



Department for Levelling Up,  
Housing & Communities



# **Ebbsfleet Development Corporation (EDC) Non-executive Board Members (x3)**

## **Information Pack for Candidates**



**Closing date: 11.00pm on 12 January 2022**

# Contents

<b>Section</b>	<b>Page no.</b>
<b>Welcome to the Ebbsfleet Development Corporation</b>	<b>3</b>
<b>About the Ebbsfleet Development Corporation</b>	<b>4</b>
<b>About the Roles</b>	<b>5</b>
<b>Job Description and Key Responsibilities</b>	<b>6</b>
<b>Selection Criteria</b>	<b>7</b>
<b>Outline Terms and Conditions</b>	<b>8</b>
<b>How to Apply</b>	<b>9</b>
<b>Assessment Process: Overview</b>	<b>10</b>
<b>Assessment Process: Indicative Timeline</b>	<b>11</b>
<b>Diversity and Equal Opportunities</b>	<b>12</b>
<b>Further Information</b>	<b>13</b>
<b>GDPR</b>	<b>14</b>
<b>Seven Principles of Public Life</b>	<b>15</b>

# Welcome

Dear Candidate



Simon Dudley, Chair  
of the Ebbsfleet  
Development  
Corporation Board

Thank you for your interest in these vacancies on the Ebbsfleet Development Corporation (EDC) Board. The Ebbsfleet Development Corporation was set up to deliver the country's first new Garden City in 100 years. The EDC is an inclusive organisation and we actively promote equality of opportunity for everybody who has dealings with us. I would like to encourage you to consider applying to become a Non-Executive Director Board Member of the EDC Board to help us to deal with the exciting opportunities and challenges following our departure from the European Union and economic recovery following the health pandemic. These fascinating roles offer a rare opportunity to help shape a new Garden City – the UK's first for 100 years - in an area with unparalleled development potential, thereby changing the lives of thousands of people for the better.

We are looking to appoint three new Members to our Board. We are looking for someone with a good understanding of the role of audit to chair our Audit and Risk Assurance Committee, a Civil Engineer to provide us with insight into the delivery of our infrastructure, and someone with expertise in the wider field of placemaking to help us make Ebbsfleet a great place to live. Full details of the role, responsibilities and commitments are set out in this document and I very much hope you will decide to apply. We hope to receive applications from a wide range of individuals, we would particularly welcome candidates from a Black, Asian or Minority Ethnic (BAME) background.

Information about the Corporation can be found on the EDC [website](#).

# The Ebbsfleet Development Corporation



The EDC was established on 20 April 2015 as an Arm's Length Body of DLUHC. The Corporation is a public body and operates within a sponsorship arrangement with the Department, as documented in the [Corporation's Framework Agreement](#) and in accordance with Her Majesty's Treasury Green Book requirements and Managing Public Money.

The Corporation area covers key strategic housing and commercial development sites in both the Dartford and Gravesham Borough Council areas and has statutory planning (development management) and compulsory purchase powers. The Corporation's Planning Committee and Chief Planning Officer (through delegated powers) have been responsible for determining planning applications within the Corporation's boundaries.

In 2014 the Chancellor set out plans for a new Garden City of up to 15,000 homes at Ebbsfleet in North Kent. The area has long been identified as having significant development potential, with excellent transport links - including the High Speed 1 rail station - and good availability of brownfield land across a number of strategic sites. The Government's ambition is that the EDC will serve as a catalyst for the creation, at pace, of a new Garden City for the 21st century whose features include:

- Well designed and high-quality homes;
- Well integrated social and economic infrastructure
- Ample, high quality green space and development which respects the natural environment;
- A coherent identity that takes account of, and delivers benefits for, existing communities in the wider local area as well as those living in the new development.

For EDC's vision, please see their [Implementation Framework](#). For further information on how development is progressing, please see the [EDC Annual Report](#).

## About the roles

**The EDC Board:** The EDC Board Chair and Members have collective corporate responsibility for ensuring that the Corporation discharges its functions effectively and efficiently; that it fulfils the overall aims, objectives and priorities set out in its corporate plan; and that it complies with all statutory or administrative requirements relating to the use of public funds. As a general rule Non-executive Directors (NEDs) are expected to attend the 9 meetings of the Board each year in person in Ebbsfleet. However, remote access will be considered on an individual basis in exceptional circumstances. These meetings tend to cover the normal daytime working period (approximately 10.00am – 6pm).

Information about the current Board can be found at <http://ebbsfleetdc.org.uk/about-us/meet-the-board/>.

