



Home Office

# SECURITY INDUSTRY AUTHORITY MEMBERS

## (NON-EXECUTIVE DIRECTORS) x2

### Recruitment Information Pack

### July 2019



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## Welcome Note from Elizabeth France, Security Industry Authority Chair

Dear Applicant,

Thank you for taking the time to consider applying to become a Member of the Security Industry Authority (SIA). There are six Members who constitute the Authority; these are non-executive roles. We are working closely with our newly appointed Chief Executive, Ian Todd, to look afresh at our strategic objectives; there are some exciting opportunities for us to develop the way we regulate the private security industry.

Our primary focus will always be to ensure the public is protected. To do this we are looking at ways to improve standards and to ensure that those standards are valued by those who buy as well as those who supply security.

The Authority has a complementary set of skills and experience and I am keen that the appointments which the Secretary of State will make to fill the current vacancies ensure that we continue to have access to knowledge and experience of the industry and of law enforcement. The diversity of the Authority is also important to us.

I do hope you will consider applying to join the SIA to share in leading us through our next phase of development.

**Elizabeth France**  
**SIA Chair**

## About the Security Industry Authority

The SIA is the organisation responsible for regulating the private security industry. It is an independent body reporting to the Home Secretary, under the terms of the Private Security Industry Act 2001. Its purpose is to regulate the private security industry effectively; to reduce criminality, raise standards and recognise quality service. Its remit covers the United Kingdom.

### Role and Background

The SIA has two main duties. One is the compulsory licensing of individuals undertaking designated activities within the private security industry; the other is to manage the voluntary Approved Contractor Scheme, which measures private security suppliers against independently assessed criteria.

SIA licensing covers manned guarding (including security guarding, door supervision, close protection, cash and valuables in transit, and public space surveillance using CCTV), vehicle immobilisation (in Northern Ireland) and key holding. Licensing ensures that private security operatives are fit and proper persons who are properly trained and qualified to do their job.

The SIA's Approved Contractor Scheme sets out operational and performance standards for suppliers of private security services. Organisations that meet these standards are awarded Approved Contractor status. This accreditation provides purchasers of private security services with independent proof of a contractor's commitment to quality.

The SIA believes that a professional, regulated private security industry is a valuable member of the extended police family, helping to reduce crime, disorder and the fear of crime.

The SIA comprises four directorates: Operations, Partnership & Interventions, Corporate Services and Strategy, Policy & Communications. Each directorate is composed of smaller teams that are responsible for specific areas of day-to-day operations. Current SIA Members are:

- Elizabeth France (Chair)
- David Horncastle
- Sir Ian Johnston
- Ian McKay
- Trevor Reaney
- Geoff Zeidler

The positions being advertised are to fill the vacancies which will arise when the appointment terms of Geoff Zeidler and Sir Ian Johnston come to an end in December 2019 and February 2020 respectively.

### Further Reading

For detailed information on the SIA and its activities, please refer to the SIA website: [www.sia.homeoffice.gov.uk](http://www.sia.homeoffice.gov.uk). This includes the SIA's latest Annual Report and Accounts.

## Role Description

**Title:** Security Industry Authority Members (Non-Executive Directors)

**Roles available:** Two

**Reports to:** Home Secretary, through the SIA Chair

**Duration:** Three-year appointment

**Remuneration:** £9,160 per annum, based on up to 32 days worked

The Home Office is seeking to appoint two Members (Non-Executive Directors) to the SIA.

As a Member your key responsibilities will be to:

- work with the Chair and other Authority Members in setting the strategic direction of the SIA, and ensuring the Authority discharges its statutory duties in line with the requirements of the Private Security Industry Act 2001, overseeing the timely production of realistic and costed business and forward plans;
- ensure that the Senior Executive Team is held to account and systems are in place to enable them to discharge their responsibility effectively, monitoring and challenging performance, finance and the management of risk;
- in reaching Authority decisions, to take proper account of guidance provided by the responsible Minister or Home Office, and devolved administration;
- chair and participate in Authority sub Committees;
- oversee the work of the Chief Executive in managing the organisation and its delivery programme;
- play a key role in representing the Board and the SIA in communications with key stakeholders; and
- adhere to the code of practice for Members of executive NDPBs.

## Person Specification

It is essential in your supporting statement that you provide evidence and proven examples against each of the selection criteria in **Part One only** of the person specification, in so far as you are able. These responses will be further developed and explored with those candidates invited for interview, together with the other criteria listed in **Part Two**.

### Part One – Essential Skills and Experience

- Successful track record of achievement in a Board-level or equivalent experience.
- Thorough understanding of issues arising from delivering services and business improvements within a high profile and sensitive environment, working with external partners (ideally enforcement); and/or
- Evidence of a good understanding of the wider issues relating to the regulation of the private security industry or a sector with similar characteristics to the private security industry.

### Desirable

- An understanding of the private security industry or law enforcement; and/or
- An accountancy qualification.

### Part Two – Personal abilities and behaviours

- An innovator and motivator, able to promote new thinking to achieve change and continuous improvement.
- Able to build strong working relationships and communicate effectively, using a range of medium, to Ministers, officials, staff, a diverse range of stakeholders, the public, Parliament and the Devolved Administrations.
- Strong negotiating and influencing skills and the ability to convince through personal credibility.
- Undisputed personal integrity and a personal style that demonstrates authority and commitment.
- As holders of a public office, Board members are 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:** Please note that as part of the recruitment process, due diligence, including social media checks will be undertaken on the appointable candidates.

