



Cabinet Office



Non-Executive Members Civil Service Pension Board & Scheme Advisory Board

CANDIDATE INFORMATION PACK

Closing date for this post is: 11pm, 19 October 2020

**Applications should be sent to:
karen.wilson@cabinetoffice.gov.uk**

[!\[\]\(003082e50e3009141f59bd5df831749f_img.jpg\) **Twitter**](#) Follow us to keep up to date with public appointments vacancies

<http://publicappointments.cabinetoffice.gov.uk>

Contents

Diversity and equality of opportunity	Page 3
- Flexible working practices	
- Arrangement for candidates with a disability	
- Diversity Monitoring Form	
Background to the organisation	Page 5
Role of Board Member:	Page 6
Person specification and eligibility criteria	Page 6
Conditions of appointment	Page 7
Indicative timetable and how to apply	Page 8
How we will handle your application	Page 9
Complaints Process	Page 10
Standards in public life, political activity, and conflicts of interests	Page 11
Appendix 1	
The Seven Principles of Public Life	Page 12
Appendix 2	
Privacy Notice for Cabinet Office Public Appointments	Page 15

Diversity and Equality of opportunity

Diversity of opportunity is something the Cabinet Office cares passionately about.

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

We would also particularly welcome applications from 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 appointments.

We ask all applicants to public appointments to complete a diversity monitoring form. We hope you will help us by providing this information. This will allow us to see if there are any unfair barriers to becoming a public appointee and whether there are any changes we could make to encourage a more diverse field to apply. Please find the link in the how to apply section below.

Offering an Interview to Disabled People (GIS scheme)

As a Disability Confident employer, we will ensure that a fair and proportionate number of disabled applicants who **meet the minimum criteria for this position** will be offered an interview.

[The Equality Act 2010](#) defines a person as disabled if they have a physical or mental impairment and the impairment has a substantial and long term adverse effect on their ability to carry out normal day-to-day activities. For more information please visit the [Public Appointments website](#).

If you wish to indicate that you are disabled or have a long-term health condition, please complete the **Disability Confident - Offering an Interview to Disabled People** declaration in the supporting documents and send it with your application.

Flexible working practices

The Civil Service Pension Board & Scheme Advisory Board supports flexible working practices and as a national organisation has video conferencing available for communications between regional and central offices. During the current COVID-19 pandemic, the Civil Service Pension Board & Scheme Advisory Board are holding board meetings remotely. However, its Board members are usually expected to attend meetings and events, mostly held in London, on approximately 6 to 10 days a year.

Introduction

The Civil Service pension arrangements represent the third biggest occupational pension scheme in the UK with around 1.5 million members, and involving nearly 400 employers. Unusually for a public sector pension scheme, the Civil Service pension arrangements include both Defined Benefit (DB) and Defined Contribution (DC) arrangements, and the Civil Service Pensions Board (CSPB) has an important role to play in the successful administration of both.

The Scheme operates two governance boards in accordance with the Public Service Pensions Act 2013, the Civil Service Pension Board (CSPB) and the Scheme Advisory Board (SAB). We are looking to appoint experienced and highly skilled professionals to join each board with the possible opportunity to join both boards.

CSPB

The CSPB's principal function is to assist the Cabinet Office, as scheme manager, in the delivery of the Civil Service pension arrangements. MyCSP Limited carries out the administration of the defined benefit arrangements under contract to the Cabinet Office and Legal and General administer the defined contribution arrangements under a Master trust arrangement.

The MyCSP contract is in place until December 2021 the Cabinet Office continues to face challenges with regard to supplier capability and capacity and will need to shortly consider options for the future delivery of services. There is a need to strengthen all parties involved in the delivery of the Civil Service pension arrangements, including employers and their payroll providers. In addition the Civil Service Pension 2015 Remedy programme is to be delivered within the next three years.

The CSPB's interests lie with the administration of the civil service pension arrangements. It has no role in the formulation of policy or the management of assets within the defined contribution arrangements.

SAB

The purpose of a SAB is to provide advice to the Responsible Authority of the scheme on the desirability of changes to the scheme.

The role of the SAB for the Civil Service pension scheme arrangements will, however, also cover strategic advice to the Minister, in his or her role as Scheme Manager, on the operation of the Principal Civil Service Pension Scheme, the Civil Service (and Others) Pension Scheme, the Civil Service Injury Benefit Scheme and the Defined Contribution arrangements that apply across the Civil Service pension arrangements. Cabinet Office provides the Secretariat support for the CSPB and SAB.