**EDC Sub-committees:** As well as attending Board meetings, the successful candidates will be expected to volunteer for other roles, for example on Board sub-committees, or other EDC Boards that include Non-executive Directors (NEDs), such as the EDC Infrastructure and Investment Panel, or the Ebbsfleet Central Project Board. These committees will often be open to NEDs to attend virtually rather than in person at Ebbsfleet.

The Audit and Risk Assurance Committee (ARAC) is a sub-committee of the EDC Board. It reviews assurances on governance, risk, internal control and integrity of accounting and reporting procedures. The ARAC is responsible for assessing and assuring the Corporation's overall risk management framework and for ensuring financial propriety. The Committee gives independent advice to the Accounting Officer on the adequacy of audit arrangements (internal and external) and on the assurances received on the existence and effectiveness of systems for accountability and control in the organisation.

It is the intention that two of the three successful candidates will also be required to take on two of the Trustee / Director roles for the new Ebbsfleet Garden City Trust and that one will join the EDC Planning Committee as a Member.

Information about Board Governance and the role of non-executives can be found in the Cabinet Office's guidance at [Public Bodies Non-Executive Directors: Principles and Standards](#)

# Job Description and Key Responsibilities

Board members are responsible for:

- Setting the strategic direction for the Corporation;
- Overseeing and driving the successful delivery of the Corporation's remit;
- Holding the Corporation's management to account for the effective use of public funds and driving value for money by receiving and reviewing regular financial data and other information concerning the management of the Corporation;
- Ensuring that the Corporation's affairs are conducted with probity and that high standards of corporate governance are observed at all times – abiding by the framework agreement with DLUHC and any subsidiary documents thereof;
- Ensuring that the Board operates within the limits of its statutory authority and in accordance with the authority delegated from its sponsoring Department and with guidance issued by it;
- Complying at all times with the rules relating to the use of public funds and to conflicts of interest; and
- Acting in accordance with the seven principles of public life on page 15.
- The ARAC Chair will also have responsibility for giving assurance to the EDC Board on behalf of the ARAC by contributing impartial advice on the adequacy of assurances given on financial and risk management, internal controls, internal and external audit arrangements and on any implications for corporate governance.

## Selection Criteria

**We are recruiting for 3 NED Board Members.** All candidates must demonstrate, in their CV and supporting letter, how they meet the selection criteria for the roles, through their knowledge, skills and experience. You can apply for all roles with a single application – see ‘How to Apply’.

### Essential Criteria:

1. A strong track record of making effective decisions on significant issues within the private, public or voluntary sectors;
2. Excellent communication, interpersonal and engagement skills with the ability to contribute constructively to collective decision-making processes by listening to others and earning the respect of colleagues;
3. The ability to work effectively with others to challenge, support and hold an organisation to account for the delivery of its strategic aims and objectives;
4. Strong analytical skills with an ability to get to grips with complex issues.
5. We are looking for **1 person to Chair the Audit and Risk Assurance Committee (ARAC)** with experience of sound financial risk and performance management by using performance information to scrutinise and approve the allocation of resources to achieve planned outcomes;
6. We are looking for **1 person with a background in Civil Engineering;** and
7. We are looking for **1 person with knowledge, experience and achievement** in relation to one, or ideally more, of the following areas – **Placemaking\*; the Built Environment; Sustainability; Architecture and / or Design.**

\*Placemaking defined as ‘designing or redesigning public places to be more useful, communal, safe, etc, especially with input from the communities using them’

### Desirable Criteria:

1. **For the ARAC Chair role:** ARAC/ARC chair or member experience or senior professional finance/audit experience, e.g. Chief Finance Officer;
2. **For the Civil Engineering and Placemaking etc roles:** previous engagement in residential development projects.

## Outline Terms and Conditions

### Remuneration:

**For the ARAC Chair role - £18,000 per annum** (equivalent to £500 per day);

**For the Civil Engineering role - £12,000 per annum** (equivalent to £500 per day); and

**For the Placemaking etc role - £12,000 per annum** (equivalent to £500 per day).

This remuneration is treated as employment income and will be subject to tax and National Insurance contributions, both of which will be deducted at source under PAYE before you are paid.

### Time Commitment:

**For the ARAC Chair role** - Your time commitment is expected to be a minimum of **3 days per month**;

**For the Civil Engineering role** - Your time commitment is expected to be a minimum of **2 days per month**; and

**For the Placemaking etc role** - Your time commitment is expected to be a minimum of **2 days per month**.

The time commitments set out above include attendance at the 9 main Board Meeting per annum and attendance/work associated with the Ebbsfleet Garden City Trust, the EDC ARAC and Planning Committees and any additional Board or Committee Meetings that the above roles require.

