



# **Planning Inspectorate Non-executive Board Members (x3)**

## **Information Pack for Candidates**

**Closing date: 11.00am on 22 February 2023**



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Department for Levelling Up,  
Housing & Communities

## Welcome



**Trudi Elliott,  
Chair of Planning  
Inspectorate Board**

Dear Candidate

Thank you for your interest in these vacancies on the Planning Inspectorate Board. The Inspectorate's purpose is to deal with planning appeals, examinations of local plans and other planning-related and specialist casework. We share our expertise with our customers, communities, businesses and local and nation governments to enable good planning outcomes. In dealing with planning and other casework we apply our values to be customer-focussed, fair, impartial and open.

In common with many Government services, the Inspectorate faces the challenge of transforming its operational effectiveness. We aim to do this through (but not limited to) the development of new digital services for our teams and customers, implementation of our change programme, our central role in supporting the delivery of the and creating a flexible, diverse and inclusive workforce that reflects the communities we serve.

An effective, robust and responsive planning system is at the heart of the country's aspiration to deliver locally led, sustainable growth and supporting the delivery of the Levelling Up and Regeneration Bill. We are looking to appoint three Non-Executive Directors (NEDs) to our Board. We are looking for someone with a good understanding of the role of audit to chair our Audit and Risk Assurance Committee, someone with a customer focus including equality, diversity and inclusion and culture change and transformation, and someone with a data and digital delivery focus. Full details of the roles, responsibilities and commitments are set out in this document, and I hope you will decide to apply. We want to receive applications from a wide range of individuals, we welcome candidates from under-represented groups including those from an ethnic background.

Information about the Board can be found on the gov.uk [website](#).

# The Planning Inspectorate

The Planning Inspectorate (Inspectorate) is an Executive Agency of the Department for Levelling Up, Housing and Communities (DLUHC) and has been an Executive Agency since 1992, although our history can be traced back to 1909. The Inspectorate operates within a sponsorship arrangement with the department, which is documented in the Framework Agreement and in accordance with Her Majesty's Treasury Green Book requirements and Managing Public Money.

The Inspectorate provides an invaluable service in making decisions on behalf of the Secretary of State, or recommendations to Government departments, on schemes ranging from complex, major national infrastructure investments through to local householder appeals, as well as supporting Local Government to put in place effective Local Plans.

Through the Levelling Up and Regeneration Bill, the Inspectorate will support the Government's manifesto to level up the UK and its goals to reverse geographical disparities. Planning is seen as one of many levers to enable regeneration and improve socio-economic growth across the UK.

To find out more about the work of the Inspectorate view the:

- [flagship video](#)
- [2021-25 Strategic Plan](#) for the vision, direction and strategic context
- latest [statistical release](#) for performance data
- [2020/ 21 Annual report](#)
- Levelling Up and Regeneration – [further information](#)

## About the role

The role of the Planning Inspectorate Board is to provide collective strategic leadership to the organisation. The Board is an advisory Board and is responsible for ensuring the Inspectorate fulfils the aims and objectives of the Strategic Plan, our work reflects the priorities set by the Secretary of State and complies with the requirements relating to the use of public funds.

Non-Executive Directors are expected to attend meetings of the Board and Audit and Risk Assurance Committee (Committee) or Strategic Assurance Panels (Panels) once a month. Meetings are held virtually with plans to meet annually in Bristol. The number of meetings scheduled are:

- Seven Board meetings
- Five Committee meetings
- 11 Panel meetings
- 26 NED briefings with the Chief Executive

Board, Committee and Panel meetings are combined to make these full day commitments of 11 a year. NED briefings are held bi-weekly on a Friday for an hour (virtually). NEDs are also invited to attend events such as OnePINS Live (organisation wide event), project show and tells and All Staff Briefings. The Inspectorate is an evolving organisation and NEDs need to remain flexible in meeting demands on their time. NEDs should expect to attend all Board, Committee and Panel meetings to fulfil their responsibilities.

Further information about the Executive Team and Non-Executive Directors can be found [here](#).

