

Committee on Fuel Poverty, Chair

Candidate Pack

Closing date: 01/08/2021



Committee on
Fuel Poverty

If you have any questions, require further information, or would like this candidate pack in alternative format, please contact the Campaign Manager, Abigail Obeng at publicappointments@beis.gov.uk

23 July, 2021



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Ministerial Foreword



Dear Candidate,

Thank you for your interest in the role of Chair for The Committee on Fuel Poverty. You may already have some idea about the important work of Committee on Fuel Poverty and this candidate pack will tell you more about the purpose and the nature of the role.

The Committee on Fuel Poverty is at an exciting point in its history, building a stronger role both domestically and internationally. It has ambitious plans to deliver its strategy through the delivery of excellent environmental services to create a world leading energy-efficient environment.

The Committee on Fuel Poverty is committed to being a brilliant place to work. If you believe you have the experience and qualities we are seeking to contribute to this important organisation, we very much look forward to hearing from you.

We welcome applications from individuals of all backgrounds, including those from under-represented groups.

**Lord Callanan,
Minister for Business, Energy and Corporate Responsibility**

The Committee on Fuel Poverty

The Committee on Fuel Poverty (CFP) is an advisory non-departmental public body sponsored by the Department for Business, Energy and Industrial Strategy. The Committee advises on the effectiveness of policies aimed at reducing fuel poverty and encourage greater co-ordination across the organisations working to reduce fuel poverty. The Committee on Fuel Poverty (CFP) consists of a Chair and 5 members who are appointed for 3 years.

The role of the Committee is to report on the progress towards the interim milestones and 2030 fuel poverty target. It also reports on the effectiveness and impact of policies and schemes on fuel poverty.

The Committee has had it's fourth annual report, published in June 2020.

Further information about The Committee on Fuel Poverty can be found here:
<https://www.gov.uk/government/organisations/committee-on-fuel-poverty/about>

The Role

As Chair of the Committee on Fuel Poverty, you will play a key role in leading the group to deliver high quality, independent, evidence-based advice to Government.

You will also be responsible for reporting this advice to Parliament and communicating with stakeholders and the wider public.

Your role will involve leading, and setting the strategic direction of, a group of independent experts.

Diversity

We are committed to increasing the diversity of our boards and bringing in talent, regardless of its origins. We encourage applications from all candidates regardless of ethnicity, religion or belief, gender, sexual orientation, age, disability or gender identity. We particularly welcome applications from people with ethnicity, gender and disability characteristics currently underrepresented on our Boards.

Arrangements for candidates with a disability: As a Disability Confident leader, we guarantee to interview anyone with a disability whose application meets the essential criteria for the post. More details on the criteria can be found in this pack. If you wish to apply through the Disability Confident scheme, you will need to tick that option on the Diversity Monitoring form that you will submit alongside your application.

Adjustments: All candidates are entitled to request reasonable adjustments at any stage of the application process. If you would like to discuss reasonable adjustments prior to submitting your application, please contact the campaign manager at publicappointments@beis.gov.uk.

Person Specification

You will be someone with strong leadership skills and have knowledge and understanding of fuel poverty issues. Experience of working with fuel poverty stakeholders (such as housing, health, energy supply, local government, household energy efficiency and community engagement) would be advantageous.

You will possess the ability to effectively Chair a Board, understand and effectively monitor the progress of the Government's Fuel Poverty Strategy in England.

Criteria

Essential Criteria

Please tailor your application to demonstrate the criteria of the role and try to use specific examples where possible.

- Strong leadership skills with the ability to ensure the Committee delivers its key responsibilities such as providing advice to Ministers and publishing an annual report.
- The ability to quickly understand and analyse complex issues, such as the need to decarbonise heating in home, strategic engagement across policy areas or building a robust supply chain for energy efficiency measures.
- Able to engage effectively with Ministers and influence senior stakeholders, and act as an advocate for the Committee conveying complex messages clearly to a variety of audiences.
- Ability to effectively Chair a Board and monitor the progress of the Government's Fuel Poverty Strategy, for England.

Desirable Criteria

- Knowledge and understanding of fuel poverty issues.
- Experience of working with fuel poverty stakeholders (such as housing, health, energy supply, local government, household energy efficiency and community engagement) would be advantageous.