Accountability

The CSPB and SAB are accountable to the Prime Minister as Scheme Manager for the Civil Service pension arrangements.

Role of Non-Executive Member

The role of the Non- Executive Board Member (NEBM) is to provide professional expertise, challenge and direction to the CSPB/SAB while observing the responsibilities under the Public Service Pension Scheme Act 2013 (PSPA13) and the Code of Practice issued by the Pensions Regulator.

NEBMs will play an important part in the governance, administration and formulation of policy of the Civil Service pension arrangements. Scheme members, employers and the Minister for the Cabinet Office, as the Scheme Manager, rely on the Boards for advice and support. NEBMs play a vital role in bringing an independent perspective to the Boards in addition to specific knowledge and skills from the private sector.

The issues that the NEBMs will consider may at times be sensitive and complex, they will need to carry out their duties with the utmost care and attention, adhering to strict confidentiality rules.

The NEBMs role will be to work closely in assisting the Scheme Manager and the Cabinet Office with the management of the scheme. They will support the appropriate Board chair who will lead the Board in providing constructive challenge and advice to the Cabinet Office and on occasion to the Minister for the Cabinet Office. This may involve leading a subgroup as directed by the chair for specific tasks.

The Boards will assist the Cabinet Office through constructive challenge in respect of:

- The administration of both the defined benefit and defined contribution arrangements to make sure members of the schemes value and understand their benefits and are actively planning for their retirement.
- Securing compliance with the scheme regulations and other legislation relating to the governance and administration of the Civil Service pension arrangements;
- Securing compliance with requirements imposed in relation to the Civil Service pension arrangements by the Pensions Regulator;
- Ensuring any breach of duty is considered and followed under procedures for reporting to the Pensions Regulator and to the Scheme Manager;
- Influencing the behaviours of all parties, including employers and administrators in pursuit of the successful delivery of the Civil Service pension arrangements.

NEBMs should be able to use their specialist skills, knowledge and experience to help the Board carry out its business effectively. They will be required to scrutinise board papers, lead discussions, focus on key issues, and provide advice and guidance to other Board members. Non-Executive Members have a duty to uphold the highest standards of integrity and probity and to foster good relations.

In particular, the NEBMs will:

- Represent the best interests of scheme members, employers and the taxpayer in order to assist the Scheme Manager in ensuring that the Civil Service

Pension Scheme is effectively administered and complies with relevant laws and regulations.

- Offer advice and intelligent challenge to any scheme manager proposals.
- Actively prepare and participate in meetings act collaboratively and contribute in meetings
- Act in accordance with the seven principles of public life and relevant laws and regulations
- Balance the views and needs of the participating employers and the scheme members.
- Provide the necessary commitment and time to the role needed to achieve success, identify own training needs and undertake training as required.
- Satisfy themselves that financial probity, adequate quality controls and systems for risk management and governance are in place.
- Understand the roles and responsibilities of each Board and how it is governed in order to act accordingly.
- At all times, ensure that the scheme members' interest lies at the heart of what the Boards do.

Person specification and eligibility criteria

All candidates must demonstrate, in their CV and supporting letter, how they meet the following criteria, through their knowledge, skills and experience.

- Strong communication and interpersonal skills – able to collaborate effectively champion diversity and difference; accept collective responsibility and challenge appropriately;
- Experience in developing and implementing change for complex issues taking into account all relevant factors to reach practical workable solutions.
- A commitment to diversity, equity, efficiency and innovation
- The capacity to bring a fresh, external view to decision-making and independence of judgment;
- A professional track record of personal achievement at a senior level in turning complex projects around;
- Ability to analyse complex information, understand options presented and provide constructive feedback seek clarity as required.

Additionally, post holders will demonstrate experience and appreciation of the points below.

Desirable Criteria

- Experience in public or private reward schemes, with knowledge of the pension sector being an advantage and an understanding of how government works
- An understanding of policy and public accountability, sound judgement and awareness of political sensitivities.

It is unlikely that any one individual will be experienced in all of these areas.

For this post, a person cannot be appointed as a Board Member if he or she is employed in the civil service of the state, has unspent criminal convictions, is subject to bankruptcy, or disqualification as a company director. There must be no employment restrictions, or limit on your permitted stay in the UK.

