



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

Board Member

Charity Commission for England and Wales

Information pack for applicants

Contents

Message from the Chair of the Charity Commission	3
The Charity Commission for England and Wales	4
Role of the Board and its members	5
Person Specification	6
Remuneration/time commitment/tenure/location	7
Making an application	8
Conflicts of interest/political activity/due diligence	9
Queries	10
Annex A - Current membership of the board	11

Message from the Chair of the Charity Commission

Thank you for your interest in joining the Charity Commission Board.

The Charity Commission has a clear purpose: to ensure charity can thrive and inspire trust so that people can improve lives and strengthen society. To help us meet that purpose, fulfil our proud commitment to represent the public interest in charity, and meet the challenges we face, the Board has set an ambitious [five-year strategic plan](https://www.gov.uk/government/publications/charity-commission-strategy-2018-2023/charity-commission-statement-of-strategic-intent-2018-2023) (<https://www.gov.uk/government/publications/charity-commission-strategy-2018-2023/charity-commission-statement-of-strategic-intent-2018-2023>).

The aim of our strategy is to maximise the benefit of charity to society. That is an ambition we share with the charities we regulate. Our collective success also relies on the collective responsibility – of the Commission and all charities – to uphold what charity means in the eyes of the public.

To be the effective regulator that the public demands and the sector requires, the Commission must do all it can to ensure that charities show they are being true to their purposes, can demonstrate the difference they are making, and meet the high expectations of conduct and behaviour demanded by the public.

It is a challenging time for the Commission and the charity sector, and we have much to do. We have just completed the first year of our five-year plan, where our main priority was getting our house in better order. As we enter year two, our priority is being ‘open for business’, making it easier for those who we rely on to achieve our goals – the trustees trying to do the right thing and the public who care deeply about charity – to reach us and receive the support they need; and we are also determined to continue our continuous improvement to become a better, more professional organisation.

Ahead of one of our current Board members retiring later this year, we are recruiting for a successor who can help us deliver our vision. If being part of the team meeting all of these important challenges appeals to you, and you meet the criteria set out in this pack, then do please apply.

I look forward to reading your application.

TINA STOWELL

The Rt Hon Baroness Stowell of Beeston MBE
2020



The Charity Commission for England and Wales

The Charity Commission is the registrar and regulator of charities in England and Wales. It is an independent, non-Ministerial Government Department accountable directly to Parliament. It is based across four sites, employing approximately 420 staff with a budget of £31 million.

There are approximately 168,000 registered charities in England and Wales, with approximately 800,000 people serving as trustees. While some of these registered charities are household names, the majority – about 80% – have an income below £100,000 a year.

As registrar, the Commission is responsible for maintaining an accurate and up-to-date register of charities. This includes deciding whether organisations are charitable and should be registered. It also removes charities that are not considered to be charitable, no longer exist, or do not operate.

As regulator, the Commission has both compliance and enablement functions. It is responsible for investigating and monitoring charities' compliance with charity law and regulation; it takes enforcement action when there is malpractice or misconduct. It also provides online services and guidance to help charities run as effectively as possible, ensuring charities meet their legal requirements, and makes appropriate information about each registered charity widely available.

[Our Statement of Strategic Intent 2018-2023](https://www.gov.uk/government/publications/charity-commission-strategy-2018-2023/charity-commission-statement-of-strategic-intent-2018-2023)

(<https://www.gov.uk/government/publications/charity-commission-strategy-2018-2023/charity-commission-statement-of-strategic-intent-2018-2023>) explains why the Commission must be more than the sum of our statutory objectives if we are to fulfil our purpose and meet our overall ambition of maximising the benefit of charity to society without devaluing what makes charity important to people.

Role of the Board and its members

The Chair and eight Non-Executive Directors (NEDs) are ultimately responsible and accountable for ensuring that the Commission fulfils its statutory objectives, general functions, duties and appropriately exercises the legal powers vested in it under the Charities Act and other legislation.

The Chief Executive is accountable to the Non-Executive members of the Board for the operation and day-to-day management of the Commission: as Accounting Officer, she is directly accountable to Parliament.

In September 2018, a unitary Board of the Commission was established, of which the Chief Executive is a member. Like all corporate unitary boards, its main tasks are to set the vision and long-term strategic direction of the organisation, agree annual budgets and business plans, and set the risk framework and policies within which the Chief Executive and her team operate and for which they are held to account by the Board.

The Commission's [Governance Framework](https://www.gov.uk/government/publications/charity-commission-governance-framework) (<https://www.gov.uk/government/publications/charity-commission-governance-framework>) sets out in detail the respective roles and responsibilities of the Commission, Board and the Executive.

