



Home Office

NATIONAL REFERRAL MECHANISM INDEPENDENT MULTI-AGENCY ASSURANCE PANEL CHAIRS

Recruitment Information Pack

February 2022



INVESTORS
IN PEOPLE

Bronze



[Contents](#)

Background	3
Role description	4
Person Specification	5
Response Instructions	6
Indicative Timetable	7
Terms of Appointment	8
Complaints	10
Annex A – Seven Principles of Public Life	11
Annex B – Application forms (attached separately)	-
Annex C – Diversity Monitoring Form (attached separately)	-
Annex D – Home Office Privacy Note (attached separately)	-

Background

In 2017 the Home Office announced a wide-ranging package of reforms to the National Referral Mechanism (NRM). A key aspect of the reforms was the establishment of Multi-Agency Assurance Panels (MAAP). MAAPs were introduced in April 2019 to help ensure robust and consistent decision-making processes are undertaken within the NRM, as well as to improve victim and stakeholder confidence in NRM decisions.

As a signatory to the Council of Europe Convention on Action against Trafficking in Human Beings, the Government has a responsibility to ensure that its competent authorities are trained and qualified in the identification of trafficked individuals. It is intended that the MAAPs support the competent authorities to ensure their decisions are of the highest quality.

MAAPs review all negative Conclusive Grounds decisions for cases referred to the competent authorities, adding a further level of scrutiny into the decision-making process.

For further information, please visit: [Modern slavery: how to identify and support victims](#)

Role Description

- Job Title:** Chairperson (up to 10 posts available)
- Commitment:** Part-time, Chairs will be expected to provide availability for approximately 30 panels per annum (plus 2-3 days training and attendance at quarterly meetings with Home Office), though actual time contribution may vary dependent on volumes of appropriate cases requiring assurance.
- Remuneration:** £300 per day conducting the role (we expect each panel along with preparation and subsequent report writing to take around 1.5 days)
- Appointment:** Three years
- Location:** Flexible – panels will take place virtually.
- Reporting to:** Minister for Safeguarding
- Purpose:**

We are seeking to appoint chairs for Independent Multi-Agency Assurance Panels (MAAPs), which form a key part of the NRM decision making process.

The panels will be responsible for quality assuring applicable decisions made by the competent authorities, in accordance with the Modern Slavery: Statutory Guidance for England and Wales (under the Modern Slavery Act 2015) and Non-Statutory Guidance for Scotland and Northern Ireland.

The key responsibilities of the Chairs will be:

- chairing the MAAP and achieving a consensus among the MAAP in its review of all applicable decisions referred to them by the competent authorities;
- recording and reporting back to the competent authorities within two working days the decisions made by the MAAP, highlighting significant discussion points to inform the continued development of the process;
- ensuring that panel members fulfil their obligations and perform their role effectively; attending and actively participating in quarterly meetings with the Home Office, providing the opportunity to share lessons learned and best practice identified during the panel, and
- providing ad-hoc feedback on the MAAP process, NRM decision-making, and issues and trends identified whilst conducting the role.

Person Specification

The criteria that will be used to assess whether candidates have the required qualities, skills and experience are listed below.

Given the nature of the role we are looking for candidates who understand the modern slavery landscape, are independent and not currently employed by a statutory agency or a modern slavery related non-governmental organisation.

Essential:

- Knowledge of modern slavery issues.
- Experience of working in a multi-disciplinary environment, ideally with professionals from adult / children's social services, the police and non-Governmental organisations.
- Excellent communication, interpersonal and influencing skills, with a personal and professional demeanour that generates trust and confidence in others.
- Strong organisational skills and the ability to effectively chair meetings.
- Ability to think logically and objectively in analysing complex information in order to identify key issues and make effective decisions.
- Excellent report writing skills.

Desirable

- Experience and understanding of dealing with victims in a law enforcement environment, OR experience of working in a safeguarding environment in relation to modern slavery.
- An understanding of the NRM and role of the competent authorities.

Due Diligence: Please note that as part of the recruitment process, due diligence, including social media checks will be undertaken on the appointable candidates.

*We value and promote diversity and are committed to equality of opportunity for all.
Appointment will be made on merit following an open, fair and transparent competition.*

Response Instructions

The closing date for applications is 23:00, Tuesday 1 March 2022.

