



Home Office

MEMBERS OF THE DISCLOSURE AND BARRING SERVICE

Recruitment Information Pack

August 2022



INVESTORS
IN PEOPLE

Bronze



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Welcome Note from Dr Gillian Fairfield, Chairman of the Disclosure of Barring Service

Dear Applicant,

Thank you for your interest in a non-Executive position on the Board of the Disclosure and Barring Service (DBS). The DBS is a non-departmental public body of the Home Office. It provides disclosure and barring functions for the workplace and voluntary sector. The services we provide play a vital role in helping employers and voluntary organisations make appropriate decisions when recruiting people who work with vulnerable groups, including children.

We are now recruiting for two Non-Executive Board members to join our board and help steer the organisation through an exciting period of transformation and change. The first should have safeguarding and ideally data protection expertise. The second should be financially qualified, ideally with recent commercial experience and the ability to chair the audit and risk committee.

Importantly you will enjoy leading organisations through complex issues and have the ability to constructively challenge and influence strategy and decision making. You will understand and be committed to our vision of putting safeguarding at the heart of everything we do and will relish the opportunity to continue to set the strategic direction of the DBS, protecting the public by helping employers make safer recruitment decisions and by barring individuals who pose a risk to vulnerable groups from working in certain roles

If you are motivated to play a key role in helping the DBS effectively discharge its functions and thereby protect vulnerable groups, then I look forward to hearing from you and wish you the very best of luck with your application.

Dr Gillian Fairfield

About the Disclosure and Barring Service

The Crime, Policing and Fire Group is the Home Office Group responsible for the development and delivery of safeguarding policy. As such, it acts as the sponsor for the Department's arm's length bodies that deal with this high-profile subject, including the DBS.

The DBS plays a vital role in safeguarding the most vulnerable in our society through the provision of criminal record information enabling employers and voluntary organisations to make safer recruitment decisions. It was formed in 2012, bringing together the functions of the Criminal Records Bureau and the Independent Safeguarding Authority. It increasingly operates remotely as well as having offices in Liverpool and Darlington.

What the DBS does

The DBS provides information to employers and other organisations in England and Wales (and barring information only in Northern Ireland) so they can make informed recruitment and licensing decisions, especially for employers and volunteers working with vulnerable groups. The DBS also determines whether to bar an individual from work with vulnerable groups, known as 'regulated activity'. Broadly, the DBS helps prevent unsuitable people from working with children and vulnerable groups by:

- Maintaining two lists of individuals barred from engaging in regulated activity with children (the children's barred list) and adults (the adults' barred list).
- Reaching decisions as to whether persons should be included in one or both barred lists or whether to remove persons from a barred list.
- Issuing three levels of criminal record certificates (known as 'disclosures'): Basic, Standard and Enhanced.
- Operation of the Update Service which enables subscribers to keep their check portable within certain sectors, reducing the need for new checks when moving jobs.
- Maintaining a register of organisations permitted to submit applications for certificates.
- Sharing learning with policy makers and practitioners

The police occupy an important role in the operation of the DBS service. Through the network of UK police forces and law enforcement agencies (including those in Jersey, Guernsey and the Isle of Man) there are a range of functions performed in support of the DBS service. This includes the provision of relevant information for inclusion in Enhanced certificates, the provision of information to inform barring decisions and the ownership of information held on the Police National Computer (PNC) and linked systems.

DBS processes on average over 6 million criminal record certificates per annum, serves thousands of employers and voluntary bodies, and considers around 17,500 barring referrals (discretionary and automatic barring referrals) per year. DBS want to do so in ways which meet customer needs, and enables the service to be consistently reliable, of high quality and cost effective.

Our Aims

The DBS is working to achieve six priorities set by its Board.

Quality

Provide high quality, reliable, consistent, timely and accessible services for our customers.

Embrace technology to drive improvements to the quality of our work.

People

Develop a talented and diverse workforce that understands how their contributions help to achieve our objectives.

Build a flexible, vibrant and contemporary workplace where our staff will be able to do their jobs using modern ways of working that are smart and which promote OneDBS.

Profile

Raise awareness of the DBS and the services we offer, keeping people informed through our communications, to increase public understanding and confidence in our organisation.

Be a respected and trusted organisation, working with our partners to play an influential role in the environment in which we operate

The DBS continues to work towards closer consolidation with the Home Office sponsors in relation to policy requirements and strives to further support the Government agenda on safeguarding which we will be better positioned to do via our modernised platform.

Further information on the DBS and the organisation's Strategic Plan can be found at www.gov.uk/dbs.

The Board

The Board is responsible for the strategic leadership of the organisation and has collective responsibility for the proper conduct of DBS affairs. This role can be summarised as: direction, monitoring and control, assurance and propriety. The Board operates to and under a comprehensive Board Governance Framework, which sets out the governance arrangements for the Board and its Committees. In reaching Board decisions, the Board take proper account of guidance provided by the responsible Minister or Sponsor Department.

To support the development of the DBS service provision and strategic ambition of future service provision, there is a clear requirement to ensure that the Board includes the correct level and balance of skills needed to provide effective governance and to support the business. To effectively discharge its functions, the Board is supported by clear and effective governance arrangements, including clearly articulated delegation of functions, clearly defined terms of reference for the Committees and transparent lines of accountability and reporting between the Board and Committees.

