



Ministry  
of Justice

**CCRC**  
Criminal • Cases • Review • Commission



We are looking for outstanding individuals for the posts of

## **Commissioners of the Criminal Cases Review Commission (CCRC)**

**Reference number: PAT150091-CCRC-COMMISSIONERS**

**(please use the above reference in all correspondence)**

**Location:** The role is home based, with the occasional requirement to travel to Birmingham for meetings.

**Term of appointment:** Three years

**Time commitment:** Minimum of 52 days per year

**Expected start date:** January 2021

**Remuneration:** £358, daily remuneration

**Closing date for applications is 9am on 20 July 2020**

Applications should be submitted to the Ministry of Justice Public Appointments Team via [PublicAppointmentsTeam@justice.gov.uk](mailto:PublicAppointmentsTeam@justice.gov.uk).

Alternative format versions of this candidate information pack are available on request from the Public Appointments Team at the above email address.

 [Twitter](#) Follow us to keep up to date with public appointments vacancies.



## 1. A Message from the Minister

Dear Candidate,

Thank you for your interest in becoming a Commissioner of the Criminal Cases Review Commission (CCRC), a public appointment made by Her Majesty The Queen on the recommendation of the Prime Minister.

The Commission is an independent body, set up by Act of Parliament, to investigate possible miscarriages of justice in England, Wales and Northern Ireland. The CCRC is looking for new Commissioners.

The right to a fair trial is fundamental to the rule of law. The CCRC helps safeguard the rights of the individual and the integrity of the trial process by considering whether convictions are safe and sentences appropriate and, where they judge they may not be, referring them back to the courts so that injustices can be rectified. The CCRC is an important part of the system of constitutional checks and balances.

The CCRC is seeking people who are committed to remedying miscarriages of justice and who understand the importance of what they do and who share the CCRC's absolute commitment to ensuring a fair and open system of justice for all. The CCRC wants Commissioners who are astute, energetic, fearless, dedicated, hardworking and fair; people who combine independence of mind with the ability to work as part of a team.

The CCRC is looking for a mix of commissioners in terms of background and experience. This can include people who are lawyers, (including those with recent and current experience in criminal practice), and those who are not lawyers but who have, or are willing to acquire, an understanding of the criminal justice system. The CCRC welcomes applications from people of all backgrounds and from all walks of life.

If you share the CCRC's passion for doing the right thing, and its abiding commitment to the rule of law, then we would like to hear from you.

I do hope you will consider applying for these important positions.

**Alex Chalk MP**  
**Parliamentary Under-Secretary of State for Justice**

## 2. About the CCRC

The CCRC was created by the Criminal Appeal Act 1995 (the Act), began operating in 1997 and looks into criminal cases in England, Wales and Northern Ireland where a miscarriage of justice is alleged or suspected. The CCRC decides if there is any new evidence or new argument which raises a real possibility that an appeal court would quash a conviction or reduce a sentence. The CCRC also carries out investigations at the instigation of the Court of Appeal Criminal Division.

The CCRC is entrusted with the exercise of wide-ranging, and sometimes intrusive, statutory powers. Decisions are made by Commissioners who are royal appointees and who are directly responsible for deciding whether or not particular convictions or sentences should be referred back to the courts. They are supported by senior managers, legal and investigations advisers, casework and administrative staff.

At the end of March 2020, the CCRC has received 26,221 cases and has referred for appeal 692 cases. They receive approximately 1300-1400 applications a year.

As a learning organisation, the CCRC have introduced many new ways of working and the organisation continues to evolve whilst retaining independence at its core and a determination to produce high quality reviews and high-quality decision-making.

Finally, the CCRC is based in Birmingham city centre. An office move is taking place in the next year but it is anticipated that the CCRC will remain in central Birmingham should such a move occur.

### **Board Size and composition**

The Board currently comprises 10 members, 4 of whom, including the Chair, are Commissioners. The non-Commissioner members of the Board are the Chief Executive, Director of Casework Operations, the Director of Finance & Corporate Services and three Non-Executive Directors. More information on the Board's members can be found on the CCRC website along with other useful information, including the most recent annual report and business plans: <http://www.ccr.gov.uk/>.

