



## The Professional Standards Authority for Health and Social Care

### Non-Executive Director

Information pack for applicants

*May 2024*



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## Welcome

Thank you for your interest in becoming a Non – Executive Director (NED) of the Professional Standards Authority (PSA).

The PSA is an independent organisation, overseeing the ten statutory regulators for 1.6 million health and social care professionals, and accrediting voluntary registers of a further 100,000 health and care workers.

Our work includes:

- Robust statutory powers – we can refer fitness to practise decisions by the regulators to the High Court if we think they are insufficient to protect the public
- The publication of reports on the performance of the regulators and critical incident reviews of regulatory failures
- Commissioning and publishing research into the effectiveness of regulation
- Working with governments on the reform of professional regulation in health and social care.

We are looking for an individual with highly developed influencing and leadership skills to work in the interests of all members of our diverse society – we do not have preconceptions about where our new Board Member will come from, so don't rule yourself out before reading further!

This is a unique and influential role in the high-profile field of health and social care and our new member will join the PSA at a time of opportunity to be at the centre of the implementation of reform. You will be part of a team working with the governments and administrations across the United Kingdom, with the statutory regulators and non-statutory registers we oversee, with representatives of highly diverse patient and professional groups, and with other stakeholders.

The Board and the Chief Executive lead a small, high-calibre organisation with staff who are widely respected in their fields. The PSA's Board members have a broad range of experience, and we are now seeking a new NED.

We look forward to receiving your application.

Caroline Corby (Chair)

## 1. Background

- 1.1 The Professional Standards PSA for Health and Social Care promotes the health, safety and wellbeing of patients and the public by raising standards of regulation and registration of people working in health and care. We are an independent body, accountable to the UK Parliament, and work closely with the devolved administrations in Northern Ireland, Scotland and Wales.
- 1.2 We oversee the work of 10 statutory bodies that regulate health professionals in the UK and social workers in England. We review the regulators' performance, and audit and scrutinise their decisions about whether people on their registers are fit to practise.
- 1.3 We also set standards for organisations holding voluntary registers for people in health and care occupations and accredit those organisations that meet our standards.
- 1.4 To encourage improvement, we share knowledge and good practice, conduct research and introduce new ideas including our concept of right-touch regulation. We monitor policy developments in the UK and internationally and provide advice to governments and others on matters relating to people working in health and care.
- 1.5 We are committed to integrity, transparency, respect, fairness and teamwork.
- 1.6 More information about our work and the approach we take is available at [www.professionalstandards.org.uk](http://www.professionalstandards.org.uk).

## How we work

- 1.7 Our Board sets our strategy and monitors our performance. The Chief Executive leads our work. He and our staff are independent of government.
- 1.8 Our staff have various skills and roles including legal, governance, conducting reviews and audits, policy, research and operations and finance.
- 1.9 We have three directorates: Regulation and Accreditation (overseeing regulators and Accredited Registers and how well they work), Policy and Communications (developing standards, influencing regulatory policy), and Corporate Services (managing how we deliver our services).

## How we are funded

- 1.10 Our annual budget is around £5.1 million. We are funded in three ways:
  1. The 10 regulators we oversee pay a compulsory fee to us each year. The Health and Social Care Act 2012 provided for the PSA to be funded in the main by the regulatory bodies
  2. Accredited Registers apply to be accredited and pay us a fee to assess whether they meet our standards
  3. The Department of Health and Social Care and other bodies in the UK and internationally, commission us to provide them with advice or carry out reviews.

## Who oversees us

- 1.11 Parliament oversees our work. The Privy Council consults on the budget we say we need to do our work and sets the fees that the regulators must pay. The Health Committee can call us to appear and give account of our work.

## Our legal authority

- 1.12 We were set up under the NHS Reform and Health Care Professions Act 2002. Our legislation has been amended since then. The most recent legislation was the Health and Social Care Act (2012), which gave us two new responsibilities relating to our work with Accredited Registers; and our work advising the Privy Council about appointments to the nine regulators' Councils (we do not oversee appointments to the Board of Social work England). We have the authority to:
  - Review decisions made by the ten regulators about practitioners' 'fitness to practise'. We have a power to appeal decisions to the High Court (Court of Session in Scotland) if we consider them to be insufficient for the protection of the public.
  - Accredit voluntary registers that meet our standards - and suspend accreditation, apply conditions and remove accreditation.
- 1.13 We do not have the power to investigate complaints about the regulators as this part of the legislation has not been put into practice, but we do value hearing from people who are willing to share their experiences with us to help inform our work.

