

**Criminal Cases Review Commission**

**Independent Non-Executive Director**

**Reference number: NED20**

**Closing date for this post is: 29th January 2020 at 11:55pm**

Applications should be submitted via: hr@ccrc.x.gsi.gov.uk Alternative format versions of this candidate information pack are available on request from the Criminal Cases Review Commission

**Contents**

1. A message from the Chairman........................................................................... [3](#A_Message)

1. Diversity and equality of opportunity................................................................... [3](#Diversity)
	* Equal Opportunities Monitoring Form
	* Arrangements for candidates with a disability
	* Flexible working practices

1. The role of Independent non-Executive Director................................................. [5](#Role)

1. Person specification and essential criteria........................................................... [5](#Person_Spec)

1. Terms and Conditions.......................................................................................... [5](#T_C)
	* Remuneration
	* Tax position on Independent non-executives
	* Expenses
	* Performance appraisal

1. Standards in public life, political activity and conflicts of interests……………….. [7](#Standards)
	* Standards in public life
	* Political activity
	* Conflicts of interest
2. Indicative timetable and how to apply …….......................................................... [9](#Timetable)
3. Your personal information…………………………………………………………… [10](#personal_info)
	* How we handle your application
4. Security clearance…………………………………………………………………... [10](#security)

1. Complaints Process............................................................................................ [10](#complaints)

**Appendix 1**

The seven principles of public life............................................................................. [11](#Appendix1)

**A message from the Chairman**

Dear Candidate,

Thank you for your interest in becoming an Independent Non-Executive Director of the Criminal Cases Review Commission.

The Commission is an independent body, set up by Act of Parliament, to investigate possible miscarriages of justice in England, Wales and Northern Ireland.  The right to a fair trial is fundamental to the rule of law.  We help safeguard the rights of the individual and the integrity of the trial process by considering whether convictions are safe and sentences appropriate and, where we judge they may not be, referring them back to the courts so that injustices can be rectified.  We are an important part of the system of constitutional checks and balances.

This is an exciting time to join the Commission. Last year we saw published two separate and independent reviews of how we work. The first of those is the outcome of the Government’s Tailored Review of the CCRC which looked closely at the form and function of the Commission. The second is the result of an in-depth and significant independent academic study of our culture, working practices and decision-making by Professor Carolyn Hoyle, *Reasons to Doubt: Wrongful Convictions and the Criminal Cases Review Commission*. Both commend the work of the organisation and I am delighted that the tailored review recognises our “continued excellent work” whilst making recommendations to help us improve further.

We are also undertaking two significant pieces of transformation. We are modernising our IT so that we can be even more accessible to those who may use our services and to stakeholders more generally, as well as enabling staff and Commissioners to work more agilely. We are also relocating to new offices in 2020/21 and although we will remain in central Birmingham, we will take the opportunity to move to a smaller footprint and to embrace home and remote working.

We now seek a third Independent non-executive to join our Board. We are looking for an individual who is committed to our purpose and who understands the importance of what we do.  We want all of our Independent non-executives to complement the skills and knowledge of the Board. In particular, we welcome applications from experienced non-executives who would have the necessary skills and experience to take on the role of Senior Independent Director. This may include senior experience of the workings of government or of the private sector.

Further information about us can be found on the CCRC’s website: <http://www.ccrc.gov.uk/>

I do hope you will consider applying for this important position.

Helen Pitcher OBE

Chairman, Criminal Cases Review Commission

**Diversity and equality of opportunity**

Diversity of opportunity is something the Commission cares passionately about.

We encourage applications from all candidates regardless of ethnicity, religion or belief, gender, sexual orientation, age, disability and gender identity.  We particularly welcome applications from women, those with a disability and those from a black or ethnic minority background. We want to explore the widest possible pool of talent for these important appointments.

**Equal opportunities monitoring form**

The information you provide on the form is for monitoring purpose only and is not part of the assessment process. By collecting and analysing the data of those applying and obtaining an appointment we can improve our diversity strategy. This form is not part of the selection process and will be treated in confidence. It will be kept separate from your application and will not be seen by the selection panel.

**Arrangements for candidates with a disability**

Guaranteed Interview Scheme

There is a guaranteed interview scheme (GIS) for candidates with disabilities who meet the minimum selection criteria. If there are any reasonable adjustments or arrangements we can make if you are invited to interview or on appointment please contact Sonia Cheffings or Anne-Marie Sammon at the CCRC (by email at hr@ccrc.x.gsi.gov.uk) or on 0121 233 1473.

