



Ministry
of Justice



Prison Service
Pay Review Body



We are looking for an outstanding individual for the post of

Prison Service Pay Review Body

One generalist member and one member with experience as a labour market economist

Reference number: PAT160024

(please use the above reference in all correspondence)

Location: The role is based in London

Term of appointment: Five years

Time commitment: Up to 20 days per year

Remuneration: £300 per day

Expected start date of role: January 2022

Closing date for applications is 9am on Monday 19 July

Applications should be submitted to the Ministry of Justice Public Appointments Team via PublicAppointmentsTeam@justice.gov.uk.

Guidance on how to write a successful application is provided at (Appendix 2).

Alternative format versions of this candidate information pack are available on request from the Public Appointments Team, contact details as above.

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

All public appointments are advertised on the Cabinet Office's Public Appointments website (<http://publicappointments.cabinetoffice.gov.uk/>) and the Public Appointments Twitter feed (@publicappts).

1. Introduction

Dear Candidate,

Thank you for your interest in the Prison Service Pay Review Body (PSPRB). As you may already know, we are an independent body which advises the Government on matters referred to it, primarily making recommendations about pay levels for staff in the Prison Service in England and Wales and, separately, in the Northern Ireland Prison Service.

PSPRB work is important, challenging and stimulating. Our members find great satisfaction and reward in it and the contribution they make.

Each year we receive written and oral evidence from both the Government and trade unions to represent prison staff. The PSPRB weighs the evidence and its own independent research to formulate its recommendations, submitting its reports to Government, lately between June and September. One of the key areas we consider is the need to recruit, keep and motivate suitably able and qualified staff. Our advice is independent and crucial to these discussions and achieving the best outcomes for prison staff.

PSPRB members have experience in labour market economics, personnel, pay and other relevant matters.

We are now looking for two exceptional new members from the widest possible field to join the PSPRB, including one who has experience as a labour market economist.

We are looking for people with analytical minds, excellent communication, and interpersonal skills and who can work with a wide range of stakeholders. Operating in the public interest, you will always show the highest levels of personal integrity, in line with the Nolan Principles.

The next few years will be an important period for the PSPRB, with the Government continuing with its policy of public sector pay restraint and planning significant expansion of the Prison Service in England and Wales.

I urge you to read our recent reports and see in detail what we do, and I look forward to seeing your application.

If you have further questions about this post, you are welcome to speak to Neil Goodson PSPRB@beis.gov.uk. If you have questions about the appointment process, you can contact the Public Appointments Team at: PublicAppointmentsTeam@Justice.gsi.gov.uk, or call Anna Payne on 07889 415 433.

If you believe you have the experience and qualities we are seeking, I hope you consider applying for this important position.

Tim Flesher CB,
Chair, Prison Service Pay Review Body

Contents	Page No.
<u>About the Prison Service Pay Review Body (PSPRB)</u>	4
<u>The role of the of the PSPRB Member</u>	5
<u>Other important appointment information</u>	6
<u>Advisory Assessment Panel membership</u>	7
<u>The appointment process and timeline</u>	7
<u>How to apply</u>	8
<u>Diversity and Inclusivity</u>	9
<u>Complaints process</u>	10
<u>Checklist</u>	11
<u>Your Personal information</u>	11
<u>Appendix 1 - The seven principles of public life</u>	12
<u>Appendix 2 – Guidance for those applying for an MoJ Public Appointment</u>	13

2. About the Prison Service Pay Review Body

The PSPRB are independent of Government, the Prison Services and trades unions and are one of eight independent Pay Review Bodies. The others cover the Armed Forces, Doctors and Dentists, the National Health Service, School Teachers, Senior Salaries, the National Crime Agency, and the Police.

The role of the PSPRB is to provide independent advice on the remuneration of governors and operational managers, prison officers and support grades in the Prison Services of England and Wales, and Northern Ireland, providing reports and recommendations to the Prime Minister and the Lord Chancellor and Secretary of State for Justice. Northern Ireland reports and recommendations separately to the Minister of Justice, Northern Ireland.

The PSPRB's remit covers around 28,000 staff in England and Wales and 1,300 staff in Northern Ireland.

The Review Body currently has six members (including the Chair) - individuals who have senior-level experience on pay and related matters from the private, public or third sectors. Together they provide a pool of knowledge and experience of labour market, industrial relations, personnel and pay issues.