## Terms of Appointment

### Appointment Term:

- Your appointment as an SIA Member (Non-Executive Director) will be made by the Home Secretary.
- The appointment will be for a fixed period of three years.
- Re-appointments can be made at the end of the period of office for a further term of up to three years at the discretion of Ministers, subject to a satisfactory appraisal of performance and mutual agreement.
- It should be noted that this post is a public appointment; SIA Members are neither employees of the Crown, Home Office nor of the SIA.
- Appointments may be terminated prior to the conclusion of the period of appointment.

### Remuneration and Time Commitment:

- Members will receive £9,160 per annum, based on an expected time commitment of 32 days attendance. The remuneration is taxable through the SIA payroll, but the appointment is not pensionable.
- Members can claim reimbursement for reasonable travel and subsistence costs necessarily incurred on SIA business at rates set by the SIA.
- Applicants should note that the successful candidates cannot be remunerated for this role if they are being paid for an existing full-time role from the public purse.

**Location:** The role will be home-based, and members will be required to attend meetings in London at SIA HQ, Canary Wharf and regionally as required.

**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 candidates will be required to have or to obtain security clearance to Counter Terrorism Check (CTC) 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. 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 3 months or more in the last 5 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 Companies Act 2006; 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 Review Body's "Codes of Practice". Candidates will be expected to abide by the "Seven Principles of Public Life" set out by the Committee on Standards in Public Life (Annex A).

**Registration of interests:** The purpose of these provisions is to avoid any danger of SIA Board 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 SIA 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 Authority and must declare any party political activity they undertake in the period of their appointment. Details of the successful candidate's 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.

## Response Instructions

If you wish to apply for these positions, please supply the following by **23:00 hours, Tuesday 27 August 2019**.

- A **comprehensive CV** setting out your career history and including details of any professional qualifications.
- A **short supporting statement** (maximum two sides A4) 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](mailto:publicappointments@homeoffice.gov.uk).

### Further Information:

If you have any queries about this role, please contact Nick Brown on 020 7035 5577 or email [NicholasDerek.Brown8@homeoffice.gov.uk](mailto:NicholasDerek.Brown8@homeoffice.gov.uk)

If you have any queries about the recruitment process for this role, please contact Christine Ugborogho on 020 7035 8241 or email [Christine.Ugborogho@homeoffice.gov.uk](mailto:Christine.Ugborogho@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.

As part of the application process we ask candidates to complete equal opportunities monitoring information. This will help us to monitor selection decisions to assess whether equality of opportunity is being achieved. The information on the form will be treated as confidential and used for statistical purposes only. The form will not be treated as part of your application.

### Guaranteed Interview Scheme for Disabled Persons:

The Home Office is an accredited user of the government's "Disability Confident" disability symbol, which denotes organisations which have a positive attitude towards disabled applicants. Applicants who meet the minimum criteria in the job specification are guaranteed an interview (GIS). Selection will be on merit. If you wish to apply for consideration under this scheme, please complete the form in Annex B. It is not necessary to state the nature of your disability.

Whether you choose to apply under GIS 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.

## Data Protection

The Home Office takes its obligations under the 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. Data may also be used for the purposes of monitoring the effectiveness of the recruitment process, but in these circumstances will be kept anonymous. The ethnic monitoring form is used for monitoring the selection process only. If you do not wish to have these details recorded please return the form uncompleted.

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 to help fulfil the Commissioner's formal complaints investigation role and for audit purposes.

Our data protection policy is in line with the requirements of the Data Protection Act and the requirements of the Cabinet Office Governance Code on Public Appointments. 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 Home 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.
- 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 contact Christine Ugborogho on 020 7035 8241.

**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.

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

## Indicative Timetable

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

Advert Closing Date	23:00 hours, Tuesday 27 August 2019
Short List Meeting	Expected w/c 2 September 2019
Final Panel Interviews	w/c 30 September 2019
Meeting with Minister (if required)	Expected post interview

## Selection Process

This role is being competed in accordance with the Government's Governance Code on Public Appointments<sup>1</sup>, which sets out the regulatory framework for public appointments processes. The Code is based on three core principles – merit, openness and fairness.

The competition will be chaired by Sue Young (Director, Public Protection and Senior Sponsor of the SIA in the Crime, Policing and Fire Group, Home Office), who with Elizabeth France (SIA Chair), will ensure the appointments are made in accordance with the Code. The Advisory Assessment Panel (panel) will also include Andy Bliss QPM (Police and National Crime Agency Remuneration Review Bodies) as the independent member.

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

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

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

The decision to appoint to these roles rests with the Home Secretary. Appointable candidates may be invited to meet with the Home Secretary, or another Home Office Minister, before he makes a final decision. As a result, there may be a delay in informing candidates of the outcome of the competition.

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<sup>1</sup>[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/578498/governance\\_code\\_on\\_public\\_appointments\\_16\\_12\\_2016.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/578498/governance_code_on_public_appointments_16_12_2016.pdf)

## 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  
Third Floor, Peel 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.