

# Coal Authority, Non-Executive Directors

Candidate Pack

Closing date: 22/08/22



# The Coal Authority

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)

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# Ministerial Foreword



Dear Candidate,

Thank you for your interest in the roles of Non- Executive Director of the Coal Authority.

You may already have some idea about the important work of the Coal Authority and this pack will tell you more about the purpose and the nature of the role.

The Coal Authority works across Great Britain to protect the public, drinking water and the environment in coal mining areas and to seek opportunity from our coal mining legacy as well as manage the liabilities. Their mission is to make a better future for people and the environment in mining areas.

They are an operational delivery body and operate a 24/7 incident response. Recent examples have included evacuating families at risk from mine gas, supporting homeowners and landowners affected by subsidence or shaft collapses and supporting the UK and Welsh Governments to manage the industrial heritage of coal spoil tips in Wales. As well as managing the effects of past coal mining, the Coal Authority uses its information and expertise to help people make informed decisions, support the housing market, and provide skilled services to other parts of government and on a commercial basis. The organisation is working to make a significant contribution to delivering government policy on net-zero carbon. Their innovative approach to decarbonising heat using mine water and mine assets is one example of this.

As a Non-Executive Director, you will provide guidance for the Coal Authority, as it continues to provide safe and responsible management of our coal legacy but also be a leader who can help the organisation continue to innovate and deliver value across Great Britain for future generations.

If you believe you have the experience and qualities to help lead the Coal Authority, then we very much look forward to hearing from you.

We welcome applications from individuals of all backgrounds, including those from under-represented groups.

**Rt Hon Greg Hands MP**  
**Minister for Energy, Clean Growth and Climate Change**

# The Coal Authority

The Coal Authority is an Executive Non-Departmental Public Body that has an independent Chair and Board. It is responsible to the Department for Business Energy and Industrial Strategy (BEIS).

Approximately 350 staff are employed to deliver the key statutory functions that protect the public and the environment from the legacy of coal mining in Great Britain. This translates into repairing subsidence damage to properties, making safe any ground collapses and treating contaminated water discharges from historic coal mines. The Coal Authority carries a huge amount of financial, safety and environmental risk on behalf of the Department.

Further information about The Coal Authority can be found here:

<https://www.gov.uk/government/organisations/the-coal-authority/about>

# The Role

We are recruiting for two Non-Executive Director roles at this time and the key responsibilities are:

- To provide independent challenge, advice and support to the Non-Executive Chair and Executive through attendance at Board and sub-committee meetings.
- To support the Executive team in its leadership of the organisation and assist the Chief Executive to develop the organisation's capacity and capabilities to meet its future challenges and responsibilities.
- To provide independent and objective guidance to the Board and Executive team on business development and ensure that the Board maintains compliance with the 'Corporate governance in central government departments: Code of good practice', and that personal compliance with the 'Code of Conduct for Board Members of Public Bodies' is maintained.

One of the roles will Chair the Health, Safety and Wellbeing Committee and the other will Chair the Sustainability Committee.

In addition, one of the roles will be the lead member for the Coal Authority's activities in Wales and will need to have experience of operating in Wales and engaging with Welsh Government and stakeholders.

You will support the Executive team in its leadership of the organisation and assist the Chief Executive to develop the organisation's capacity and capabilities to meet its future challenges and responsibilities.

You will also provide independent and objective guidance to the Board and Executive team on business development and ensure that the Board maintains compliance with the 'Corporate governance in central government departments: Code of good practice', and that personal compliance with the 'Code of Conduct for Board Members of Public Bodies' is maintained.

# 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).

# Criteria

**Please tailor your application to demonstrate the criteria of the role and should try to use specific examples where possible.**

## **Essential Criteria**

Candidates should demonstrate in their application how they meet the following essential criteria:

- Leadership experience which will enable the successful candidate to provide constructive challenge and to support, coach and mentor the executive.
- An interest in developing experience at Board level and some understanding of corporate governance and developing organisational strategy.
- Good judgement and a willingness to make decisions.
- Skills, knowledge, and experience in at least one of the following: Operational Delivery, Customer and Community Engagement, Climate Change and Nature Resilience/Recovery, Innovation or Research and Development. One NED will need experience of operating in Wales and engaging with Welsh Government and stakeholders.
- A demonstrable commitment to equality, diversity, and inclusion.

# Terms of Appointment

- **Appointment Term:** An initial period of 3 years.
- **Remuneration:** £11,666 per annum.
- **Time Commitment:** 3 days per month for a term of 3 years.
- **Location:** Mansfield.
- **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 Coal Authority.
- **Availability:** 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 (at Basic level).

# How to Apply

Your application is submitted in two parts.

**Both** parts must be submitted **by 23:00 on 22 August 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 es
- Save the document as ‘Surname, First initial – URN 582 – Coal Authority
- Send to [publicappointments@beis.gov.uk](mailto:publicappointments@beis.gov.uk) with URN 582 – Coal Authority 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:

- **Panel Chair and BEIS representative:** Jeremy Cousins.
- **Representative of Organisation:** Jeff Halliwell (Chair of the Coal Authority).
- **Independent Panel Member:** Laurie Benson (a former global media executive).

The timelines for this campaign is indicative and subject to change. Please check the advert, The timelines for this campaign is indicative and subject to change. Please check the advert here <https://publicappointments.cabinetoffice.gov.uk/all/> for any updates.

Advert Closes	22 <sup>nd</sup> August 2022
Panel Sift	W/C 19 <sup>th</sup> September 2022 (subject to change)
Panel Interview	W/C 10 <sup>th</sup> October 2022 (subject to change)
Candidates notified of the outcome	ASAP
Appointment confirmed	ASAP

# 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).

# 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).