*To find out more about how our work contributes to public protection, read examples of our work in these [case studies](#).*

## Our approach

- 1.14 The PSA was established in 2003 and recognises the improvements made in regulation and registration since that time. The PSA continues to review and improve its core processes to reflect these improvements and to respond to our operating environment.
- 1.15 We introduced a new accredited registers programme in 2021/22 which is financially sustainable, cost effective, robust and better meets the needs of employers, patients and the public.
- 1.16 We will focus more on how we can use the unique role of the PSA to promote and support improvements in regulation and registration for the benefit of patients and the wider public. This will include promoting, shaping and supporting regulatory reform, recognising our key role during a period of significant change over the next few years.

### Strategic aim 1

- 1.17 To protect the public by delivering highly effective oversight of regulation and registration.
  - To deliver our statutory duties, targeting our resources where there is greatest risk to the public
  - To support high standards in health and social care regulation and registration through our performance review, section 29 reviews, accredited registers, policy and communications functions
  - To review and improve our processes (including legislative changes where necessary) to ensure they are effective and efficient.
- 1.18 By 2026: we will develop our proportionate and risk-based oversight functions to drive clear improvements in the work of regulators and registers to protect the public.
- 1.19 We will know that improvements have been made if: the average number of Standards of Good Regulation met by the regulators have increased; the average number of conditions for established Accredited Registers have decreased; there are fewer section 29 appeals and our success rate for these appeals continues to exceed 80%.

### Strategic aim 2

- 1.20 To make regulation and registration better and fairer
  - To lead the development of more effective regulation through reviewing our standards, and undertaking other activities including research, policy advice and quality improvement initiatives, such as sharing good practice
  - To promote, influence and support regulatory reform
  - To promote and monitor equality, diversity and inclusion in our work and in those we oversee.
- 1.21 By 2026: we hope that legislative reform will be complete or clearly underway for all regulators in health and social care and the Authority will be playing an active role in the effective implementation of that reform. In addition, indicators of equality, diversity and inclusion across the regulators and Accredited Registers will show significant progress when compared to 2022/23.

- 1.22 We will know that improvements have been made if: there is an increase in the number of Accredited Registers practitioners working in health and social care; there is comprehensive coverage of appropriate safeguarding checks for those working in health and social care; and indicators of equality, diversity and inclusion have significantly improved.

### Strategic aim 3

- 1.23 To promote and support safer care for all
- To work with others to establish the full range of functions recommended in *Safer care for all* for Health and Social Care Safety Commissioners in each of the four countries of the UK
  - To work with UK governments to develop regulatory strategies to support the workforce strategies
  - To work with regulators, Accredited Registers and other stakeholders to: promote positive workplace cultures; resolve any conflicts between business priorities and patient safety, and between safe spaces, accountability and the duty of candour.
- 1.24 By 2026: all four countries of the UK will have: regulatory strategies that support workforce strategies; and safety oversight functions that monitor and address risks, coordinate inquiries and monitor the implementation of inquiry recommendations.
- 1.25 We will know that improvements have been made if: all UK workforce strategies are underpinned by regulatory strategies; the range of functions of Health and Social Care Safety Commissioners are delivered effectively across the UK; and there are clear and appropriate policies in place to ensure that safe spaces, accountability and candour work together in the public interest.

### Vision

- 1.26 Safer care for all through high standards of conduct and competence in health and social care professionals.

### Mission

- 1.27 To protect patients, service users and the public by improving the regulation and registration of health and social care professionals.

### Values

- 1.28 Our values describe how we work with colleagues and external stakeholders. We strive to promote, develop and demonstrate these values in everything we do. A positive culture leads to better performance and better outcomes for patients and the public.
- 1.29 Our values are:
- Integrity – we will be open, honest and trust each other
  - Transparency – we will be clear about our performance and the reasons for our decisions with all stakeholders
  - Respect – we will treat each other, and those we work with outside the organisation, with respect at all times
  - Fairness – we will strive to be fair in all our decision-making



- Teamwork – we will work in partnership to deliver better outcomes for patients and the public.

