



Ministry of Housing,
Communities &
Local Government



Valuation Tribunal Service

Recruitment of up to 2 Board Members

Closing date: 22/10/2019

Welcome



“As a serving VTE Chair you are already showing your commitment to public service. I would like to encourage you to also consider applying for VTS Board membership to further help with the development and oversight of the Service.

The VTS serves a vital function in administering the appeals system and the Board needs the experience and knowledge that VTE Chairs bring.

Being a Board member is a stimulating and fulfilling role ideally suited to someone who is interested in the VTS and VTE and wants to play a part in shaping their futures.

Full details of the role, its responsibilities and commitments are set out in this document and I very much hope you will decide to apply.”

-Robin Evans, VTS Chair

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About the Valuation Tribunal Service

The Minister for Local Government and Homelessness, on behalf of the Secretary of State for Housing, Communities and Local Government, is seeking to appoint up to 2 Members to the Board of the Valuation Tribunal Service (VTS). The vacancy is only open to serving Chairs (Senior Members) of the Valuation Tribunal for England (VTE).

Role of the Valuation Tribunal Service

The VTS is an executive Non-Departmental Public Body of the Ministry of Housing, Communities and Local Government (MHCLG). It was established under the Local Government Act 2003 to provide administrative support, procedural advice and central direction to the VTE. It has a strong corporate identity and clearly delegated powers and responsibilities. The VTS employs around 70 staff and is able to encourage the spread of best practice across the organisation, leading to better public service delivery.

Aims & Objectives of VTS

- To support the VTE in the administration of a fair, efficient and accessible appeals system by providing guidance and supporting the recruitment, induction and integration of new members.
- To drive continuous improvement of performance and efficiency across all aspects of the organisation.
- To enhance the quality and consistency of service to all stakeholders.
- To work in partnership with the sponsor department to support policy development.
- To build capacity and capability in the staff with continuous learning and improvement.
- To operate with financial and organisational initiative and efficiency.

About The Board

The Board ensures that effective arrangements are in place to provide assurance on risk management, governance and internal control as per the [Framework Document](#) that exists between VTS and MHCLG.

The Board comprises of a Chair and Members appointed by the Minister for Local Government and Homelessness, on behalf of the Secretary of State for the MHCLG. There are currently 5 members including the President of the VTE who is an ex-officio member of the Board. The founding legislation for the VTS, the Local Government Act 2003, requires a majority of the members of the VTS Board to be serving VTE Chairs.

Information about the organisation, Board Members, Board minutes and more can be found on the VTS website:

<https://www.valuationtribunal.gov.uk/about-us/vts/>



About The Board

The Board is specifically responsible for:

- Supporting the Accounting Officer, who is also the Chief Executive, in his role;
- Establishing and taking forward the strategic aims and objectives of the VTS, consistent with the framework agreed with MHCLG;
- Ensuring that the Secretary of State is kept informed of any changes which are likely to impact on the strategic direction of the VTS Board or on the attainability of its targets, and determining the steps needed to deal with such changes;
- Ensuring that any statutory or administrative requirements for the use of public funds are complied with; that the Board operates within the limits of its statutory authority and any delegated authority agreed with MHCLG, and in accordance with any other conditions relating to the use of public funds; and that, in reaching decisions, the Board takes into account guidance issued by MHCLG;
- Ensuring that the Board receives and reviews regular financial and operational information concerning the management of VTS; is informed in a timely manner about any concerns about the activities of VTS; and provides positive assurance to MHCLG that appropriate action has been taken on such concerns;
- Ensuring that corporate governance is kept to a high standard, including by using the independent audit committee to help the Board to address key financial and other risks;
- To support and encourage the Executive in seeking improvements to the service for the benefit of appellants and other stakeholders;
- Appointing, with the Secretary of State's approval, a Chief Executive and, in consultation with MHCLG, set performance objectives and remuneration terms linked to these objectives for the Chief Executive which give due weight to the proper management and use and utilisation of public resources.



About The Role

Board members have an overall responsibility to ensure that the VTS fulfils its statutory functions. The roles will involve:

- Attending VTS Board meetings (and sub-committee meetings if requested) and contributing to subjects under discussion including strategy, policy development and the monitoring and review of performance.
- Helping to develop the VTS's future strategy and its Corporate and Business Plans, through which the VTS's objectives and targets are established and their budget set.
- Assisting in the development of improvements to VTE's and VTS's customer service delivery.
- Assisting in the implementation of policies and systems to discharge the VTS's statutory responsibilities.
- Board members may be required to chair or be a member of a VTS established committee or sub-committee.
- Acting in accordance with the [Seven Principles of Public Life](#).



Selection Criteria

Successful candidates should have:

1. An understanding of corporate governance and accountability
2. An understanding of the role of an accounting officer and a non-executive board
3. Ability and interest in the development of strategy
4. Ability to support, monitor, review and challenge performance where necessary
5. Excellent communication skills.

Please note no previous Board experience is necessary for this role.

Only serving VTE Chairs are eligible to apply for this role.

If you wish to have an informal discussion with someone regarding this role please contact Lola Moses, a serving VTE Chair on the Board, on 0797 1497 036, or email lola.moses@btopenworld.com

It would be helpful to have:

1. Knowledge of how government and public bodies work
2. Financial, HR or IT experience



Outline of the Terms and Conditions

Remuneration: Fixed annual salary of £5,694.

Time Commitment: Your time commitment is expected to be a maximum of 2 days per month. The time commitment cannot exceed 24 days per annum in order to achieve consistency in terms and conditions for such appointments at similar sized entities within the MHCLG Group and to comply with Cabinet Office rules for such appointments.

