Appointment of two new Members

Information pack for applicants

**Closing Date for Applications is:
31 January 2019**

Contents

Introduction	2
Information about the Boundary Commission for England	3
Role of Member of the Boundary Commission for England	4
Candidate profile	4
Details of appointment	5
How to apply	7
How to complain	9
Use of your personal information	10
Diversity monitoring information	10
Appendix A: The Seven Principles of Public Life	11
Appendix B: Privacy Notice	12

Introduction

Dear Candidate,

Thank you for your interest in becoming a Member of the Boundary Commission for England.

You may already have some idea about the important work of the Boundary Commission for England and the following pages will tell you more about the purpose of the Boundary Commission for England and the nature of the Member's role.

The Boundary Commission for England is an independent body that has the important function of reviewing the boundaries of UK Parliamentary constituencies in England.

We are now looking for two new Members with the necessary skills for the role.

I do hope you will consider applying for this important position.

Peter Lee, Head of Constitution Group, Cabinet Office

Information about the Boundary Commission for England

The Boundary Commission for England is one of four Parliamentary boundary commissions, covering each part of the United Kingdom, first established by the House of Commons (Redistribution of Seats) Act 1944. Each commission is independent of Government, and each has completed six general reviews of parliamentary constituency boundaries since it was established.

The Boundary Commission for England operates under the Parliamentary Constituencies Act 1986 which, as amended by the Boundary Commissions Act 1992 and the Parliamentary Voting System and Constituencies Act 2011, requires all four Commissions to keep parliamentary constituencies under review by conducting a review of all the constituencies in their area every five years.

The Chair of the Commission is the Speaker of the House of Commons, but by convention he or she does not participate in the conduct of boundary reviews or formulation of the Commission's recommendations.

The Deputy Chair therefore leads the Boundary Commission for England in its work. The Deputy Chair must be a serving Judge of the High Court, and is appointed by the Lord Chancellor. The Deputy Chair is supported by two other Members, whose appointments are made by the Minister for the Cabinet Office.

The Boundary Commission for England is supported by a small team of civil servants provided by the Cabinet Office and led by the Secretary to the Commission.

The Boundary Commission for England has recently completed its work in the 2018 Boundary Review and submitted its final recommendations to the Minister for the Cabinet Office in September 2018. Under the Parliamentary Constituencies Act 1986, boundary reviews are held every five years and the Boundary Commission for England must therefore carry out a fresh boundary review and submit its final recommendations to the Minister for the Cabinet Office before 1 October 2023. It is expected that this review will formally begin during the course of 2021 though the Commission will carry out preparatory work for the review before it is formally launched.

Further information about the Boundary Commission for England can be obtained from the Boundary Commission for England's website, at:
<http://boundarycommissionforengland.independent.gov.uk/>

Role of Member of the Boundary Commission for England

The role of Member will involve:

- Attending meetings of the Boundary Commission for England.
- Undertaking visits to areas as part of the review process, as required.
- Formulating proposals according to the remit of the legislation governing the Boundary Commission for England.
- Following “the Seven Principles of Public Life” set out by the Committee on Standards in Public Life.
- Complying with the *Code of Conduct for Board Members of Public Bodies*, and ensure they understand their duties, rights and responsibilities and that they are familiar with the function and role of the Boundary Commission for England.

Candidate profile

We are recruiting for two Member posts.

Post 1: it is highly desirable for candidates to have professional legal experience, ideally in a local government, planning or public administration context.

Appointment code: BCEAP2019-01

Post 2: it is desirable for candidates to have a background in a local government, planning or public administration context.

Appointment code: BCEAP2019-02

Skills/experience required for both posts

The successful candidate will need to demonstrate the following competencies. You will:

- Be able to take an independent, evenly balanced view and demonstrate political neutrality.
- Be able to analyse and evaluate information effectively and come to a reasoned conclusion.
- Be able to work successfully in a small team.
- Be skilled in communication and negotiation.
- Have a good knowledge of the different tiers of government in England and the services they provide.
- Have a clear understanding of and commitment to “the Seven Principles of Public Life”.

