



Home Office

MEMBERS OF THE ADVISORY COUNCIL ON THE MISUSE OF DRUGS

Recruitment Information Pack

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About the Advisory Council on the Misuse of Drugs

The Advisory Council on the Misuse of Drugs (ACMD) is an independent advisory non departmental public body sponsored by the Home Office. The current Chair of the ACMD is Dr Owen Bowden-Jones.

The ACMD has statutory duties and roles under the Misuse of Drugs Act 1971 (MDA) and the Psychoactive Substances Act 2016. The ACMD is responsible for keeping under review the situation in the UK with respect to drugs which are being, or appear likely to be, misused and the misuse of which is having, or appears capable of having, harmful effects sufficient to constitute a social problem.

A working protocol has been developed which supports the respective roles and responsibilities of the Home Office and the ACMD¹. The working protocol provides a framework under which the Home Office and the Council will engage through the provision and receipt of advice on matters relating to the misuse of drugs.

Priorities

Ministers commission key elements of the work of the Council on an annual basis. The Council also has scope, allowing for Ministerial priorities, to determine its own work streams and offer advice on issues which it thinks relevant.

Much of the Council's work is taken forward by sub-groups in the form of standing committees or shorter term task and finish working groups which are commissioned to look at specific issues. Members are encouraged to become involved in these, although participation is subject to having the relevant experience and interest in the topic. Given the diversity and complexity of topics, the Council's expertise in subgroups is often supplemented by the process of co-option.

The Council currently has three standing committees:

Novel Psychoactive Substances (NPS) Committee

The NPS Committee was set up in response to the emergence of novel psychoactive substances that have rapidly and significantly changed the UK drug market. The NPS Committee supports the ACMD in its duty to keep under review and advise on the misuse and harm of NPS in the UK and provides advice to the Home Office to support the delivery of its NPS action plan.

Technical Committee

The Technical Committee supports the ACMD in its role to provide technical advice on classification and scheduling of substances under the Misuse of Drugs Act 1971 and its Regulations.

¹ Working protocol between the Home Secretary and the ACMD at: <https://www.gov.uk/government/publications/working-protocol-between-the-home-secretary-and-the-advisory-council-on-the-misuse-of-drugs>

Recovery Committee

The Recovery Committee supports the ACMD in its task to advise the Government on how people can best be supported to recover from dependence on drugs and alcohol, and how best to prevent drug and alcohol misuse and the harms it causes.

Outputs from the standing committees and working groups are discussed and approved by the Full Council prior to publication on the [ACMD website](#).

Key sources of information

[Code of practice for Scientific Advisory Committees](#), covering:

- Members' role, responsibilities, code of conduct, Nolan Principles of Public Life and confidentiality;
- Ways of working: engagement with Ministers and officials;
- openness and transparency, including how advice from the ACMD will be presented, and communication with the media;
- Register of interests and personal liability.

[Working Protocol between the Home Secretary and the ACMD](#), covering:

- principles of engagement between the ACMD and the Government
- expertise and the membership
- consultation and advice for invoking temporary class drug orders.

Support to the ACMD

The ACMD, its standing committees and working groups are supported by a science secretariat provided by the Home Office and Public Health England. The science secretariat is separate from its policy counterparts and plays a role in ensuring the independence of the Council's actions, deliberations and advice.

The ACMD is also supported by an independent press officer provided by the Home Office.

Role Description

Job Title: Members of the Advisory Council on the Misuse of Drugs (ACMD)

Duration: An initial term of three years

Remuneration: The role is unremunerated, but travel expenses incurred on committee business in the UK will be reimbursed

Location: Mostly Central London

Purpose:

To complement its existing skills and knowledge, the ACMD is seeking 9 new members with demonstrable expertise in one, or more, of the following areas:

- Expert in prevention in relation to drug misuse, which may include experience of working with young people.
- Social scientist in relation to drug misuse.
- Clinical toxicologist with expertise in relation to drug misuse.
- Doctor or practitioner with experience of dealing with issues related to drug misuse.
- Medicinal or forensic chemist with expertise in drugs misuse.
- Police officer with experience of dealing with drug-related offences.
- Legal with experience of dealing with issues related to drug misuse.
- Addiction psychologist with experience of dealing with issues related to drug misuse.
- Neuropharmacologist with experience in relation to drug misuse.

Members of the ACMD are appointed as individuals to fulfil the role of the Council and have a duty to act in the public interest. Members are not appointed as representatives of their particular profession, employer or interest group.

Committee members are expected to:

- attend and contribute to ACMD Full Council meetings, and additional sub-committee or working group meetings, arranged as necessary; and,
- act corporately with other ACMD members to ensure that it fulfils its responsibilities by providing Ministers with impartial, independent, balanced, evidence-based advice on issues relating to the misuse of drugs.

Members also have responsibility for:

- developing the evidence base of subjects being considered and formulating advice;
- examining and challenging, if necessary, the assumptions on which advice is formulated;
- consider and provide feedback on consultations and proposals from government;

- ensuring that the ACMD has the opportunity to consider and evaluate the available evidence on a given issue, and where appropriate, as part of the evidence, the concerns and values of stakeholders before a decision is taken;
- sharing in the general responsibility to consider the wider context in which their expertise is employed; and
- ensuring they act in accordance with the ACMD Code of Practice for members, which includes the Seven Principles of Public Life – the Nolan Principles and the Code of Practice for Science Advisory Committees.
- Members will be encouraged to lead pieces of work.

Person Specification

Key responsibilities and criteria

Your supporting statement should provide evidence of your skills and experience against the criteria set out below. Please be clear about the scale and significance of your role/achievement. The evidence you provide against the selection criteria will be used by the selection panel to determine your suitability for the role.

