



Ministry of Housing,
Communities &
Local Government

7x Committee Members Building Regulations Advisory Committee (BRAC)

Closing date: 19th March 2019 at 11.00pm



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Building Regulations Advisory Committee

The Minister for Housing on behalf of the Secretary of State for the Ministry of Housing, Communities and Local Government (MHCLG) is seeking to appoint up to six new non-executive Members to the Building Regulations Advisory Committee (BRAC).

Those who serve on the boards and committees of public bodies play a vital role in the life of this country, whether by improving the delivery of public services or providing independent advice to Government. Many people from a wide range of backgrounds across the whole of the UK participate in public life by being members of the boards or committees of public bodies. They are involved in making decisions that develop, shape or deliver government policy and public services.

This information pack sets out the requirements for the Member's position along with information on the work of BRAC and the appointment process.

About MHCLG

MHCLG is responsible for the delivery of Government policy relating to housing, planning and building, local growth, local government, integration and community cohesion. Our job is to create great places to live and work right across the country.

More information about the work of the department can be found in the [Annual Report](#), the [Single Departmental Plan](#) and on [our website](#).

“ Thank you for your interest in this role. This is an exciting opportunity to impart your knowledge and expertise ”

Building Regulations Advisory Committee

BRAC is an advisory Non-Departmental Public Body (NDPB) of the Ministry of Housing, Communities and Local Government (MHCLG). It has been designated as a Scientific Advisory Committee under the Government's Code of Practice for Scientific Advisory Committees 2001.

BRAC was originally established in 1962 under Section 9 of the Public Health Act 1961, superseded by Section 14 of the Building Act 1984 (the 1984 Act), to advise the Secretary of State on the exercise of his/her powers to make Building Regulations in England and on other related matters. The Secretary of State has a statutory obligation to consult BRAC before making Building Regulations.

In practice, the views of BRAC are usually sought on all relevant policy and technical matters related to Building Regulations. BRAC is therefore an important sounding board for matters directly affecting buildings and in the wider construction industry. BRAC members are appointed on an independent basis to represent particular areas/fields of expertise and experience, rather than as specific delegates of particular organisations.

Following the Grenfell Tower fire, [Dame Judith Hackitt's Independent Review of Building Regulations and Fire Safety](#) made recommendations concerning the future governance of building regulations, advice and guidance. MHCLG is considering how to implement these, so appointments will overlap with this implementation; we will be looking for new members with some experience of organisational change management and behavioural insights as well as technical expertise.

The current Building Regulations contain a broad range of functional requirements (ie technical standards), building work must comply with, as indicated below:

PART A	Structure
PART B	Fire Safety
PART C	Site Preparation and resistance to contaminants and moisture
PART D	Toxic Substances
PART E	Resistance to the passage of sound
PART F	Ventilation
PART G	Sanitation, hot water safety and water efficiency
PART H	Drainage and waste disposal
PART J	Combustion appliances and fuel storage systems
PART K	Protection from falling, collision and impact
PART L	Conservation of fuel and power
PART M	Access to and use of buildings
PART P	Electrical safety – dwellings
PART Q	Security – from April 2015
PART R (Broadband)	High Speed Electronic Communication Networks
REGULATION 7	Materials and Workmanship

Building Regulations are designed to deliver buildings which are safe, healthy with high standards of accessibility and sustainability increasing progressively over time.

About the role

BRAC members work closely with officials in the Building Regulation Technical Policy Division to provide a sounding board for policy development. Typically this includes:

- Chairing or involvement in BRAC working groups which are established on a case by case basis to assist in the development of proposals to amend or introduce new regulations, and supporting statutory guidance (in the Approved Documents).
- Facilitating wider engagement with industry to ensure working group technical committees have high quality expert representation.
- Helping to develop research proposals and projects to build the evidence base to support changes to the Building Regulations.

Most recently, this has included work to support changes to fire safety requirements and research into overheating in new homes. Up-coming work includes reviews into accessibility in response to the [Women and Equalities Committee's inquiry into disability and the built environment](#); and energy efficiency and overheating, which respond to the [Clean Growth Strategy](#) and recommendations made by the [Committee on Climate Change](#) and Environmental Audit Committee's [inquiry into heatwaves](#). BRAC is also taking a keen interest in the fast-moving development of different building technologies collectively known as Modern Methods of Construction.

BRAC Member – Job Description

There are currently seven positions available on the Committee.