Conditions of appointment

Remuneration, allowances and abatement

- The NEBM is expected to work 10-15 days per year on average and will receive annual remuneration in the range of £10,000 to £15,000 per annum. This will be linked to the appointment terms and conditions which may be to one or both boards.
- Remuneration is taxable under Schedule E of the Income and Corporation Taxes Act 1988 (as amended) and subject to Class I National Insurance contributions.
- Reasonable standard travel expenses will be payable.
- This is an office holder appointment and does not attract any benefits under any Civil Service Pension Scheme. The office holder will not be eligible for redundancy pay as they will not be an employee. No other arrangements have been made for compensation upon termination because an office holder who is appointed for a limited duration would have no expectation of serving beyond that period. Full terms and conditions will be provided on appointment.

Appointment and tenure of office

- Board Members are appointed by Cabinet Office Ministers.

Appointments are for a minimum of three years with the possibility of re-appointment for a further term, at the discretion of Ministers. Any re-appointment is subject to satisfactory annual appraisals of performance during the first term in the post. If re-appointed, the total time served in post will not exceed more than two terms or serve in any one post for more than ten years

- It will be important that a Member's other commitments do not cast any doubt on their ability to act independently and impartially in discharging the role; any potential conflict of interest must be declared.
- All Board Members are required to adhere to:

o The Cabinet Office Code of Conduct for Board Members of Public Bodies:
<http://www.bl.uk/aboutus/governance/blboard/BoardCodeofPractice2011.pdf>

o The Seven Principles of Public Life (see Appendix 1)

Performance appraisal

The board member will be assessed at least once a year against their performance for each year of their appointment, which will be carried out by the Chair of the Civil Service Pension Board & Scheme Advisory Board.

Commitment

The Board Member will be expected to commit 10-15 days each year to:

- Attend meetings which will be held in central London which is where the quarterly Board meetings are held;
- Travel to the scheme administrators' offices in Liverpool or Cardiff may be necessary;
- Read and consider papers outside meetings.

Indicative timetable and how to apply

Timetable for recruitment

The deadline for receipt of applications is close of business 19 October 2020. It is envisaged that the interviews for shortlisted candidates will take place in the week commencing 30 November 2020.

Due to limited availability of selection panel members, shortlisted candidates should ensure that they are available to attend on the advertised interview date as it is unlikely that an alternative date can be accommodated.

Interviews will be held remotely.

In order for us to progress your application please submit the following completed documentation:

1. A **Curriculum Vitae** with your education, professional qualifications and full employment history
2. An accompanying **Supporting Letter** (maximum 2 A4 pages) – setting out your suitability for the role and how you meet the essential and desirable skills set out in the person specification - please ensure your full name is clearly noted at the top of your letter.
3. **Monitoring form (Google) you do not need to have a Google account to complete the form ([here](#))** – any information you provide in Section A will not be used as part of the selection process and will not be seen by the interview panel. The form now includes questions about disability. Information to help answer these questions can be found on the [Public Appointments website](#) If you experience problems accessing the monitoring form please contact Karen Wilson (karen.wilson@cabinetoffice.gov.uk).
4. **Disability Confident – Offering an interview to disabled people declaration (if applicable)**

Please send all the above required application documents to: Karen Wilson (karen.wilson@cabinetoffice.gov.uk).

Please note that applications may be passed, in confidence, to the Commissioner for Public Appointments (CPA) and the Commissioner's auditors for the purposes of complaints investigation and audit (4.4 of the Governments Governance Code of Public Appointments refers).

How we will handle your application

The process is one of fair and open competition, in keeping with the Governments Governance Code for Public Appointments¹.

We will deal with your application as quickly as possible and will keep you informed at key stages:

- After the closing date we will acknowledge receipt of your application (by email if you have provided this).
- Your application will be assessed against the candidate profile and your experience relevant to the post. **Please ensure that your application includes a supporting letter (as set out above), providing evidence that demonstrates how you meet the criteria. Submitting a Curriculum Vitae alone will not be sufficient.**
- At the short-listing meeting the selection panel will decide which candidates will be invited for interview, taking account of the evidence provided by the candidates. **You will be advised of the outcome of your application (by e-mail) as soon as possible. If successful, you will be invited to an interview which will either be conducted remotely or held in central London.**
- The responsible Minister may wish to meet the candidates who are deemed appointable by the selection panel. You will be advised after the interview if this is the case and a mutually suitable time will be arranged as soon as possible.
- If your application is unsuccessful and you would like feedback, please write to the email or postal address to which you sent your application. We regret that we are only able to offer detailed feedback to candidates who have been unsuccessful at interview stage.
- If you have a complaint about the way your application has been handled at any stage of the process, please see the section on “How to complain” below.

Candidates should be aware that due diligence will be carried out in candidates shortlisted for interview. This will include searches of previous public statements and social media, blogs or any other publicly available information.