## Our Board

- 1.30 The PSA's Board comprises seven non-executive members and one executive member. Specifically:
- A Chair appointed by the Privy Council
  - Three non-executive members; one appointed by the Scottish Ministers, one appointed by the Welsh Ministers and the third appointed by the Department of Health, Social Services and Public Safety in Northern Ireland
  - Three non-executive members appointed by the Privy Council
  - One executive member appointed by our Board itself (the Chief Executive).
  - An associate Board member appointed for two years.
- 1.31 No non-executive members of our Board may be or ever have been a member of a profession regulated by any of the 10 regulators we oversee so that we are independent of the health and social care professions.
- 1.32 The Board is the PSA's highest decision-making forum, where significant strategic and operational matters are discussed, and consequential decisions taken.
- 1.33 The PSA's Board has corporate responsibility for ensuring that it fulfils its statutory duties and for promoting the efficient and effective use of its resources.
- 1.34 To this end, and in pursuit of its wider corporate responsibilities, the Board:
- Sets the overall strategic direction of the PSA within statute and the policy and resources framework
  - Ensures that any statutory or administrative requirements for the use of public funds are complied with; that the PSA operates within the limits of its statutory PSA, and in accordance with any other conditions relating to the use of public funds
  - Ensures that the PSA receives and reviews regular financial information concerning the management of the PSA; is informed in a timely manner about any concerns about the activities of the PSA; and provides positive assurance that appropriate action has been taken on such concerns
  - Demonstrates high standards of corporate governance at all times, including establishing an audit committee to help the PSA to address the key financial and other risks facing it
  - Appoints the Chief Executive to the PSA and, sets performance objectives and remuneration terms linked to these objectives for the Chief Executive, which give due weight to the proper management and use of public monies.

### Committees and working groups of the Board

- 1.35 The Board has delegated specific duties to committees which consequently report back to the Board. These are the Audit and Risk Committee, the Scrutiny Committee and the Nominations Committee. All Board Members are expected to serve on at least one committee. All committees are advisory, although in certain circumstances the Board may delegate decisions to them.



- 1.36 Our Board has different skills and backgrounds. They are not health or care professionals because the legislation under which we were set up does not allow anyone who has been a member of a profession that is regulated to sit on our Board.
- 1.37 We welcome members of the public at our Board meetings and always invite questions.

## Board Members



### Caroline Corby - Chair

Caroline Corby worked in the City for 13 years, specialising in private equity. During this period she served as a non-executive director on around 10 private sector boards across a range of industries.

After taking a career break to raise her three daughters, Caroline joined the board of London Probation Trust in 2007 and subsequently became Chair of the organisation. Since 2015 she has undertaken a number of public appointments including being on the board of Cafcass, the Criminal Cases Review Commission and the Architects Registration Board.

As well as her role as Chair of the Professional Standards PSA, Caroline is also Chair of the Parole Board for England and Wales and a member of the management committee of the Public Chairs' Forum, a member-led body with a remit to improve the efficiency and effectiveness of public services in the UK.



### Alan Clamp - Chief Executive

Alan Clamp became the Chief Executive of the Professional Standards PSA on 1 November 2018. He was formerly the Chief Executive of the Security Industry PSA (SIA). The SIA is a public body that regulates private security in the UK. It supports the key priorities of the Home Office by contributing to the reduction and prevention of crime, and to public protection.

Alan previously held the post of Chief Executive at the Human Tissue PSA (HTA), an independent regulator sponsored by the Department of Health. Prior to this he worked in regulation in the education sector, including several years at Ofsted.

In addition to working for over 20 years in regulation, Alan is a Trustee of the Institute of Regulation and a member of the Management Committee at the Parole Board for England and Wales.



### **Professor Marcus Longley, Chair of the Scrutiny Committee**

Marcus was the Chair of the Cwm Taf Morgannwg University Health Board from 2017 to 2021, and before that was Vice Chair of Cardiff and Vale University Health Board from 2013 to 2017.

