



Home Office

# INDEPENDENT CHIEF INSPECTOR OF BORDERS AND IMMIGRATION

## Recruitment Information Pack

May 2020



INVESTORS  
IN PEOPLE

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## Foreword from Shona Dunn, Second Permanent Secretary and Senior sponsor for the Independent Chief Inspector of Borders and Immigration (ICIBI)

Thank you for your interest in this role. The Home Office is one of the great Departments of State and has one of the most challenging roles in government. Its mission is fundamentally important: to keep Britain's streets safe and its borders secure. The Border, Immigration, and Citizenship System (BICS) is the overarching structure that incorporates the strategic, policy making, and operational functions for a safe and secure border, and to control immigration and access to citizenship.



As Second Permanent Secretary, I lead the BIC system and I am directly responsible for overseeing four Director General commands, including over 28,000 people doing some of the most complex, sensitive and high-profile work anywhere in the public or private sectors.

The Independent Chief Inspector of Borders and Immigration (ICIBI) plays a crucial role in scrutinising our border and immigration functions and helping to drive improvements in the system. I regularly meet the Inspector to discuss the Inspectorate's work in detail. The purpose of this is to understand emerging issues and recommendations for change and to ensure the department responds decisively. I am passionate about driving continuous improvements across the BIC system, whilst creating a culture of collaboration and inclusion. I value the ICIBI's contribution and scrutiny in making these changes.

An inspection plan, developed in consultation with the Home Secretary, ministers and senior officials, will form the basis of the Inspectorate's work. The new Chief Inspector will deliver in the region of 15 reports per annum, as well as an annual report at the end of the reporting year (April-March). They will work closely with the Directors General UK Visas and Immigration, Border Force, Immigration Enforcement, and Her Majesty's Passport Office whilst conducting inspections and developing recommendations on where we can improve.

If you have strong leadership skills, a track record of successful delivery and a passion for empowering others to drive improvements, then I encourage you to apply.

## Role Description

**Title:** Independent Chief Inspector of Borders and Immigration

**Commitment:** Full time public appointment (Monday-Friday)

**Remuneration:** £130,000

**Appointment:** Three years, with the possibility of re-appointment

**Location:** London

**Accountability:** Home Secretary

### Purpose:

The Independent Chief Inspector of Border and Immigration (ICIBI) is appointed by the Home Secretary and has responsibility for monitoring and reporting on the efficiency and effectiveness of the UK's Border and Immigration functions.

The ICIBI works to a published inspection plan and will consult the Home Secretary about this. The Home Secretary may also commission specific inspections.

The ICIBI is responsible for leading an independent inspectorate that is funded through a delegated budget.

### Key Responsibilities

The ICIBI is personally responsible to the Home Secretary for fulfilling statutory responsibilities as an independent inspector and pursuing agreed objectives.

The ICIBI main responsibilities are to:

- Monitor and report on UK immigration, asylum, nationality and general customs functions carried out by the Home Office Border, Immigration and Citizenship System in accordance with legislation (UK Borders Act 2007, sections 48-56) and its delegated contractors to deliver any of those functions.
- Agree an annual inspection plan with the Home Secretary including key performance indicators.
- Conduct an open and constructive relationship with the Home Office officials and ministers, to maximise the efficiency and effectiveness of the Border, Immigration and Citizenship System.
- Act as Accounting Officer, ensuring compliance with Government Accounting Rules. The office holder will be responsible for an annual budget of approximately £2million.
- Provide timely financial and management information to the Home Secretary and ensure that the accounts are properly prepared and presented in accordance with any directions set by the Home Secretary or by any other government department.

- Represent the Office of the ICIBI to the public.
- Provide strong leadership for the Office of the ICIBI and ensure all staff observe the highest standards of regularity and propriety and act in accordance with civil service values.
- Recruit appropriate staff to deliver the inspection plan and promote efficient use of resource to ensure value for money, whilst maximising the effectiveness of the ICIBI's function.
- Set and monitor performance goals for all staff of the office of the ICIBI.
- Promote equality and diversity.

## Statutory Responsibilities

The ICIBI's statutory duties are set out in sections 48 to 56 of the UK Borders Act 2007. They are to:

- Monitor and report on the efficiency and effectiveness of the UK's border and immigration functions, and of the staff across the Border, Immigration and Citizenship System.
- Consider and make recommendations about:
  - ♦ Consistency of approach within the border and immigration system;
  - ♦ Practice and performance of the Home Office in performing border and immigration functions;
  - ♦ Practice and procedure in making decisions;
  - ♦ The treatment of claimants and applicants;
  - ♦ Certification under section 94 of the Nationality, Immigration and Asylum Act 2002 (c.41) (unfounded claim);
  - ♦ Compliance with the law about discrimination in the exercise of functions, including reliance on paragraph 17 of Schedule 3 to the Equality Act 2010 (exception for immigration functions);
  - ♦ Practice and procedure in relation to the exercise of enforcement powers (including powers of arrest, entry, search and seizure);
  - ♦ Practice and procedure in relation the prevention, detection and investigation of offences;
  - ♦ Practice and procedure in relation to the conduct of criminal proceedings;
  - ♦ Whether customs functions have been appropriately exercised by the Secretary of State and the Director of Border Revenue;
  - ♦ The provision of information;
  - ♦ The handling of complaints;
  - ♦ The content of information about conditions in countries outside the United Kingdom, which the Home Secretary compiles and makes available for purposes connected to immigration and asylum, to immigration officials and other officials.