## 3. The role of a Commissioner

The CCRC's role is to investigate and review cases where it is alleged that a miscarriage of justice may have occurred in relation to conviction, sentence or both. The CCRC is entrusted with the exercise of wide-ranging, and sometimes intrusive, statutory powers. Commissioners are supported by senior managers, legal and investigations advisers, casework and administrative staff. Investigations are mainly carried out by CCRC staff but CCRC can require others, such as the police, to carry out investigations on its behalf.

Commissioners make casework decisions. This may be as part of a committee of three commissioners (where, for example, consideration is being given to referring a case back to the appeal courts) or more regularly individually, where case working staff, having reviewed and investigated a case, consider that a referral may not be appropriate. Commissioners may also be asked to become involved in the most complex of CCRC cases right at the start where they may decide what investigations staff (or others) will carry out on behalf of the CCRC. The majority of a Commissioner's time will be focussed on taking decisions in respect of individual cases on his or her own

Commissioners may be called on to provide specialist advice depending on their background and expertise. Commissioners may also be involved in the training of staff and of fellow Commissioners; again, depending on the expertise they bring.

The CCRC is located in Birmingham. Commissioners will be home based and are required to attend the office on an occasional basis for attendance on committees and meetings. Most of their work is carried out electronically so it is essential that all Commissioners are comfortable using IT.

## **Person Specification and Eligibility**

This appointment is open to British or Commonwealth citizens, British Dependent Territories citizens, British Nationals (Overseas) citizens, British protected persons, citizens of the Republic of Ireland, European Economic Area (EEA) nationals or to those of other member states, and to certain non-EEA family members. Applicants must have rights of residence in the UK.

We welcome applications from all those who are eligible.

If you are in receipt of a salary from a government department and wish to apply, you should expect that - if selected for interview - the Advisory Assessment Panel will explore whether any perceived or real conflicts of interest might exist if you were to be appointed and, if so, how this might be managed or mitigated. The latter might include an undertaking to resign from government employment, if appointed, and - if considered appropriate - for there to be an interval between resignation and taking up appointment to the CCRC.

Legally qualified members must hold the necessary professional qualification as provided at section 2, subsection 2(e) of the Civil Procedure Act 1997, where eligible candidates must have a Senior Courts qualification (within the meaning of section 71 of the Courts and Legal Services Act 1990). The Act prescribes that at least one third of Commissioners, shall be legally qualified. The Act also prescribes that at least two thirds of Commissioners shall be persons who appear to the Prime Minister to have knowledge or experience of any aspect of the criminal justice system and, of them, at least one shall be a person who appears to him to have knowledge or experience of any aspect of the criminal justice system in Northern Ireland.

We are seeking a number of Commissioners. The precise number will depend on various factors including the skill set of the candidates; and the fit across the Commissioner body. Incoming Commissioners must also have an understanding of, and commitment to, equality and diversity.

### Eligibility

It is essential that Commissioners are, and are seen to be, independent and impartial; all applicants must clearly set out any perceived conflict of interest in the supporting documents.

### Qualities of a Commissioner

To help you decide if you have the qualities, skills and experience required for this post, we have listed below the criteria that we will apply when assessing candidates.

### Essential criteria

You must:

- Demonstrate integrity, fairness and independence of mind and sound judgement to make incisive, fair and legally sound decisions.
- Demonstrate intellectual capacity with the ability to make evidence-based decisions; and

high level analytical ability, with experience of analysing complex legal or non-legal issues

- Demonstrate ability to acquire knowledge and understanding quickly, especially of unfamiliar subject matters
- Quickly assimilate information to identify essential issues and focus on the relevant issues, encouraging others to do the same
- Allocate time and prioritise tasks effectively, delegating where appropriate, ensuring efficient completion of workload
- Communicate succinctly and in a well-reasoned manner, using technical language only when necessary
- Demonstrate courtesy and authority, instilling confidence in others by using effective communication
- Demonstrate an ability to work in an intensive IT based environment and engaging with available technology to carry out the role, while working remotely, in the most efficient and effective way.

Candidates may be invited take part in a casework scenario group exercise as part of the selection process. This will help inform the selection panel's decision on who to recommend for interview. Those selected for interview may be asked to undertake a critical reasoning exercise prior to their interview, where they will be asked questions on this.

You do not need any legal knowledge to complete this exercise which has been prepared so that it is equally accessible to candidates who are not legally qualified. You may, however, benefit from looking at the Criminal Appeal Act 1995 and the Commission's case working policies which are available at <http://www.ccrcc.gov.uk/publications/ccrc-casework-policies/>.