Eligibility

Applicants should consider whether any other roles they hold - or political associations they have - might present a conflict of interest when working in a context that is particularly sensitive politically.

In accordance with the *Governance Code on Public Appointments*, all applicants are asked to complete a conflict of interest form that includes a declaration about any political activity in the past five years. The questions do not ask for personal or private information such as voting preferences, but prospective applicants should consider carefully any association they may have had with a political party, and whether that would be compatible with the critical political independence of the Boundary Commission for England.

Details of appointment

Remuneration and allowances

The Boundary Commission for England Member will receive remuneration of £505.50 per full day worked and pro rata per half day.

Remuneration is subject to deductions of Income Tax and National Insurance at source under the PAYE system. The role is not pensionable. Further detail on this will be given to successful candidates.

The Member can claim for reasonable travel and subsistence expenses necessarily incurred while performing their duties at rates set centrally by Cabinet Office.

Appointment and tenure of office

The Boundary Commission for England Member is appointed by the Minister for a term of five years with the possibility of reappointment for a further period, subject to satisfactory performance.

Further information about resignation and termination of appointment will be provided to the successful applicant on appointment.

It should be noted that each post is a public appointment, not a job. Such appointments are not normally subject to provisions of employment law.

Successful candidates will be required to take up the position on **1 July 2019**.

Time Commitment

These are part-time appointments. It is anticipated that Members will be expected to commit to around 3 to 4 days a year during periods outside of Boundary Reviews, and around 12 to 15 days a year during Boundary Reviews.

The office of the Boundary Commission for England is located in London, and consists of a small team led by the Secretary to the Boundary Commission, who support the Commission in its activities.

Diversity and equality of opportunity

These appointments will be made in line with the *Governance Code on Public Appointments* based on merit, after an open and fair process. The Cabinet Office is committed to providing equal opportunities for all, irrespective of race, age, disability, gender, marital status, religion, sexual orientation and transgender. We recognise flexible working practices.

More information about the *Governance Code on Public Appointments* is available at: <https://publicappointmentscommissioner.independent.gov.uk/regulating-appointments/governance-code/>

Standards in public life

You will be expected to demonstrate high standards of corporate and personal conduct. Candidates will be expected to abide by “the Seven Principles of Public Life” set out by the Committee on Standards in Public Life (see **Appendix A**).

The successful candidates will need to declare any conflicts of interests that arise in the course of the Boundary Commission’s business.

Termination of appointments

Appointments may be terminated prior to the conclusion of the period of appointment if the Minister is satisfied that the Member is unable, unwilling or unfit to perform the functions of the office.

How to apply

If you wish to apply for either post, please supply the following:

- i) a CV (maximum 2 pages of A4) setting out your career and employment history, including details of any professional qualifications you hold - please also provide your preferred contact number and email address;
- ii) a covering letter (maximum 2 pages of A4) which demonstrates that you meet the requirements for the post that you are applying for and the skills required as set out in the candidate profile;
- iii) diversity monitoring form;
- iv) conflict of interest form;
- v) Guaranteed Interview Scheme form **(if applicable)**.

You will need to quote the appointment code for the post you are applying for in your covering letter. Please submit your application via one of the following methods **by 5pm on Thursday 31 January 2019:**

Email: bcememberappointments@cabinetoffice.gov.uk

Post: Peter Richardson
Cabinet Office
4th Floor, 1 Horse Guards Road
London
SW1A 2HQ

If you have specific requirements during the completion of your application, please contact: Peter Richardson or Sommer Bristo at: Email: bcememberappointments@cabinetoffice.gov.uk Tel: 0207 271 0888 to discuss them.

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 GIS form and send it with your application.