Adjustments

If you have a disability and require adjustments to help you if you are called to attend an interview, please contact:

* Sonia Cheffings or Anne-Marie Sammon at the CCRC (by e-mail at hr@ccrc.x.gsi.gov.uk or on 0121 233 1473)

To discuss any adjustments that you may require if appointed please contact:

* Sonia Cheffings or Anne-Marie Sammon at the CCRC (by e-mail hr@ccrc.x.gsi.gov.uk or contact the switchboard on 0121 233 1473).

**The role of Independent Non-Executive Director**

The Board is responsible for determining and overseeing the overall strategic direction of the Commission.  As an Independent non-executive director you have corporate responsibility to ensure high standards of corporate governance are observed at all times. You will provide external perspective and challenge to the Commission’s work, strengthen governance by supporting the Chairman in securing good governance and supporting the Chief Executive in the effective and efficient management and leadership of the Commission and its staff.

The CCRC is based in Birmingham which is where most of the Board meetings will take place. However, there may be occasional meetings in London and other locations.

**Person Specification**

The successful candidate must have sound knowledge and experience of good governance at senior levels in a large private or public sector organisation. It is likely that you will bring substantial non-executive experience and would be keen to take on the role of Senior Independent Director.

**Essential Criteria**

Candidates will be able to demonstrate the following:

* Exceptional communication skills, high level of personal impact, the ability to provide constructive and independent challenge and support to the Board;
* The capacity to bring a fresh, external view to decision-making;
* Experience at board level in a major delivery organisation as a non-executive director;
* Ability to understand and deal with issues of a high-profile sensitive casework based organisation;
* Ability to seek, challenge and analyse complex information to reach practical decisions and to think strategically; and
* Demonstrable commitment to and an understanding of diversity and equality.

**Terms and Conditions**

The appointment will be for a term of three years. There is the possibility of re-appointment subject to satisfactory performance and subject to a maximum of six years’ service. Any decision on re-appointment is for the Chairman with the approval of the Ministry of Justice’s Permanent Secretary.

**Remuneration**

Remuneration for the post will be a non-pensionable fee of £300 per day with an expected time commitment of 15 - 20 days per year, which includes reading and preparation. The exact time commitment is to be agreed with the Chairman. If you receive a full salary from the public purse, then you will not receive any remuneration for this appointment; this will be abated.

Remuneration will be disclosed in the Commission’s annual report and accounts, in accordance with the HM Treasury Resource Accounting Manual.

**Tax position of Independent non-executives**

Fees will be subject to national insurance contributions and tax via the CCRC payroll. The CCRC cannot appoint a company to the position of Independent non-executive and so the appointment is an individual one and shall be taxed as an office holder.

**Expenses**

Reasonable travel expenses will be reimbursed in accordance with the CCRC’s policies.

**Performance appraisal**

The performance of Independent non-executives is reviewed annually. This will be carried out by the Chairman in each year of appointment.

**Standards in public life, political activity and conflicts of interests**

**Standards in public life**

Candidates must also confirm that they understand and uphold the standards of conduct required of public appointees outlined in the “Seven Principles of Public Life” drawn up by the Committee on Standards in Public Life ([see Appendix 1](#Appendix1)).

Public bodies are expected to maintain a register of interests to avoid any

danger of a board members being influenced - or appearing to be influenced – by their private interests in the exercise of their public duties. Candidates invited to interview will be questioned about any real or perceived conflicts of interest. These do not constitute an automatic bar to appointment, but they must be manageable.

**Political Activity**

Members of the CCRC will need to show political impartiality during their time on the CCRC and must declare any party-political activity they undertake in the period of their appointment.

Due to the nature of the CCRC it is not appropriate for members of the CCRC to occupy paid party political posts or hold sensitive, senior or prominent positions in any political organisation. Nomination for election to political office, for example the House of Commons, the Northern Ireland Assembly, Scottish Parliament, the European Parliament, is not considered compatible with membership of CCRC**.**

Subject to the foregoing, members are free to engage in political activities, provided that they are conscious of their general responsibilities and standards for public life and exercise proper discretion.