The CCRC has changed its policy in respect of Commissioners being able to hold posts simultaneously in the criminal justice system. It encourages and welcomes applications from candidates who also hold posts in the criminal justice system which do not raise an issue in respect of conflict. The CCRC considers that posts which do raise an unacceptable level of conflict include lawyers representing those involved in criminal cases or lawyers sitting or working in the Court of Appeal Criminal Division. Our policy can be found at [www.ccrcc.gov.uk](http://www.ccrcc.gov.uk) on the Commission's website.

#### 4. Other important appointment information

**Tenure:** Public appointments are offered on a fixed term basis. We do this to ensure that the leadership of our public bodies is regularly refreshed and the CCRC can benefit from new perspectives and ideas. The appointments will run for a three-year term with the possibility of reappointment for a further term subject to satisfactory appraisal and at the discretion of Ministers and with the agreement of Her Majesty. Overall, the tenure period cannot exceed ten years.

A key factor when considering re-appointment will be whether the Commission retains an optimum skill set across the Commissioner cadre and consideration as to whether the

Commissioner's profile requires fresh perspective to meet the needs of the Commission or any changes in the wider criminal justice system.

Commissioners are the holders of independent statutory offices and are not, therefore, employees of the Commission.

### **Remuneration, allowances and abatement**

- Commissioners will receive a daily remuneration of £358.
- Time requirements will be for a minimum of 52 days per year.
- An individual receiving remuneration from the public sector is not entitled to receive payment from their employer and the CCRC for the same period of time. Those working for a public sector employer part-time may receive payment providing there is no direct overlap between their paid employment and time spent on Board duties.
- Remuneration is taxable and subject to Class 1 National Insurance contributions. The role is not pensionable and in some circumstances your remuneration may be abated if you receive a public service pension – you will need to seek advice from your pension provider on this. Reasonable standard travel expenses will be payable.

**Start date:** We would hope to be able to start Commissioners from January 2021.

**Performance Appraisal:** Commissioners' performance will be appraised annually as part of the CCRC's formal appraisal process. This will be carried out by the Chair for each year of the Commissioners' appointments.

**Political activity:** Members of the CCRC will need to show political impartiality throughout their appointment and must declare any political activity they undertake during their term.

It is not appropriate for CCRC members to occupy paid party-political posts or hold sensitive, senior or prominent positions in a political organisation. Nomination for election to political office, for example the House of Commons, the Northern Ireland Assembly or the Scottish or European Parliaments is not considered compatible with CCRC membership.

**Standards in Public Life:** Public appointees are required to uphold the Board/Committee on Standards in Public Life's Seven Principles of Public Life (see **Appendix 1**). You are also expected to adhere to the Code of Conduct for board members of public bodies.

## **5. Advisory Assessment Panel membership**

### **The Panel will be:**

- Alison Wedge, Deputy Director, Head of MoJ ALB Centre of Expertise, Panel Chair;
- Helen Pitcher, Chair of the CCRC; and
- Karen Kneller Chief Executive; and
- Tariq Usmani, Independent Panel Member

The Advisory Assessment Panel Chair will report to Ministers on the outcome of the interviews. The final appointment is made by Her Majesty on the recommendation of the Prime Minister.

