



Home Office

CASE PROGRESSION PANELS

INDEPENDENT MEMBERS

Recruitment Information Pack

MARCH 2021



Contents

Foreword from Elaine Bass	3
About the Case Progression Panels	4
Role description	5
Person Specification	6
Response Instructions	7
Indicative Timetable	8
Terms of Appointment	9
Complaints	12
Annex A – Seven Principles of Public Life	13
Annex B – Application forms (attached separately)	-
Annex C – Diversity Monitoring Form (attached separately)	-
Annex D – Home Office Privacy Notice (attached separately)	-

Foreword from Elaine Bass

Director, National Removals Command

Dear Applicant,

Thank you for your interest in the role of independent panel member for case progression panels.

The Detention Progression & Returns Command is part of the Immigration Enforcement Directorate. It was created to deliver Detained Casework Transformation and provide the Border Immigration and Citizenship System (BICS) with immigration detention safeguards. This includes changes to detained casework processes, through the Detained Casework Oversight and Improvement Team (DCOIT) who are responsible for the running of case progression panels.

Case progression panels were set up following Stephen Shaw's review into the welfare in detention of vulnerable persons and form part of a wider reform programme. Their aim is to ensure that an independent assessment and review of the appropriateness of ongoing detention takes place for all cases that are detained under immigration provisions at 3-month intervals. They also provide additional oversight for the identification and management of potentially vulnerable people in detention. In his follow up report Shaw recommended the establishment of an external independent presence within CPPs to make recommendations alongside Home Office Officials.

These roles offer an exciting opportunity to work collaboratively with Home Office staff from across BICS. You will actively contribute to panel discussions, ensuring decisions are appropriate and policies and procedures are being applied consistently, as well as providing additional oversight of public protection issues and the management of potentially vulnerable people.

In addition, you will also be responsible for recording and reporting back following case progression panels, highlighting significant discussion points and supporting initiatives to maintain and improve operational processes. This will include attending meetings with other Independent CPP members, Panel Chairs and detained casework leads to share lessons learned and best practice identified during the CPP process.

If you are excited and challenged by joining a team of people supporting the reform of immigration detention and being part of a detention safeguard, then I would very much encourage you to apply and wish you the very best of luck.

Elaine Bass
Director, National Returns Command

About the Case Progression Panels

Case Progression Panels (CPPs) were established in February 2017 following Stephen Shaw's review into the welfare in detention of vulnerable persons. They provide further independence into detention decision making, provide additional oversight in the management of potentially vulnerable people, help drive case progression as well as adding an internal safeguard against excessive periods of detention. Each CPP consists of a chair, CPP members and CPP experts, who review the appropriateness of continued detention, adherence to the Adults at Risk in Immigration Detention policy, case progression actions and provide recommendations to the team responsible for the cases concerned.

Cases are reviewed by a CPP when an individual has been detained under immigration powers for 3 months and then every 3 months thereafter. However, cases can be referred to a CPP on an ad hoc basis where an independent review of a case is required outside of the three-monthly schedule.

Panels are not a replacement for any part of the existing detention and case progression Review process, but rather provide an internally independent check to it.

Role Description

Job Title:	Case Progression Panels, Independent Members
Role:	6 – 10 Members
Remuneration:	The role is remunerated at £210 per day, based on a minimum of 15 - 30 days per year, depending on the CPP's work programme.
Appointment:	18 month fixed term appointment with the possibility of reappointment or extension, subject to review
Location:	Central London / remote working
Reporting to:	Elaine Bass
Purpose:	

We are seeking to appoint independent panel members for case progression panels (CPPs) to provide additional external oversight to the detention decision making process.

Members will be responsible for:

- Adding value to the panels and helping to achieve a consensus among panel members in its review of all cases of immigration detention over 3 months.
- Ensuring a consistency of process and approach to reviewing detention and case progression across the detained immigration system.
- Driving case progression and casework diligence to effect departure from the UK whether by administrative removal or deportation.
- Providing additional oversight of public protection issues and management of the detention of potentially vulnerable people.
- Recording and reporting back the recommendations made by the panel highlighting significant discussion points to inform the continued development of the process.
- Attending meetings, as frequently as required, with other independent CPP members to share lessons learned and best practice identified during the panel.

Person Specification

It is essential in your supporting statement that you provide evidence and proven examples against each of the selection criteria in **Part One only** of the person specification, in so far as you are able. These responses will be further developed and explored with those candidates invited for interview, together with the criteria listed in **Part Two**.

Given the nature of the role we are looking for candidates who understand the need to balance public protection against the vulnerability factors of a person in detention. Candidates must not be currently employed by a public protection related non-governmental organisation.

