



**Regulatory Policy Committee
Committee Members
Applicant Pack
April 2021**

Ministerial Foreword

Dear Candidate,

Thank you for your interest in becoming a member of the Regulatory Policy Committee (RPC).

You may already have some idea about the important work of the RPC. The following pages will tell you more about the purpose and the nature of the members' role.

The RPC is an advisory Non-Departmental Public Body which provides independent scrutiny of the quality of analysis and evidence used by departments and regulators in their assessments of economic impact on business, voluntary and community bodies from regulatory interventions.

I, and my Cabinet colleagues, consider this to be an important function that helps the Government to make better informed decisions. If you believe you have the experience and qualities we are seeking to contribute to this, we very much look forward to hearing from you.

Rt Hon Kwasi Kwarteng MP
Secretary of State for Business, Energy, and Industrial Strategy

Summary

Post:	RPC Committee Member
Remuneration:	£350 per day, for 40 days per annum
Contract type:	Fixed-term appointment for a maximum of 3 years
Number of Posts:	5

About the Regulatory Policy Committee

The Regulatory Policy Committee (RPC) is an advisory non-departmental public body of the Department for Business, Energy and Industrial Strategy (BEIS). The RPC provides independent, expert advice on the quality of analysis and evidence used by departments and regulators in their assessments of economic impact on business from regulatory interventions.

The RPC works to improve both transparency and accuracy of measurement of the impacts of regulation. It is an important part of the better regulation system, providing stakeholders, in particular business, with confidence that the costs and benefits from regulatory change have been properly considered.

The RPC is generally formed of a Chair and seven other members. It is supported by a secretariat of BEIS staff based in London.

Vacancy Description

The Committee's main role involves reviewing estimates of the impacts of regulatory changes produced by analysts in departments and regulators. These assessments range from light-touch reviews to detailed cost-benefit analyses, and include both ex-ante and ex-post estimates.

Person specification

We are looking for people that have the ability to bring an external and independent perspective, providing constructive challenge and scrutiny, to the quality of analysis and evidence underpinning regulatory proposals.

To be considered, you must be able to demonstrate that you have the qualities, skills and experience to meet all the essential criteria for appointment. You might be either a professional economist or someone with experience in a regulator or a related area.

The time commitment is roughly one day per week mainly from home but with some requirement to attend meetings in London, once Covid-19 restrictions are lifted.

For both roles (economist and generalist), you must demonstrate the following essential criteria:

- Excellent communication and interpersonal skills and the ability to interact with a wide variety of stakeholders.
- The ability to think and work strategically, able to use insight gained from the scrutiny process to help raise capability in the use of evidence and analysis in policy making.
- A strong understanding of the importance of economic and other financial analysis in policy making and evaluation,

- Sound judgement to consider complex and often conflicting arguments from an informed and balanced viewpoint and to constructively challenge and support colleagues to achieve a shared consensus.
- The proven ability to work effectively at pace and be able to turn work round against short deadlines.

You must also demonstrate the essential criteria relevant to the role(s) for which you apply:

Generalist Role

Technical expertise – individuals are sought who have broad experience of the impact of regulation on business and voluntary organisations and who can demonstrate an appreciation of the Government’s regulatory framework gained from at least one of the following areas:

- a private-sector organisation;
- a public-sector organisation, with personal involvement in regulatory services;
- an academic institution or think tank with a focus on regulation; and/or
- a voluntary-sector organisation.

Economist Role

Economics expertise – a qualified, professional economist with substantial proven competence in applied economics. In addition, you must understand the Government’s economic principles on policy appraisal and evaluation and be able to use economics to challenge the evidence base underpinning legislative proposals and policy evaluations constructively.

Term of Appointment

Candidates will be appointed for a maximum term of three years.

Remuneration

£350 per day, for 40 days per annum

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. Board members will be expected to abide by the Cabinet Office Code of Conduct for Board Members of Public Bodies (2019) and relevant RPC values, policies and procedures.

Selection process details

- Closing date: 6 June 2021
- Shortlist panel meeting: W/C 21 June 2021
- Panel interviews: W/C 26 July 2021
- Ministerial decision on whom to appoint: TBC
- Successful candidate takes up post: TBC

The advisory assessment panel will comprise:

- Chris Carr – Director, Better Regulation Executive – Panel Chair and BEIS Representative
- Stephen Gibson – Regulatory Policy Committee – Partner Organisation Representative
- Daniel Hamilton – Independent Panel Member

How to Apply & Further Information

The closing date for applications is **11pm on 6 June 2021**. Please be aware that late applications will not be accepted.

For us to progress your application, you must submit one document which includes both of the below before 11pm on 6 June 2021:

- A Covering Letter
- A CV

by email, with the subject “RPC Member” to publicappointments@beis.gov.uk

We also ask that you complete an online application form, including referee details and whether you wish to be considered under the Disability Confident scheme, which can be found [here](#).

Your supporting statement should:

- cover how you meet the criteria listed under the person specification;
- be tailored to the role, describe what you would bring, describe your vision for the role, highlight any previous career achievements etc.

