



Department for
Business, Energy
& Industrial Strategy



Financial Reporting Council

Chair

Applicant Pack

November 2020

Foreword from the Secretary of State

Dear Candidate,

Thank you for your interest in becoming Chair of the Financial Reporting Council.

This is a critical time for the organisation, which has a significant programme of transformation and reform ahead to become a stronger and more powerful regulator.

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

Rt Hon Alok Sharma MP
Secretary of State for Business, Energy and Industrial Strategy

Vacancy Description

The Role

The mission of the Financial Reporting Council (FRC) is to promote transparency and integrity in business. These are cornerstones to generating public trust and confidence in UK business and help attract investment in successful companies that provide jobs, create prosperity and generate economic growth.

The FRC sets the UK Corporate Governance & Stewardship Codes which aim to make investors more accountable to their clients and beneficiaries. The FRC also sets standards for accounting, auditing and actuarial work. As the UK's independent regulator and Competent Authority for Audit it monitors, and takes action where necessary, to promote the quality of corporate reporting and audit. It also operates independent enforcement arrangements for accountants and actuaries.

The audit sector in the UK faces significant change following reviews undertaken by Sir John Kingman, the Competition and Markets Authority and Sir Donald Brydon. The FRC is in the process of transitioning into a new regulator, to be known as ARGA, and will be central to implementing the proposals in partnership with Government. We are creating in ARGA a much bolder regulator with more energy, seizing this rare opportunity to undertake wholehearted reform of the organisation and the sector. Our task is to distil the Kingman, Brydon and CMA reports into a sustainable strategy for improving audit quality and reaffirming the UK's leading position in the world for standards and the profession.

As a regulator working in the public interest, we need to respond appropriately to political, economic, environmental and technological change. To deliver our mission we must be transparent and act with integrity. We aim to be a well-governed and accountable public body, independent from those we regulate, and to follow our own principles of good governance and reporting.

We are looking for a Chair who can work with us across this range of challenges and provide fresh insight. In response to the Kingman recommendations you will be joining a Board tasked with demonstrating the leadership necessary to effect a shift in tone and culture and to build respect. There are already a number of changes underway to action this and, with a number of planned retirements upcoming, the Board will be significantly refreshed by the end of 2020.

The Board

The Board of the FRC is responsible for the long-term strategy and success of the FRC and its successor, ARGA. The Board maintains prudent and effective controls to assess and manage risk, ensures resources are in place for the organisation to meet its objectives and reviews management performance. The Board also sets the values and culture and ensures that its obligations to its stakeholders and others are understood and met. In light of the independent review by Sir John Kingman, the Board will ensure that there is oversight and strong governance while driving forward the recommended changes to create a strong and robust regulator.

Person specification

The Board of the FRC is responsible for the long-term strategy and success of the FRC. It maintains prudent and effective controls to assess and manage risk, ensures resources are in place for the FRC to meet its objectives and reviews management performance. The Board also sets the FRC's values and culture and ensures that its obligations to its stakeholders and others are understood and met.

In light of the Independent Review by Sir John Kingman, the new Board will ensure that there is oversight and strong governance while driving forward the recommended changes to create a strong and robust regulator.

The Chair will be responsible for:

- Effective, cooperative and inclusive leadership of the Board so that it provides clear strategic direction. This will include enabling a high standard of discussion and challenge, while fostering an environment in which diverse views are encouraged and considered.
- Holding the Executive Team to account for the performance of the regulator against its objectives, duties, and impact; and ensuring it continues to improve and increase the overall quality and effectiveness of the audit, reporting, and governance landscape.
- Working with the Board to ensure that the Board, committees, and Executive Team have an appropriate range of skills, and that they promote diversity.

- Overseeing the implementation of the recommendations in the Independent Review, conducting an overhaul of the Board to ensure the appropriate skills and experience needed by the future regulator are present, and working in collaboration with the Executive Team, BEIS and other stakeholders to take forward these recommendations and embed them within regulator.
- Leading the new regulator once it is established, ensuring the UK has a world-leading body.

