

CANDIDATE INFORMATION PACK 2020

**BOARD MEMBER
SENIOR SALARIES REVIEW
BODY**



Cabinet Office



Review Body on
Senior Salaries

Member and Economist Member

Senior Salaries Review Body

CANDIDATE INFORMATION PACK

Closing date for this post is: Wednesday 18th November for the Generalist role and Wednesday 25th November at 23.59pm for the Economist role.

Applications should be sent to: ssrbrecruitment@cabinetoffice.gov.uk

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

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A MESSAGE FROM THE PARLIAMENTARY SECRETARY

Dear Candidate,

Thank you for your interest in these vacancies to be a Member of the Senior Salaries Review Body.

You may already have some idea about the important work of the Senior Salaries Review Body and the following pages will tell you more about Senior Salaries Review body purpose and the nature of the Board and these Member roles, as well as the application process. Please do also view the Senior Salaries Review Body website to understand their work and the strategic framework review they are currently undertaking: [Senior Salaries Review Body](#)

If, after reading the material, you have further questions about any aspect of this post you are welcome to speak to Nicola Massally, Secretary to the SSRB;
Nicola.Massally@beis.gov.uk

If you have questions about the appointment process, you can contact Katie James-Manning; ssrbrecruitment@cabinetoffice.gov.uk

If you believe you have the experience and qualities we are seeking, we very much look forward to hearing from you.

Parliamentary Secretary

Julia Lopez MP

A MESSAGE FROM THE CHAIR OF THE SENIOR SALARIES REVIEW BODY

Thank you for your interest in becoming a Member of the Senior Salaries Review Body (SSRB).



As one of eight pay review bodies, the SSRB is responsible for providing independent advice to the Prime Minister, the Lord Chancellor, the Home Secretary, the Secretary of State for Defence, and the Secretary of State for Health on the remuneration of holders of judicial office, senior civil servants, senior officers of the armed forces, very senior managers in the NHS, police and crime commissioners and chief police officers in England, Wales and Northern Ireland.

Our work is high profile and important, sitting at the heart of government and public service delivery in the UK. The public sector depends in no small part on the people it employs, with salaries accounting for one quarter of total public spending. By considering the unique characteristics of senior public sector roles, we provide independent and objective advice on the reward strategies necessary to recruit, retain and motivate high performing individuals.

Our work is strategic, political and intellectually stimulating and our Members perform a visible and sensitive advisory role operating at the most senior levels of government and the wider public sector. The judgements we make are prominent and frequently attract media attention. We are seeking two high calibre individuals to join the board, bringing senior leadership and management experience typically gained working at board level in a large organisation. One of these individuals needs to be an economist, ideally a labour market economist. For both posts, some experience of working in or engaging with the public sector would be helpful but is not essential.

These are unique opportunities to influence at the highest levels of government and the wider public sector, and make a difference to services which touch the lives of our entire population

I hope you will be excited by the opportunity to join the Senior Salaries Review Body.

Martin Read
Chair, Senior Salaries Review Body

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.

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 Senior Salaries Review Body supports flexible working practices and as a national organisation has video conferencing available for communications between regional and central offices. However, its Board members need to be able to attend meetings and events, mostly held in London, on approximately 20-25 days a year.

BACKGROUND TO THE ORGANISATION

The Senior Salaries Review Body is an independent body which provides independent advice to the Prime Minister, the Lord Chancellor, the Secretary of State for Defence, the Secretary of State for Health and the Home Secretary on the pay of Senior Civil Servants, the judiciary, senior officers of the armed forces, certain senior managers in the NHS, Police and Crime Commissioners and chief police officers.

Since it was established in May 1971, the SSRB has gained a reputation as a highly respected pay review body. The SSRB continues to tackle a number of challenges: defence reforms may impact on senior military officers' remuneration; the development of a new SCS pay framework; NHS reorganisation is changing the nature of the very senior remit group; and more recently, a major review of the judicial salary structure.

The Senior Salaries Review Body receives written and oral evidence from both the Government and representative organisations covering its remit. Other interested parties may also submit evidence. Pay review bodies weigh the evidence submitted and their own independent research to formulate recommendations on the remuneration of their remit groups. Their recommendations are submitted to the Government and, where appropriate, the devolved administrations. The Government's response usually attracts extensive media coverage.