¹ <https://publicappointmentscommissioner.independent.gov.uk/regulating-appointments/governance-code/>

Use of your personal information

Your personal information will be held in accordance with the General Data Protection Regulation. You will not receive unsolicited paper or electronic mail as a result of sending us any personal information. No personal information will be passed on to third parties for commercial purposes.

When we ask you for personal information, we promise we will:

- only ask for what we need, and not collect too much or irrelevant information;
- ensure you know why we need it;
- protect it and insofar as is possible, make sure nobody has access to it who shouldn't;
- ensure you know what choice you have about giving us information;
- make sure we don't keep it longer than necessary; and
- only use your information for the purposes you have authorised.

We ask that you:

- give us accurate information;
- tell us as soon as possible of any changes; and
- tell us as soon as possible if you notice mistakes in the information we hold about you.

If you apply for a post, the manner in which we share information with the interview panel is described above.

Our data protection policy is in line with the General Data Protection Regulation and the requirements of the Commissioner's Code of Practice. The Commissioner's requirements relating to the information we collect about applicants are set out below:

- your initial contact details, including your name and address will be held by the Cabinet Office for a period of at least 2 years;
- if you submit an application form, the form and any supporting documentation will be retained for at least 2 years; and
- information held electronically, including your contact details and the monitoring information which you provide will also be held for at least 2 years.

If you would like these details to be removed from our records as soon as this recruitment exercise is complete, please inform the Karen Wilson via the email address karen.wilson@cabinetoffice.gov.uk or postal address to which you sent your application. The Privacy Notice for Public Appointments is at Appendix 2.

Security Clearance

The successful candidate will be required to undertake Security Clearance in line with the Civil Service guidelines, which we envisage at baseline level.

Complaints Process

If you are not completely satisfied – please contact, in the first instance: [name of contact] at the Cabinet Office.

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

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 and the Government's Governance Code on Public Appointments are available from <https://publicappointmentscommissioner.independent.gov.uk/regulating-appointments/governance-code/>

Standards in public life, political activity, disqualification from appointment and conflicts of interests

Standards in public life

Members of the [name of body] will need to confirm that they understand the standards of probity required of public appointees outlined in the “Seven Principles of Public Life” drawn up by the Committee on Standards in Public Life (see Appendix 1 below).

Political Activity

Members of the Civil Service Pension Board & Scheme Advisory Board will need to show political impartiality during their time on the Civil Service Pension Board & Scheme Advisory Board and must declare any party political activity they undertake in the period of their appointment.

Due to the nature of the Civil Service Pension Board & Scheme Advisory Board it is not appropriate for members of the Civil Service Pension Board & Scheme Advisory Board to occupy paid party political posts or hold sensitive, senior or prominent positions in any political organisation. Nomination for election to political office, for example, the House of Commons, the Northern Ireland Assembly, Scottish Parliament, the European Parliament, is not considered compatible with membership of Civil Service Pension Board & Scheme Advisory Board.

Subject to the above, Board members are free to engage in political activities, provided that they are conscious of their general responsibilities and standards for public life and exercise proper discretion.

You are required to fill out a Political Activity Declaration as part of your application (please see monitoring forms), which will be kept separate from your application and will only be seen by the selection panel prior to interview. However, it is appreciated that such 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 should include it separately in the main body of your application.

If you are successfully appointed to the post, details of your response to the Political Activity Declaration will be included in any announcement of your appointment.

Disqualification from appointment

Anyone in the categories listed below will not be considered for appointment as Board Member of [name of body] (also see ‘Political Activity’ above):

- Employed in the civil service of the state
- Unspent criminal convictions
- Bankruptcy
- Disqualification as a company director.

Conflict of Interests

Public bodies are expected to maintain a register of members’ interests to avoid any danger of the Board Member being influenced - or appearing to be influenced – by their private interests in the exercise of their public duties. Candidates invited to interview will be questioned about any real or perceived conflicts of interest. These do not constitute an automatic bar to appointment, but they must be manageable.

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.

Privacy Notice for Cabinet Office Public Appointments

This notice sets out how we will use your personal data, and your rights. It is made under Articles 13 and/or 14 of the General Data Protection Regulation (GDPR).

Purpose

Our purposes for processing your personal data are:

- to recruit for public appointments for the Cabinet Office or one of its sponsored bodies including dealing with applications, selection, appointment, and vetting
- to monitor and promote diversity in appointments, and
- to produce statistics

The data

We will process the following personal data: your application, including name, contact details, location, employment history, qualifications, CV and other background information relevant to your application; sift and interview assessments; and conflicts of interest and political activity.