Generic information about the role of non-executives in Government is provided in the Cabinet Office's [Code of Practice on Corporate Governance in Central Government departments](#).

## Role Description and Key Responsibilities

Board members are responsible for:

- Ensuring an effective business planning and performance management framework is in place
- Ensuring that the Planning Inspectorate's work and priorities reflect the priorities of the Secretary of State and that its affairs are conducted with probity, consistent with Managing Public Money
- Delivery against its strategic objectives and ensuring sufficient resources are available to achieve those objectives
- Setting and communicating the Planning Inspectorate values, purpose and objectives to inspectors, other staff and stakeholders whilst protecting and enhancing the Planning Inspectorate's reputation for professionalism, effectiveness, integrity and efficiency
- Monitoring and continuously improving performance and quality
- Ensuring an adequate risk management framework is in place and reviewing strategic risks
- Ensuring best practice accounting procedures are in place, in compliance with the government financial reporting manual (FReM)
- Providing advice to the Chief Executive on the performance of the Executive Directors, and advice to DLUHC on the performance of the Chief Executive.
- Through ARAC offer advice, insight and challenge in relation to risk management policies and assurance framework, accounting policies and financial reporting including the annual report and accounts and internal and external audits.

# Planning Inspectorate Non-Executive Director Selection Criteria

**We are recruiting for three NED Board members.** All candidates must demonstrate, in their CV and supporting letter, how they meet the selection criteria for the roles, through their knowledge, skills and experience. You can apply for all roles with a single application – see ‘How to Apply’.

## Essential Criteria for all three roles:

1. Experience of operating in a senior leadership/ Board role or other Board level experience/ equivalent i.e. charity Board, Trustee/ University/ Council.
2. Excellent communication, interpersonal and engagement skills with the ability to contribute constructively, listening to others and earning the respect of colleagues.
3. Demonstrable skills in winning the confidence of and delivering for Government Ministers or senior stakeholders;
4. Experience of collaborating with multiple stakeholders to build relationships and effect whole system change.
5. Experience of cultural and operational change in a professional environment.
6. High level of data literacy with ability to absorb complex information, strategically challenge and prioritise and scrutinise management performance;
7. Sound judgement, high level of integrity and familiarity with data protection legislation.
8. Familiarity with ‘best in class’ techniques for driving improvements and innovation in operational performance, with a track record of supporting executive teams to raise performance and thereby improve customer experience.

## Essential Criteria for individual roles:

9. We are looking for **one person to Chair the Audit and Risk Assurance Committee (ARAC)** with a financial/ accounting qualification and ARAC Chair/ member experience or senior professional finance/ audit experience e.g. Chief Finance Officer.
10. We are looking for **one person with a digital and data delivery background** with a significant track record of leading and delivering digitally-led system transformation and significant expertise in data and its role in shaping the user experience, improving efficiency to speed up operational performance and enabling strategy delivery; and
11. We are looking for **one person with a customer focus with expertise in improving operational performance** for the end user to support the levelling up agenda by delivering a quality service that meets the needs of all customers.

## Desirable Criteria for all 3 roles:

1. Familiarity of the current planning regimes and the impact on economic growth and communities at both a local and national level;
2. An understanding of central or local government and government agencies.

# Outline Terms and Conditions

**Remuneration:** £10,500 per annum (equivalent to £437.50 per day).

This remuneration is treated as employment income and will be subject to tax and National Insurance contributions, both of which will be deducted at source under PAYE before you are paid.

**Time Commitment:** Your time commitment is expected to be a maximum 2 days per month.

**Term:** Appointments are made by Ministers for a period of up to 3 years.

**Location:** Board meetings are held remotely, with an annual meeting held in Bristol at the office in Temple Quay.

## **Expenses and Subsistence:**

Reasonable travel and subsistence expenses incurred on Planning Inspectorate business will be reimbursed in accordance with the Planning Inspectorate's policies.