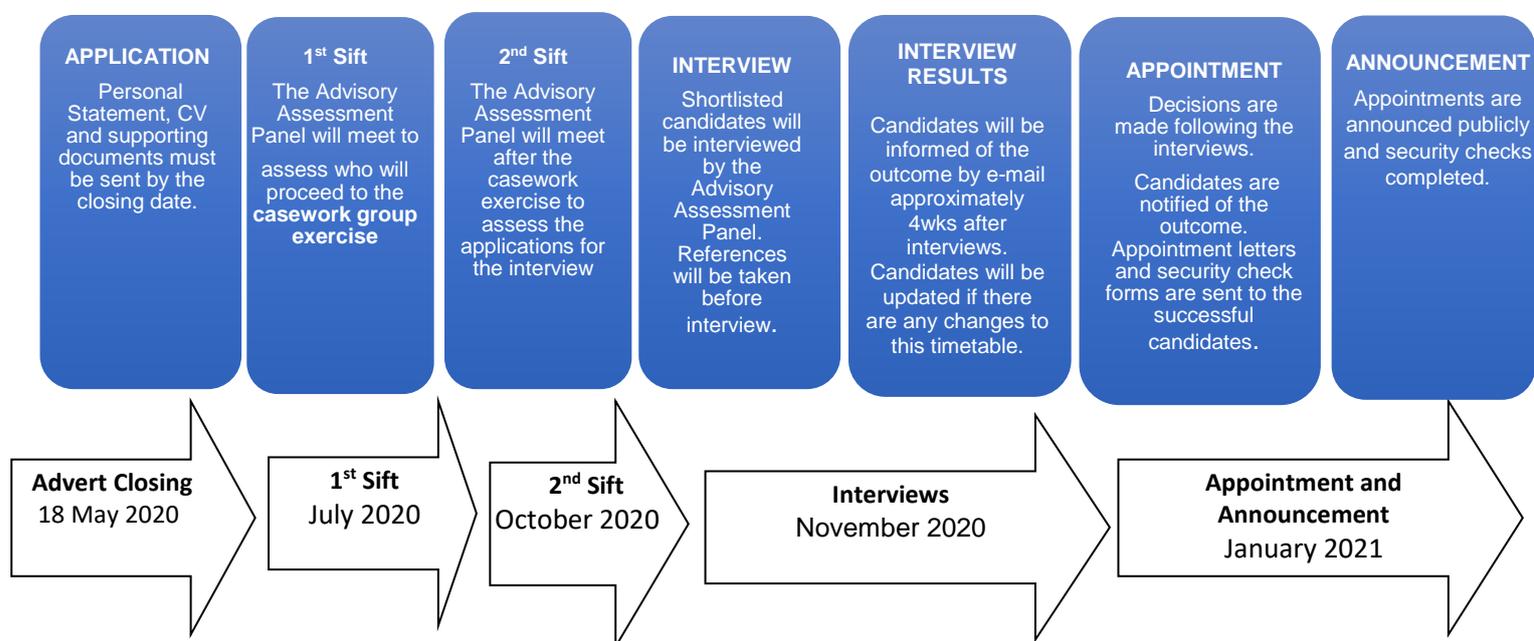
## 6. The appointment process and timeline

The figure below sets out the key stages and timings in the process.

**Covid-19 pandemic:** interviews will involve face to face contact and considering the current restrictions on gatherings, travel, and the recommended social distancing advice, we will review whether interviews will take place remotely or in person nearer the time, and whether they will still be held on the dates indicated below. We will write to candidates again with an update once the situation becomes clearer.

Key stages and timings in the campaign process:

**Candidates will be updated if there are any changes to this timetable.**



If you accept an invitation to interview, we will take two references in advance of the interview. By providing the details of two referees you are consenting to us approaching them in this way.

If you cannot attend an interview on one of the dates shown, please advise us as soon as you can. It may be possible to arrange an alternative date at the discretion of the Advisory Assessment Panel. **Please note that we do not pay travel expenses for attendance at interviews.**

The Secretary of State or another Minister may ask to meet candidates before or after interview.

If called for interview, the Advisory Assessment Panel will explore with you your experience and expertise to determine whether you meet the essential/desirable criteria for the role. You may be asked to start the interview with a short presentation. If required, these matters will be confirmed in your invitation to interview letter.

***Please note that due to the anticipated high number of applications for these posts, we will only be able to provide feedback to those candidates who are interviewed.***

**Security Clearance:** For successful candidates, confirmation of appointment will be subject to the required security clearance checks.

## 7. How to apply

To make an application, please send:

- **A CV (maximum two sides of A4)** detailing your qualifications, employment history and any appointments or offices you hold. Please also provide your preferred contact number and email address.
- **A personal statement (maximum two sides of A4)** providing evidence against the role criteria and your suitability for the post.
  - Please consider the role and criteria carefully in preparing your statements.
  - Information from Advisory Assessment Panels indicates that applications which offer specific and tailored examples against the criteria, making clear the candidate's role in achieving an outcome, are often the strongest.
  - Structuring the statement around the criteria using relevant headings also aids clarity.