Part One – Essential Criteria

Skills and Experience

Essential

- Professional experience in immigration or law and order.
- Knowledge of safeguarding and vulnerability issues.
- Knowledge of public protection issues - a significant number of cases will involve Foreign National Offenders and difficult conversations will occur to consider offending history and the likelihood of further public harm.
- Experience of working in a multi-disciplinary environment.
- Excellent communication, interpersonal and influencing skills, with a personal and professional demeanour that generates trust and confidence in others.
- Strong organisational skills and the ability to effectively communicate in meetings.
- Ability to think logically and objectively in analysing complex information in order to identify key issues and make effective recommendations.

Desirable

- Experience of working in a safeguarding environment in relation to vulnerable people.
- Report writing skills.

Part Two – Personal abilities and behaviours

- Ability to work collaboratively using persuasion and influence effectively in a high-profile environment.
- The ability to recognise and draw appropriately on professional expertise with self-awareness.

Due Diligence: Please note that as part of the recruitment process, due diligence, including social media checks will be undertaken on the appointable candidates.

Response Instructions

The closing date for applications is 23:00, 23 April 2021.

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

publicappointments@homeoffice.gov.uk

1. A **comprehensive CV** (maximum two sides A4, minimum 11 font) setting out your career history and including details of any professional qualifications.
2. A **short supporting statement** (maximum two sides A4, minimum 11 font) giving evidence of the strength and depth of your ability to meet the essential criteria for the role. Please provide specific examples to demonstrate how you meet each of the experience, qualities and skill areas identified in the person specification as the evidence you provide will be used by the selection panel to determine your suitability for interview.
3. Please complete and return via email the forms at **Annex B**, relating to referees, conflicts of interest and nationality.
4. In addition, please complete the **Diversity Form at Annex C**. Please click on the link to the [Public Appointments website](#) for further information on recording whether or not you have a disability.

Please include the heading (Independent Members, Case Progression Panels) in the subject box.

Please submit your application documents as 4 separate attachments.

Please note the following:

- **We cannot accept applications submitted after the closing date.**
- **Applications will be assessed on the documentation provided. Please refer to the advert and checklist to ensure you have provided the necessary documentation We will assess it based solely on documentation provided.**
- **Applications will be acknowledged upon receipt.**
- **Feedback will only be given to unsuccessful candidates following interview.**

Further Information:

If you have any queries about this role, please contact Helen Speller on Helen.Speller2@homeoffice.gov.uk.

If you have any queries about the recruitment process for this role, please contact Christine Ugborogho via email on christine.ugborogho@homeoffice.gov.uk.

Indicative Timetable

Please note that these dates are only indicative at this stage and could be subject to change.

Advert Closing Date	23:00, 23 April 2021
Short List Meeting	Expected w/c 10 May
Final Panel Interviews	Expected w/c 7 June
Meeting with Home Secretary (if required)	Expected post interview

Selection Process

This role is being competed in accordance with the Government's Governance Code on Public Appointments¹, which sets out the regulatory framework for public appointments processes. The Code is based on three core principles – merit, openness and fairness.

The panel for the Member recruitment will be independently chaired by Cindy Butts (Criminal Cases Review Commission), and consist of Elaine Bass (SCS, National Removals Command, Home Office and responsible for detention case progression panels) and Matthew Bligh (SCS responsible for immigration detention policy).

The panel will ensure the appointments are made in accordance with the Governance Code. The Home Office Public Appointments Team will acknowledge your application on behalf of the Home Office and keep you updated on the progress of the competition.

At the short-listing meeting the selection panel will assess each application against the essential criteria and decide who to invite for interview. The Government has adapted the recruitment process around the UK's coronavirus restrictions while ensuring a fair and open competition. This includes planning for remote interviews. Further details about the format will be provided to you in advance.

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

We encourage a diverse workforce and welcome applications from all suitably qualified people.

Please note: Expenses incurred by candidates during the recruitment process will not be reimbursed except in exceptional circumstances and only when agreed in advance with the Home Office Public Appointments Team.

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

Terms of Appointment

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

Appointment Term: Your appointment as an Independent Member of the Case Progression Panel will be made by the Home Secretary. The appointment will be for a fixed period of 18 months with extensions or reappointments subject to review and at the discretion of Ministers, subject to a satisfactory appraisal of performance and mutual agreement. Appointments may be terminated prior to the conclusion of the period of appointment.