The Board is supported by three committees, whose chairs and members are Non-Executive Directors.

The Vacancy

The Secretary of State for the Department of Digital, Culture, Media and Sport, the Rt Hon Oliver Dowden MP, wishes to appoint a Board member to the Charity Commission for England and Wales.

A vacancy for a Non-Executive Director will be created when one member completes their term in October 2020. This is a senior role requiring someone with the necessary experience and non-executive skills to support the Chair in providing strategic leadership and oversight of the Charity Commission.

This is a public appointment and will be conducted in compliance with the Commissioner for Public Appointments' Code of Practice for Ministerial Appointments to Public Bodies (https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/578498/governance_code_on_public_appointments_16_12_2016.pdf) under the principles of merit, fairness and openness. The appointment is for a term of three years.

Person Specification

The successful candidate will have strong interpersonal, intellectual and analytical skills and sound judgement, together with a commitment to and appreciation of good corporate governance and public service. Candidates with board experience as a non-executive director and/or senior executive experience at Executive Committee level in the private, public and/or not-for-profit sector (including those for whom this would be a first non-executive board appointment) are encouraged to apply. The Commission's work is highly varied and engages with people and institutions throughout England and Wales: the Board seeks to reflect that diversity in its composition.

Specific Knowledge and Experience

In this recruitment round we are seeking candidates who are registered Chartered Accountants. Knowledge of charity accounting is desirable but not essential. All Boards require a range of knowledge and experience to be effective in their scrutiny, challenge and support of the Executive. The Charity Commission Board's experience currently includes regulation, the law (including charity law), digitisation and big data, operations, charity governance, security, risk management.

Essential Criteria

All candidates must be able to meet the majority of the following criteria:

- A career record of achievement and high performance in the private, public and/or not-for-profit sector, with an ability to operate effectively on the Board or senior committee of an established organisation.
- An ability to guide the Commission's strategic direction, use sound judgement, and consider and challenge complex issues from an impartial and balanced viewpoint.
- Strong intellectual and analytical ability, with excellent listening, influencing and communication skills and a constructive style in challenging management recommendations where necessary.
- Experience of giving or holding others to account via effective controls and assurance systems for risk, performance and quality.
- An understanding of corporate governance and a commitment to the principles of public service, with the highest standards of personal propriety in relation to governance, accountability, risk and financial management.
- A commitment to and an understanding of the charity sector's value to the public and – as part of that – the importance of its effective, independent, proportionate, and impartial regulation in the public interest.
- An understanding of the Charity Commission's diverse range of stakeholders and the inter-relationships between the charity sector and the Government/public/private sectors.

Equal Opportunities and Diversity

UK Government and the Charity Commission have a policy of equality of opportunity. We aim to promote equal opportunity policies whereby no one suffers unfair discrimination either directly or indirectly, or harassment, on grounds such as race, colour, ethnic or

national origin, sex, gender reassignment, marital status, disability, sexual orientation, religious beliefs or age.

All public appointments are made on merit following a fair and open competition as regulated by the Office of the Commissioner for Public Appointments. The Charity Commission welcomes and encourages applications from people of all backgrounds, located in all parts of England and Wales and from under-represented groups – everyone who can apply their skills and experience to these demanding roles.

Remuneration

Board members will receive £350 per day. Reasonable expenses incurred on official Commission business will be reimbursed. No pension is payable for the appointment.

Time commitment

Approximately 24 days per year, depending on Committee membership.

Tenure of office

The term is for three years.

Location

Most of the Board members' work will be based at the Charity Commission's London Office but we are keen to attract applicants from different geographical locations and travel expenses to meetings will be reimbursed, in line with Civil Service policies. In addition, the successful candidates will be expected to undertake some travel in connection with the role, for which reasonable expenses will be reimbursed, in line with the Charity Commission's policies.

Making an application

To apply, please send:

- A CV of no more than two sides of A4; this should provide details of your education and qualifications, employment history, directorships, membership of professional bodies and details of any publications or awards.
- A supporting statement of not more than two sides of A4, setting out how you meet the criteria – please make sure you refer to the contents of this document;
- The Conflicts of Interest Form and the Diversity monitoring form. The Diversity Form will be kept separately from your application and Conflicts of Interest Form and will not be seen by the selection panel in order to meet the Cabinet Office's Governance Code on Public Appointments.

Completed applications should be sent to: publicappointments@dcms.gov.uk, please put 'Charity Commission' in the subject title.

Closing Date:

Applications should arrive no later than **11pm on September 20th**. Please note that **applications after this time will not be considered**.