### Appendix 2 – Guidance for those applying for an MoJ Public Appointment

## Supporting Documents

**(Appendix 3 – attached separately on cabinet office website)**

Please also complete and return the following supporting documents:

- **conflicts of interest:** You should declare any actual or potential conflict of interest or anything which might cause embarrassment should you be appointed. The Advisory Assessment Panel may wish to explore these further with you if you are shortlisted for interview. Conflicts might arise from a variety of sources such as financial interests or share ownership, membership of, or association with, particular bodies or the activities of relatives or partners. If you need further advice, please contact [PublicAppointmentsTeam@justice.gov.uk](mailto:PublicAppointmentsTeam@justice.gov.uk).
- **note of public appointments** – please list any appointments currently held;
- **referee details** – please give names/contact details of two referees who will be contacted if you are shortlisted for interview;
- **the political activity declaration form** – in line with the Governance Code on Public Appointments, details of any declared activity will be made public if you are appointed; and
- **the equal opportunities monitoring form** – information is requested for monitoring purposes only and plays no part in the selection process. It will be kept confidential

and will not be seen by the Advisory Assessment Panel. Please complete the diversity monitoring form via the link on the Cabinet Office website.

Please send your CV, supporting letter and supporting documents to:  
[PublicAppointmentsTeam@justice.gov.uk](mailto:PublicAppointmentsTeam@justice.gov.uk) quoting reference PAT 150091 in the subject line.  
We will acknowledge receipt.

## 8. Diversity and equality of opportunity

Diversity of opportunity is something the Ministry of Justice cares passionately about.

**We encourage applications from all candidates regardless of ethnicity, religion or belief, gender, sexual orientation, age, disability or gender identity. We particularly welcome applications from women, those with a disability and those from a black or minority ethnic background.**

We welcome applicants from all sectors, including those currently working in, or with experience of, the private sector, and those who have not previously held public appointments. We want to explore the widest possible pool of talent for these important positions.

### Arrangements for candidates with a disability

An offer of an interview would be given to candidates with disabilities who meet the minimum selection criteria for the role.



---

### Arrangements for candidates with a disability

If you have a disability and require any arrangements or adjustments for any part of the recruitment or selection process, please state clearly on your form and contact Amira Aufogul in the Public Appointments Team (by e-mail [PublicAppointmentsTeam@justice.gsi.gov.uk](mailto:PublicAppointmentsTeam@justice.gsi.gov.uk)) to discuss further. Please quote **PAT150091-CCRC-COMMISSIONERS** in any correspondence.

### Further information can be found via this link:

<https://publicappointments.cabinetoffice.gov.uk/recording-whether-or-not-you-have-a-disability/>

### Reasonable Adjustments:

To discuss any adjustments that you may require if appointed, please contact:  
Anne-Marie Salmon HR Adviser by e-mail at [hr@ccrc.x.gsi.gov.uk](mailto:hr@ccrc.x.gsi.gov.uk). Please quote **PAT150091-CCRC-COMMISSIONERS** in any correspondence.

## 9. Complaints Process

If you have a complaint about any aspect of the way your application has been handled, we would like to hear from you. In the first instance please write, or e-mail, the Public Appointments Team at the address or e-mail address given below quoting the appropriate reference number.

Maggie Garrett, Head of the Public Appointments Team, 3.04, ALB Division, Ministry of Justice 10 South Colonnade, Canary Wharf, E14 4PU

E-mail address: [PublicAppointmentsTeam@justice.gov.uk](mailto:PublicAppointmentsTeam@justice.gov.uk)

**Complaints must be received by the Public Appointments Team within 12 calendar months of the issue or the closure of the recruitment competition, whichever is the later.**

We will acknowledge your complaint within two working days of receipt and reply as quickly and clearly as possible; at the most within 20 working days of receipt. We will tell you if we cannot meet this deadline for any reason and provide an expected reply date.

**Taking it further:** If you are still concerned after receiving a reply you can write to:

Commissioner for Public Appointments, Room G/8, Ground Floor, 1 Horse Guards Road, London, SW1A 2HQ.

The Commissioner for Public Appointments regulates and monitors appointments to public bodies to ensure procedures are fair. More information about the role of the Commissioner, the Governance Code on Public Appointments and the complaints process is available from <http://publicappointmentscommissioner.independent.gov.uk/>

Alternatively, please contact the Commissioner's office on 020 7271 0831 for a printed copy of the complaints process.