Applicants for these should have a strong interest in the built environment and areas touched upon by the Building Regulations. They should have current professional knowledge and experience of the design issues and application of the subject areas encompassed in the Regulations, and be able to draw upon knowledge and experience of the construction industry and/or professions.

Members should be supportive of and committed to implementing the Government's key priorities.

Although we are interested in strengthening the expertise on the Committee across the whole sphere of Building Regulations and related matters, specific areas of expertise and knowledge sought from this recruitment include candidates who can demonstrate a high-level knowledge and/or expertise/experience at senior levels in any of the following areas:

- **Fire Safety Engineer**
- **Senior Fire Fighter**
- **Materials and Construction Products**
- **Housebuilding**
- **Built environment and data**
- **Emerging building technologies**
- **Change management and behavioural insights**

Note: For any candidate who feels they can offer the experience and expertise in more than one of the areas referenced above, there is no need to complete more than one statement against the criteria. **Just clearly reference and example those criteria with a single statement of suitability.**

Person Specification

These are interesting and challenging roles

To be successful in these roles, you will use your experience in any of the following:

- **Fire Safety Engineer;**
- **Senior Fire Fighter;**
- **Materials and Construction Products;**
- **Housebuilding**
- **Built environment and data;**
- **Emerging building technologies; or**
- **Change management and behavioural insights.**

Essential Criteria and experience for these roles

1. Evidence of a track record or widespread knowledge, experience and achievement in the construction sector and or professions at a senior level, in relation to **one of the sectors listed under the BRAC job description** (list also opposite).
2. Evidence of continuing day-to-day involvement in the construction sector with application of the building regulations and knowledge and other related legislation and guidance.
3. Excellent communication skills at a senior level, together with a proven ability to build strong stakeholder relationships.
4. Evidence of sound judgement and decision-making with a proven ability to sum up specialist advice clearly and impartially.

If you wish to discuss these roles in more detail please contact Christina Machado, Public Appointments, on 0303 444 2937 or Paul Whittlesea, Building Regulations Technical Policy Division on 0303 444 1643 in the first instance.

Outline Terms and Conditions

Remuneration:

This is a non-salaried public appointment but Section 14(2) of the Building Act 1984 empowers the Secretary of State to pay expenses incurred by members of the Committee. The Department will therefore pay, in full, the reasonable expenses incurred by members in attending meetings, including working parties, and undertaking other Committee business. The time commitment is three main meetings a year plus preparatory and follow up work with the secretarial office and input into BRAC working groups.

Expenses and Subsistence:

Reasonable travel and subsistence and other expenses necessarily incurred on business will be payable in accordance with BRAC guidelines (see 'Remuneration' above). More details on exactly what these expenses cover are set out in the [BRAC Members Handbook](#).

Period of appointment:

The appointments will be for up to three years and are expected to commence in June 2019. The length of the terms will be subject decisions on the long-term future of BRAC and will vary according to the length of the specific Committee Member role.

Location:

Meetings are usually held at the Ministry of Housing, Communities and Local Government (London Office), 2 Marsham Street Fry Building, London SW1P 4DF.

Eligibility: These posts are 'non-reserved' and are open to UK Nationals, British Nationals (Overseas), British Protected Persons, 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. You should normally have been resident in the United Kingdom for five years preceding your application.

Diversity: MHCLG is committed to ensuring equality of opportunity and that all our systems and processes are fair, open and objective. We endeavour to promote this approach in those with whom we come into contact. We are responsible for ensuring that the highest principles of equal opportunities policy are put into effect.

As an equal opportunities employer we make no distinction between people on grounds of their race, ethnic or national origin, age, religion or belief, sex, marital status, disability, part-time status or sexual orientation.

We would particularly welcome applications from diverse individuals / individuals from different backgrounds.

Conflicts of interest:

Candidates must note the requirement to declare any interests they may have that might cause questions to be raised about their approach to the business of the Department or BRAC. These include any relevant business interests, share holdings, positions of authority, retainers, consultancy arrangements or other connections with commercial, public or voluntary bodies, both for themselves and for their spouses/partners.

If you have any interests which might be relevant to the work of BRAC, and which could lead to a real or perceived conflict of interest if you were to be appointed, please provide details in your supporting letter and the standard form at Annex C.

If appointed, you will be expected to act in accordance with the Cabinet Office [Code of Conduct for Board Members of Public Bodies](#).

