



Cabinet Office



Committee Members

Committee on Standards in Public Life (CSPL)

CANDIDATE INFORMATION PACK

Reference number: 39609

Closing date for this post is: 23:59 on 28 April 2021

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

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

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A Message from the Chancellor of the Duchy of Lancaster

Dear Candidate

Thank you for your interest in this vacancy for a Member of the Committee on Standards in Public Life (CSPL). The Prime Minister is seeking independent members to join the Committee for a five year term.

The Committee on Standards in Public Life (CSPL) advises the Prime Minister on ethical standards across the whole of public life. It monitors and reports on issues relating to arrangements for upholding the standards of conduct of all public office holders. The Committee recently proudly celebrated its twenty-fifth anniversary.

We are looking for high calibre individuals with a real interest in ethical standards and commitment to the principles of public life, who could make a strong contribution to the important work of this Committee. We are especially keen to encourage applications from a wide range of backgrounds, including the voluntary and private sectors.

You may already have some idea about the work of CSPL and the following pages will tell you more about CSPL's purpose and the nature of the work of the Committee members, as well as the application process. Please do also view the CSPL website to understand their work:

<https://www.gov.uk/government/organisations/the-committee-on-standards-in-public-life>

If, after reading the material, you have further questions about any aspect of this post you are welcome to speak to the Head of the Committee Secretariat, Lesley Bainsfair (lesley.bainsfair@public-standards.gov.uk). If you have questions about the appointment process, you can contact cspirecruitment@cabinetoffice.gov.uk

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



The Rt Hon Michael Gove MP
Chancellor of the Duchy of Lancaster and Minister for the Cabinet Office

HM Government's Diversity Action Plan evidences the importance of diversity in Public Appointments and the commitment to making the boards of our public bodies more representative of the public they serve.

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

We would also particularly welcome applications from those currently working in, or with experience of, the private sector. We want to explore the widest possible pool of talent for this important appointment and you do not need to have previously held a public appointment in order to apply.

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

The Cabinet Office operates a Disability Confident Scheme for disabled people. 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. Under the Disability Confident Scheme a disabled candidate will be selected for interview if they meet the minimum criteria for the role decided by the panel at sift. To ensure fairness, the panel will not be informed of who has applied under the Disability Confident Scheme until they have set the minimum criteria at the start of the sift meeting. If you wish to be considered under the scheme, please complete the Disability Confident Scheme form and send it with your application.

Background to CSPL

The Prime Minister invites applications for the position of member of the Committee on Standards in Public Life. The Committee is made up of a majority of independent members, and three political members. We are recruiting independent members, therefore candidates should not be politically active.

The Committee on Standards in Public Life is an independent, advisory non-departmental public body established in 1994. The CSPL's role is to promote the Principles of Public Life, assessing institutions, policies and practices and making recommendations to the Prime Minister to strengthen arrangements where appropriate.

The Committee sets its own areas for review, which may be areas of longstanding interest, an issue requiring immediate action, or an emerging standards issue. In the past three years, the Committee has produced reports and recommendations on a range of areas which can be found on its website:

<https://www.gov.uk/government/organisations/the-committee-on-standards-in-public-life>.

The Committee is currently reviewing the standards landscape and the regulation of electoral finance.

Role Specification

Members of the Committee have collective responsibility for its operation and are expected to contribute fully to the work of the Committee. They must be able and willing to:

- Engage fully in collective consideration of issues and formulation of recommendations taking account of the full range of relevant factors;
- Contribute to drafting of reports and position papers; and
- Ensure that the work of the Committee is open and transparent, in particular by appearing at public meetings and evidence sessions.

In addition, all members of the Committee must:

- ensure they understand their duties, rights and responsibilities, and that they are familiar with the function and role of CSPL and any relevant statements of government policy. New Committee members will be briefed on these issues by the Secretariat;
- ensure they act in accordance with the Code of Practice for board members of public bodies and the Seven Principles of Public Life;

- comply with any rules set by the Committee and Cabinet Office regarding remuneration and allowances, the reimbursement of expenses and the acceptance of gifts and hospitality; and
- not misuse information gained in the course of their public service for personal gain or for political purpose, nor seek to use the role of public service to promote their private interests or those of closely connected persons, firms, businesses or other organisations.

Members are appointed by the Prime Minister for a five year period on a non-renewable term. We are seeking two members, one to join the Committee as soon as possible, and the other to join the Committee when a vacancy arises in August 2021.

These are part-time appointments. Members are expected to commit an average of 2 days a month though this may increase when the Committee is undertaking a review.

Most of the Committee's work takes place in London or virtually. We welcome applications from all parts of the United Kingdom.