#### Commissioner for Public Appointments Survey

The Commissioner for Public Appointments would like to find out what you think of the public appointments process. When you have completed the process, the Commissioner would appreciate a few minutes of your time to complete this survey: <http://publicappointmentscommissioner.independent.gov.uk/candidate-survey/>. Your response will be anonymous and will inform the Commissioner's ongoing work with Government Departments to improve the public appointments process.

## 10. Checklist

Please refer to the table below to ensure you send us all the necessary information.

Documents to be completed and sent	Tick
Your CV	
Supporting Statement	

<p>Completed Supporting Documents</p> <ul style="list-style-type: none"> <li>• potential conflicts of interest;</li> <li>• referee details;</li> <li>• the diversity monitoring form</li> <li>• political activity declaration (section included within diversity monitoring form); and</li> <li>• public appointments held (section 16, diversity monitoring form)</li> </ul>	
--	--

## 11. Your personal Information

In accordance with the Public Appointments Order in Council 2017 2(2), we will process your application in accordance with the EU General Data Protection Regulation (GDPR), the Data Protection Act 2018 and the Ministry of Justice’s Information Charter, which can be found at <https://www.gov.uk/government/organisations/ministry-of-justice/about/personal-information-charter>.

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.

## **Appendix 1 - The seven principles of public life**

All candidates for public appointments are expected to demonstrate a commitment to, and an understanding of, the value and importance of the principles of public service. The seven principles of public life are:

### **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 material 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 the 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 so doing.

### **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.

## Appendix 2 – Guidance for those applying for an MoJ Public Appointment

When applying for a public appointment, we require three pieces of documentation: **Your CV, 2. Supporting Statement, 3. Supporting Documents**

This guidance gives some helpful tips on how best to present yourself to the panel who will be reviewing your application. There is no official or 'correct way' to write your CV or supporting statement, this is simply a guide that you may wish to refer to or use as a template.

### 1. CV

Here are a few pointers to keep in mind whilst writing or updating your CV:

- **Please write your name at the top;**
- **Do not write more than 2 pages.** We appreciate this may be a challenge and your achievements could spread across several pages. However, please appreciate that the panel may have a large number of applications to assess so brevity would be appreciated.
- **Avoid spelling and grammatical errors;**
- **Tailor it to the position you're applying for.** Make sure to draw attention to how you have met the essential and desirable criteria throughout your achievements in life. An opening paragraph at the top of the front page would be beneficial;
- **Use an updated CV.** Explain what you are currently doing or what you most recently have done that fits to the role you are applying for, including dates of the positions you have held;
- **Avoid big blocks of solid text.** Using bullet points will help those reading the CV;
- **Always explain what abbreviations stand for;**
- **Only include key information.** The panel do not need to know about your hobbies unless they specifically match the criteria of the role you are applying for. Personal details including name, address, phone number & email address should be included. There is no legal requirement for you to put your age, or any other protected characteristic (under the Equality Act 2010) on your CV.

### 2. Supporting Statement

Your supporting statement is an opportunity to prove to the panel your reasons for applying for the role as well as highlighting your skills and attributes.

- **Do not write more than 2 pages.**
- **Use models to help structure your paragraphs.** There are two models that you may find useful when writing your supporting statements:
  - **The WHO Model** – **W**hat was your personal role? **H**ow you did it? And what was the **O**utcome? placing emphasis on the successful outcome.
  - **The STAR approach** – **S**ituation: briefly describe the context and your role, **T**ask: the specific challenge, task or job that you faced, **A**ction: what you did, how and why you did it and **R**esult: what you achieved through your actions.
- **Use the essential criteria as headings.** The essential criteria for roles can be found on the advert on the Cabinet Office website and within the Candidate Information Pack. It is useful to the panel when assessing your application. For example;

### **Demonstrate intellectual capacity with the ability to make evidence-based decisions**

You would write a paragraph using evidence from your current role or from recent examples of how you have demonstrated the ability to make evidence-based decisions whilst achieving goals. You would then link this work to the public body you are applying for and how your work directly benefits the ALB and how you can be a part of the it's future with your skill-set.

### **3. Supporting Documents (attached separately on Cabinet Office website)**

- Please fill in the conflict of interest declaration form honestly. If you are asked for an interview, due diligence checks will be performed by a member of the Public Appointments Team.
- Although completing the diversity monitoring form is voluntary, it would greatly help the MoJ to build a world class organisation and recruit public appointees who are as diverse as the society they represent.