Overview of PSPRB Role and Terms of Reference

During the autumn PSPRB visits prisons to meet members of the remit group and in the winter through to summer the PSPRB receives written and oral evidence from both the Government and representative organisations covering its remit groups. PSPRB then weighs the evidence and its own independent research to formulate recommendations on the remuneration of its remit groups.

It then submits its report to the Government. Review Body Reports are available from The Stationery Office and also on the OME website at: <https://www.gov.uk/government/organisations/office-of-manpower-economics/>

In reaching its recommendations the Review Body must take the following into account:

- The need to recruit, retain and motivate suitably able and qualified staff considering the specific needs of the Prison Service in England and Wales and the Northern Ireland Prison Service;
- Regional/local variations in labour markets and their effects on the recruitment and retention of staff;
- Relevant legal obligations on the Prison Service in England and Wales and the Northern Ireland Prison Service, including anti-discrimination legislation regarding age, gender, race, sexual orientation, religion and belief, and disability;
- Government policies for improving the public services, including the requirement to meet Prison Service output targets for the delivery of services;
- The funds available to the Prison Service in England and Wales and the Northern Ireland Prison Service as set out in the Government's departmental expenditure limits; and
- The Government's inflation target.

The PSPRB must also take the following into account:

- The competitiveness of the Prison Service in England and Wales with the private sector, and any differences in terms and conditions of employment between the public and private sectors taking account of the broad employment package including relative job security.
- The economic and other evidence submitted by the Government, staff and professional representatives and others.

The PSPRB may also be asked to consider other specific issues.

3. The role of the PSPRB Member

Key Responsibilities:

As a member of the PSPRB you will:

Work collaboratively to:

- Assess the evidence of the parties (government and trade unions); and
- Contribute effectively to the PSPRB's consideration of its annual recommendations to government under the guidance of the Chair.

Work corporately, with the guidance of the Chair, to:

- Consider the parties' written evidence, views and proposals;
- Take oral evidence from the parties;
- Assimilate information and data on pay, policy, economic, workforce and financial matters;
- Weigh evidence and undertake independent analysis;
- Meet groups of staff and managers/leaders; and
- Formulate conclusions and make recommendations to government.

Essential criteria

- An ability to scrutinise, interpret and analyse complex, qualitative information including, economic and statistical data, and offer well developed, evidence-based, and workable recommendations;
- Ability to work at a strategic level within a complex organisation;
- Highly developed inter-personal communication and influencing skills, with an ability and confidence to develop and maintain effective relationships with a wide range of stakeholders;
- Evidence of high standards of corporate and personal conduct – to act impartially and uphold the independence of the PSPRB, including a strong commitment to equality and diversity; and
- You must evidence at least one of the following:
 - A sound understanding of the policy, financial and operational factors affecting pay decisions and pay bargaining in the public sector or a unionised environment; or
 - Experience of financial management at a senior level in a private, public or third sector organisation.

For the role as Labour Market Economist, you must also be able to evidence:

- Proven senior level experience of economics in the academic and/or business world and associated record of achievement - with the ability to apply this expertise to labour market issues.

Eligibility

There must be no employment restrictions, or limit on your permitted stay in the UK.

This appointment is open to British or Commonwealth citizens, British Dependent Territories citizens, British Nationals (Overseas) citizens, British protected persons, citizens of the Republic of Ireland, European Economic Area (EEA) nationals or to those of other member states, and to certain non-EEA family members. Applicants must have rights of residence in the UK.

We welcome applications from all those who are eligible.

However, as the PSPRB was established to carry out an independent function at arm's length from the Government, we are mindful that appointing someone who is employed by a government

department might compromise that independence - or perception of independence - as well as diminishing the confidence of stakeholders and the general public.

If you are in receipt of a salary from a government department and wish to apply, you should expect that - if selected for interview - the Advisory Assessment Panel will explore whether any perceived or real conflicts of interest might exist if you were to be appointed and, if so, how this might be managed or mitigated. The latter might include an undertaking to resign from government employment, if appointed, and - if considered appropriate - for there to be an interval between resignation and taking up appointment to the PSPRB.

Candidates for the PSPRB post who are members of other Review Bodies may apply, but would need to resign their current position if they were appointed.

4. Other important appointment information

There must be no employment restrictions, or limit on your permitted stay in the UK.

Tenure: Public appointments are offered on a fixed term basis. We do this to ensure that the leadership of our public bodies is regularly refreshed and that the PSPRB can benefit from new perspectives and ideas.