The Political Activity Declaration will be kept separate from your application and will only be seen by the selection panel prior to interview.

If you are successfully appointed to the post, details of your response to the Political Activity Declaration will be included in any announcement of your appointment.

**Conflict of Interests**

You will be required to declare any conflict of interest that arises in the course of CCRC business and must declare any relevant business interests, positions of authority or other connections with commercial, public or voluntary bodies.  Any actual or perceived conflicts of interest will be fully explored by the panel at short listing or interview stage.

More generally, there are five issues most frequently encountered that could lead to real, or apparent, conflicts of interest:

* Financial interests or share ownership – for example, holding shares in a firm that is considering applying or has licensed body status in relation to Alternative Business Structures could be a particular area of concern;
* Expertise or activity in particular areas, that whilst not precluding appointment may be perceived by the public as a conflict of interest – for example, it is especially important that associations with legal firms are explored fully;
* Membership of some societies or organisations – for example, dealings with the legal and financial sectors will need to be explored fully;
* Rewards for past or future contributions or favours;
* The activities, associations and employment of relatives or partners.

Further advice about conflicts of interest can be obtained by contacting Robin Davis at hr@ccrc.x.gsi.gov.uk in the first instance.

**Indicative timetable and how to apply**

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| **Campaign Timeline** |  |
| Closed for Applications  | **29th January 2020** |
| Candidates informed if they will be invited to interview: | **Mid- February 2020**  |
| Interviews currently planned for | **February / March 2020**  |
| Interviews to be held in London. Travel expenses **will not** be payable for attending interviews. You may be asked to start the interview with a short presentation; you will be informed a few days in advance of the interview.  We may take two references in advance of the interview. |
| Provisional appointment start date: | **Late March / April 2020** |

The selection panel will include:

* Helen Pitcher, Chairman
* Karen Kneller, Chief Executive
* Andrew Humphrey, Head of Transformation and Tailored Reviews, MoJ
* Independent member, Nicolina Andall.

To apply, please send your C.V. and a supporting letter of no more than two sides that evidences how you meet all the criteria. Please provide examples of where your knowledge and experience matches the essential criteria required for the role.  Your supporting letter should provide specific and detailed examples to demonstrate how you meet the criteria (including what you did to achieve a specific result).

Please ensure you include preferred daytime, evening and mobile telephone numbers, as well as a preferred e-mail address, which will be used with discretion.

You should also complete the separate supporting documents providing any political activity, conflicts of interest, public appointments currently held and the names and contact details of two referees.

Please note referees maybe contacted if you are short listed for interview.

Applications should be sent to: hr@ccrc.x.gsi.gov.uk

**Your personal information**

We will process your application in accordance with the Data Protection Act 1998 and the Ministry of Justice’s Information Charter, which can be found at <https://www.gov.uk/government/organisations/ministry-of-justice/about/personal-information-charter>

**How we will handle your application**

We will deal with your application as quickly as possible.

* We will acknowledge receipt of your application;
* If, in the view of the panel, you are appointable, your name will be forwarded to the Permanent Secretary for approval.
* If your application is unsuccessful you will be contacted by e-mail by the CCRC.

**Security Clearance**

For the successful candidate, the offer of appointment is conditional on achieving clearance to Counter Terrorist Check (CTC) level;this will be discussed with candidates at interview.  CTC clearance involves confirmation of identity and right to work in the UK, plus a criminal record check which will involve the completion of several paper and electronic forms.

**Complaints Process**

If you feel that you have any complaint about any aspect of the way your application has been handled, we would like to hear from you. Please write, or e-mail, the CCRC at the address or e-mail address given below quoting the appropriate reference.

CCRC
Human Resources

5 St Philip's Place

Birmingham
B3 2PW

Email address: hr@ccrc.x.gsi.gov.uk

Complaints must be received by the CCRC within 12 calendar months of the issue or after the recruitment competition has closed, whichever is the later**.**

Your complaint will be acknowledged within two working days of receipt and answered as quickly and clearly as possible; at the most within 20 working days of receipt. If this deadline cannot be met, we will inform you why this is the case and when you can expect a reply.

**Appendix 1**

**The seven principles of public life**

All candidates are expected to demonstrate a commitment to, and an understanding of, the value and importance of the principles of public service. The seven principles of public life are:

**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 material 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 the 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 so doing.

**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.