After the closing date for applications:

- your application and CV will be assessed by an Advisory Assessment Panel to see whether you have the expertise required at the appropriate level for the post(s) for which you have applied. We will rely on only the information you provide on your application form and CV to assess whether you have the experience required. Please ensure that you provide evidence to support how you meet the relevant criteria;
- the Advisory Assessment Panel will comprise of:
 - Baroness Stowell, Chair of Charity Commission;
 - DCMS Senior Civil Servant
 - An Independent Panel Member
- we will notify you to let you know whether or not you have been invited to be interviewed. It is our intention that interviews will take place in a central London location;
- if invited to interview, the Advisory Assessment Panel will question you about your experience and expertise and ask specific questions to assess whether you meet the criteria set out for the post(s);
- following interview the candidates who the Advisory Assessment Panel assess as appointable will be recommended to the Secretary of State for DCMS. The Secretary of State may choose to meet with those candidates before making a decision;
- if you are successful, you will receive a letter from the Secretary of State informing you of the decision;
- if you are unsuccessful at interview, you will be notified and given the opportunity to request feedback.

Conflicts of Interest

Candidates must note the requirement to declare any interests they may have that might cause questions to be raised about their approach to the business of the Charity Commission. They are required to declare any relevant business interests, shareholdings, positions of authority, retainers, consultancy arrangements or other connections with commercial, public or voluntary bodies, both for themselves and for their spouses/partners. The successful candidate will be required to give up any conflicting interests and his/her other business and financial interests may be published.

Political Activity

Given the need for the Charity Commission to be, and to be seen to be, impartial and independent in its regulation of charities, engagement in significant political activity (holding office, public speaking, making a recordable donation or candidature for election) is likely to prove a significant conflict of interest for candidates applying for this role.

To allow the panel to explore conflicts of interest, and in particular political activity, with the candidates in the context of their ability to perform in the role, candidates should declare any significant political activity which they have undertaken in the last five years. This information will only be provided to the panel for those applicants selected for interview.

Details of the successful candidates declared political activity will be published when the appointment is announced.

Due Diligence

As part of our due diligence checks we will consider anything in the public domain related to your conduct or professional capacity. This will include us undertaking searches of previous public statements and social media, blogs or any other publicly available information. This information may be made available to the Advisory Assessment Panel and they may wish to explore issues with you should you be invited to interview. The information may also be shared with Ministers and Cabinet Office.

Queries

For queries about your application, or the application process, please contact the Campaign Manager, Rhianna Bridgewater at rhianna.bridgewater@dcms.gov.uk.

If you are not completely satisfied

We aim to process all applications as quickly as possible and to treat all applicants with courtesy. If you have any complaints about the way your application has been handled, please contact publicappointments@dcms.gov.uk.

Supporting information

This process is regulated by the Office of the Commissioner for Public Appointments' (OCPA's) Code of Practice. All applicants are expected to have adhered to the [Seven Principles of Public Life](#).

Annex A - Current membership of the board

Baroness Stowell of Beeston MBE, Chair

Baroness Tina Stowell joined the Charity Commission as Chair in February 2018.

She joined the House of Lords as a backbencher in January 2011 and was promoted to the government front bench in September the same year. She was Leader of the House of Lords and Lord Privy Seal from July 2014 until July 2016.

Baroness Stowell was a civil servant between 1986 and 1996, including at the Ministry of Defence, the British Embassy in Washington and 10 Downing Street. After leaving the civil service she worked in the private sector for a couple of years, mainly in the media sector. She also served as Deputy Chief of Staff to the Leader of the Conservative Party between 1998 and 2001. After working for the Conservative Party, she moved to the BBC and spent time in various roles, including as Head of Corporate Affairs between 2008 and 2010.

Helen Stephenson CBE, Chief Executive

Helen Stephenson joined the Charity Commission as CEO in July 2017. Helen has extensive experience of senior leadership across the public and voluntary sectors, having previously served as Director of Early Years and Childcare at the Department of Education and Director of the Office for Civil Society.

Helen has filled senior roles at the Big Lottery Fund and the Shaftesbury Society and was chair of the National Childbirth Trust and a member of the Advisory Council of the National Council for Voluntary Organisations.

Helen also became a Charity Commission board member in September 2018.

Mike Ashley

Mike Ashley joined the Commission in 2014.

Mike is a Non-Executive Director and Chair of the Audit Committee of Barclays PLC, and a member of the Cabinet Office Board, and Chair of its Audit and Risk Committee. He is also a member of the International Ethics Standards Board for Accountants.

Michael retired as the Partner and the Head of Quality and Risk Management of KPMG Europe LLP in September 2013, having spent about 35 years with the firm and its predecessor firm, Peat Marwick. He was Chair of the Government Internal Audit Agency

from 2014 to September 2018 and served as a member of the Treasury's Audit Committee from 2009 to 2015.