Consequently, the SSRB plays a highly visible and sensitive advisory role, for which the very best judgement and expertise is required. We are seeking applicants of proven ability, stature, and achievement who have a thorough understanding or rich experience of top manager reward and performance issues.

The Office of Manpower Economics (OME) – a non-statutory public body provides the secretariat for the review bodies. The OME is independent of Government and staffed by civil servants drawn mainly from the Department for Business, Energy & Industrial Strategy (BEIS).

Size and composition of the Board

The Board currently comprises eight Members. Members of the Board are listed below and biographical information for each Board Member can be found on the Senior Salaries Review Body website

- Dr Martin Read CBE, MA, DPhil, FIET (Chair)
- Sir Adrian Johns KCB, CBE, DL
- Sharon Witherspoon, MBE
- Pippa Greenslade
- Pippa Lambert
- David Sissling
- Peter F Maddison QPM (Ex Officio Member-Chair of the Armed Forces Review Body)
- Vacancy

Further information on the Senior Salaries Review Body and its activities, including its most recent annual report can be found on the website.

Location

The role will be based in London. Some travel may be required.

ROLE OF A BOARD MEMBER

This is both a challenging and exciting time to join the Senior Salaries Review Body. We are looking to appoint an individual with commitment and expertise to the Board.

As a member of the SSRB, you will have the opportunity to work on a challenging agenda and gain unique insights into a cross-section of public service professions at senior levels. You will also have the chance to play a key role in the future direction of the SSRB helping to shape its thinking and recommendations. The SSRB has up to eight members from a range of backgrounds, who pool their collective expertise to inform discussions.

Whilst the Board's Chair has overall responsibility for the performance of the Board, all members of the Board have an important individual and collective role in working with the Chair, to evolve the strategic direction of the body, to ensure delivery goals, and to ensure that it fulfils the governance, financial management, and efficiency standards required of it as a public body.

The role of member will involve;

- *Preparing for and attending the meetings of the Senior Salaries Review Body throughout the year*
- *Making an active contribution to discussions drawing upon your skills, expertise and subject knowledge with an emphasis on providing constructive challenge to complex proposals*
- *Building and maintaining strong professional relationships with key stakeholders*
- *Representing the SSRB and conducting quality research and data collection through quality conversations with representatives of the remit groups, which will form part of the SSRB's recommendations and report*
- *Producing well-researched and evidenced-based recommendations for all the remit groups and undertaking additional projects of work as set out in the SSRB's terms of reference*
- *Adhering to the seven principles of Public Life*
- *Complying at all times with the 'Code of Conduct for Board Members of Public Bodies' and with the rules relating to the use of public funds and to conflicts of interest set out in Managing Public Money*
- *Not misusing information gained in the course of public service duties for personal gain or for political profit, nor seeking to use the opportunity of public service to promote private interests or those of connected persons or organisations*

Board members will be expected to commit 20-25 days a year. Remuneration is a non-pensionable salary equivalent to £300 per day. Board members are appointed for a 3-year term.

Legitimate expenses, including travel and subsistence costs, will be paid.

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.

Skills/experience required

We are seeking to recruit two experienced non-executive Board members who can demonstrate competencies in the following areas:

Essential

- *Practical experience of remuneration, pay and performance management questions for Senior Staff, from an operational or strategic standpoint.*
- *Experience of working at senior board level, ideally in a large organisation*
- *The ability to understand the different challenges faced by the SSRB's remit groups, and the context within which public sector pay decisions are made*
- *The ability to research and make judgements from complex data, and to contribute to workable recommendations on complex and sensitive issues;*
- *The ability to gain respect and keep the confidence of other SSRB members, members of the remit groups, and very senior key stakeholders, including Ministers and senior Government officials, through effective communication and influencing skills;*
- *Being able to demonstrate a sound understanding of and strong commitment to equal opportunities, public service values and the seven principles of Public Life, enabling you to act impartially and uphold the independence of the Review Body*

Desirable

- *Some experience of serving on a remuneration committee, or working knowledge of pay and reward systems.*

In addition to the listed skills and experience, the SSRB requires members with particular expertise and experience to meet the demands of the diversity of the body's remit.