Terms of Appointment

- **Appointment Term:** An initial period of 3 years.
- **Remuneration:** £14,000 per annum.
- **Time Commitment:** 2-3 days per month.
- **Location:** BEIS Office/Virtual.
- **Nature of Appointment:** This is a Public Appointment by the Secretary of State for Business, Energy and Industrial Strategy. The post holder would be an officeholder and not be an employee of the Department or The Committee on Fuel Poverty.
- **Availability:** Successful candidate/s will be encouraged to take up their appointment as soon as possible, following the successful completion of pre-appointment checks and security clearance (at Basic level).
- **Reserve List:** If we identify more appointable candidates than we currently have posts available, we will hold applicant details on a reserve list for a period of 12 months.

How to Apply

Your application is submitted in two parts.

Both parts must be submitted **by 23:00 on 1 August 2021** in order for your application to be considered complete. Applications received after this date will **not** be considered.

Part one: CV and Statement of Suitability

- **One document combining a two-page statement of suitability and two-page CV** (no more than four sides of A4 in total). The key to a good application is to give the reader specific information about how you meet the criteria for appointment. Think about your knowledge, skills, experience and personal attributes, and take full advantage of the space available. Provide practical evidence that best demonstrates how you meet the es
- Save the document as ‘Surname, First initial – URN 406 – Committee on Fuel Poverty.’
- Send to publicappointments@beis.gov.uk with URN 406 – Committee on Fuel Poverty in the subject heading.

Part two: Diversity Monitoring and Conflict of Interest Form.

- Complete this form: [Link](#)

Assessment Panel, Process and Timing

The members of the Advisory Assessment Panel are:

- Panel Chair and BEIS representative:
Olivia Haslam, Deputy Director, Warm Homes Team
- Representative of Organisation:
Jenny Saunders, Member, Committee on Fuel Poverty
- Independent Panel Member:
Peter Donaldson

The timelines for this campaign is indicative and subject to change. Please check the advert here <https://publicappointments.cabinetoffice.gov.uk/all/> for any updates.

Advert Closes	1 August
Panel Sift	w/c 23 rd and w/c 30 th August (subject to change)
Panel Interview	w/c 20 September (subject to change)
Candidates notified of the outcome	October
Appointment confirmed	October

Annex A: Conflicts of Interest and Due Diligence

Public Appointments require the highest standards of propriety, involving impartiality, integrity and objectivity, in relation to stewardship of public funds and the oversight and management of all related activities. This means that any private, voluntary, charitable or political interest that might be material and relevant to the work of the body concerned should be declared.

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 application. 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 Panel may explore issues with you before they make a recommendation on the appointment.

As part of our due diligence checks we will consider anything in the public domain related to your conduct or professional capacity. This will include us undertaking searches of previous public statements and social media, blogs or any other publicly available information. This information may be made available to the Panel and they may wish to explore issues with you, should you be invited to interview.

If you have any queries or would like to discuss further, please contact the BEIS Appointments, Diversity and Talent Team at publicappointments@beis.gov.uk.

Annex B: The Seven Principles Underpinning Public Life

In 1995 the Committee on Standards in Public Life defined seven principles for public life. All candidates for are expected to demonstrate a commitment to, and an understanding of, the value and importance of the principles of public service which are:

1. Selflessness
2. Integrity
3. Objectivity
4. Accountability
5. Openness
6. Honesty
7. Leadership

Further information on the principles of public life can be found [here](#).

Annex C: Complaints Procedure

If you feel you have reason to complain you should direct your concerns in the first instance to the Public Appointments team at: publicappointments@beis.gov.uk who will make every effort to deal with these and respond to you within 48 hours.

If your complaint is not dealt with satisfactorily, you can find information about the steps you can take under BEIS Complaints Procedure [here](#).

The Commissioner for Public Appointments is the independent regulator of public appointments. The Commissioner's primary role is to provide independent assurance that public appointments are made in accordance with the [Governance Code on Public Appointments](#). The Commissioner also investigates complaints and may conduct an inquiry into the policies and practices followed in relation to appointments processes which he regulates. The Commissioner will not investigate complaints relating to non-selection unless it appears that the appointments process has breached the Governance Code on Public Appointments.

You can contact the Commissioner by email at publicappointments@csc.gov.uk or by post, as follows:

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

Further information on the role of the Commissioner or the appointments process is available at: publicappointmentscommissioner.independent.gov.uk.