The Chair will be accountable to Parliament, and to the Secretary of State for Business, Energy, and Industrial Strategy. The Chair will be expected to appear in front of the BEIS Select Committee.

Key skills and experience

As the incoming Chair will lead a body preparing for fundamental transformational change, it is essential that the successful candidate brings:

Essential criteria

- The ability to develop a Board and provide leadership through periods of significant change.
- Excellent influencing and communication skills, including the ability to encourage debate and challenge, and resolve conflict in a constructive manner.
- Strong analytical skills and a capacity to operate strategically and with influence.
- Ability to successfully implement reforms within an organisation.
- An ability to ensure the effective use of public funds.
- Ability to demonstrate attitudes consistent with the expectations of public office and the Nolan Principles of Public Life.

Desirable criteria

- Experience in working in a business or regulatory field at senior levels, including holding to account those responsible for delivery.

Eligibility

Under the statutory and regulatory frameworks which apply to the FRC's responsibilities there are certain restrictions on the membership of the FRC Board and some of its committees. These include individuals who are or in the previous three years have been practicing auditors, held voting rights in an audit firm or who have been an employee or partner of an audit firm; or an office holder of an audit recognised

supervisory body; and current office holders of an accountancy or actuarial professional body.

Terms of Appointment

Term Length

We expect that the successful candidate will be appointed as Chair of the FRC for a four-year term, with the possibility of reappointment, subject to Ministerial approval.

Remuneration

The remuneration for this role is £75,000 for 1.5 days per week.

Member Liability

The Department will provide that where a Board member has acted honestly, reasonably, in good faith and without negligence they will not have to meet out of their own personal resources any personal civil liability which is incurred in the execution or purported execution of their Board functions.

Standards in public life

Candidates must 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.

Selection Process

Timeline

Closing date for applications: 11pm on 3 January 2021

Shortlist panel meeting: w/c 25 January 2021

Panel interviews: w/c 22 February 2021. Interviews will either taking place through MS Teams video conferencing or in person in BEIS offices at 1 Victoria Street.

Pre-Appointment Hearing by BEIS Select Committee: Expected to be during April 2021

Successful candidate takes up post: TBC

Advisory Assessment Panel

The advisory assessment panel will comprise:

- **Debbie Gillatt**, BEIS, Director of Business Frameworks (Chair)
- **Sir Donald Brydon**, Chairman of the SAGE Group
- **Professor Syed Kamall**, Institute of Economic Affairs (Independent Panel Member)

Additional Information

Please tailor your application to show how you meet the criteria listed. You should set out in your suitability for the role and how you meet the essential and desirable criteria set out in the person specification.

If you are shortlisted, due diligence will be carried out and your referees are likely to be contacted.

You will be asked to prepare some identification documents if you are invited to an interview – further information will be provided closer to the time.

Interviews are likely to be held remotely through Microsoft Teams.

How to Apply

For us to progress your application, you must submit **both** of the following documents before **11pm on 3 January 2021**. You **must** submit:

- a curriculum vitae; and
- a supporting statement

by email, with the subject 'FRC, Chair' to publicappointments@beis.gov.uk.

If you do not submit both a curriculum vitae and a supporting statement by 11pm on 3 January 2021, your application will not be progressed any further. Late applications will not be accepted.

We also ask that you complete a diversity monitoring form, which can be found [here](#).

Your **curriculum vitae** and **supporting statement** must each be no longer than **two** pages in length. If you submit documents which are longer than two pages, any **information not contained within the first two pages of each document will be disregarded and will not be seen by the assessment panel.**

If you experience problems accessing or completing the diversity monitoring form or if you have any questions about the application process, please contact Sophie Austin at publicappointments@beis.gov.uk.

The closing date for applications is **11pm on 3 January 2021**.

Late or incomplete applications will not be accepted.

Applicant packs can be provided in other formats upon request.

Conflicts of Interest

If you or a family member have any personal or business interest or potential conflict of interest with the activities of the Body you will be expected to declare this.

Any conflict will not prevent you going forward to interview but may be explored with you during the selection process.