Once we have received your application:

- Once we have received your application we will acknowledge receipt of it (by email if provided). We will process your application as quickly as possible and will keep you informed at key stages.
- Your application will be assessed against your written CV and covering letter for the post. **Please ensure that you provide written evidence in your covering letter that demonstrates how you meet the specified criteria. Submitting a CV alone will not be sufficient.**
- At the short-list meeting, the panel will decide which candidates will be invited for interview, taking account of the evidence provided by the candidates. **You will be advised of the outcome of your application by email as soon as possible. If successful, you will be invited to an interview in central London, expected to be in the week commencing 18 March 2019.**
- If your application is unsuccessful and you would like feedback, please write to the email or postal address above.
- If you have a complaint about the way your application has been handled at any stage, please see the section on “How to complain” below.

Timeline

The recruitment timetable is as follows:

- Closing date for applications is 5pm on Thursday 31 January 2019.
- Short-list meeting to be held in early February 2019.
- Interviews are expected to be held in the week commencing 18 March 2019.

Selection and interview panel

The selection and interview panel will comprise a senior official from the Cabinet Office, who will chair the panel, a representative from the Boundary Commission for England and an independent panel member, as follows:

Peter Lee, Head of Constitution Group, Cabinet Office
Sir Andrew Nicol, Deputy Chair of the Boundary Commission for England
Colleen Harris, Independent Panel Member

References will be requested in advance of the interview and candidates will be asked to give a brief presentation (further information will be provided in the invitation to interview).

The Commissioner for Public Appointments

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

The role of the Commissioner for Public Appointments is to regulate Ministerial appointments to the boards of public bodies and statutory offices to ensure that selection of appointable candidates is on the basis of merit after a fair and open process.

How to complain

If you are unhappy with the way your application has been handled, please contact, in the first instance: bcememberappointments@cabinetoffice.gov.uk. We will reply to your complaint within 20 working days.

If, after receiving our response you are still not satisfied, you may contact the Commissioner for Public Appointments:

The Commissioner for Public Appointments
G/7
1 Horse Guards Road
London
SW1A 2HQ

Tel: 0207 271 0849

The Commissioner for Public Appointments regulates and monitors appointments to public bodies to ensure procedures are fair.

Information about the Commissioner's policy and manner in which complaints are investigated is set out in the Commissioner's leaflet *Your Guide to Making a Complaint about a Public Appointments Process*. This and more information about the role of the Commissioner is available from the following website: <https://publicappointmentscommissioner.independent.gov.uk/>.

Use of your personal information

Cabinet Office is committed to protecting the privacy and security of your personal information and does so in accordance with data protection law including the General Data Protection Regulation (GDPR). All the information you provide will be used to proceed with the public appointments listed in this information pack, and in the case of diversity monitoring information it may be anonymised and used solely for monitoring purposes. The way we collect and use personal information about you is described in a privacy notice. This notice is set out at **Appendix B**.

Diversity monitoring information

The information you provide on the diversity monitoring form is not used in the selection process. The form 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.

Appendix A: The Seven Principles of Public Life

All candidates for public appointments are expected to demonstrate a commitment to, and an understanding of, the value and importance of the principles of public service. The seven principles of public life are:

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.

Appendix B: Privacy Notice

Privacy Notice for Boundary Commission for England recruitment

This notice sets out how we will use your personal data, and your rights. It is made under Articles 13 and/or 14 of the General Data Protection Regulation (GDPR).

Your Data

Purpose

The purposes for which we are processing your personal data are:

- To recruit Members of the Boundary Commission for England.
- To monitor the diversity of applicants and appointees in line with our Public Sector Equality Duty.
- To deal with any complaints about the process, including assisting other public bodies with any investigations.

The data

We will process the following personal data:

- name, contact details, employment history, qualifications, curriculum vitae (CV), details of referees, and other background information relevant to your application including sift and interview assessments, conflicts of interest, and political activity.
- Any other information gathered by Cabinet Office as part of due diligence, including information obtained from public sources.
- Information relating to your nationality, address, family history and criminal convictions may be required in order to check that you are suitable for your new role.
- Information relating to age, gender, ethnicity, sexual orientation, recorded disability, and faith for diversity monitoring purposes.