**Term:** Appointments are made by Ministers for a period of **3 years**.

**Location:** Board meetings will normally be held in Ebbsfleet or the local area. Members are expected to attend these in person although remote access will be considered on an individual basis in exceptional circumstances. Sub-committee meetings will often be open to NEDs to attend virtually.

**Expenses and Subsistence:** Reasonable travel and subsistence expenses incurred on EDC business will be reimbursed in accordance with EDC policies.

**Conduct:** The Members will be expected to act in accordance with:

- The principles set out in the Cabinet Office's Code of Conduct for Board Members of Public Bodies. The Code sets out, clearly and openly, the standards expected from those who serve on the boards of UK public bodies and will form part of individual members' terms and conditions of appointment; and
- The Seven Principles of Public Life.

**Nationality:** You must have a right to work in the UK, there must be no employment restrictions, or limit on your permitted stay in the UK.

**Annual Appraisal and Reappointment:** Annual appraisals are expected to be undertaken. Reappointments are not automatic and will only be considered subject to satisfactory performance appraisals.

# How to Apply

Please submit the required documentation **listed at 1-3 below** to [PublicAppointments@communities.gov.uk](mailto:PublicAppointments@communities.gov.uk) by **11.00 pm on 12 January 2022**. **If not provided your application will not be taken forward. Late applications will not be considered.**

Please ensure you include either ‘**EDC Board Member – ARAC Chair**’, ‘**EDC Board Member – Civil Engineer**’ or ‘**EDC Board Member –** *(insert your area of other expertise, eg ‘**Placemaking**’, ‘**the Built Environment**’, ‘**Sustainability**’ or ‘**Architecture and Design**’)* as the subject line of your email.

- 1. Curriculum Vitae** *(maximum 2 pages)*. Include your education, professional qualifications and full employment history.
- 2. An accompanying Supporting Letter** *(maximum 2 pages)*. Please tailor, setting out your suitability for the role(s) and how you meet the Selection Criteria. We suggest you use specific examples to demonstrate how you meet the criteria. If you can offer the experience in more than one of the areas referenced above, there is no need to submit more than one supporting letter - just clearly reference and example those criteria in a single supporting letter.
- 3. Application Form and Diversity Information. This is an online form.** You should declare any potential issues including conflicts of interest (perceived, potential or actual). This includes your personal or professional history that could, if you were appointed, be misconstrued, cause embarrassment to the EDC, DLUHC or HM Government, or cause public confidence in the appointment to be jeopardised. The Panel will explore your declarations during the interview process. Failure to disclose such information could result in an appointment either not being made or being terminated.

Candidates should note that ‘due diligence’ will be carried out as part of the assessment process if you are called to interview and will be shared with the Panel and Ministers. This will include searches on social media, blogs and/or other publicly available information. Diversity data will be treated in confidence and is used for data gathering information only and will not affect your application. Please complete the Disability Confident Interviews section if relevant.

You will receive an automated acknowledgement of your application. **Please note that your application will not be considered if all documents are not provided.**

# Assessment Process: Overview

Public appointments are made on the basis of merit, in accordance with the Cabinet Office Governance Code on Public Appointments. The decision on who to appoint is made by Ministers, who receive advice from the Advisory Assessment Panel on the suitability of candidates against the published selection criteria.

The timeline provided is indicative and could be subject to change. If you are unable to meet these timeframes, please let us know by contacting [PublicAppointments@communities.gov.uk](mailto:PublicAppointments@communities.gov.uk).

## **The Advisory Assessment Panel will be:**

- Cathy Francis, Director of Housing Delivery, DLUHC - Panel Chair
- Simon Dudley, Chair of the EDC Board - Organisational Representative
- Dr Samuel Hughes, Senior Fellow, Policy Exchange (Built Environment) - Expert Member
- Professor Sadie Morgan, Board Member, Homes England - Independent Panel Member

Due to the high volume of applications we receive, we only provide feedback to candidates who reach the interview stage and will only be provided once the campaign has concluded.

# Assessment Process: Indicative Timeline

The timeline provided is indicative and could be subject to change, potentially at short notice. . If you are unable to meet these timeframes, please let us know by contacting [PublicAppointments@communities.gov.uk](mailto:PublicAppointments@communities.gov.uk).



Closing date: **12 January 2022**



Shortlisting: **14 February 2022**



Panel interviews: **Mid-late March 2022** (dates TBC) In the present circumstances, interviews will be conducted remotely.

Copies of passports will need to be provided prior to interview in order to check candidates' identity. Should face to face interviews resume, please let us know if you have any accessibility issues.



The Minister may choose to meet with these candidates before making a decision  
Provisional start date: **Late April-early May 2022** (date TBC)

Please note: The time taken between interview and a final appointment decision being made can sometimes take a number of weeks. Candidates who have been interviewed will be kept informed of progress.