The appointment will run for five years with the possibility of reappointment for a further term subject to satisfactory appraisal and at the discretion of Ministers.

In line with the Governance Code for Public Appointments, there is a strong presumption that no individual should serve more than two terms or serve in any one post for more than ten years.

Remuneration, Allowances and Abatement:

The remuneration for this post is £300 per day, with the time commitment of up to 20 days per year.

Remuneration is taxable and subject to Class 1 National Insurance contributions.

The role is not pensionable and in some circumstances your remuneration may be abated if you receive a public service pension – you will need to seek advice from your pension provider on this. Reasonable standard travel expenses will be payable.

Travel and subsistence expenses are paid for journeys from home to the OME offices, however, these expenses are taxable at the Members tax rate. Travel and subsistence allowances when Members are required to travel and/or stay away overnight for the purposes of prison visits are claimable but not taxable.

Location:

The PSPRB's offices are currently located at the Office of Manpower Economics (OME), 8th floor Fleetbank House, 2-6 Salisbury Square, London EC4Y 8JX, although are due to relocate to Windsor House, Victoria Street later in 2021. The post holder will normally be based at the OME offices (London).

Performance Appraisal: You will be assessed annually on performance by the PSPRB Chair.

Standards in Public Life: Public appointees are required to uphold the Committee on Standards. [Seven Principles of Public Life](#) You are also expected to adhere to the [Code of Conduct for Board Members of Public Bodies](#)

5. Advisory Assessment Panel membership

The Panel will be:

- David Fry, Director of OME, (Panel Chair)
- Alison Wedge, Deputy Director, Head of MoJ ALB Centre of Expertise, MoJ;
- Tim Flesher, Chair of the PSPRB;
- Alison Lyon, Independent HR Consultant (Independent Panel Member);
- For the Labour Market Economist role, Tom Hemingway, Deputy Director for Labour Markets and Distributional Analysis HM Treasury.

The Advisory Assessment Panel Chair will report to Ministers on the outcome of the interviews. Ministers are responsible for making the appointment

6. The appointment process and timeline

These appointments will be made by the Prime Minister under The Prison Service (Pay Review Body) Regulations 2001.

The [Commissioner for Public Appointments](#) ensures that appointments are made in accordance with the Governance Code and the principles of public appointments. All appointments follow a recruitment process set out in the [Governance Code for Public Appointments](#).

Key stages and timings in the campaign process:

APPLICATION Personal Statement, CV and supporting documents must be sent by the closing date.	9am, 19 July
SIFT The Panel will meet to assess the applications. Candidates will be informed of the outcome by e-mail approximately 2wks prior to the interview date.	30 September
INTERVIEWS Shortlisted candidates will be interviewed by the Panel. References will be taken before interview.	9 & 11 November
INTERVIEW RESULTS Candidates will be informed of the outcome by e-mail. Candidates will be updated if there are any changes to this timetable.	January
ANNOUNCEMENT Appointments are publicly announced and security checks started	January
Expected Start Date of Role:	January

Feedback

Please note that it is not possible to provide specific, individually tailored feedback following the sift stage but we will provide, on request, feedback to those who are interviewed.

Interviews

Interviews may take place via MS Teams. If you accept an invitation to interview, we will take two references in advance of the interview. By providing the details of two referees you are consenting to us approaching them in this way.

If you cannot attend an interview on one of the dates shown, please advise us as soon as you can. It may be possible to arrange an alternative date at the discretion of the AAP. **Please note, if travel is required to attend interviews, travel expenses are not reimbursed.** The Secretary of State or another Minister may ask to meet each of the candidates before or after interview.

If called for interview, the AAP will explore your experience and expertise to determine whether you meet the essential criteria for the role. You may be asked to deliver a short presentation at the commencement of the interview. This will be confirmed in your invitation to interview letter.

Security Clearance

For the successful candidate, confirmation of appointment will be subject to basic clearance checks, covering confirmation of identity and right to work in the UK plus a criminal record check. This will involve completion of several paper and electronic forms and can take up to **five weeks** to process following completion of the forms.