Please submit the following 4 documents, clearly labelled, by email to:

publicappointments@homeoffice.gov.uk

1. A **comprehensive CV** (maximum two sides A4, minimum 11 font) setting out your career history and including details of any professional qualifications.
2. A **short supporting statement** (maximum two sides A4, minimum 11 font) giving evidence of the strength and depth of your ability to meet the essential criteria for the role. Please provide specific examples to demonstrate how you meet each of the experience, qualities and skill areas identified in the person specification.
3. Please complete and return via email the forms at **Annex B**, relating to conflicts of interest.
4. In addition, please complete the **Diversity Form at Annex C**. Please click on the link to the [Public Appointments website](#) for further information on recording whether or not you have a disability.

Please include the heading Multi-Agency Assurance Panel (MAAP) Chair in the subject box.

Please submit your application documents as 4 separate attachments (and note that short-listed candidates will also be required to complete and return a separate form in relation to referees and nationality information).

Please note the following:

- **We cannot accept applications submitted after the closing date.**
- **Applications will be assessed on the documentation provided. Please refer to the advert and checklist to ensure you have provided the necessary documentation. We will assess it based solely on documentation provided.**
- **Applications will be acknowledged upon receipt.**
- **Feedback will only be given to unsuccessful candidates following interview.**

Further Information:

If you have any queries about this role, please contact Michael Thackwray by emailing Michael.Thackwray@homeoffice.gov.uk

If you have any queries about the recruitment process for this role, please contact the Public Appointments Team by emailing publicappointments@homeoffice.gov.uk

Indicative Timetable

Please note that these dates are only indicative at this stage and could be subject to change.

Advert Closing Date	23:00, Tuesday 1 March 2022
Short List Meeting	Expected w/c 14 March
Final Panel Interviews	Expected w/c 25 April
Meeting with Home Secretary (if required)	Expected post interview

Selection Process

This role is being competed in accordance with the Government's Governance Code on Public Appointments¹, which sets out the regulatory framework for public appointments processes. The Code is based on three core principles – merit, openness and fairness.

The panel will be independently chaired by Charlotte Breen (Joint Head of Modern Slavery Unit, Home Office) and consist of Robert Richardson (Head of the Modern Slavery and Human Trafficking Unit, National Crime Agency); and Dale Simon (Equality & Diversity Specialist and Child Safeguarding Practice Review Panel) as the independent member.

The panel will ensure the appointments are made in the spirit of the Governance Code. The Home Office Public Appointments Team will acknowledge your application and keep you updated on the progress of the competition.

At the short-listing meeting the selection panel will assess each application against the essential criteria and decide who to invite for interview. The Government has adapted the recruitment process around the UK's coronavirus restrictions while ensuring a fair and open competition. This includes planning for remote interviews. Further details about the format will be provided to you in advance.

The final decision to appoint to this role rests with the Home Secretary. Appointable candidates may be invited to meet with Ministers before a final decision is made. As a result, there may be a delay in informing candidates of the outcome of the competition.

We encourage a diverse workforce and welcome applications from all suitably qualified people. This appointment is not regulated by the Office of the Commissioner for Public Appointments.

Please note: Expenses incurred by candidates during the recruitment process will not be reimbursed except in exceptional circumstances and only when agreed in advance with the

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https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/578498/governance_code_on_public_appointments_16_12_2016.pdf

Terms of Appointment

Nature of Appointment: You are not an employee of the Home Office or the Multi Multiagency Assurance Panel (MAAP). Accordingly, nothing in this document shall be construed as, or taken to create, a contract of employment between you and the Department or Her Majesty's Government.

Appointment Term:

Your appointment as MAAP Chair will be made by the Home Secretary.

- The appointment will be for a period of three years.
- Re-appointment can be made at the end of the period of three years at the discretion of Ministers, subject to a satisfactory appraisal of performance and mutual agreement.
- It should be noted that this post is a public appointment; the MAAP Chair is neither an employee of the Crown, nor of the Home Office.
- Appointment may be terminated prior to the conclusion of the period of appointment.

Remuneration:

- The role is remunerated at £300 per day. This is taxable through the Home Office payroll, but the appointment is not pensionable.
- Applicants should note that the successful candidate cannot be remunerated for this role if they are being paid for an existing full-time role from the public purse.
- The post holder can claim reimbursement for reasonable travel and subsistence costs necessarily incurred during the course of their duties at rates set centrally.

Time Commitment: Expected to provide availability for approximately 30 panels per annum (plus 2-3 days training and attendance at quarter-yearly meetings with Home Office).