Marcus has also served as a Board Member for the Welsh Consumer Council, and for Consumer Focus Wales and was until August 2017 Professor of Applied Health Policy and Director of the Welsh Institute for Health and Social Care, University of South Wales. He is now Professor Emeritus. He has been an Expert Advisor to the Bevan Commission, having previously been a Member there, and is a Senior Associate at The Nuffield Trust.

Marcus was educated at the universities of Oxford, Cardiff and Bristol, and worked in the NHS from 1981 to 1995. He was elected a Fellow of the Faculty of Public Health of the Royal Colleges of Physicians in 2008.



### **Frances Done CBE - Chair of the Audit and Risk Committee (tenure ends on 31 July 2024)**

Frances is a Chartered Accountant whose career has spanned public, private and third sectors.

Her previous roles include Director of Finance and later Chief Executive of Rochdale Metropolitan Borough Council; Chief Executive of Manchester 2002 Ltd, the Organising Committee of the successful XVII Commonwealth Games; Managing Director for Local Government, Housing and Criminal Justice at the Audit Commission, and Chair of the Youth Justice Board for England and Wales.

Her experience in the area of Audit and Risk includes chairing, as a Trustee, the Audit and Risk Committee of the Canal and River Trust 2013-18.

Frances also serves as a non-Executive director on the House of Commons Audit and Risk Assurance Committee and is the Current Chair of the PSA's Audit and Risk Committee, a position she will hold until summer 2024

### **Dr Tom Frawley CBE - Board Member**



After studying at Trinity College Dublin Tom joined the NHS as a Graduate Trainee in 1971. His career in Health and Social Care culminated in appointment as Chief Administrative Officer of the Western Health and Social Services Board in 1985.

In 2000 Tom was appointed by Royal Warrant to the Office of Northern Ireland Ombudsman. In 2002 the Speaker of the Northern Ireland Assembly asked Tom to also undertake the role of the Assembly's Commissioner for Standards, an office he held until 2012. Tom retired as Ombudsman in 2016.

In 2016 was appointed as the Northern Ireland member on the Board of the PSA, he will complete his second term on the Board in 2023.



### **Moi Ali - Board Member**

Board member Moi has over 30 years' experience in communications and training within the public and voluntary sectors. She has written 20 books on marketing and communications, for leading publishers such as Dorling Kindersley, including a communications handbook for health and care professionals.

An experienced non-executive director and chair, she is the Independent Assessor of Complaints for the Crown Prosecution Service, and sits on the Ministry of Defence Police Board (where she chairs the People Committee), and on the Scottish Government's Interim Governance Group to Develop National Anti-Racist Infrastructure.

Moi was Scotland's first Judicial Complaints Reviewer. Previous Board roles include Chair of Action Against Medical Accidents, Vice President of the NMC; Board Member of both Postwatch and the Postal Redress Service; Education Scotland; Scottish Police Authority; Scottish Ambulance Service; and Edinburgh Napier University.

She has been a Public Appointments Ambassador, mentor on the public leadership programme, and a Review Body Member, Office for Judicial Complaints.



### **Nick Simkins – Board Member (Chair of the Audit and Risk Committee from 1 July 2024)**

Nick is a Chartered Accountant who has spent his career as a Partner at leading accountancy firms in the UK.

He has worked across the public and private sectors specialising in audit, governance and risk management with leading government, education, charity and not-for-profit organisations.

Nick has experience of being a non-executive director and audit committee chair at two large further education colleges as well as serving as a trustee for a number of charities.

Nick also currently serves as a non-executive director for a housing association and is a co-opted audit committee member for a Further Education College.



### **Juliet Oliver - Board member**

Juliet Oliver is General Counsel and Executive Director at the Solicitors Regulation Authority.

Juliet specialises in regulatory law and policy. She led the development of the SRA's Standards and Regulations and corporate/governance

arrangements. Previously, as a partner at the law firm Fieldfisher, she acted for regulatory bodies across sectors including healthcare and law. At the General Medical Council she advised on the Shipman and Mid Staffordshire public inquiries, and played a leading role in designing its fitness to practise and revalidation procedures.