Remuneration:

- Members will be remunerated at £210 per day.
- Remuneration is taxable through payroll, but the appointment is not pensionable.
- The post holder can claim reimbursement for reasonable travel and subsistence costs necessarily incurred during the course of their duties at rates set centrally.
- Applicants should note that the successful candidate cannot be remunerated for this role if they are being paid for an existing full time role from the public purse.

Time Commitment: The expected time commitment is a minimum of 15 - 30 days per year, depending on the CPP's work programme.

Location: Central London / remote working.

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

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

Confidentiality: You will be subject to the provisions of the Official Secrets Act and required to exercise care in the use of official information acquired during official duties, and not to disclose information which is held in confidence.

Disqualification for appointment: There are circumstances in which an individual will not be considered for appointment. They include:

- people who have received a prison sentence or suspended sentence of 3 months or more in the last 5 years;
- people who are the subject of a bankruptcy restrictions order or interim order;
- in certain circumstances, those who have had an earlier term of appointment terminated;

- anyone who is under a disqualification order under the Company Directors Disqualification Act 1986; and
- anyone who has been removed from trusteeship of a charity.

Further advice about disqualification for appointment can be given by contacting the Public Appointments Team on publicappointments@homeoffice.gov.uk

Standards in public life: You will be expected to demonstrate high standards of corporate and personal conduct. Candidates will be expected to abide by the “Seven Principles of Public Life” set out by the Committee on Standards in Public Life (see below, page 13).

Registration of interests: The purpose of these provisions is to avoid any danger of a public appointee being influenced, or appearing to be influenced, by their private interests in the exercise of their public duties.

Public appointments require the highest standards of propriety, involving impartiality, integrity and objectivity, in relation to the stewardship of public funds and the oversight and management of all related activities. This means that any private, voluntary, charitable, or political interest which might be material and relevant to the work of the body concerned should be declared. It is important, therefore, that you consider your circumstances when applying for a public appointment and identify any potential conflicts of interest, whether real or perceived.

There is a requirement to declare any actual or potential conflict of interest you may have in being appointed to the CPP in a separate form. Any actual or perceived conflicts of interest will be fully explored by the Panel at interview stage.

Political activity: Members will need to show political impartiality during their time on the CPP and must declare significant party-political activity they undertake in the period of their appointment. Details of the successful candidate’s declared political activity must be published by appointing departments when the appointments are publicised.

The Political Activity Declaration will be kept separate from your application and will only be seen by the Panel prior to interview – the Panel may at that stage explore with candidates any potential for conflict of interest. It is appreciated that political activities may have given you relevant skills, including experience gained from committee work, collective decision making, resolving conflict and public speaking. If, therefore, you have had such experience and you consider it relevant to your application for this post, you may if you choose include it separately in the main body of your application.

Disability Confident: The Home Office is an accredited user of the Government’s “Disability Confident” disability symbol, which denotes organisations which have a positive attitude towards disabled applicants. Applicants who meet the minimum criteria in the job specification are guaranteed an interview. Selection will be on merit. If you wish to apply for consideration under this scheme, please complete the form in Annex B. It is not necessary to state the nature of your disability.

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

Equal Opportunities Monitoring: The Home Office is committed to providing equal opportunities for all, irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

As part of the application process we ask candidates to complete equal opportunities monitoring information. This will help us to monitor selection decisions to assess whether equality of opportunity is being achieved. The information in Annex C will be treated as confidential and used for statistical purposes only. The form will not be treated as part of your application.

Centre for Public Appointments Database: As set out in Annex B, if you consent, we will retain your CV and contact details for the purposes of alerting you to any opportunities that may arise in future. We will also share your CV and contact details with the Centre for Public Appointments in the Cabinet Office who may use it for this purpose. They may also share it with other Government Departments so that they can contact you about such opportunities. You may withdraw your consent to your information being processed for this purpose at any time by contacting dpo@homeoffice.gov.uk.

Complaints

If you are not completely satisfied with the way your application is handled at any stage of the competition, please raise any complaint in the first instance with the Public Appointments Team at: publicappointments@homeoffice.gov.uk

We will reply to your complaint within 20 days.

ANNEX A – THE SEVEN PRINCIPLES OF PUBLIC LIFE

The principles of public life apply to anyone who works as a public office-holder. This includes all those who are elected or appointed to public office, nationally and locally, and all people appointed to work in the civil service, local government, the police, courts and probation services, NDPBs, and in the health, education, social and care services. All public office-holders are both servants of the public and stewards of public resources. The principles also have application to all those in other sectors delivering public services.

Selflessness

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

Integrity

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

Objectivity

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

Accountability

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

Openness

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

Honesty

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

Leadership

Holders of public office should promote and support these principles by leadership and example.