The ICIBI shall not set out to investigate individual cases but can consider or draw conclusions about an individual case for the purpose of, or in the context of considering a general issue.

- Produce an annual inspection plan describing the objectives and terms of reference of proposed inspections.
- Submit an annual report to the Home Secretary as well as ad hoc reports, which the Home Secretary is responsible for placing before Parliament.

- Keep proper accounts and proper records in relation to the accounts, to prepare statements of accounts in respect of each financial year and to send a copy of the annual accounts to the Home Secretary.

The responsibilities of the Chief Inspector may be revised from time to time during the appointment term, subject to the agreement of the Home Secretary.

The ICIBI's website can be found [here](#).

## 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 you if invited for interview, together with the other criteria listed in **Part Two**.

### Part One – Essential skills and Experience

- Proven track record of leading an organisation, operating at Board level or equivalent, with associated financial and people management skills.
- Demonstrable experience of the consistent delivery of excellent performance outcomes within a changing operational environment.
- Evidence of contributing to the development of a sound strategic direction for an organisation.
- Evidence of building strong and effective working relationships with internal and external stakeholders, displaying sensitivity to their views and an ability to handle conflict diplomatically.
- Evidence of the ability to analyse and make judgements from complex data and contribute to workable recommendations on complex and sensitive issues.
- Evidence of the ability to gain respect and keep the confidence of key stakeholders including Ministers and senior government officials through effective communication and influencing skills (both oral and written).

### Part Two – Personal abilities and behaviours

You should also be able to demonstrate:

- That you are at ease working within a given statutory framework.
- Decisiveness and independence.
- High standards of corporate and personal conduct, including a sound understanding of and strong commitment to equal opportunities, public service values and [principles of public life](#), enabling you to act impartially and uphold the role of ICIBI.

**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

**The closing date for applications is 23:00, 24 June 2020.**

Please submit the following 4 documents, clearly labelled, by email to:

[publicappointments@homeoffice.gov.uk](mailto:publicappointments@homeoffice.gov.uk)

1. A **comprehensive CV** (maximum two sides A4, minimum 11 font) setting out your career history and including details of any professional qualifications.
2. 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.
3. Please complete and return via email the forms at **Annex B**, relating to referees, conflicts of interest and nationality.
4. In addition, please complete the **Diversity Form at Annex C**. Please click on the link to the [Public Appointments website](#) for further information on recording whether or not you have a disability.

Please include the heading (Independent Chief Inspector of Borders and Immigration) in the subject box.

Please submit your application documents as 4 separate attachments.

Please note the following:

- **We cannot accept applications submitted after the closing date.**
- **Applications will be assessed on the documentation provided. Please refer to the advert and checklist to ensure you have provided the necessary documentation. We will assess it based solely on documentation provided.**
- **Applications will be acknowledged upon receipt.**
- **Feedback will only be given to unsuccessful candidates following interview.**

### Further Information:

If you have any queries about this role, please contact:

Fiona Mackie on 07469 907272 ([fiona.mackie@homeoffice.gov.uk](mailto:fiona.mackie@homeoffice.gov.uk)) or  
Tim Charlton on 07920 072383 ([tim.charlton1@homeoffice.gov.uk](mailto:tim.charlton1@homeoffice.gov.uk))

If you have any queries about the recruitment process for this role, please contact the Public Appointments Team at: [publicappointments@homeoffice.gov.uk](mailto:publicappointments@homeoffice.gov.uk).

## Indicative Timetable

Please note that these dates are only indicative at this stage and could be subject to change.

Advert Closing Date	23:00, Wednesday 24 June 2020
Short List Meeting	Expected w/c 6 July 2020
Final Panel Interviews	Expected w/c 10 Aug 2020
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 panel for the ICIBI recruitment will be chaired by Rosie Varley OBE as Senior Independent Panel Member and consist of Shona Dunn (Second Permanent Secretary, Home Office), Peter Fish (Director General, Government Legal Department) and Cindy Butts (Commissioner at the Criminal Cases Review Commission) as an Independent Panel Member.

The panel will ensure the appointments are made in accordance with the Code.