Application Process



To apply for this post please supply the materials below by **11.00pm on 19th March 2019**:

1. **Curriculum Vitae** – including education and professional qualifications and full employment history (max. 3 pages)
2. **Covering letter** – explaining how you meet both the essential and desirable criteria for the role (max. 3 pages). Please use specific examples from your experience to demonstrate how you meet each essential criteria.
3. **Diversity (Equal Opportunities) Monitoring Questionnaire** – Annex A
4. **Guaranteed interview scheme form** – Annex B (if applicable)
5. **Conflict of Interest form** – Annex C
6. **Other Relevant Information Declaration Form** – Annex D
7. **List of referees** – Annex E (the referees will be approached only if you are shortlisted for interview)
8. **Publicity survey** – Annex F (please indicate how you heard about this post)

These annexes can be found on the same page as this Candidate Information Pack on the Centre for Public Appointments website.

Please note that the above information and completed forms are required for each application. We cannot accept information and forms submitted with previous applications because your circumstances may have changed in the meantime and some of this information will be specific to the post being applied for - see the "Further Information" section below for further details. Please also note that the initial assessment of your suitability against the role criteria will be made only from the evidence you set out in your covering letter and CV.

Your completed application should be returned to the MHCLG Public Appointments Team, preferably in Microsoft Word, by email to publicappointments@communities.gov.uk by **11.00pm on 19th March 2019**. Please include the reference "**BRAC Member**" in the title of your email.

We would prefer electronic applications but will accept hard copies by post to the Public Appointments Team, ALB Governance & Appointments, Ministry of Housing Communities and Local Government, 1st Floor NE, Fry Building, 2 Marsham Street, London SW1P 4DF.



Application Process

Application

Shortlist

Assessment

Post-interview

- Your application will be acknowledged by the Public Appointments Team.
- An assessment panel will assess your application to select those demonstrating the best fit with the role by considering the evidence you have provided. The Panel will consist of:
 - 1. Neil O'Connor, Director, Building Safety Programme, MHCLG – Panel Chair
 - 2. Julia Evans, Deputy Chair, BRAC – Representative of organisation
 - 3. Neil Buckley, Board Member, Valuation Tribunal Service, Independent Panel Member



Application Process



- On the application covering letter candidates should indicate whether they will be available on the date (s) which has been arranged for interviews. We aim to accommodate all interviewees but if they are unavailable on that date or alternatives that are offered we may have to disregard their application. A letter confirming the arrangements of date, time and venue will be sent to all short listed candidates. Copies of passports will be taken at interview to check candidates' identities and their right to work in the UK.
- Candidates who the Assessment Panel considers meet the criteria for the post and merit appointment will be recommended to the Secretary of State for the Ministry of Housing Communities and Local Government for consideration. The Minister may choose to meet with appointable candidates before making a decision. If he does, he will meet all appointable candidates in the presence of the Panel Chair or their nominated representative. The time taken between interview and a final appointment decision being made can sometimes take a number of weeks. Candidates who have been interviewed will be kept informed of progress.
- Interviews will usually be held at 2 Marsham Street, London, SW1P 4DF. Reasonable expenses will be payable for travel to and from the interview, in accordance with MHCLG guidelines. Please contact the Public Appointments Team in advance if you intend to claim travel expenses so full detail on permissible expenses can be provided (receipts/proof of purchase will be requested).



Application Process



- Following Ministerial decision on appointment, letters will be sent to all interviewees with the result. The successful candidate will be sent a letter of appointment to sign and return. They will also be asked to provide a biography which will be published on the BRAC pages of the Departmental website to announce their appointment to the Committee. Once the appointment commences, training or an induction may be offered as required.



Indicative Timeline

Please note that these dates are only indicative at this stage and could be subject to change. If you are unable to meet these timeframes, please let us know in your application letter.

Advert Closing Date



**Interviews will take
place in London**



Further Information

Diversity Monitoring Questionnaire

The Ministry of Housing, Communities and Local Government is committed to providing equal opportunities for all and welcomes applications from candidates irrespective of race, age, disability, gender, marital status, religion, sexual orientation, transgender or working patterns. Please complete this form and return it with your application. Please note that the form will not be treated as part of your application. The data will be treated in the strictest confidence, and will be used for monitoring and statistical purposes only.

Political Activity Questionnaire

This questionnaire enables the monitoring of political activity of candidates for a public appointment insofar as the information is already in the public domain.

