



Home Office

SECURITY INDUSTRY AUTHORITY

CHAIR

Recruitment Information Pack

August 2020



INVESTORS
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Welcome Note from David Horncastle, Security Industry Authority Deputy Chair

Dear Applicant,

Thank you for taking the time to consider applying to become a Chair of the Security Industry Authority (SIA). There are six Members who constitute the Authority; these are non-executive roles. At the time of writing the most pressing strategic issue facing the SIA is the impact of coronavirus and the associated COVID-19 illness on both us and the sector as a whole. We are working closely with our Chief Executive, Ian Todd, to implement our new strategic objectives and look forward to continuing to work with the private security industry and our partners to deliver high quality regulation.

Our primary focus will always be to ensure the public is protected. We remain committed to raising and improving standards in the industry and have continued to engage with our partners and people across the industry on issues and developments that matter to them.

The Authority has a complementary set of skills and experience including knowledge and experience of the industry and of law enforcement. We are highly committed to widening the diversity of the Board and warmly encourage applications from a broad and deep range of backgrounds and experiences

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

David Horncastle
SIA Deputy 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
- Ian McKay
- Trevor Reaney
- Kate Bright
- Alec Wood

Further Reading

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

Role Description

Job Title:	Chair of the Security Industry Authority
Remuneration:	£54,963 per annum. Due to the nature of the appointment, it is offered on a part-time basis of two working days per week.
Appointment:	An initial term of three years, with the possibility of re-appointment.
Location:	Home working, but regular meetings take place at Canary Wharf in London.
Reporting to:	Home Secretary

Purpose:

As Chair of the Authority you will provide effective leadership for the operation of the SIA, playing a significant role in ensuring that the SIA and its staff maintain the capability to:

- Deliver the SIA's statutory responsibilities and objectives.
- Take fully into account the Government's objectives and priorities for protecting the public.
- Enable the SIA to respond positively and constructively to any changes in its policy or operational context.
- Achieve its performance indicators, as defined in the SIA business plan
- Deliver value for money.
- Maintain and develop effective partnerships at a strategic level with key bodies.

Key Responsibilities:

The Chair, leading the Authority, has responsibility for the following key elements:

- Strategy - Lead the SIA's strategic direction through providing sound and considered leadership and constructive challenge.
- Performance - Support the SIA in meeting its objectives and its role in the wider security landscape; scrutinise the performance of the executive in meeting agreed goals; and ensure that the SIA has the necessary capabilities and financial and human resources to meet its challenging objectives.
- Risk - To be satisfied that financial information is accurate and that financial controls, systems of risk management, assurances and internal controls are robust and defensible.
- People management - Set the objectives for and manage the performance of the Non-Executive Authority Members and the Chief Executive.
- Values - Promote the SIA's values, culture and standards and ensure that it understands and meets its obligations to stakeholders and the public.
- Governance - Chair Board meetings effectively; build positive relationships with Board members; and oversee broader governance across the Board and its committees.
- Stakeholder relations - Build effective relationship with core stakeholders.

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 criteria listed in **Part Two**.

Part One – Essential Criteria

Knowledge, Skills and Attributes

- Outstanding strategic leadership qualities that will inform and influence a compelling vision.
- Ability to work with the Executive and Non Executives to develop a high performing Board, leading the strategic direction and working in a constantly evolving environment
- Ability to manage a complex range of stakeholders and to work collaboratively to build consensus among diverse individuals.
- Strong understanding of the roles and responsibilities of the Chair, Board and Chief Executive in the governance arrangements of a Non-Departmental Public Body or equivalent public or private sector organisation.
- Ability to work in a transformational system and business change environment, to reflect the significant strategic and operational transition the organisation is experiencing.
- A professional track record that demonstrates dynamic and strategic leadership and inspires confidence in your ability to guide the SIA in its mission of protecting public.
- A successful track record of managing relations with a complex range of stakeholders in an environment where decisions are taken under tough internal and external scrutiny.
- A sound understanding of and strong commitment to diversity, equal opportunities, public service values and the principles of public life.

Part Two – Personal skills

- Excellent communication, influencing and relationship management skills.
- Ability to work collaboratively using persuasion and influence effectively in a high-profile environment.
- Undisputed personal integrity and a personal style that demonstrates authority and commitment to public services values.
- Ability to engage successfully with the media.

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, 21 September 2020.

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

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 (Chair of the Security Industry Authority) 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:

Caroline Shanklyn on caroline.shanklyn@homeoffice.gov.uk or

Nick Brown on NicholasDerek.Brown8@homeoffice.gov.uk

If you have any queries about the recruitment process for this role, please contact Christine Ugborogho via email on christine.ugborogho@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, Monday 21 September
Short List Meeting	Expected w/c 5 October
Final Panel Interviews	Expected w/c 9 November
Meeting with Home Secretary (if required)	Expected post interview

Selection Process

This role is being competed in accordance with the Government's Governance Code on Public Appointments¹, 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 Chair recruitment will be chaired by Dan Greaves (Crime Director, Crime, Policing & Fire Group and HO senior sponsor), and consist of Margaret Beels (Chair of GLAA), and Colleen Harris MVO (Communications and Media Adviser, as the Independent Panel Member).

The panel will ensure the appointments are made in accordance with the Governance 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. Further details about the format will be provided to you in advance.

The final decision to appoint to this role rests with the Home Secretary. Appointable candidates may be invited to meet with Ministers before a final decision is made. As a result, there may be a delay in informing candidates of the outcome of the competition.

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 except in exceptional circumstances and only when agreed in advance with the Home Office Public Appointments Team.

¹https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/578498/governance_code_on_public_appointments_16_12_2016.pdf

Terms of Appointment

Nature of Appointment: You are not an employee of the Home Office or the Authority. Accordingly, nothing in this document shall be construed as, or taken to create, a contract of employment between you and the Department or Her Majesty's Government.

Appointment Term: Your appointment as SIA Chair (Non-Executive Chair) 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 Chair is neither an employee of the Crown, Home Office nor of the SIA. Appointments may be terminated prior to the conclusion of the period of appointment.

Remuneration:

- SIA Chair will receive £54,963 per annum, the remuneration is taxable through the SIA payroll, but the appointment is not pensionable.
- SIA Chair 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 candidate cannot be remunerated for this role if they are being paid for an existing full-time role from the public purse.

Time Commitment: SIA Chair has an expected time commitment of two working days per week.

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

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

Security clearance: The successful candidate will be required to have or be willing to obtain security clearance to Counter Terrorism Check (CTC) level. Pre-appointment checks will also be undertaken on immigration and criminal convictions. It usually takes between 4-5 weeks to obtain the security clearance. The role will be offered on a conditional basis until the successful candidate has passed all checks. The successful candidate will be encouraged to take up this appointment as soon as possible, subject to the successful completion of all pre-appointment 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

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 13).

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 SIA Chair in a separate form. Any actual or perceived conflicts of interest will be fully explored by the Panel at interview stage.

Political activity: The Chair will need to show political impartiality during their time on the SIA and must declare significant 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 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.

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

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.