Diversity data will also be requested if you make an application via the Public Appointments Website, although you may decline to provide this if you wish. This includes age, gender, ethnicity, sexual orientation, recorded disability, and faith.

We may also process other information gathered by Cabinet Office as part of due diligence, including information obtained from public sources including social media.

Information relating to your nationality, address, family history and criminal convictions may be required in order to enable you to hold the necessary security clearance for your new role.

Lawful basis

Our legal basis for receiving and using your information is that it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller. In this case that is to ensure that high quality candidates are identified via robust recruitment processes in line with the Governance Code for Public Appointment published pursuant to Article 3(1) of the Public Appointments Order in Council 2016. We also have a public task to monitor and promote diversity under our public sector equality duty.

Where a contract of employment exists, we also process your data on the legal basis that it is necessary for the performance of a contract to which you are a party, and it is necessary in order to take steps at your request prior to entering into a contract.

Sensitive personal data is personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

We may process sensitive personal data for the purposes of equality and diversity monitoring, to make reasonable adjustments for applicants, and if it comes to light

during due diligence checks. Our lawful basis for processing your sensitive personal data is:

- It is necessary for the purposes of performing or exercising our obligations or rights as the controller, or your obligations or rights as the data subject, under employment law, social security law or the law relating to social protection (reasonable adjustments)

- processing is of data concerning ethnicity, religious or philosophical belief, health including disability or sexual orientation, it is necessary for the purposes of identifying or keeping under review the existence or absence of equality of opportunity or treatment between groups of people with a view to enabling such equality to be promoted or maintained (diversity monitoring)

- processing is necessary for reasons of substantial public interest for the exercise of a function of the Crown, a Minister of the Crown, or a government department (diversity monitoring and due diligence)

- It relates to personal data which are manifestly made public by you (due diligence)

Recipients

We will not share your sensitive personal information with the members of the Advisory Assessment Panel.

Diversity and other data will be shared with the Commissioner of Public Appointments (OCPA) for the exercise of their statutory functions. This may include age, gender, ethnicity, sexual orientation, recorded disability, faith and geographical location, principal employment sector, number of government public appointments held, and declarable political activity. Your name will not be included in the information that is collected and shared with OCPA. You can see how OCPA handles personal data shared with it in its [privacy notice](#).

As your personal data will be stored on our IT infrastructure it will also be shared with our data processors who provide email, and document management and storage services.

Retention

Cabinet Office will store your application and other data if you are successful for the duration of your appointment and for 2 years thereafter.

Cabinet Office will hold diversity data shared with OCPA in identifiable form for three years.

If your application is unsuccessful we will retain your data for one year.

International transfers

As your personal data will be stored on our IT infrastructure, and shared with our data processors, it may be transferred and stored securely outside the European Union. Where that is the case it will be subject to equivalent legal protection through the use of Model Contract Clauses or the Privacy Shield scheme.

Your Rights

You have the right to request information about how your personal data are processed, and to request a copy of that personal data.

You have the right to request that any inaccuracies in your personal data are rectified without delay.

You have the right to request that any incomplete personal data are completed, including by means of a supplementary statement.

You have the right to request that your personal data are erased if there is no longer a justification for them to be processed.

You have the right in certain circumstances (for example, where accuracy is contested) to request that the processing of your personal data is restricted.

You may have the right to request a copy of any personal data you have provided, and for this to be provided in a structured, commonly used and machine-readable format.

You have the right to object to the processing of your personal data.

Complaints

If you consider that your personal data has been misused or mishandled, you may make a complaint to the Information Commissioner, who is an independent regulator. The Information Commissioner can be contacted at:

Information Commissioner's Office Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF, or 0303 123 1113, or casework@ico.org.uk.

Any complaint to the Information Commissioner is without prejudice to your right to seek redress through the courts.

Contact details

The data controller for your personal data is the Cabinet Office.

In relation to equality and diversity data, the Cabinet Office and the Office for the Commissioner of Public Appointments are joint data controllers. The contact details for the Cabinet Office are: Cabinet Office, 70 Whitehall, London SW1A 2AS, or 0207 276 1234, or publicappointments@cabinetoffice.gov.uk.

The contact details for the Cabinet Office's Data Protection Officer (DPO) are: Stephen Jones, DPO, Cabinet Office, 70 Whitehall, London SW1A 2AS, or dpo@cabinetoffice.gov.uk.

The Data Protection Officer provides independent advice and monitoring of Cabinet Office's use of personal information.