Guaranteed Interview Scheme

MHCLG uses the guaranteed interview scheme to help widen employment opportunities for disabled people. Applicants with disabilities who meet the criteria stated in the person specification and submit a completed 'Guaranteed Interview Scheme' form will be guaranteed an interview.

Conflicts of Interest

Please give details of any business or other interest or personal connections which, if you are appointed, could be misconstrued or cause embarrassment to either MHCLG or BRAC - see the "Outline Terms and Conditions" section for further information.

Other Relevant Information Declaration Form

Any appointee to a Public Body could find that matters or incidents which previously attracted no attention could become matters of public interest once the person concerned holds a public appointment. Therefore, if you have answered 'yes' to any of the questions on the form, you must provide a statement explaining the circumstances.

Complaints

If at any time during the appointments procedure you have reason to question your treatment, you should first address your concerns to the administration team by email: publicappointments@communities.gov.uk or by post: Public Appointments Team, ALB Governance & Appointments, Ministry of Housing Communities and Local Government, 1st Floor NE, Fry Building, 2 Marsham Street, London SW1P 4DF.

If after investigation by the Department, you remain dissatisfied, you may take your complaint to the Commissioner for Public Appointments. Details on how to make a complaint can be found on the Commissioner's website at:

<http://publicappointmentscommissioner.independent.gov.uk/what-we-do/complaints-and-investigations> Complaints should be lodged within 12 months of the appointment being made.

Further information

Seven principles of public life and ensuring public confidence

Given the nature of public appointments, it is important that those appointed as members of public bodies maintain the confidence of Parliament and the public. If there are any issues in your personal or professional history that could, if you were appointed, be misconstrued, cause embarrassment to BRAC or MHCLG, or cause public confidence in the appointment to be jeopardised, it is important that you bring them to the attention of the Assessment Panel and provide details of the issue/s in your supporting letter. In considering whether you wish to declare any issues, you should also reflect on any public statements you have made, including through social media. The Assessment Panel will explore potential conflicts of interest during the interview process.

The Seven Principles of Public Life

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 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 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 doing so.

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.

Failure to disclose such information could result in an appointment either not being made or being terminated. Should you wish to speak to someone concerning a potential conflict of interest, please contact Christina Machado, Public Appointments, on 0303 444 2937

publicappointments@communities.gov.uk or Paul Whittlesea, Building Regulations Technical Policy Division on 0303 444 1643 Paul.Whittlesea@communities.gov.uk in the first instance.

Any statements you make will be treated confidentially and we will contact you to discuss any potential conflicts that might arise ahead of the sift process to explain what might be required if you are successful and check that you still wish your application to be considered.



Further information

Commissioner for Public Appointments

In accordance with the Public Appointments Order in Council 2017 2(2), we will process your application in accordance with the General Data Protection Regulations and Data Protection Act 2018. Your data will be held securely and access will be restricted to those dealing with your application or involved in the recruitment process. The Commissioner for Public Appointments, may also request access as part of a complaint investigation or review of the recruitment process. Your data will be stored for up to two years and processed for the purpose of the recruitment process, diversity monitoring and, if successful, your personal record. If appointed, your data will be stored for the duration of your tenure and may be shared with the organisation that you are appointed too, unless specifically requested otherwise. Should you wish your data to be removed from our records, please contact publicappointments@communities.gov.uk.

Compliance with GDPR

In accordance with the Public Appointments Order in Council 2017 2(2), we will process your application in accordance with the General Data Protection Regulations and Data Protection Act 2018. Your data will be held securely and access will be restricted to those dealing with your application or involved in the recruitment process. The Commissioner for Public Appointments, may also request access as part of a complaint investigation or review of the recruitment process. Your data will be stored for up to two years and processed for the purpose of the recruitment process, diversity monitoring and, if successful, your personal record. If appointed, your data will be stored for the duration of your tenure and may be shared with the organisation that you are appointed too, unless specifically requested otherwise. Should you wish your data to be removed from our records, please contact publicappointments@communities.gov.uk.

Contact Details for Queries

All applications will be acknowledged within 5 working days of receipt. If you have not received an acknowledgement within 7 working days of submitting your application, please contact the ALB Governance & Appointments Team on 0303 444 2937 or email publicappointments@communities.gov.uk to ensure we have received your application. You can also contact us using these details if you would like further information on the role, the application process or the progress of your application.