Juliet is a trustee of the Royal Medical Benevolent Fund. She also has experience sitting as a member of the Professional Standards Committee of the Chartered Institute of Management Accountants, as Chair of the Investigation Committee and Case Examiner at the General Optical Council, on the Audit Committee of the Royal College of General Practitioners and the Law Society's Mental Health and Disability Committee.

## Non-Executive Director

### Roles and Responsibilities

The main duties and responsibilities of the Board Member is to:

- To build and retain public and professional confidence in the regulation of health and social care professionals and to play a key part in the effective and successful governance of the Professional Standards Authority.
- To support the Chair in setting the strategic direction of the Authority, and monitor and review this on a regular basis in light of developments in the external and internal environments
- Support the Chair and the Executive Team in developing the Authority in-line with the organisation's strategic aims and statutory duties
- Lead the work of the Authority by operating effectively at Board level and acting collectively in representing its decisions
- Provide an independent view, a substantive contribution and constructive challenge at Authority meetings and committees
- Monitor the performance of the Authority's Executive, holding it to account for the delivery of the Authority's business plan and compliance with Statutory and other requirements
- Maintain effective working relationships with the Chair, other board members, the Chief Executive of the Authority and other senior officials
- Maintain effective communications with the appointing authority, advising them of the ongoing work on the Authority and reporting to the Authority on their views
- Represent the Authority, when required, at official occasions or in dealing with members or the public
- Demonstrate commitment to the Seven Principles of Public life.

### Person specification

Candidates will be expected to demonstrate high standards of corporate and personal conduct including impartiality, integrity and objectivity in the execution of the role and responsibilities. It is essential in your application that you provide evidence

and proven examples of your experience against each of the essential criteria below. These responses will be further developed and discussed with those candidates invited for interview, together with the desirable criteria listed.

### Essential Criteria:

- To be able to demonstrate understanding of issues relating to health, regulation and the regulation of health professionals
- Demonstrable ability to operate strategically as an effective member of the Board and contribute positively to the work of the Authority in a non-executive capacity
- Experience of addressing high profile, complex issues and balancing sensitive professional considerations with wider public interest
- Evidence of working constructively and collaboratively with others
- Demonstrable commitment to public service and the protection of patients and the public Evidence of a strong team-working approach, the ability to support others, and work effectively with fellow board members and Authority staff at all levels.

### Desirable Criteria:

- A background in health, social care, or regulation, and well-developed relevant contacts and personal networks
- Experience of non-executive work, and demonstrable understanding of the boundaries between executive and non-executive responsibilities
- Experience of delivering governance in the public, private or not for profit sector
- Experience of commercial healthcare provision in the High Street (pharmacies, opticians etc)

## Terms and conditions

### Time commitment and Remuneration

- 1.38 The Member will be required to commit two - three days per month. The Board meets in person six times a year, with four meetings being in London and two in Scotland, Wales or Northern Ireland. Other meetings, including for our committees, usually take place virtually, with the exception of the Audit and Risk Committee which meets in person four times a year in London.
- 1.39 Remuneration is £8,824 per annum. Remuneration is taxable, and subject to National Insurance contributions, both of which will be deducted at source under PAYE before you are paid. Remuneration is not pensionable.
- 1.40 Board Members may claim travel and subsistence expenses, which are properly and necessarily incurred in carrying out your role and responsibilities as a Board Member of the PSA, in line with travel and subsistence policy and rates. A copy of the policy and rates is available on request.



### **Tenure of office**

- 1.41 The term of appointment will be determined by the Privy Council but is likely to be for a term of three or four years. You may be eligible for re-appointment at the end of your period of office but there is no automatic right to re-appointment.

### **Location**

- 1.42 You will need to be able to travel to London and other locations for Board meetings and sometimes for PSA events.

### **Accountability**

- 1.43 The Member is appointed by the Privy Council and are accountable to the Privy Council for carrying out their duties and for their performance. Members will be expected to participate in an annual appraisal process undertaken by the Chair.

## **Eligibility Criteria**

### **Eligibility Criteria**

- 1.44 The Member must live or work wholly or mainly in the United Kingdom.

