

# Companies House, Chair, (Ref 501)

Candidate Pack

Closing date: 25th September 2022



# Companies House

If you have any questions, require further information, or would like this candidate pack in alternative format, please contact the Campaign Manager, Kitty Doherty at [publicappointments@beis.gov.uk](mailto:publicappointments@beis.gov.uk)

4 August, 2022



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Department for  
Business, Energy  
& Industrial Strategy

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# Ministerial Foreword

Dear Candidate,

Thank you for your interest in becoming the next Chair of Companies House.

Companies House is an executive agency, sponsored by the Department for Business, Energy & Industrial Strategy, responsible for incorporating and dissolving limited companies. Companies House works to drive confidence in the economy and make the UK a great place to start and run a business.

We are seeking to appoint a new Chair of the Companies House Board to lead the organisation at a critical point in time. Having already embarked on a significant programme of transformation, this year Government will be legislating for the most significant reforms to the powers and functions of the Companies House Registrar. This will see Companies House take on a much more active role in safeguarding the integrity of UK company information and ensuring that UK company structures cannot be abused by those seeking to launder money or pursue criminal enterprise.



# Ministerial Foreword

The new Chair will play a crucial role in guiding the organisation through the next stages of its transformation, ensuring that core services continue while at the same time supporting both a cultural transition as the organisation shifts and skills up to take on entirely new functions, and supporting the development of new systems and processes as the Register moves to a digital default.

In launching this recruitment campaign, I and my Ministerial colleagues are committed to fair and open recruitment processes across all public appointments that we make. We actively encourage and hope to see applications from across the UK, and from a wide range of diverse backgrounds. Should you need any further assistance, my officials would be happy to talk to you about this and other senior roles in the public sector.

If you believe you have the experience and qualities we are seeking to contribute to this important organisation, we very much look forward to hearing from you.

**Lord Callanan**

**Parliamentary Under Secretary of State (Minister for Business, Energy and Corporate Responsibility)**

# Companies House

Companies House (CH) is an executive agency of the Department for Business, Energy and Industrial Strategy (BEIS). Headed by the Non-Executive Chair, the Board currently comprises a mix of Executive and Non-Executive Directors. The Board is advisory rather than fiduciary and its principal roles are to ensure challenge of the executive team on behalf of ministers and BEIS, set the organisation's strategic direction, and to oversee operational effectiveness.

The new Chair will play a crucial role in guiding the organisation through the next stages of its transformation, ensuring that core services continue while at the same time supporting both a cultural transition as the organisation shifts and skills up to take on entirely new functions, and supporting the development of new systems and processes as the Register moves to a digital default.

Further information about Companies House can be found [here](#).

# The Role of Chair

- The incoming Chair will lead a body that is undergoing significant strategic and operational change.
- Companies House is embarking on a large-scale transformation, and the forthcoming Economic Crime and Corporate Transparency Bill will make the most radical changes to the company register since it was established in 1844 – reshaping the role of Companies House and enabling it to play a more active role in tackling economic crime.

# Diversity

We are committed to increasing the diversity of our boards and bringing in talent, regardless of its origins. We encourage applications from all candidates regardless of ethnicity, religion or belief, gender, sexual orientation, age, disability or gender identity. We particularly welcome applications from people with ethnicity, gender and disability characteristics currently underrepresented on our Boards.

**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](mailto:publicappointments@beis.gov.uk).



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# Person Specification

The successful candidates will demonstrate the following:

## Essential criteria:

- A strong track record of Board level experience as Chief Executive, Chair or Non-Executive in the private or public sector.
- A clear understanding of governance, with the skills necessary to chair a significant and high-profile organisation.
- Excellent influencing and communication skills, including the ability to encourage debate and challenge, and resolve conflict in a constructive manner.
- A strong leadership record on complex, multifaceted and multi-year transformational programmes.
- Stakeholder management skills and experience, with the ability to operate effectively within a diverse stakeholder environment.

# Person Specification

## Desirable criteria:

- A good understanding of digital delivery and open data.

Prior experience at board-level of a major national organisation is not a prerequisite for the successful candidate since the existing non-executive team bring this experience to the board. Instead, Companies House would welcome applications from candidates that demonstrate the essential criteria above from a diversity of backgrounds, whether that be through board-level leadership, through strong small business experience or through technological experience.

Candidates will need to demonstrate in their written applications examples of experience matching the essential criteria described above.

# Terms of Appointment

- **Appointment Term:** The post-holder will be appointed for a single term of 3 years, renewable subject to performance and at the discretion of the Secretary of State.
- **Time Commitment and Remuneration:** The time commitment for the roles will be up to 30 days per year at £27,000 per year.
- **Location:** Meetings will be held mainly at Cardiff although they may be held in other locations around the United Kingdom.
- **Nature of Appointment:** This is a Public Appointment by the Secretary of State for Business, Energy and Industrial Strategy. The post holder would be an officeholder and not be an employee of the Department or the Partner Organisation.
- **Availability:** Successful candidate/s will be encouraged to take up their appointment as soon as possible, following the successful completion of pre-appointment checks and security clearance.



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# How to Apply

Your application is submitted in two parts.

**Both** parts must be submitted **by 23:00 on 25th September 2022** in order for your application to be considered complete. Applications received after this date will **not** be considered.

## Part one: CV and Statement of Suitability

- **One document combining a two-page statement of suitability and two-page CV** (no more than four sides of A4 in total). 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
- Save the document as 'Surname, First initial – URN501 – Companies House'.
- Send to [publicappointments@beis.gov.uk](mailto:publicappointments@beis.gov.uk) with URN 501 – Companies House in the subject heading.

## Part two: Diversity Monitoring and Conflict of Interest Form.

- Complete this [form](#).

# Assessment Panel, Process and Timing

**The members of the Advisory Assessment Panel are:**

The timelines for this campaign is indicative and subject to change. Please check the advert, [here](#), for any updates.

Advert Closes	23:00 25/09/22
Panel Sift	w/c 10/10/22
Panel Interview	w/c 07/11/22
Candidates notified of the outcome	w/c 05/12/22
Appointment confirmed	w/c 12/12/22

# Annex A: 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 body concerned should be declared.

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, Diversity and Talent Team at [publicappointments@beis.gov.uk](mailto:publicappointments@beis.gov.uk).



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# Annex B: The Seven Principles Underpinning Public Life

In 1995 the Committee on Standards in Public Life defined seven principles for public life. All candidates for are expected to demonstrate a commitment to, and an understanding of, the value and importance of the principles of public service which are:

1. Selflessness
2. Integrity
3. Objectivity
4. Accountability
5. Openness
6. Honesty
7. Leadership

Further information on the principles of public life can be found [here](#).

# Annex C: Complaints Procedure

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](mailto: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](mailto: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: [publicappointmentscommissioner.independent.gov.uk](http://publicappointmentscommissioner.independent.gov.uk).