Person specification

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

- Personal integrity and strength of character;
- Understanding of, and commitment to, the need to maintain the highest standards of public life;
- The ability to command the confidence of Ministers, Parliament and the public;
- The ability to examine issues in an objective and analytical way;
- Ability to work well within a small team; and
- The ability to contribute to the drafting of reports and other documents.

Applicants should also consider whether their interests, or any other roles they hold, might present a conflict with possible subjects of inquiry.

All members of the Committee are required to have, or be willing to undergo, security clearance (baseline).

Conditions of appointment

Remuneration and allowances

- A non-pensionable fee of £240 per day is payable.
- Members can claim reimbursement for reasonable travel and subsistence costs necessarily incurred on Committee business.

- The post is not pensionable.
- Remuneration is taxable under Schedule E of the Income and Corporation Taxes Act 1988 (as amended) and subject to Class I National Insurance contributions.

Appointment and tenure of office

- Appointments will be made by the Prime Minister for a single five year non-renewable term.
- Appointments may be terminated by the Prime Minister prior to the conclusion of the period of appointment.
- This post is a public appointment, and therefore not normally subject to the provisions of employment law.
- 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 Committee Members are required to adhere to:
 - The Cabinet Office Code of Conduct for Board Members of Public Bodies:
www.gov.uk/government/publications/code-of-conduct-for-board-members-of-public-bodies
 - The Seven Principles of Public Life (see Appendix 1).

Performance appraisal

- The Committee 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 CSPL.

Commitment

Members are expected to commit an average of two days a month to the role, though this may increase when the Committee is undertaking a review.

Indicative timetable and how to apply

- Closing date: 28 April 2021 (at 23:59)
- Shortlisting: April/ May 2021
- Interviews held: June 2021

Provisional appointment start date: One role to start ASAP, one to start in August 2021

Interviews will be held virtually. This is an indicative timetable and the timings may shift.

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 pages) – setting out your suitability for the role and how you meet the criteria set out in the person specification. Please ensure your full name is clearly noted at the top of your letter.
3. **Monitoring form ([here](#))**, covering diversity, political activity and conflicts of interest. Any information you provide in Section A (diversity) will not be used as part of the selection process and will not be seen by the interview panel. Information to help answer these questions can be found on the [Public Appointments website](#)

The form also asks about political activity (Section B) and conflicts of interest (Section C). If you experience problems accessing the form please contact csplrecruitment@cabinetoffice.gov.uk

4. **Disability Confident – Offering an interview to disabled people declaration (if applicable)**

Please send your CV and supporting letter (and Disability Confident form, if applicable) to: csplrecruitment@cabinetoffice.gov.uk by 23:59 on 28 April 2021. Please also complete the monitoring form online by this time.

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 on 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 on 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).
- 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 email) as soon as possible. If successful, you will be invited to a virtual interview.**
- Ministers may wish to meet the candidates before or after the interview.
- 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 feedback to candidates who have been unsuccessful at the 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 on candidates shortlisted for interview. This will include searches of previous public statements and social media, blogs or any other publicly available information.

Use of your personal information

Your personal information will be held in accordance with the UK 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;

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

- 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 UK 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 recruitment manager via the email address (csplrecruitment@cabinetoffice.gov.uk). The Privacy Notice for Public Appointments is at Appendix 2.

Complaints Process

If you are not completely satisfied – please contact, in the first instance csplrecruitment@cabinetoffice.gov.uk 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

You will be expected to demonstrate high standards of corporate and personal conduct. Members will be expected to abide by the “Seven Principles of Public Life” set out by the Committee on Standards in Public Life (see Appendix 1 below).

Political Activity

CSPL is made up of political appointees and independent members. This recruitment campaign seeks independent members, you should therefore not be politically active.

Political activity is defined as an individual being employed by a political party, holding significant office in a party, standing as a candidate for a party in an election, having publicly spoken on behalf of a political party or having made significant donations or loans to a party. Significant loans and donations are those of a size which are reported to the Electoral Commission, in line with a central party’s reporting threshold.

You will need to show political impartiality during your time on the Committee and must declare any party political activity you undertake in the period of your appointment.

You are required to fill out a personal information form as part of your application (please see monitoring forms), stating any relevant political activity. This will be kept separate from your application and will only be seen by the advisory assessment panel prior to interview.

Disqualification from appointment

Anyone in the categories listed below will not be considered for appointment (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

The purpose of these provisions is to avoid any danger of Committee Members 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. This means that any private, voluntary, charitable, or political interest which might be material and relevant to the work of the Committee 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 Committee in the diversity monitoring form. Any actual or perceived conflicts of interest will be fully explored by the Panel at interview stage.

The Register of Interests is made available to the public as part of the Committee Members' Biographies, published on the Committee's website.

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 Appointments 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.