### **Disqualification for appointment**

- 1.45 You must not be or ever have been a member of a profession which is regulated under the:

Chiropractors Act 1994  
Dentists Act 1984  
Health and Social Work Professions Order 2001  
Nursing and Midwifery Order 2001  
Medical Act 1983  
Opticians Act 1989  
Osteopaths Act 1993  
Pharmacy Order 2010  
Pharmacy (Northern Ireland) Order 1976

or have been;

- Registered on the Health and Care Professions Council register
  - Registered on the Social Work England social worker register.
- 1.46 You must not be or have ever been registered with any of the AR's currently accredited by us. If during the period of your appointment to the Board a new register is accredited of which you are or have ever been registered with, you would be expected to step down due to the conflict of interest. A full list of AR's can be found here: <https://www.professionalstandards.org.uk/what-we-do/accredited-registers/find-a-register>
- 1.47 You should not have been included by the Independent Safeguarding Authority in a barred list (within the meaning of the Safeguarding Vulnerable Groups Act 2006 or

the Safeguarding Vulnerable Groups (Northern Ireland) Order 2007, or by the Scottish Ministers in the children's list or the adults' list (within the meaning of the Protection of Vulnerable Groups (Scotland) Act 2007);

- 1.48 Members of the Councils/Boards of the following organisations are statutorily prohibited from acting as a Member of the PSA's Board unless they relinquish their current office:
- Social Work England
  - General Dental Council
  - General Medical Council
  - General Chiropractic Council
  - General Optical Council
  - General Osteopathic Council
  - General Pharmaceutical Council
  - Nursing & Midwifery Council
  - Pharmaceutical Society of Northern Ireland
  - Health and Care Professions Council
- 1.49 Should a successful candidate hold such a position we would expect them to relinquish the post at the earliest opportunity.
- 1.50 Please note, the PSA also cannot consider Members of Council of organisations that are accredited by the PSA and listed on the PSA Accredited Register, unless the person relinquishes their current office.
- 1.51 Although not a statutory restriction, the PSA will also not consider current employees either of a Statutory Regulatory listed above, or an organisation listed on an Accredited Register.
- 1.52 There are further statutory restrictions regarding convictions, bankruptcy, insolvency which will exclude an individual from being appointed to this role. For full details on this please refer to the Appendix attached.
- 1.53 Applicants, who are shortlisted for interview, must complete a Political Activity and Conflicts of Interest Forms as part of the application process.

#### **Declaration of interests and ensuring public confidence**

- 1.54 If you have any business or personal interests that might be relevant to the work of the PSA which might lead to a real or perceived conflict of interest were you to be appointed this should be disclosed. Conflicts may relate to any relevant business interests, positions of PSA or other connections with organisations relevant to the business of the PSA.
- 1.55 If you are aware of any potential conflicts prior to your appointment you should raise these during the process of your application. If an issue arises following your appointment you should ensure that you alert the Privy Council to whom you will be accountable for your performance.



- 1.56 If there is anything in your professional history that, if brought into the public domain, may cause embarrassment or disrepute to the organisation, please provide further details in your application form. Failure to disclose such information could result in an appointment being terminated.

### **Diversity and equality of opportunity**

- 1.57 The PSA values and promotes diversity and is committed to equality of opportunity for all. Applications are welcomed regardless of gender, disability, age, religion, ethnic origin, political opinion, sexual orientation or whether or not you have dependants. We are committed to making the recruitment process as accessible as possible.
- 1.58 As a Disability Confident employer, we will guarantee an interview for people with disabilities who meet all the essential criteria and so if you would like to be considered under this scheme then please let us know.
- 1.59 If you have specific requirements at either the application or interview stage, please let us know. Any requirement for reasonable adjustment will be accommodated. Please contact [recruitment@professionalstandards.org.uk](mailto:recruitment@professionalstandards.org.uk) for further information or if you require any reasonable adjustments at any stage of the process. These appointments will be underpinned by the principles of public appointment based on merit after a fair, open and transparent process.

## **Principles of Public Life (the Nolan Principles)**

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.

### **1. Selflessness**

Holders of public office should act solely in terms of the public interest.

### **2. 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.

### **3. Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

#### 4. 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.

#### 5. 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.

#### 6. Honesty

Holders of public office should be truthful.