7. How to apply

To make an application, please send:

- **A CV (maximum two sides of A4)** detailing your qualifications, employment history and any appointments or offices you hold. Please also provide your preferred contact number and email address.
- **A personal statement (maximum two sides of A4)** providing evidence against the role criteria and your suitability for the post. Please consider the role and criteria carefully in preparing your statements. Information from AAP indicates that applications which offer specific and tailored examples against the criteria, making clear the candidate's role in achieving an outcome are often the strongest. Structuring the statement around the criteria using relevant headings also aids clarity.
- **Guidance on how to write a successful application can be found at (Appendix 2).**

Supporting Documents (attached separately on cabinet office website)

Please also complete and return the following supporting documents:

- **potential conflicts of interest:** If you have any interests that might be relevant to the work of PSPRB and which could lead to a real or perceived conflict of interest if you were to be appointed, please provide details in your supporting documents.
- Given the nature of public appointments, it is important that those appointed as members of public bodies maintain the confidence of Parliament and the public. If there are any issues in

your personal or professional history that could, if you were appointed, be misconstrued, cause embarrassment, or cause public confidence in the appointment to be jeopardised, it is important that you bring them to the attention of the Assessment Panel and provide details of the issue/s in your supporting letter. In considering whether you wish to declare any issues, you should also reflect on any public statements you have made, including through social media. The Advisory Assessment Panel may explore any issues with you before they make a recommendation on the appointment. Failure to disclose such information could result in an appointment either not being made or being terminated.

- Conflicts might arise from a variety of sources such as financial interests or share ownership, membership of, or association with, particular bodies or the activities of relatives or partners. If you need further advice, please contact Anna Payne at PublicAppointmentsTeam@justice.gov.uk
- **note of public appointments** – please list any appointments currently held;
- **referee details** – please give names/contact details of two referees (who will be contacted if you are shortlisted for interview);
- and
- **the diversity Microsoft online monitoring form** – information is requested for monitoring purposes only and plays no part in the selection process. It will be kept confidential and will not be seen by the AAP. Please go to the “**how to apply**” section of the job advertisement and complete the diversity monitoring.
 - **This form also requests a declaration of your political activity.** In line with the Governance Code for Public Appointments, details of any declared activity will be made public if you are appointed.

Please send your CV, personal statement and supporting documents to: PublicAppointmentsTeam@justice.gov.uk quoting reference PAT160024 in the subject line of your email. We will acknowledge receipt.

If you have any questions about any aspects of this post, you are welcome to contact Neil Goodson PSPRB@beis.gov.uk .

8. Diversity and Inclusivity

We want to ensure any appointee to the Department’s arm’s length bodies is committed to promoting diversity, in its broadest possible sense. This will include embedding a commitment to the principles of levelling up and championing opportunity for all across the organisation, helping to ensure that the organisation is one in which a genuinely diverse range of views can be expressed, without fear or favour.

We encourage applications from all candidates regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Arrangements for candidates with a disability; An offer of an interview will be given to candidates with disabilities who meet the minimum selection criteria for the role (this is the essential criteria outlined in Section 3). (Please go to the “**how to apply**” section of the job advertisement and complete the diversity monitoring form).



The MoJ is a disability confident employer; further information can found here <https://www.gov.uk/government/collections/disability-confident-campaign>

Reasonable Adjustments:

If you have a disability and require any arrangements or adjustments for any part of the recruitment or selection process, please state clearly on your form and contact Anna Payne by e-mail to: PublicAppointmentsTeam@justice.gov.uk (quote PAT160024 in any correspondence).

Further information can be found via this link:

<https://publicappointments.cabinetoffice.gov.uk/recording-whether-or-not-you-have-a-disability/>

9. Complaints Process

If you have a complaint about any aspect of the way your application has been handled, we would like to hear from you. In the first instance please write to or e-mail the Public Appointments Team at the e-mail address given below quoting the appropriate reference number.

Maggie Garrett, Ministry of Justice, Head of the Public Appointments Team, ALB Division, 3.04, ALB Division, Ministry of Justice.

E-mail address: PublicAppointmentsTeam@justice.gov.uk

Complaints must be received by the Public Appointments Team within 12 calendar months of the issue or the closure of the recruitment competition, whichever is the later.

We will acknowledge your complaint within two working days of receipt and reply within 20 working days of receipt. We will tell you if we cannot meet this deadline for any reason and provide an expected reply date.

Taking it further: If you are still concerned after receiving your reply you can write to:

Commissioner for Public Appointments, Room G/8, Ground Floor, 1 Horse Guards Road, London, SW1A 2HQ.

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, the Governance Code for Public Appointments and the complaints process is available at <http://publicappointmentscommissioner.independent.gov.uk/>

Alternatively, please contact the Commissioner's office on 020 7271 6729, or 0207 271 3305 for a printed copy of the complaints process.