You will also be required to uphold the standards of conduct established by the Committee of Standards in Public Life, also known as the Nolan Principles (Please see last page).

Diversity and Equal Opportunities

The Department for Business, Energy and Industrial Strategy is committed to the principle of public appointments on merit with independent assessment, openness, and fairness of process and to providing equal opportunities for all.

BEIS works with Government Departments to ensure they have the capacity to attract the widest field of candidates and to make the best possible appointments.

All applicants are asked to complete an anonymised Diversity Monitoring Form used for data gathering information only to ensure Departments are recruiting from the widest possible pool.

Applicants who meet the minimum criteria in the job specification are guaranteed an interview. Selection will be on merit. If you wish to apply for consideration under this scheme, please complete the form listed in 'How to Apply' (*which includes diversity data*). It is not necessary to state the nature of your disability.

Whether you choose to apply under the Disability Confident scheme or not, you can still ask us to make particular arrangements for you when attending an interview. You can also contact us if you want to discuss the criteria for the role or have questions regarding your application.

Making a Complaint

If you feel your application has not been treated fairly and you wish to make a complaint, you should initially send an email to Sophie Austin, Campaign Manager at: publicappointments@beis.gov.uk

As this role is regulated by the Commissioner for Public Appointments, you can refer your complaint to the Commissioner. In order to do this, please follow this [link](#).

Pre-Appointment Scrutiny

This role is subject to pre-appointment scrutiny by the BEIS select committee.

Pre-appointment scrutiny is an important part of the appointment process for some of the most significant public appointments made by Ministers. It is designed to provide an added level of scrutiny to verify that the recruitment meets the principles set out in the Governance Code on Public Appointments.

The pre-appointment scrutiny aspect of the appointment has two parts.

First, information concerning the appointment and the Minister's preferred candidate will be shared with the relevant select committee. As part of this process you will need to be content for your name and your CV to be shared with the Select Committee as the Government's preferred candidate. You may also be required to complete a pre-appointment hearing questionnaire which could include, among other things:

- declarations of any relevant potential conflicts of interest,
- what you see as the priorities and key risks for the organisation,
- questions about how you would lead the board and work with stakeholders,
- your commitment to standards in public life and how you would handle being in the public eye.

Normally any information provided to the select committee by the Government or a candidate will be published.

Second, it is likely that the select committee will decide to call the Government's preferred candidate to a public hearing before the select committee to answer questions relating to their suitability to the role. You would not be expected to have an in depth technical knowledge of how the body works or an exact plan of what you would do in the role, however you will be expected to provide a credible representation of your understanding of the work of the body and what your role in its future would be.

The proposed date for a pre-appointment hearing for this role is yet to be confirmed, but will likely be in April 2021

The Government is committed to making the public appointments as accessible as possible so that no one is deterred from applying. The Department will provide support to you to help you prepare for the hearing and the clerks to the select committee will also be available to discuss with you how the hearing will run. You will also be supported by the Department in working with the select committee should you require any adjustment to enable you to participate fully in the hearing process.

For more information about pre-appointment scrutiny, please see the 'Cabinet Office Guidance: Pre-appointment scrutiny by House of Commons Select Committees'.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/771845/Cabinet-Office-Guidance-pre-appointment-scrutiny-of-public-appointments.pdf

The Liaison Committee also publishes guidelines to select committees for pre-appointment.

You may also find it helpful to review the Code of Conduct for board members of public bodies here: <https://www.gov.uk/government/publications/board-members-of-public-bodies-code-of-conduct> which sets out the expectations which the Government places on non-executive members of public bodies.

The Seven Principles of Public Life

In 1995, the Committee on Standards in Public Life defined seven principles which should underpin the actions of all who serve the public in any way.

Consistent with the Commissioner's Code of Practice, applicants will be assessed on merit, and all candidates for public appointment will need to uphold the standards of conduct set out in the Seven Principles of Public Life. These will be tested as part of the selection process and the selection Panel must satisfy itself that all candidates for appointments can meet these standards, which are:

Selflessness

Holders of Public Office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or other friends.