To deliver in the role, applicants should be able to demonstrate:

- The ability to apply their respective areas of expertise and bring authority, knowledge and breadth to this multi-faceted issue of great public interest and importance;
- Strong interpersonal skills and evidence of working successfully in a professional, community or voluntary capacity on committees or other decision-making groups;
- Evidence of working collaboratively with committee members and stakeholders and actively and constructively contributing to discussions, negotiating between conflicting opinions and values and reaching impactful and timely conclusions;
- The ability to think logically and objectively, to critically analyse, synthesise, evaluate and systematically approach evidence, data and information from diverse sources identifying key issues and making effective impartial and balanced decisions;
- The confidence to deal with difficult situations sensitively and to take, and be accountable for decisions;
- An appreciation of equality and diversity and a willingness to champion difference.

Due diligence: Please note that as part of the recruitment process, due diligence, including social media checks will be undertaken on the appointable candidates.

Response Instructions

If you wish to apply for this position, please supply the following **by 23:00hrs on 16 April 2019**:

- 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 A**, relating to referees, diversity, nationality, political activity and conflicts of interest.

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

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 Dr Jo Wallace (Head of Home Office Science Secretariat) on 020 7035 5076 or by e-mail at joanne.wallace@homeoffice.gov.uk.

If your query relates to the public appointments recruitment process then please contact the Home Office Public Appointments Team by e-mail at publicappointments@homeoffice.gov.uk.

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. We recognise flexible working practices but members need to be able to attend meetings, mostly held at 2 Marsham Street, London SW1P 4DF.

As part of the application process we ask candidates to complete equal opportunities monitoring information (see form at Annex A). 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.

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 A.

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.

Indicative Timetable

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

Closing Date for Recruitment Advertisement	23:00 on 16 April 2019
Shortlist Meeting	23 April 2019
Candidate Interviews	w/c 20 May 2019
Meeting with Home Secretary (if required)	Post interview

Recruitment Process

This role is being competed in accordance with the Cabinet Office Governance Code on Public Appointments (December 2016)², which sets out the regulatory framework for public appointments processes. The Code is based on three core principles – merit, openness and fairness.

The Advisory Assessment Panel will comprise an SCS from the Drugs and Alcohol Unit, Crime, Policing and Fire Group, Home Office, who will act as Panel Chair; and include Dr Owen Bowden-Jones (ACMD Chair) and Dr Duncan Harding (Agri-food Chain, Innovation, Productivity and Science Unit, Department for Environment, Food and Rural Affairs) as the independent panel 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.

Interviews are expected to take place in Central London and will last for between 45 and 60 minutes. Further details about the format will be provided to you in advance.

The decision to appoint 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.

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

Terms of Appointment

Appointment Term

- Your appointment will be made by the Home Secretary and will be for a period of three years.
- There is a possibility of re-appointment at the end of this period of office at the discretion of the Home Secretary, subject to a satisfactory appraisal of performance and mutual agreement.
- It should be noted that this role is a public appointment; the post holder will be neither an employee of the Crown nor of HM Government. Such appointments are not normally subject to the provisions of employment law.
- The appointment may be terminated prior to the conclusion of the period of appointment.

The position of Remuneration

- ACMD members are unremunerated.
- The post holder can claim reimbursement for reasonable travel and subsistence costs necessarily incurred during the course of their duties at rates set centrally.
- No allowances will be payable and you will not be eligible for any form of bonus payment.

Time Commitment: Members are expected to attend Committee meetings and associated working group meetings as needed. Overall, commitment will equate to 10-15 days per year, depending on ACMD's work programme.

Location: Committee-level meetings will normally take place at Home Office Headquarters, 2 Marsham Street, London. ACMD Full Council meetings usually take place at a suitable external venue.

Availability: The successful candidate will be encouraged to take up this appointment as soon as possible, subject to the successful completion of pre-appointment checks and security clearance.

Security clearance: The successful candidate will be required to have or be willing to obtain security clearance to 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.

Nationality: This is a non reserved post and therefore 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. In order to confirm your eligibility for this post, please complete the Nationality form at the end of this candidate pack which asks for information regarding this. 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; and,
- anyone who has been removed from trusteeship of a charity.

Standards in public life: You will be expected to demonstrate high standards of corporate and personal conduct. All successful candidates will be asked to subscribe to the ACMD's working protocol. Candidates will be expected to abide by the "Seven Principles of Public Life" set out by the Committee on Standards in Public Life.

Registration of interests: The purpose of these provisions is to avoid any danger of ACMD members being influenced, or appearing to be influenced, by their private interests in the exercise of their public duties.

Public appointments require the highest standards of propriety, involving impartiality, integrity and objectivity, in relation to the stewardship of public funds and the oversight and management of all related activities. This means that any private, voluntary, charitable, or political interest which might be material and relevant to the work of the body concerned should be declared. It is important, therefore, that you consider your circumstances when applying for a public appointment and identify any potential conflicts of interest, whether real or perceived.

There is a requirement to declare any actual or potential conflict of interest you may have in being appointed to the ACMD in a separate form. Any actual or perceived conflicts of interest will be fully explored by the Panel at interview stage.

Political activity: Members will need to show political impartiality during their time on the ACMD and must declare any party-political activity they undertake in the period of their appointment. Details of the successful candidates declared political activity must be published by appointing departments when the appointments are publicised.

The (online) Political Activity Declaration 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 candidates 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 A 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 A). 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 A.

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 A, 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:

Public Appointments Team
Home Office
Third Floor, Peel Building
2 Marsham Street
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.