10. Checklist

Please refer to the table below to ensure you send us all the necessary information.

Documents to be completed and sent	Tick
Your CV	
Supporting Statement	
Completed Supporting Documents <ul style="list-style-type: none"> • potential conflicts of interest; • referee details; • the diversity monitoring form; • political activity declaration; and • public appointments held 	

11. Your

personal Information

In accordance with the Public Appointments Order in Council 2019(4)(5), we will process your application in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and the Ministry of Justice’s Information Charter, which can be found at <https://www.gov.uk/government/organisations/ministry-of-justice/about/personal-information-charter>.

Your data will be held securely and access will be restricted to those dealing with your application or involved in the recruitment process. Your data may also be shared with the Commissioner for Public Appointments and other relevant government departments, including the Cabinet Office, as part of a complaint investigation or review of the recruitment process. Cabinet Office will handle data in accordance with their Privacy Notice <https://publicappointments.cabinetoffice.gov.uk/privacy-notice>. Your data may also be disclosed as required by law or in connection with legal proceedings.

Your data will be stored for up to two years and processed for the purpose of the recruitment process, diversity monitoring and, if successful, your personal record. If appointed, your data will be stored for the duration of your tenure and may be shared with the organisation to which you are appointed, unless you specifically request us not to.

Should you wish your data to be removed from our records, please contact publicappointmentsteam@Justice.gov.uk.

Appendix 1 - The seven principles of public life

All candidates for public appointments are expected to demonstrate a commitment to, and an understanding of, the value and importance of the principles of public service. The seven principles of public life are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix 2 – Guidance for those applying for an MoJ Public Appointment

When applying for a public appointment, we require three pieces of documentation: **Your CV, 2. Supporting Statement, 3. Supporting Documents**

This guidance gives some helpful tips on how best to present yourself to the panel who will be reviewing your application. There is no official or 'correct way' to write your CV or supporting statement, this is simply a guide that you may wish to refer to or use as a template.

1. CV

Here are a few pointers to keep in mind whilst writing or updating your CV:

- **Please write your name at the top;**
- **Do not write more than 2 pages.** We appreciate this may be a challenge and your achievements could spread across several pages. However, please appreciate that the panel may have a large number of applications to assess so brevity would be appreciated.
- **Avoid spelling and grammatical errors;**
- **Tailor it to the position you're applying for.** Make sure to draw attention to how you have met the essential and desirable criteria throughout your achievements in life. An opening paragraph at the top of the front page would be beneficial;
- **Use an updated CV.** Explain what you are currently doing or what you most recently have done that fits to the role you are applying for, including dates of the positions you have held;
- **Avoid big blocks of solid text.** Using bullet points will help those reading the CV;
- **Always explain what abbreviations stand for;**
- **Only include key information.** The panel do not need to know about your hobbies unless they specifically match the criteria of the role you are applying for. Personal details including name, address, phone number & email address should be included. There is no legal requirement for you to put your age, or any other protected characteristic (under the Equality Act 2010) on your CV.

2. Supporting Statement

Your supporting statement is an opportunity to prove to the panel your reasons for applying for the role as well as highlighting your skills and attributes.

- **Do not write more than 2 pages.**
- **Use models to help structure your paragraphs.** There are two models that you may find useful when writing your supporting statements:
 - **The WHO Model** – What was your personal role? How you did it? And what was the Outcome? placing emphasis on the successful outcome.
 - **The STAR approach** – Situation: briefly describe the context and your role, Task: the specific challenge, task or job that you faced, Action: what you did, how and why you did it and Result: what you achieved through your actions.
- **Use the essential criteria as headings.** The essential criteria for roles can be found on the advert on the Cabinet Office website and within the Candidate Information Pack. It is useful to the panel when assessing your application. For example:
Demonstrate intellectual capacity with the ability to make evidence-based decisions
You would write a paragraph using evidence from your current role or from recent examples of how you have demonstrated the ability to make evidence-based decisions whilst achieving goals. You would then link this work to the public body you are applying for and how your work directly benefits the ALB and how you can be a part of the it's future with your skill-set.

3. Supporting Documents (attached separately on Cabinet Office website)

- Please fill in the conflict of interest declaration form honestly. If you are asked for an interview, due diligence checks will be performed by a member of the Public Appointments Team.
- Although completing the diversity monitoring form is voluntary, it would greatly help the MoJ to build a world class organisation and recruit public appointees who are as diverse as the society they represent.