



Queen Elizabeth II Centre (QEII)

Recruitment of Non-Executive Director

Information Pack for Candidates

Closing date: **Closing Date: 11.00pm on 3 July 2022**





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Welcome



Mark Taylor, CEO, QEII Centre



*Eddie Hughes,
Parliamentary Under Secretary of State
(Department for Levelling Up, Housing
and Communities), and Minister for QEII
Centre*

Dear Candidate

Thank you for your interest in these vacancies on the QEII Centre Board. The QEII Centre is the largest dedicated conference, events and exhibition space in central London, providing 32 areas across 10 floors, totalling 30,000 SQMs and hosting circa 400-500 events per annum.

The QEII Centre is an Arm's Length Body reporting to the Department for Levelling Up, Housing and Communities (DLUHC). Operating as a commercially driven Trading Fund, the QEII Centre has a global reputation for excellence and this role provides an exciting opportunity to be involved in shaping the business for the future.

We are looking to appoint two new Non-Executive Directors (NEDs) to our Board. The two new NEDs will replace those who have successfully served upon the Board for the last 9 years but have reached the end of their appointed terms. One of these roles will also Chair the QEII Audit and Risk Assurance Committee.

The purpose of re-appointing Non-Executive Director Members to the Board is to bring a wider external perspective, having substantive and relevant prior experience, to contribute to the future development of the Centre and improve the rigour of the Board process. They also bring fresh thinking and best practice particularly around financial management. NEDs provide support and constructive challenge across all areas of the organisation to support the Chief Executive and his team in delivering the Centre's successful, yet challenging agenda.

Full details of the role, responsibilities and commitments are set out in this document, and I hope you will decide to apply. We want to receive applications from a wide range of individuals, we welcome candidates from traditionally under-represented groups including those from a Black, Asian or minority ethnic background.

Information about the Board can be found on the QEII Centre Website.

Mark Taylor, Eddie Hughes

The QEII Centre

QEII Directorate Team



Mark Taylor, CEO



John French, Finance Director



Neil Chandler, Venue Operations Director



Raj Pragji, HR Director



Diane Waldron, Sales and Marketing Director

The QEII Centre was built in 1986 as a secure venue for Government meetings. It became an executive agency in 1989 and in 1997 received trading fund status. The Centre directly employs c.50 permanent members of staff and these are employees of DLUHC. The Centre also works in close partnership with 3 key contractors providing catering, security, cleaning portage and facilities management services.

The Chief Executive Mark Taylor took up his role in 2013 and has overseen the Centre achieve a growth rate of 66% over the period 2013/14 – 2019/20 with the latter being the Centre's most successful financial year since its opening achieving a profit of £3m with a dividend to government of £1.9m. In addition, the Centre has received significant industry recognition winning numerous industry awards for Best; venue, team, customer service and events totalling 37 awards since 2013.

The QEII Centre remains committed to maintaining its position at the heart of the UK events industry. The core trading risk facing the business has been the uncertainty created by future plans to use the Centre as the proposed decant location for the House of Lords during the restoration of Parliament. However, it has been recently agreed that the Centre will no longer be required for this purpose and thus is now able to trade unencumbered and without restrictions. The Centre's operations have been impacted by Covid 19 since 2020 and thus it is in the process of busily rebuilding its business with the full support of Department for Levelling Up, Housing and Communities (DLUHC).

[You can view the QEII Centre's latest Annual Report \(2020/21\) here.](#)

About the role

Non-Executive Directors (NEDs) provide a key role in the strategic and operational leadership of the QEII Centre. They have a collective responsibility for ensuring that the Centre fulfils the Centre's overall aims and objectives as set out in its business plan, that financial information is accurate, and that financial controls and risk management systems are robust and defensible.

They attend and contribute to the Advisory Board, which is chaired by DLUHC's senior sponsor for the QEII Centre. Other members include the Chief Executive, 4 QEII Directors; Finance, Human Resources, Venue Operations and Sales and Marketing and the ALB Sponsorship Team. The role of the Advisory Board is to help the Department manage its interests and responsibilities in respect of the QEII Centre, providing oversight, support and challenge to the management of the QEII Centre on its business strategy and delivery.

The Advisory Board has no operational role and does not directly hold the Executive to account for delivery, the Board is specifically responsible for:

- Ensuring that the QEII Centre has robust corporate governance arrangements in place to promote high performance and to safeguard propriety and regularity;
- Considering and helping to shape the QEII Centre's annual Corporate Business Plan;
- Helping monitor the QEII Centre's performance against approved plans;
- Supporting and assisting in identifying commercial opportunities and seek to remove any strategic barriers to progress; and
- Providing advice to DLUHC's Ministers and DLUHC's Accounting Officer on the above as appropriate.

NEDS membership of the Advisory Board is also extended to the Centre's Management Board which meets quarterly (or as required) and is chaired by the Chief Executive and attended by the Centre's Executive team.

Non-Executive Directors will also be expected to attend quarterly meetings of the Audit and Risk Assurance Committee (ARAC). One of the Non-Executive Directors also functions as the Chair of the Audit and Risk Assurance Committee. This committee provides a quarterly forum for NEDs to offer insight, advice and challenge.