Location: Flexible – panels will take place virtually.

Availability: The successful candidates will be encouraged to take up their appointment as soon as possible, subject to the successful completion of pre-appointment checks and security clearance.

Security clearance: The successful candidate will be required to have or be willing to obtain security clearance to SC level. The role will be offered on a conditional basis until the successful candidate has passed all checks. The successful candidates will be encouraged to take up this appointment as soon as possible, subject to the successful completion of all preappointment checks.

Confidentiality: You will be subject to the provisions of the Official Secrets Act and required to exercise care in the use of official information acquired during official duties, and not to disclose information which is held in confidence.

Disqualification for appointment: There are circumstances in which an individual will not be considered for appointment. They include:

- people who have received a prison sentence or suspended sentence of 3 months or more in the last 5 years;
- people who are the subject of a bankruptcy restrictions order or interim order;
- in certain circumstances, those who have had an earlier term of appointment terminated;
- anyone who is under a disqualification order under the Company Directors Disqualification Act 1986; and
- anyone who has been removed from trusteeship of a charity.

Further advice about disqualification for appointment can be given by contacting the Public Appointments Team on publicappointments@homeoffice.gov.uk

Standards in public life: You will be expected to demonstrate high standards of corporate and personal conduct. Candidates will be expected to abide by the “Seven Principles of Public Life” set out by the Committee on Standards in Public Life (see below, page 12).

Registration of interests: The purpose of these provisions is to avoid any danger of a public appointee being influenced, or appearing to be influenced, by their private interests in the exercise of their public duties.

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. It is important, therefore, that you consider your circumstances when applying for a public appointment and identify any potential conflicts of interest, whether real or perceived.

There is a requirement to declare any actual or potential conflict of interest you may have in being appointed as a MAAP Chair in a separate form. Any actual or perceived conflicts of interest will be fully explored by the Panel at interview stage.

Political activity: Members will need to show political impartiality during their time as MAAP Chair and must declare any significant party-political activity they undertake in the period of their appointment. Details of the successful candidate’s declared political activity must be published by appointing departments when the appointments are publicised.

The Political Activity Declaration will be kept separate from your application and will only be seen by the Panel prior to interview – the Panel may at that stage explore with candidates any potential for conflict of interest. It is appreciated that political activities may have given you relevant skills, including experience gained from committee work, collective decision making, resolving conflict and public speaking. If, therefore, you have had such experience and you consider it relevant to your application for this post, you may if you choose include it separately in the main body of your application.

Disability Confident: The Home Office is an accredited user of the Government’s “Disability Confident” disability symbol, which denotes organisations which have a positive attitude towards disabled applicants. Applicants who meet the minimum criteria in the job specification are guaranteed an interview. Selection will be on merit. If you wish to apply for consideration under this scheme, please complete the form in Annex B. 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.

Equal Opportunities Monitoring: The Home Office is committed to providing equal opportunities for all, irrespective of, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. As part of the application process we ask candidates to complete equal opportunities monitoring information. This will help us to monitor selection decisions to assess whether equality of opportunity is being achieved. The information in Annex C will be treated as confidential and used for statistical purposes only. The form will not be treated as part of your application.

Centre for Public Appointments Database: As set out in Annex B, if you consent, we will retain your CV and contact details for the purposes of alerting you to any opportunities that may arise in future. We will also share your CV and contact details with the Centre for Public Appointments in the Cabinet Office who may use it for this purpose. They may also share it with other Government Departments so that they can contact you about such opportunities. You may withdraw your consent to your information being processed for this purpose at any time by contacting dpo@homeoffice.gov.uk

Complaints: If you are not completely satisfied with the way your application is handled at any stage of the competition, please raise any complaint in the first instance with the Public Appointments Team at: publicappointments@homeoffice.gov.uk

We will reply to your complaint within 20 days.

ANNEX A – THE SEVEN PRINCIPLES OF PUBLIC LIFE

The principles of public life apply to anyone who works as a public office-holder. This includes all those who are elected or appointed to public office, nationally and locally, and all people appointed to work in the civil service, local government, the police, courts and probation services, NDPBs, and in the health, education, social and care services. All public office-holders are both servants of the public and stewards of public resources. The principles also have application to all those in other sectors delivering public services.

Selflessness

Holders of public office should act 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 their friends.

Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Objectivity

In carrying out public 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 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.