Legal basis of processing

The legal basis for processing your personal data is:

- We process the data on the legal basis that it is necessary prior to entering into a contract/terms of appointment to carry out pre-appointment checks.
- If individuals are appointed we will continue to process their data on the legal basis that it is necessary for the performance of a contract/terms of appointment.
- We also process data on the basis of it being necessary as part of our public task. In this case the public task is Cabinet Office's sponsorship of the Boundary Commission for England.
- Where we are required to provide data to the Commissioner for Public Appointments, this is a legal obligation pursuant to Article 4 of the Public Appointments Order in Council 2016.

Sensitive personal data is personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

The legal basis for processing your sensitive personal data, or your criminal convictions personal data, is that it is necessary for reasons of substantial public interest for the exercise of a function of the Crown, a Minister of the Crown, or a government department or the exercise of a function conferred on a person by an enactment.

Diversity data is also collected on the basis that it is of a specific category of personal data and it is necessary for the purposes of identifying or keeping under review the existence or absence of equality of opportunity or treatment between groups of people with a view to enabling such equality to be promoted or maintained.

We also process health and disability data because it is necessary for the purposes of performing or exercising our obligations or rights as the controller, or the data subject's obligations or rights, under employment law (reasonable adjustments).

We may process special category data which comes to light during due diligence checks which has manifestly been made public by the applicant, or where it is of substantial public interest in order to carry out our functions.

Recipients

Your personal data will be shared by us with members of the Advisory Assessment Panel.

Diversity data will be shared with the Commissioner for Public Appointments for diversity monitoring purposes. Other information may be shared with the Commissioner for Public Appointments. More details are available [here](#).

As your personal data will be stored on our IT infrastructure it will also be shared with our data processors who provide email, and document management and storage services.

Retention

Cabinet Office may store unsuccessful applicants' data, including name, a summary of the biographical details, the outcome of the application, for up to two years.

For successful appointees, we will retain their data for the length of their appointment.

Diversity data will be held by Cabinet Office for up to five years.

Your Rights

You have the right to request information about how your personal data are processed, and to request a copy of that personal data.

You have the right to request that any inaccuracies in your personal data are rectified without delay.

You have the right to request that any incomplete personal data are completed, including by means of a supplementary statement.

You have the right to request that your personal data are erased if there is no longer a justification for them to be processed.

You have the right in certain circumstances (for example, where accuracy is contested) to request that the processing of your personal data is restricted.

You have the right to object to the processing of your personal data where it is processed for direct marketing purposes.

Where we process data on the lawful basis of a contract (see above), you have the right to request a copy of any personal data you have provided, and for this to be provided in a structured, commonly used and machine-readable format.

Where we process data on the lawful basis that it is a task in the public interest (see above), you have the right to object to the processing of your personal data.

International Transfers

As your personal data is stored on our IT infrastructure, and shared with our data processors, it may be transferred and stored securely outside the European Union. Where that is the case it will be subject to equivalent legal protection through the use of Model Contract Clauses.

Contact details

The data controller for your personal data is the Cabinet Office. In relation to equality and diversity data, the Cabinet Office and the Office for the Commissioner of Public Appointments are joint data controllers. The contact details for the Cabinet Office are:

Cabinet Office
70 Whitehall
London
SW1A 2A

Tel: 0207 276 1234

Email: publicappointments@cabinetoffice.gov.uk

The contact details for the data controller's Data Protection Officer are:

Stephen Jones
Data Protection Officer
Cabinet Office
70 Whitehall
London
SW1A 2AS

Email: dpo@cabinetoffice.gov.uk

The Data Protection Officer provides independent advice and monitoring of Cabinet Office's use of personal information.



Complaints

If you consider that your personal data has been misused or mishandled, you may make a complaint to the Information Commissioner, who is an independent regulator. The Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113

Email: casework@ico.org.uk

Any complaint to the Information Commissioner is without prejudice to your right to seek redress through the courts.