Role Description and Key Responsibilities

The Chair/Non- Executive Director is appointed in an advisory capacity and has a responsibility to:

- Ensure regularity, propriety and value for money by overseeing (particularly through the Audit and Risk Assurance Committee) QEII Centre's compliance with any statutory or administrative requirements as directed by Cabinet Office and HM Treasury for the use of public funds;
- Ensure that the Chief Executive and Executive Team are supported in their development and delivery of clear strategies by reviewing internal policy, contributing to the overall strategic direction, participating in Board decisions, and by providing input and robust independent challenge into the Annual Business Plan and Budget;
- Provide Ministers and DLUHC with confidence that the QEII is being well led and is equipped to deliver on its strategic and operational commitments – NEDs are accountable, through the Advisory Board's Chair, to the DLUHC Permanent Secretary and Board for their contributions to the efficient and effective leadership of the Centre;
- Scrutinise the QEII's performance in meeting agreed goals and objectives and, where necessary, taking appropriate action to improve outcomes and to provide independent views on resources, appointments and standards of conduct;
- Support the Executive Team in developing its People Strategy to increase capability, strengthen culture and develop talent within the organisation;
- Provide knowledge and independent advice according to individual areas of expertise, based on their wider experience in other organisations. Advice is normally sought at Board or Committee meetings, but may also be sought by the Chief Executive, Chair and/or Directors outside of these meetings;
- Contribute to specific aspects of work, including reviews of the organisational structure and oversight of the implementation of major strategic programmes as required.

QEII Centre/Non-Executive Director Selection Criteria

The QEII Centre requires two distinctive skill and experience sets for the two new Non-Executive Directors; Finance, Audit and Commercial and Business Tourism, and Events/Venue Management:

Finance, Audit and Commercial, Non-Executive Director

This role is to Chair the Centre's Audit and Risk Committee, liaising with the National Audit Office and Government Internal Audit Agency, and to oversee the Centre's adherence to Government financial reporting and auditing requirements.

Essential Criteria:

- Membership of an accounting body (ies); ICAEW, ACCA, CIPFA, ICAS, CIMA and significant senior financial experience
- Knowledge of Government financial and accounting practises;
- Ability to strategically challenge, prioritise, and scrutinise both business and management performance;
- Sound judgement and a high level of integrity.

Desirable Criteria:

- Experience of chairing Audit Committee meetings;
- Strategic financial planning and performance analysis;
- Experience of liaising with National Audit Office and internal audit processes.

All candidates must demonstrate, in their CV and supporting letter how they meet the selection criteria for the role, through their knowledge, skills and experience.

QEII Centre/Non-Executive Director Selection Criteria

The QEII Centre requires two distinctive skill and experience sets for the two new Non-Executive Directors;

Business Tourism, Events/Venue Management, Non-Executive Director

This role is to provide business tourism and event/venue industry expertise providing external market insight, advice and challenge.

Essential Criteria:

- Relevant senior leadership experience within the Business Events and Conference Industry; or experience of operating in a senior leadership/Board role in a medium to large commercial organisation; or strategic management or business development consultancy experience;
- Extensive management and leadership skills, including managing staff delivering a quality service;
- Ability to strategically challenge, prioritise, and scrutinise both business and management performance;
- Experience of engaging constructively with senior management, providing coaching and support as required;
- Sound judgement and a high level of integrity.

Desirable Criteria:

- Sales and/or Marketing experience both at a national and international level.

All candidates must demonstrate, in their CV and supporting letter how they meet the selection criteria for the role, through their knowledge, skills and experience.

Outline Terms and Conditions

Remuneration: £450 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: Your time commitment is expected to be approximately one day per month. The time commitment cannot exceed 15 days per annum, in order to achieve consistency in terms and conditions for such appointments at similar sized entities within the DLUHC Group and to comply with Cabinet Office rules for such appointments.

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

Location: The position is based in Westminster, London, with the option for some Board meetings to be held remotely if required.

Expenses and Subsistence:

Reasonable travel and subsistence expenses incurred on QEII business will be reimbursed in accordance with QEII policies.

Conduct:

Non-Executive Directors 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;
- The [Seven Principles of Public Life](#); and
- The ARB Members' [Code of Practice](#) and Handbook.

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 Performance Review and Reappointment: Annual performance reviews are expected to be undertaken. Reappointments are not automatic and will only be considered subject to satisfactory performance reviews.

Conflicts of interest: If appointed, Non-Executive Directors should avoid situations in which their QEII duties and private interests conflict or where there could be a suspicion of conflict. You must declare any personal or business interests which may, or may be perceived to, influence your judgements in performing your functions.

Political Activity: If appointed, Non-Executive Directors should advise the Secretary of State if you intend to accept a prominent position in any political party and understand that the appointment to the QEII may be terminated early, if it is felt that the positions are incompatible.

How to Apply

Please submit the required documentation **listed at 1-3 below** to PublicAppointments@levellingup.gov.uk by **11.00 pm on 3 July 2022**. **If not provided your application will not be taken forward. Late applications will not be considered.**

Please ensure you include **'QEII Centre Non-Executive Director recruitment'** 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 against the criteria - just clearly reference and example those Criteria in a single supporting letter.
- 3. Application and Diversity Information Form.** This is an online form available [here](#). 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 QEII, 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 section if relevant.

You will receive an automated acknowledgement of your application.

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@levellingup.gov.uk.

The Advisory Assessment Panel will be:

- Andy Hobart, Commercial Director and DLUHC Panel Chair
- Mark Taylor, Chief Executive and representative of QEII
- Catherine Walker, 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@levellingup.gov.uk.



Closing date: 11pm on 3 July 2022



Shortlisting: TBC



Panel interviews: TBC. In the present circumstances, interviews may 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 candidates before making a decision.
Provisional start date: September 2022 (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.

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@levellingup.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 PublicAppointments@levellingup.gov.uk. Please put '**QEII Centre Non Executive Director recruitment**' 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@levellingup.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@levellingup.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 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@levellingup.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.

The data controller for Public Appointments is the Department for Levelling Up, Housing and Communities.

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 Public Appointments team at PublicAppointments@levellingup.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.