

Advisory, Conciliation, and Arbitration Service (Acas)

Council Member x2 (x1 Employer, x1 Worker)

Candidate Pack

Closing date: 30 January 2022

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

acas working
for everyone

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Ministerial Foreword

Dear Candidate,

Thank you for your interest in becoming a Council Member for Advisory, Conciliation and Arbitration Service (Acas). Acas Council Members play a key role in the strategic direction of the organisation. We are seeking new members who understand contemporary workplace relations, the wider labour market, and who are able to shape and support the organisation's aims and ambitions.

Acas is an independent and impartial Non-Departmental Public Body which is sponsored and largely funded by the Department for Business, Energy, & Industrial Strategy and operates independently of ministers. It has statutory responsibilities to promote the improvement of employment relations and to provide conciliation services. Acas provides individuals and businesses with services which support better employment relations, including a telephone helpline, online guidance, workplace training and advice. It is supporting the Government's response to the Covid-19 pandemic and has seen a record increase in demand for its services.

Acas contributes to delivering a competitive, efficient, and effective

labour market which supports economic growth and employment and has an important role in supporting the Department for Business, Energy, & Industrial Strategy and wider government objectives.

If you have the experience, skills and drive we are looking for, I hope that you will consider applying for this post. We welcome applications from individuals of all backgrounds, including those from under-represented groups.

Paul Scully MP

Minister for Small Business, Consumers and Labour Markets



About Acas

Acas was established under the Employment Protection Act 1975 and continues to be in existence under the Trade Union and Labour Relations (Consolidation) Act 1992 Section 209.

Acas has been classified as independent Crown Executive Non-Departmental Public Body (NDPB) by the ONS/HM Treasury Classifications team. It has been administratively classified by the Cabinet Office as a Non-Departmental Public Body.

Acas is Britain's leading specialist on workplace relations and is at the forefront of supporting employers and employees to build better working lives for all. Acas has a rich history of employment relations coupled with deep knowledge and expertise which underpin its success. Acas support good relationships between employers and employees which are key to business success. When things go wrong Acas help by providing conciliation to resolve workplace disputes, and they offer free and impartial information and advice to employers and employees on all aspects of workplace relations and

employment law. Acas also deliver high quality training and tailored advice to employers.

Further information about Acas can be found here www.acas.org.uk

About the roles

We are looking to appoint **one** Worker Representative and **one** Employer Representative.

As a member of the Acas Council you will provide strategic guidance on the work of Acas. You will work closely with the Chair of Acas and the Chief Executive ensuring the Council and executive operate effectively, and with propriety. Members assist the Chair in ensuring the Council holds the executive to account for delivery against its strategic and business plans, and for the efficient discharge of its statutory functions.

You will contribute to the development of Acas policy and guidance, which will inform our work with employers, employees, and government. Your experience will be used to tailor responses to public consultations, Codes of Practice, and how Acas respond to the changing world of work.

You will be uniquely placed to support Acas's agenda to influence and engage with key industries across Great Britain. This may involve speaking engagements on behalf of Acas, and some travel. There will be opportunities to join working

groups and round-table discussions on topical workplace challenges, for example Non-Disclosure Agreements and zero hours contracts.

The ideal candidate will have interest in and experience of work in the field of employment relations, workplace policy, and dispute resolution. They will be passionate about bringing a positive change to working life across Great Britain. They will demonstrate understanding around the ambitions of the organisation and share insight on how Acas can grow and develop to meet its goals.

Candidates should be willing to work alongside colleagues from a variety of backgrounds and provide constructive challenge when required. Candidates should be driven and open to supporting Acas as and when priorities change.

Diversity, Disability Confident, and reasonable adjustments

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.

Applications are welcome from all, but we particularly encourage applications from women, people from an ethnic minority, people with disabilities and other underrepresented groups. The role is only available to UK nationals due to the level of security clearance required.

BEIS offers professional training courses on public sector finance and governance for those new to the public sector. 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 in order to ensure Departments are recruiting from the widest possible pool.

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

Assessment criteria

Essential criteria

- Ability to work at senior leadership level, including strategic thinking in an organisational context.
- Ability to contribute to consensus decision making on complex issues while maintaining independence of mind.
- An understanding of issues relating to employment relations and good workplace practice.
- Ability to build constructive and effective relationships.
- Excellent communication skills, both verbal and written.
- Personal commitment to improving workplace relations practice and effectiveness.

Desirable criteria

- An understanding of corporate governance, financial control and reporting, performance, and delivery.

- Experience of audit and risk management.

Additionally, candidates need to demonstrate evidence relevant to the role for which they apply:

Employer Council Member role:

- A good understanding of employment issues facing employers/businesses in the UK.
- Business acumen and experience of having led strategic change in the workplace.

Worker Council Member role:

- A sound understanding of issues facing workers in the UK.
- Demonstrate a clear understanding of employee relations within the working environment.

Terms of appointment

Appointment term: Successful candidates will be appointed for an initial three-year term.

Location: Virtual for the foreseeable future.

Remuneration and time commitment: Remuneration of £1,695 per annum for a time commitment of around three days per month. There are at least six Acas Council meetings per year. Council Members also receive an additional £172 for each day of attendance. Remuneration and expenses are taxable.

Member liability: The Department will provide that where a Council 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 Council 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.

Security clearance: Successful candidates will be encouraged to take up their appointment as soon as possible, following the successful completion of pre-appointment checks and security clearance level at Baseline Personnel Security Standard (BPSS).

Nature of Appointment: This is a Public Appointment made by the Secretary of State for Business, Energy, and Industrial Strategy. Appointees would not be employees of the Department or Acas.

How to apply

The closing date for applications is 11pm on 30 January 2022. Late or incomplete applications will not be accepted.

To apply, please:

- Complete the online application form by clicking [here](#).
- Submit your cover letter and CV to publicappointments@beis.gov.uk with 'URN467 Acas application' in the subject heading.

Applicant packs can be provided in other formats upon request.

You should submit one document combining a two-page statement of suitability and two-page CV (no more than four sides of A4 in total). You should save the document as 'Surname, Initial – URN467 Acas'.

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 essential criteria

Assessment panel, process and timing

The members of the Advisory Assessment Panel will be:

- Michael Warren, Director, Labour Markets, BEIS
- Clare Chapman, Chair, Acas
- Erik Wilson, Chief Operating Officer, Competition and Markets Authority (Independent Panel Member)

The timeline for this campaign is indicative and subject to change. Please check the advert for any updates.	
Advert closes	30 January 2022
Panel sift	Early February 2022
Interviews	w/c 14 or 21 March 2022
<i>Due to Covid-19 successful candidates might be asked to attend a virtual interview using Microsoft Teams. Further information on the format of the interview will be provided once interviews have been booked.</i>	
Announcement/candidate in post	Around April/May 2022

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 Department should be declared. Any conflict will not prevent you going forward to interview but may be explored with you during the selection process.

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 Team at:

publicappointments@beis.gov.uk

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. Applicants will be assessed on merit, and all candidates 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 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.

Complaints procedure and privacy policy

Complaints

If you feel you have reason to complain you should direct your concerns in the first instance to the Public Appointments team (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:

<https://publicappointmentscommissioner.independent.gov.uk/>

Privacy Policy

For our privacy policy, please refer to the BEIS Privacy Notice document attached to the advert for this role.