The Board has delegated many decisions to the Chief Executive but has, through the Board Governance Framework, specified which decisions are reserved to the Board.

Board arrangement

The DBS Board currently consists of six members; Chair and five Non-Executive Directors. All Non-Executive members are appointed for a period of three years. The Board is well balanced with public and private sector experience.

Role Description

- Job Title:** Non-Executive Board member
- Commitment:** Part-time, 20 days per year.
- Remuneration:** £10,000 per annum, based on 20 days commitment
- Appointment:** Three years
- Location:** National
- Reporting to:** Home Secretary, through the DBS Chairman

Purpose:

To complement the board of the Disclosure and Barring Service (DBS), it is seeking two new Non-Executive Board members to help deliver its aims and objectives.

As DBS Members your key responsibilities will be to:

- Work with the Chair and other Board members in setting the strategic direction for the DBS, and ensure the DBS discharges its statutory duties in line with the requirements of schedule 8 of the Protection of Freedoms Act 2012.
- Oversee the work of the Chief Executive and the Executive Team in managing the organisation and its delivery programme.
- Ensure that the Executive Team is held to account and systems are in place to enable them to discharge their responsibility effectively, monitoring and challenging performance, finance and management of risk,
- Take a key role in representing the Board and the DBS in communications with key stakeholders.

Person Specification

All candidates will be required to demonstrate in their written applications and at interview how they meet the requirements of the post. The criteria that will be used to assess whether candidates have the required qualities, skills and experience are listed below. You must give examples in your application showing how in previous activity you have demonstrated each of the requirements:

Essential Criteria

- Evidence of providing effective leadership in an advisory or senior management role, and the ability to participate in the formulation of policies and strategies within a large, multidisciplinary organisation.
- Ability to challenge constructively and influence decision making within a Board setting.

- Ability to analyse complex issues, particularly around people, financial and commercial management, and take decisions at Board level.
- Capability to drive change, improve performance and manage risk.
- Ability to think and act strategically, developing practical, innovative and creative solutions to strategic issues.
- An understanding of the complexity and sensitivities of the fields in which DBS operate.

You must also demonstrate at least one of the following:

If applying for the safeguarding role

- Ability to bring experience to the Board to ensure for the proper conduct of DBS affairs, from a safeguarding perspective, ideally bringing data protection expertise.

If applying for the audit committee role

- Financially qualified, ideally with recent commercial experience and the ability to chair the audit and risk committee.

Personal Qualities

- Committed and goal focused, with the ability to set clear priorities and to contribute meaningfully to Board discussions.
- Excellent communication skills, coupled with a personal and professional demeanour that generates trust and confidence in others.

As a holder of a public office the Commissioner is expected to follow the [Seven Principles of Public Life](#), as set out by the Nolan Committee on Standards in Public Life, at Annex A.

Due Diligence: Please note that as part of the recruitment process, due diligence, including social media checks will be undertaken on short-listed 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, 12 September 2022.

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

publicappointments@homeoffice.gov.uk

1. A **concise 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** (attached separately), relating to conflicts of interest.
4. In addition, please complete the Diversity Form at **Annex C**. Please click on the link www.apply-for-public-appointment.service.gov.uk for further information on recording whether or not you have a disability.

Please include the heading (Disclosure and Barring Service NEDs) 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 solely on the documentation provided. Please refer to the advert and checklist to ensure you have provided the necessary documentation.**
- **Applications will be acknowledged upon receipt.**
- **Feedback will only be given to unsuccessful candidates following interview.**

Further Information

If you have any queries about any aspect of this role, or merely wish to have an informal discussion, then please contact Martin Skeats, DBS Secretary at Martin.Skeats@dbs.gov.uk

If you have any queries about the recruitment process for this role, please contact the Public Appointments Team at: 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, 12 September 2022
Short List Meeting	Expected w/c 26 September 2022
Final Panel Interviews	Expected w/c 24 October 2022
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 Dr Gillian Fairfield (DBS Chair) and consist of Shehla Husain (Head of Public Protection Unit, Home Office), and John Clements (Independent Chair, Our Safeguarding Children Partnership for Cornwall) 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 Home Office Public Appointments Team.

¹https://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 DBS. 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 will be for a minimum period of three years. There is a possibility of re-appointment, subject to a satisfactory annual appraisal of performance and Ministerial agreement.

Remuneration:

- The role is remunerated at £10,000 per annum. The post holder can claim reimbursement for reasonable travel and subsistence costs necessarily incurred during the course of their duties at rates set centrally.
- 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.

Time Commitment: Twenty days per year

Location: National.

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 Security Clearance (SC) level. Pre-appointment checks will also be undertaken on immigration and criminal convictions. It usually takes between 4-6 weeks to obtain the security clearance. The role will be offered on a conditional basis until the successful candidate has passed all checks. The successful candidate will be encouraged to take up this appointment as soon as possible, subject to the successful completion of all pre-appointment 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 13).

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 the DBS 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 on the Board 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. If, after receiving our response you are still not satisfied, you may contact the Commissioner for Public Appointments:
<https://publicappointmentscommissioner.independent.gov.uk>.

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.