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

Applicant packs can be provided in other formats upon request.

If you have any queries regarding the application process, you can contact the Campaign Manager, Sophie Austin in the BEIS Public Appointments Team at publicappointments@beis.gov.uk

Additional information

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

Please note feedback will not be provided after the shortlisting stage. Only candidates who attend an interview will be provided with feedback.

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.

Successful candidates will be required to have or be willing to obtain security clearance to [Security Check](#) (SC).

Diversity and inclusion

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.

Disability Confident and reasonable adjustments

As a Disability Confident Leader, BEIS will offer interviews to disabled candidates who meet the published minimum requirements for a job or role. If you wish to apply for consideration under this scheme, please complete the declaration in the Diversity Monitoring Form provided. 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. Our online application form asks you to indicate whether you would like us to contact you to discuss making reasonable adjustments.

Conflicts of interest

What is a conflict of interest?

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.

There is always the possibility for real or perceived conflicts of interest to arise. Both are a problem, as the perceived inference of a conflict may, on occasions, be as damaging as the existence of a real conflict. It is important, therefore, that you consider your financial and non-financial interests when applying for a public appointment and disclose any potential conflicts of interest, whether real or perceived on application.

There is not an exhaustive list of the circumstances in which a conflict of interest can arise. However, broadly there are six main types of interest, which could lead to real, or perceived, conflicts of interest. These are:

- Financial interests, in particular in respect of directly held securities; this includes financial interests held by close family members.
- Interests outside the organisation – these might include directorships, trustee appointments and employment or consultancy arrangements;
- A relationship or close association with an individual, other parties, or organisations which could lead to actual or perceived impartiality;
- Pending Government Policy could give unfair personal advantage to people with allied business interests – for example access to privileged information – trade secrets;
- Perception of rewards for past contributions or favours;
- Membership of some societies or organisations.

Surely a perceived conflict is not a problem, as long as I act impartially at all times?

The integrity of the individual is not in question here. However, it is necessary for the standing of the individual and the Board that members of the public have confidence in their independence and impartiality. Even a perceived conflict of interest on the part of a Board member can be extremely damaging and it is therefore essential that these are declared and explored, in the same way as interests giving rise to an actual conflict would be. The fact that a member acted impartially may be no defence against accusations of potential bias.

What should I do if I think I have a conflict of interest?

You will find a section on conflicts of interest in the application form for you to complete. This asks you to consider and declare relevant financial and non-financial interests (including those of your close family members). You should include details of all interests, even if you are unsure whether an interest is relevant for the purposes of a conflicts consideration, in order to give the Selection Panel as much information as possible. If you have further questions on this area, please contact the Public Appointments Team in the first instance.

If I declare a conflict, does this mean I will not be considered for appointment?

No - each case is considered individually. If you are short listed for interview, the Selection Panel will explore with you how far the interests might affect your ability to contribute effectively and impartially on the Board and how this might be handled, if you were to be appointed. For example, it may be possible to arrange for you to be recused from consideration of matters in which you have an interest. However, some interests will be more difficult to address (for example, a substantial and diverse portfolio of direct shareholdings) and would have to be assessed with reference to the likely effect on your ability to contribute effectively to Board discussions and decisions or to perform your role as a Panel Member on an ongoing basis. If, following the discussion with you, the Selection Panel believes that the conflict is too great and would call into question the probity of the Board or the appointment, they can withdraw your application from the competition.

What happens if I do not declare a known conflict, which is then discovered by the Department after my appointment?

Again, each case would be considered on its merits, but the Department may take the view that by concealing a conflict of interest, you would be deemed to have breached the Seven Principles of Conduct Underpinning Public Life and may terminate your appointment.

What happens if I do not realise a potential conflict exists?

This situation may arise where the applicant is not familiar with the broad range of work which a body covers and therefore does not realise that a conflict might exist. In some cases, the Selection Panel, with their wider knowledge of the body, might deduce that there is a potential conflict issue, based on the information on employment, experience and financial or non-financial interests provided by the candidate in the application form. They will then explore this at interview with the candidate.

What happens if a conflict of interest arises after an appointment is made?

This could arise for two main reasons. The first is that the member's circumstances may change, for example, they may change jobs and in doing so, a conflict with their work on the Board becomes apparent.

The second is where a member is unfamiliar with the range of the work of the body, but after appointment, it becomes clear that a conflict exists where none had been envisaged during the appointment process.

In both cases, the issue should be discussed with the Chair of the board and the Chief Executive of the body concerned, in consultation with the Sponsoring Department, to decide whether or not the member can continue to carry out their role in an appropriate manner and each case is considered individually.

It may be that the conflict is such that it would be impractical for the member to continue on the board, if they would have to withdraw from a considerable amount of the body's routine business. In such, cases, the member may be asked to stand down from the body.

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 Governance Code, 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.

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: publicappointments@beis.gov.uk.

This campaign is regulated by the Commissioner for Public Appointments and as such if you are dissatisfied with the departmental response to your complaint you may refer it to the Office of the Commissioner for Public Appointments (OCPA) at the following [link](#).

BEIS Public Appointments 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