#### 7. 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.

## How to Apply

- Please submit a CV and supporting statement which sets out how you meet the criteria set out in the Person Specification
- An online Diversity monitoring form. Here, you will be asked a number of diversity-related questions. The form is compulsory. However, if you do not wish to provide a declaration on any of the particular characteristics, you will have the option to select 'prefer not to say'. The information you provide when submitting your application will help us monitor our progress towards becoming an inclusive employer and will not be provided to the panel.

**Applications must be received by Midnight on 3 June 2024. Late applications will not be accepted.**

## Process overview

- The selection panel will decide the candidates who will be selected for interview, taking account of the evidence provided on your application. If you are invited to interview you will be advised by email.
- Interviews will be face to face in London and will take place in late June/early July.
- A submission will be made to the Privy Council following interviews, and it is expected that they will confirm the appointment in due course. Please note that

at this stage information provided by candidates and arising from our due diligence checks may be shared with the Privy Council.

- The Privy Council will write to the successful candidate formally offering them the appointment once confirmed.

## The Panel

The appointment panel will consist of:

- Caroline Corby – PSA Chair and Chair of the Panel
- Marcus Longley - Board Member and Chair of the Scrutiny Committee
- Moi Ali- Board Member
- Julie Dent - Independent Panel Member

## Appendix

### Additional eligibility criteria

1. It is a condition for the appointment as the chair or a non-executive member that that person—

(a) lives or works wholly or mainly in the United Kingdom; and

(b) does not fall within paragraph 2 below

2. A person falls within this paragraph if that person—

(a) has at any time been convicted—

(i) of an offence involving dishonesty or deception in the United Kingdom, or

(ii) of an offence in the United Kingdom, and the final outcome of the proceedings was a sentence of imprisonment or detention (whether suspended or not) of over three months, and

the conviction is not a spent conviction;

(b) has at any time been convicted of an offence elsewhere than in the United Kingdom and the appointor is satisfied that the person's membership of the PSA would be liable to undermine public confidence in the PSA;

(c) has at any time —

(i) been adjudged bankrupt or had a sequestration of his estate awarded unless (in either case) that person has been discharged or the bankruptcy order has been annulled,

(ii) been made the subject of a bankruptcy restrictions order or an interim bankruptcy restrictions order under Schedule 4A to the Insolvency Act 1986 or Schedule 2A to the

Insolvency (Northern Ireland) Order 1989, unless that order has ceased to have effect or has been annulled, or

(iii) made a composition or arrangement with, or granted a trust deed for, the person's creditors unless that person has been discharged in respect of it;

(d) has at any time been removed from office as a chair, member, convenor or director of any public body on the grounds, in terms, that it was not in the interests, or conducive to the good management, of that body that the person should continue to hold that office;

(e) has at any time been, or is currently the subject of, any investigation or proceedings concerning the person's professional conduct by any licensing body and the appointor is satisfied that it would not be appropriate for the person to be a member of the PSA given that investigation or those proceedings;

(f) is subject to—

(i) a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986

(ii) a disqualification order under Part II of the Companies (Northern Ireland) Order 1989

(iii) a disqualification order or disqualification undertaking under the Company Directors Disqualification (Northern Ireland) Order 2002

(iv) an order made under section 429(2) of the Insolvency Act 1986 (disabilities on revocation of a county court administration order);

(g) has at any time been removed —

(i) from the office of charity trustee or trustee for a charity by an order made by the Charity Commissioners, the Charity Commission for Northern Ireland or the High Court on the grounds of any misconduct or mismanagement in the administration of the charity—

(aa) for which the person was responsible or to which the person was privy, or

(bb) which the person by their conduct contributed to or facilitated, or

(ii) under —

(aa) section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990 (powers of the court of Session to deal with management of charities), or

(bb) section 34(5)(e) of the Charities and Trustees Investment (Scotland) Act 2005 (powers of Court of Session),

from being concerned with the management or control of any body;

(h) has been included by—

(i) the Independent Barring Board in a barred list (within the meaning of the Safeguarding Vulnerable Groups Act 2006 or the Safeguarding Vulnerable Groups (Northern Ireland) Order 2007, or

(ii) the Scottish Ministers in the children's list or the adults' list (within the meaning of the Protection of Vulnerable Groups (Scotland) Act 2007).