## **Conduct:**

The Members will be expected to act in accordance with:

- The principles set out in the Cabinet Office's [Code of Conduct for Board Members of Public Bodies](#). The Code sets out, clearly and openly, the standards expected from those who serve on the boards of UK public bodies and will form part of individual members' terms and conditions of appointment;
- The [Seven Principles of Public Life](#).

## **Nationality:**

You must have a right to work in the UK, there must be no employment restrictions, or limit on your permitted stay in the UK.

## **Annual Performance Review and Reappointment:**

Annual performance reviews are expected to be undertaken.

Reappointments are not automatic and will only be considered subject to satisfactory performance reviews.

# How to Apply

Please submit the required documentation **listed at 1-3 below** to [PublicAppointments@levellingup.gov.uk](mailto:PublicAppointments@levellingup.gov.uk) by **11.00am on 22 February 2023**. **If not provided, your application will not be taken forward. Late applications will not be considered.**

Please ensure you include **'Planning Inspectorate'** and the role you are applying for, e.g. **'ARAC Chair'**, **'Digital and Data Delivery'** or **'Customer Focus'** as the subject line of your email and your Supporting Letter.

1. Your **Curriculum Vitae** (*maximum 2 pages*). Include your education, professional qualifications and full employment history.
2. An accompanying **Supporting Letter** (*maximum 2 pages*). Please tailor setting out your suitability for the role(s) and how you meet the Selection Criteria. We suggest you use specific examples to demonstrate how you meet the Criteria. If you can offer the experience in more than one of the areas referenced above, there is no need to submit more than one supporting letter against the criteria - just clearly reference and example those Criteria in a single supporting letter.
3. **Application and Diversity Information Form**. This is an online form at <https://forms.office.com/e/8ywy6K1u2Y>. You should declare any potential issues including conflicts of interest (perceived, potential or actual), this includes your personal or professional history that could, if you were appointed, be misconstrued, cause embarrassment to the Planning Inspectorate, DLUHC or HM Government, or cause public confidence in the appointment to be jeopardised. The Panel will explore your declarations during the interview process. Failure to disclose such information could result in an appointment either not being made or being terminated.

Candidates should note that 'due diligence' will be carried out as part of the assessment process if you are called to interview and will be shared with the Panel and Ministers, this will include searches on social media, blogs and/or other publicly available information. Diversity data will be treated in confidence and is used for data gathering information only and will not affect your application. Please complete the Disability Confidential section if relevant.

You will receive an automated acknowledgement of your application.

# Assessment Process: Overview

Public appointments are made on the basis of merit, in accordance with the Cabinet Office Governance Code on Public Appointments. The decision on who to appoint is made by Ministers, who receive advice from the Advisory Assessment Panel on the suitability of candidates against the published selection criteria.

The timeline provided is indicative and could be subject to change. If you are unable to meet these timeframes, please let us know by contacting [PublicAppointments@levellingup.gov.uk](mailto:PublicAppointments@levellingup.gov.uk).

## **The Advisory Assessment Panel will be:**

- Conrad Smewing, Director of Planning, DLUHC and Panel Chair
- Trudi Elliott CBE, Chair of the Planning Inspectorate
- Councillor Baroness Teresa O'Neill of Bexley OBE, Non-executive Board Member, Homes England - Independent Panel Member

Due to the high volume of applications we receive, we only provide feedback to candidates who reach the interview stage and will only be provided once the campaign has concluded.

# Assessment Process: Indicative Timeline

The timeline provided is indicative and could be subject to change, potentially at short notice. If you are unable to meet these timeframes, please let us know by contacting [PublicAppointments@levellingup.gov.uk](mailto:PublicAppointments@levellingup.gov.uk).



Closing date: 22 February 2023



Shortlisting: Mid-March 2023 (TBC)



Panel interviews: Mid-late April 2023 (TBC). The interviews may be conducted remotely. Copies of passports will need to be provided prior to interview in order to check candidates' identity. Should interviews be held in person, please let us know if you have any accessibility issues.