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 selection panel will assess each application against the essential criteria and decide who to invite for interview.

The Government has adapted the recruitment process around the UK's coronavirus restrictions while ensuring a fair and open competition. This includes planning for remote interviews.

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

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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)

The final decision to appoint to this role rests with the Home Secretary. This appointment is subject to parliamentary scrutiny (see page 11) so there could be a short delay before the appointment is announced'.

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

**Please note:** Expenses incurred by candidates during the recruitment process will not be reimbursed.

## Pre-appointment scrutiny

This role is subject to pre-appointment scrutiny by the Home Affairs Select Committee. Pre-appointment scrutiny is an important part of the appointment process for some of the most significant public appointments made by Ministers. It is designed to provide an added level of scrutiny to verify that the recruitment meets the principles set out in the Governance Code on Public Appointments.

The pre-appointment scrutiny aspect of the appointment has two parts.

First, information concerning the appointment and the Minister's preferred candidate will be shared with the relevant select committee. As part of this process you will need to be content for your name and your CV to be shared with the Select Committee as the Government's preferred candidate. You may also be required to complete a pre-appointment hearing questionnaire which could include, among other things:

- declarations of any relevant potential conflicts of interest,
- what you see as the priorities and key risks for the organisation,
- questions about how you would lead the Inspectorate and work with stakeholders,
- your commitment to standards in public life and how you would handle being in the public eye.

Normally any information provided to the select committee by the Government or a candidate will be published.

Second, it is likely that the select committee will decide to call the Government's preferred candidate to a public hearing before the select committee to answer questions relating to their suitability to the role. You would not be expected to have an in depth technical knowledge of how the Inspectorate works or an exact plan of what you would do in the role, however you will be expected to provide a credible representation of your understanding of the work of the Inspectorate and what your role in its future would be.

The proposed date for a pre-appointment hearing for this role, will be confirmed in due course.

The Government is committed to making the public appointments as accessible as possible so that no one is deterred from applying. The Department will provide support to you to help you prepare for the hearing and the clerks to the select committee will also be available to discuss with you how the hearing will run. You will also be supported by the Department in working with the select committee should you require any adjustment to enable you to participate fully in the hearing process.

For more information about pre-appointment scrutiny, please see the [Cabinet Office Guidance: Pre-appointment scrutiny by House of Commons Select Committees](#).

The Liaison Committee also publishes guidelines to select committees for pre-appointment. You may also find it helpful to review the [Code of Conduct for board members of public bodies](#) which sets out the expectations which the Government places on non-executive members of public bodies.

## Terms of Appointment

### Appointment Term:

- Members will be appointed by the Home Secretary.
- The appointments will be for a fixed period of 3 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; The Independent Chief Inspector of Borders and Immigration is neither an employee of the Crown or the Home Office.
- Appointments may be terminated prior to the conclusion of the period of appointment.

### Remuneration

- The role is full time and attracts remuneration of £130,000.
- The remuneration is taxable through payroll, but the appointment is not pensionable.

**Location:** The Office of the Independent Chief Inspector of Borders and Immigration will be based at Globe House, 89 Eccleston Square, London, SW1V 1PN.

**Availability:** The successful candidates will need to be available to take up the appointment from 1 November 2020, subject to the successful completion of pre-appointment checks and security clearance.

**Security clearance:** The successful candidates will be required to have or to undergo security clearance to Developed Vetting (DV) level. Pre-appointment checks will also be undertaken on immigration and criminal convictions. It usually takes 3-6 months to obtain the security clearance. The role will be offered on a conditional basis until the successful candidate has passed all checks.

**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 during 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
- anyone who has been removed from trusteeship of a charity.

Further advice about disqualification for appointment can be given by contacting the Public Appointments Team on [publicappointments@homeoffice.gov.uk](mailto:publicappointments@homeoffice.gov.uk).

**Standards in public life:** You will be expected to demonstrate high standards of corporate and personal conduct. Candidates will be expected to abide by the “Seven Principles of Public Life” set out by the Committee on Standards in Public Life (see below, page 18).

**Registration of interests:** The purpose of these provisions is to avoid any danger of a public appointee 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 as the ICIBI in a separate form. Any actual or perceived conflicts of interest will be fully explored by the Panel at interview stage.

**Political activity:** The ICIBI will need to show political impartiality during their time in the role and must declare any significant 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 appointment is publicised.

The 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.

**Disability Confident:** 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. 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 the Disability Confident 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.

**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 in Annex C will be treated as confidential and used for statistical purposes only. The form will not be treated as part of your application.

**Centre for Public Appointments Database:** As set out in Annex B, 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](mailto: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 the Public Appointments Team, at: [publicappointments@homeoffice.gov.uk](mailto:publicappointments@homeoffice.gov.uk).

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.