ROLE ONE - ECONOMIST MEMBER

Essential

You will have proven senior level experience and knowledge of applied economics. You will have experience, ideally as a labour market specialist, gained working at board level in a large organisation. You will be able to think strategically to exercise sound judgement. You will also have the:

- *ability to think strategically and to exercise sound judgement on complex and sensitive issues; and*
- *ability to study and interpret detailed information, for example detailed policy proposals or statistical information;*

Desirable

- *An understanding of working in or engaging with the public sector*

ROLE TWO - MEMBER

Essential

You will have senior leadership and management experience ideally gained working at board level in a large organisation.

You will be able to think strategically to exercise sound judgement. You will also have the:

- *ability to think strategically and to exercise sound judgement on complex and sensitive issues; and*
- *ability to study and interpret detailed information, for example detailed policy proposals or statistical information;*

Desirable

- *An understanding of working in or engaging with the public sector*

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/she/they 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

- Full attendance for Review Body duties is expected. The combination of meetings and visits usually amounts to around 20-25 days per year, in addition to potentially being occasionally asked to lead on certain special remits for the Review Body. Members are expected to undertake some preparation for meetings and will normally receive papers in advance.
- The time commitment for the role is 20-25 days, for which you will receive £300 per day. This remuneration is treated as employment income and will be subject to tax and National Insurance contributions, both of which will be deducted at source under PAYE before you are paid.
- SSRB Members can claim reimbursement for reasonable travel and subsistence costs necessarily incurred on official business however these payments are taxable as earnings and will be subject to tax and national insurance, both of which will be deducted at source under PAYE before you are paid. *In some circumstances, expenses may be grossed up by the department. Further details on this can be made available.*
- The post is not pensionable.

Appointment and tenure of office

- Board Members are appointed by the Prime Minister.

Appointments are for a 3-year term 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:
 - The Cabinet Office Code of Conduct for Board Members of Public Bodies: <http://www.bl.uk/aboutus/governance/blboard/BoardCodeofPractice2011.pdf>
 - 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 Senior Salaries Review Body.

Commitment

The Board Member will be expected to commit 20-25 days each year to:

- The SSRB typically meets on Tuesdays and Thursdays in central London.
- The workload can vary and the busiest period is between September and May, but meetings take place throughout the year depending on the timetabling of the round.
- Visits to meet those groups covered by the Review Body (e.g. at courts and military bases) are mainly undertaken in spring and summer (each member usually undertakes two or three such visits per year).

INDICATIVE TIMETABLE AND HOW TO APPLY

Timetable for recruitment

Closing date: 9th November 2020

Shortlisting: 26th November 2020

Interviews held: 15th and 18th December 2020

Provisional appointment start date;

Economist Member: As soon as possible, expected January 2021

Member: 1st August 2021

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 at venue to be determined. Due to the current circumstances, the interviews maybe carried out through an alternative digital process, more details will be provided at a later stage.

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 which role you are applying for, 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. **Diversity 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 Katie James-Manning; ssrbrecruitment@cabinetoffice.gov.uk
4. **Disability Confident – Offering an interview to disabled people declaration (if applicable)**

Please send all the above required application documents to: Katie James-Manning;
ssrbrecruitment@cabinetoffice.gov.uk

We are not currently able to receive postal application.

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 Government's 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 Government's 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
- 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 in central London or provided with details to access a digital platform.**
- 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 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 Katie James-Manning via the email address ssrbrecruitment@cabinetoffice.gov.uk- 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: Katie James-Manning 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/>

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 on-going work with Government Departments to improve the public appointments process.

STANDARDS IN PUBLIC LIFE, POLITICAL ACTIVITY, DISQUALIFICATION FROM APPOINTMENT AND CONFLICTS OF INTERESTS

Standards in public life

Members of the Senior Salaries Review 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 Senior Salaries Review Body will need to show political impartiality during their time on the Senior Salaries Review Board and must declare any party-political activity they undertake in the period of their appointment.

Due to the nature of the Senior Salaries Review Body it is not appropriate for members of the Senior Salaries Review Body 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 the Senior Salaries Review Body.

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 the Senior Salaries Review 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.

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

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 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.