Term: Appointments, are made by Ministers for a period of up to 3 years.

Attendance: VTS Members are expected to attend meetings regularly. Erratic attendance may result in the termination of appointment.

Location: The location of the HQ for the VTS is at 2nd Floor, 120 Leman Street, London, E1 8EU. Board meetings are customarily held at this location.

Expenses and Subsistence: Reasonable travel and subsistence expenses incurred on VTS business will be reimbursed in accordance with VTS policies.

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

Conflicts of interest: If appointed, Members should avoid situations in which their Valuation Tribunal Service duties and private interests conflict or where there could be a suspicion of conflict. You must declare any personal or business interests which may, or may be perceived to, influence your judgements in performing your functions.

Political Activity: If appointed, Members should advise the Secretary of State if you intend to accept a prominent position in any political party and understand that the appointment to the Valuation Tribunal Service may be terminated early, if it is felt that the positions are incompatible.

Annual Appraisal: The Chair of the VTS Board will conduct annual appraisals of Board Members. Board Members will not be eligible for re-appointment unless they have performed satisfactorily during their current term.

How to Apply

To apply for these roles please supply the following materials **by 22/10/2019**.

Part 1: Curriculum Vitae – *max. 2 pages*.

Part 2: Covering Letter – Explaining how you meet the Selection Criteria – *max. 2 pages*.

Part 3: Further Information – Supplementary Information Form, Diversity Monitoring Questionnaire, Guaranteed Interview Scheme form, Conflict of Interest form, Other Relevant Information Declaration form.

Guidance that will assist with the completion of the Further Information forms will be provided alongside this Application Pack.

We cannot accept information and forms submitted with previous applications because your circumstances may have changed. Please email your completed application to the MHCLG Public Appointments Team at: publicappointments@communities.gov.uk by **22/10/2019**. Please include the reference “**Valuation Tribunal Service Board Member**” in the subject of your email. Your application will be acknowledged by the Public Appointments Team. We are unable to accept any applications submitted after the closing date.

An Advisory Assessment Panel will provide Ministers with advice on your suitability for these roles against the [selection criteria](#), using only the evidence you have provided in your covering letter and CV.

Public appointments are made on the basis of merit, in accordance with the Cabinet Office Governance Code on Public Appointments.

Assessment Process

Timeline

Interview

Post-interview

The decision on who to appoint to a role is made by Ministers, who receive advice from the Advisory Assessment Panel on the suitability of candidates against the published [selection criteria](#).

Please note that as a consequence of this process, we can only provide an indicative timetable at this stage which could be subject to change – potentially at short notice. If you are unable to meet these timeframes, please let us know by contacting PublicAppointments@communities.gov.uk.



The Advisory Assessment Panel will be:

- Chris Megainey, Deputy Director, Local Taxation & Pensions – MHCLG Panel Chair
- Robin Evans, Chairman of VTS Board – Representative of Valuation Tribunal Service
- Lorna Stimpson, Board Member of Building Regulations Advisory Committee (BRAC)
– Independent Panel Member

Assessment Process

Timeline

We aim to accommodate the availability of interviewees, but if they are unavailable for alternative dates 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.

Interview

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).

Post-interview

Candidates considered by the Advisory Assessment Panel to be appointable will be recommended to the appointing Minister for consideration. The Minister may choose to meet with these candidates before making a decision. If so, the Minister 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.

Assessment Process

Timeline

Public appointments are made on the basis of merit, in accordance with the Cabinet Office Governance Code on Public Appointments.

The decision on who to appoint to a role is made by Ministers, who receive advice from the Advisory Assessment Panel on the suitability of candidates against the published [selection criteria](#).

Interview

Following the Ministerial decision on appointment, letters will be sent to all shortlisted candidates 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 to accompany the press notice announcing their appointment to the Board.

Post-interview

Please note that due to the high volume of applications we can only provide feedback to candidates who reached the interview stage. The feedback can only be issued once the Minister has publicly announced the successful candidate.

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 the VTS, MHCLG or HM Government, or cause public confidence in the appointment to be jeopardised, it is important that you provide details of the issue(s) in your supporting letter and/or your declaration in the Conflict of Interest form and bring them to the attention of the Advisory Assessment Panel. In considering whether you wish to declare any issues, you should also reflect on any public statements you have made, including on social media.

The Advisory Assessment Panel will explore potential conflicts of interest and any other issues during the interview process. 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 or other issues please contact a member of the Public Appointments team at publicappointments@communities.gov.uk in the first instance.

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.



Further Information

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.

MHCLG makes 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 hope to receive applications from a wide range of individuals and backgrounds.

Eligibility: To be eligible for employment, you will need to be either a UK national or a national of another European Economic Area Member State or a Commonwealth citizen and have the right to work in the UK. Swiss nationals are also eligible. In addition, if you have dual nationality you will be eligible as long as one of the nationalities meets the requirements.

You must also be a serving Chair of the VTE (Senior Member) with the ability to complete a fixed period of up to 3 years, if appointed.



Further Information

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 email the Public Appointments Team at 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.

Email: PublicAppointments@communities.gov.uk

Telephone: 0303 444 4940

Post: Public Appointments Team, Ministry of Housing, Communities and Local Government, 1st Floor NE, Fry Building, 2 Marsham Street, London, SW1P 4DF

Commissioner for Public Appointments and 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.

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, 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: <https://publicappointmentscommissioner.independent.gov.uk/regulating-appointments/complaints-and-investigations/>. Complaints should be lodged within 12 months of the appointment being made.