Integrity

Holders of Public Office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

Objectivity

Carrying out Public Office business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability

Holders of Public Office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness

Holders of Public Office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty

Holders of Public Office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership

Holders of Public Office should promote and support these principles by leadership and example.

BEIS Privacy Notice

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).

YOUR DATA

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

This may also include other information gathered as part of due diligence, including information obtained from public sources.

Purpose / Whether the provision of personal data is part of a statutory or contractual requirement or obligation and possible consequences of failing to provide the personal data

To the extent that you are providing your personal data in relation to a BEIS Public Appointments, the failure to provide this information will mean that we are unable to progress your application for the positions advertised.

Our legal basis for receiving and using your data

Our legal basis for receiving and using this information is that BEIS and the Cabinet Office have both a legal obligation, and public task, to collect this data 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 2019. If requested by the Commissioner for Public Appointments, this information can be shared pursuant to Article 4 of the Public Appointments Order in Council 2019.

We also process your data on the legal basis that it is necessary prior to entering into a contract/terms of appointment to carry out pre-appointment checks. We may process special category data which comes to light during due diligence checks which has manifestly been made public by you, or where it is of substantial public interest in order to carry out our functions. If you have applied for a BEIS public appointment we will share your information with the members of the Advisory Assessment Panel. If requested, it may also be shared with the Commissioner for Public Appointments pursuant to Article 4 of the Public Appointments Order in Council 2019. This will be in a non-identifiable way.

We also process your data on the legal basis 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. This is enabled through section 149 of the Equality Act 2010. The specific category of personal data 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. It is not carried out for the purposes of measures or decisions with respect to your application for a government public appointment. You can choose not to declare this data.

Special category 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.

Our legal basis for processing this information is documented above.

Recipients

If you apply or have been considered for a UK Government public appointment Information you supply to BEIS as part of your application for a UK Government Public Appointment may be shared with Cabinet Office.

Diversity data which 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 may be held in a non-identifiable form for up to 5 years. This information may be shared with OCPA, your name will not be included. This data may be published in summary form.

This data is shared with Cabinet Office IT suppliers in order to securely collect and store the data. Contractual obligations in line with data protection law are placed on our data processors to guard against loss of your data and require them to take all reasonable steps to treat your data reliably and with integrity.

Retention period

Applicant data will be collected on behalf of the Office of the Commissioner for Public Appointments (OCPA) via a secure section of the HM Government Public Appointments website. BEIS may store your name, a summary of biographical details you shared and the outcome of your application for up to 3 years.

Diversity data which 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 may be held for up to 3 years. This information may be shared with OCPA in a non-identifiable format, your name will not be included. This data may be published in summary form.

The record of the sift and interviews will be held by BEIS for the duration of the post.

This data is shared with Cabinet Office IT suppliers in order to securely collect and store the data. Contractual obligations in line with data protection law are placed on our data processors to guard against loss of your data and require them to take all reasonable steps to treat your data reliably and with integrity.

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 have the right to object to the processing of your personal data where it is processed for direct marketing purposes.

You have the right to object to the processing of your personal data where the processing 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, such as the exercise of a function of the Crown, a Minister of the Crown, or a government department; the exercise of a function conferred on a person by an enactment; the exercise of a function of either House of Parliament; or the administration of justice.

Automated decision making

The existence of automated decision making, including profiling and information about how decisions are made, the significance and the consequences. The provision of the information you provide is not connected with individual decision making (making a decision solely by automated means without any human involvement) or profiling (automated processing of personal data to evaluate certain things about an individual).

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.

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
0303 123 1113

Email: 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 Public Appointments is joint between the appointing department, OCPA and the Cabinet Office. The Department for Business, Energy & Industrial Strategy (BEIS). Contact details are, BEIS DPO at:

BEIS Data Protection Officer
Department for Business, Energy and Industrial Strategy
151 Buckingham Palace Road
Victoria
London
SW1W 9SZ

Email: dataprotection@beis.gov.uk.



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