The Minister may choose to meet with these candidates before making a decision.  
Provisional start date: Early-mid June 2023 (TBC)

Please note: The time taken between interview and a final appointment decision being made can sometimes take a number of weeks. Candidates who have been interviewed will be kept informed of progress.

# Diversity and Equal Opportunities

DLUHC is committed to the principle of Public Appointments on merit with independent assessment, openness and fairness of the process and providing equal opportunities. Applications are welcome from all, we particularly encourage applications from women, people from ethnic background, people with disabilities and other under-represented groups.

If you believe you have the experience and qualities we are seeking, we look forward to receiving your application.

## Disability Confident

As a Disability Confident employer, we will ensure that a fair and proportionate number of disabled applicants that meet the minimum criteria for this position will be offered an interview. By 'minimum criteria,' we mean that you must provide evidence in your application, which demonstrates that you meet the level of competence required under each of the essential criteria. If you wish to apply under this scheme, please complete the declaration in the on-line application form. It is not necessary to state your disability.

## Reasonable Adjustments

If you would like a confidential discussion regarding any reasonable adjustments during the process, please indicate this in the email covering your application or contact [PublicAppointments@levellingup.gov.uk](mailto:PublicAppointments@levellingup.gov.uk). You do not need to apply under the Disability Confident Scheme to ask for a reasonable adjustment.

# Further Information

**Contact:** For further information about the roles or application process please contact [PublicAppointments@levellingup.gov.uk](mailto:PublicAppointments@levellingup.gov.uk). Please put **Planning Inspectorate - 'ARAC Chair', 'Digital and Data Delivery' or 'Customer Focus'** as the subject line of your email.

We aim to process all applications as quickly as possible and to treat all applicants with courtesy. If you have any complaints about the way your application has been handled, please contact [PublicAppointments@levellingup.gov.uk](mailto:PublicAppointments@levellingup.gov.uk).

**Complaints:** If you feel this competition has not been conducted fairly and you wish to make a complaint, you should initially contact the Appointments Team at [PublicAppointments@levellingup.gov.uk](mailto:PublicAppointments@levellingup.gov.uk).

# GDPR

We will process your application in accordance with the General Data Protection Regulations and Data Protection Act 2018. Your data will be held securely and processed for the purpose of the recruitment process. Access will be restricted to those dealing with your application or involved in the recruitment process, this will include Ministers and Special Advisers.

Data may also be shared with Cabinet Office, in order to comply with the Public Appointments Governance Code, article 3.1 of the Public Appointments Order in Council 2019. Data may also be shared with Cabinet Office and The Commissioner for Public Appointments in order to meet the public equality duty as set out in the Equality Act, s149. The Commissioner may also request access as part of a complaint investigation or review of the recruitment process.

Your data will be stored for 2 years, if appointed your data will be stored for the duration of your tenure and may be shared with the organisation that you are appointed too, unless specifically requested otherwise. Should you wish your data to be removed from our records, please contact [PublicAppointments@levellingup.gov.uk](mailto:PublicAppointments@levellingup.gov.uk).

## **Complaints:**

If you consider that your personal data has been misused or mishandled, you may make a complaint to the Information Commissioner who can be contacted at:

Information Commissioners Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

0303 123 1113 email: [casework@ico.org.uk](mailto:casework@ico.org.uk).

The data controller for Public Appointments is joint between DLUHC, OCPA and the Cabinet Office – amend if not OCPA

# Seven Principles of Public Life

In 1995 the Committee on Standards in Public Life defined seven principles which should underpin all who serve the public. It is important that members of public bodies maintain the confidence of Parliament and the public. Consistent with the Governance Code, applicants will be assessed on merit, and all candidates will need to uphold the standards of conduct set out in these principles that will be tested during the selection process. Failure to disclose such information could result in an appointment either not being made or being terminated. Should you wish to speak to someone concerning a potential conflict of interest or other issues please contact a member of the Public Appointments team at [PublicAppointments@levellingup.gov.uk](mailto:PublicAppointments@levellingup.gov.uk) in the first instance.

**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 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 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 doing so.

**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.