Tony Cohen

Tony Cohen joined the Charity Commission Board in January 2019. Tony also chairs the Audit and Risk Assurance Committee.

After working as a newspaper journalist and television producer in the UK, Tony ran a television production company in the US for several years. He was CEO of FremantleMedia, a major international television production, distribution and rights company, specialising in primetime entertainment, drama and factual programming, for over 11 years from 2001 until 2012.

He has served on a number of not-for-profit boards, including the Arvon Foundation, City of Westminster College, the Royal Society of Arts (RSA) and Barnardo's, where he was chair of trustees for the last four and half years until May 2018.

Kenneth Dibble

Kenneth Dibble was the Charity Commission's senior legal adviser from 2003-2018. He has extensive expertise and experience in all aspects of charity law and regulation of charities.

Kenneth is a qualified barrister (Lincoln's Inn, called 1977) and holds a Master's Degree in Law from University College, London. He also studied law at King's College, London and the College of Law. Prior to joining the commission and the Bar, he worked in banking and insurance and is an Associate of the Chartered Institute of Bankers. He is a Visiting Lecturer on Charity and Regulatory Law and Practice at Cass Business School and speaks internationally on charity regulation.

Imran Gulamhuseinwala OBE

Imran Gulamhuseinwala joined the Charity Commission Board in November 2019.

Imran is the Implementation Trustee for Open Banking Ltd, appointed by the Competition and Markets Authority in April 2017. As Implementation Trustee he is responsible for leading the Open Banking Implementation Entity and ensuring the UK's 9 largest banks implement a standard Open Banking. He is also currently a Senior Advisor at Portag3 Ventures L.P. and an Investment Committee member of Aviva Ventures.

Imran was formerly the Global Head of FinTech at EY, where he worked closely with government, regulators and industry bodies to drive the FinTech agenda, leading studies for both UK Trade & Investment and HM Treasury to measure the size and growth of the FinTech sector in the UK and develop a strategy for future growth. Imran also founded FinTech 50 start-up, CommuterClub, which helps commuters to access savings for annual travel season tickets.

Imran was awarded an OBE in the 2017 New Year's Honours list for his contribution to the financial services sector.

Nina Hingorani-Crain

Nina Hingorani-Crain joined the Charity Commission Board in January 2019.

She is a Chartered Accountant, Law Graduate and has had a diverse 20-year career in the private, public and charity sectors. After 8 years in financial services corporate finance and consulting, she joined the Financial Services regulator. Here she spent 10 years, including in management roles as the Chairman's Principal Private Secretary during the global financial crisis and subsequently as Chief of Staff leading the creation of the new Financial Conduct Authority (FCA).

Nina embarked on a portfolio career in 2015 and is today a Director on the Boards of the Monmouthshire Building Society (the second largest building society in Wales), Achieving For Children (an award-winning provider of children's services) and Oxleas NHS Foundation Trust (a mental and community health trust).

Ian Karet

Ian Karet joined the Charity Commission Board in January 2019.

He is a solicitor and a partner of Linklaters LLP, specialising in Intellectual Property and Technology. Ian is a Solicitor Advocate, a qualified arbitrator and trained mediator. Ian is also a member of the Civil Justice Council and a Trustee of the Royal Botanic Gardens, Kew, appointed in 2014, where he currently chairs the Finance Committee.

He has served on the board of the International Association for the Protection of Intellectual Property and writes and speaks on intellectual property issues.

Paul Martin CBE

Paul Martin joined the Charity Commission as a board member in November 2016. Paul also chairs the Casework Risk Committee.

He is an adviser and writer on security, risk and behaviour. Paul has previously served as Director of Security for Parliament and in the UK national security arena. His other appointments include:

- Senior Associate Fellow at RUSI (Royal United Services Institute for Defence and Security Studies)
- Distinguished Research Fellow at Imperial College London; he is also the author or co-author of several books on behavioural science
- Author/co-author of several books on behavioural science

Joanne Prowse

Joanne Prowse joined the Charity Commission as a board member in November 2019. Jo also chairs the Remuneration and Appointments Committee.

Jo is the Chief Executive and a Board member of the Phone-paid Services Authority (PSA), the UK regulator for content, goods and services charged to a phone bill. Jo has extensive leadership experience in strategy execution, policy development, operations, consumer protection, stakeholder management and organisational change in the regulatory, not-for-profit, digital and commercial sectors.

She was previously the Director of Operations and IT at PSA. Jo has held senior roles at PRS for Music, the music copyright, licensing and royalty distribution organisation, culminating as Managing Director for Membership and Operations.

Current voluntary roles include Committee member of Chorleywood Music and of the Rickmansworth Young Musician of the Year Competition.