# Diversity and Equal Opportunities

DLUHC is committed to the principle of Public Appointments on merit with independent assessment, openness and fairness of the process and providing equal opportunities. Applications are welcome from all, we particularly encourage applications from women, people from ethnic background, people with disabilities and other under-represented groups.

We are very interested in receiving applications from those based outside the London/South East area. Although NEDs are expected to attend the 9 Board meetings each year in person in Ebbsfleet, remote access will be considered on an individual basis in exceptional circumstances such as mobility issues and caring responsibilities. The EDC's sub-committee meetings will often be open to attend virtually rather than in person.

If you believe you have the experience and qualities we are seeking, we look forward to receiving your application.

## Disability Confident

As a Disability Confident employer, we will ensure that a fair and proportionate number of disabled applicants that meet the minimum criteria for this position will be offered an interview. By 'minimum criteria,' we mean that you must provide evidence in your application, which demonstrates that you meet the level of competence required under each of the essential criteria. If you wish to apply under this scheme, please complete the declaration in the on-line application form. It is not necessary to state your disability.

## Reasonable Adjustments

If you would like a confidential discussion regarding any reasonable adjustments during the process, please indicate this in the email covering your application or contact [PublicAppointments@communities.gov.uk](mailto:PublicAppointments@communities.gov.uk). You do not need to apply under the Disability Confident Scheme to ask for a reasonable adjustment.

# Further Information

**Contact:** For further information about the roles or application process please contact: Christina Machado at [PublicAppointments@communities.gov.uk](mailto:PublicAppointments@communities.gov.uk). Please state either **EDC Board Member – ARAC Chair**, **EDC Board Member – Civil Engineer** or **EDC Board Member – (insert your area of other expertise, eg ‘Placemaking’, ‘the Built Environment’, ‘Sustainability’ or Architecture and Design’)** as the subject line of your email.

We aim to process all applications as quickly as possible and to treat all applicants with courtesy. If you have any complaints about the way your application has been handled, please contact [PublicAppointments@communities.gov.uk](mailto:PublicAppointments@communities.gov.uk).

**Complaints:** If you feel this competition has not been conducted fairly and you wish to make a complaint, you should initially contact the Appointments Team at [PublicAppointments@communities.gov.uk](mailto:PublicAppointments@communities.gov.uk).

If after investigation by the Department you remain dissatisfied, you may take your complaint to the Commissioner for Public Appointments at [publicappointments@csc.gov.uk](mailto:publicappointments@csc.gov.uk) details on how to make a complaint can be found on the Commissioner’s website at: <https://publicappointmentscommissioner.independent.gov.uk/regulating-appointments/investigating-complaints/>

# GDPR

We will process your application in accordance with the General Data Protection Regulations and Data Protection Act 2018. Your data will be held securely and processed for the purpose of the recruitment process. Access will be restricted to those dealing with your application or involved in the recruitment process, this will include Ministers and Special Advisers.

Data may also be shared with Cabinet Office, in order to comply with the Public Appointments Governance Code, article 3.1 of the Public Appointments Order in Council 2019. Data may also be shared with Cabinet Office and The Commissioner for Public Appointments in order to meet the public equality duty as set out in the Equality Act, s149. The Commissioner may also request access as part of a complaint investigation or review of the recruitment process.

Your data will be stored for 2 years, if appointed your data will be stored for the duration of your tenure and may be shared with the organisation that you are appointed too, unless specifically requested otherwise. Should you wish your data to be removed from our records, please contact [PublicAppointments@communities.gov.uk](mailto:PublicAppointments@communities.gov.uk).

## **Complaints:**

If you consider that your personal data has been misused or mishandled, you may make a complaint to the Information Commissioner who can be contacted at:

Information Commissioners Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

0303 123 1113 email: [casework@ico.org.uk](mailto:casework@ico.org.uk).

The data controller for Public Appointments is joint between DLUHC, OCPA and the Cabinet Office.

# Seven Principles of Public Life

In 1995 the Committee on Standards in Public Life defined seven principles which should underpin all who serve the public. It is important that members of public bodies maintain the confidence of Parliament and the public. Consistent with the Governance Code, applicants will be assessed on merit, and all candidates will need to uphold the standards of conduct set out in these principles that will be tested during the selection process. Failure to disclose such information could result in an appointment either not being made or being terminated. Should you wish to speak to someone concerning a potential conflict of interest or other issues please contact a member of the PublicAppointments team at [PublicAppointments@communities.gov.uk](mailto:PublicAppointments@communities.gov.uk) in the first instance.

**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 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 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 doing so.

**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.