



Education & Skills
Funding Agency



Department
for Education

**Education and Skills Funding Agency (ESFA)
Audit and Risk Committee (ARC) Chair &
Management Board (MB) Non-Executive
Director**

Candidate Information Pack

January 2023

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Welcome

From Rt. Hon. Gillian Keegan, Secretary of State for Education

Education opens doors and shapes the lives of children, young people, and adults. It is an integral part of the levelling up agenda – ensuring that every child, young person, and adult can realise their full potential. This is our core objective as the Department for Education (DfE). As an Executive Agency of DfE, the Education and Skills Funding Agency (ESFA) shares and supports this objective through its successful delivery and assurance of funding for learners of all ages across England.

To support this, we are seeking to appoint a high calibre Chair for ESFA's Audit & Risk Committee (ARC) and Non-Executive Director for ESFA's Management Board (MB). The Chair and Non-Executive Director will be central to supporting executive decision making and providing strong strategic aims and standards. We are seeking applicants with significant experience and expertise to bring to ESFA's ARC and Board discussions, and those who will be committed to driving forward the work of the organisation.

Thank you for your interest and for taking the time to read this candidate pack. If you have the skills and experience described below, I hope that you will apply. My department is focused on equality of opportunity, and I am committed to ensuring that Board appointments better represent the views of the communities which they serve. I therefore particularly encourage applications from women, people with disabilities and neurodivergence, LGBT+ candidates and those from ethnic minority backgrounds.

From David Withey, Chief Executive Officer for the Education and Skills Funding Agency

The ESFA is one of the largest funding operations across Government. We are responsible for delivering £67bn of funding to more than 24,700 providers across the education and skills sectors. We are accountable for £1 in every £10 spent by the UK Government and we hope to ensure that every pound spent on education and skills has the greatest possible impact on ensuring that all learners can reach their potential.

We do this by providing:

- **certainty** about funding, enabling providers to plan effectively
- **support** to those we fund to access high quality support and guidance, protecting against financial difficulty
- **assurance** that taxpayer's money is used for its intended purpose.

You will be joining the agency at a crucial time. Following an Arm's Length Body review in 2021 the agency has a clearer focus on delivery. We have just launched our new strategic purpose and are looking to play a stronger role in building partnerships with the sector to support effective financial management, alongside our crucial regulatory-type functions.

Working closely with my leadership team and other NEDs, you will provide advice, support and challenge to the agency. I am proud of the work that we do and really delighted to lead an agency that plays such a critical role in ensuring good outcomes for children and learners.

I look forward to working closely with the successful candidate, receiving robust support and challenge to help achieve the agency's vision.

About the ESFA

The Education and Skills Funding Agency is accountable for funding education and skills for children, young people, and adults. In 2021-22, ESFA successfully distributed £65 billion of funding to education and skills providers. This included new funding streams to help mitigate the impacts of the COVID-19 pandemic, contributing to a total of £1.145 billion of educational recovery funding, helping learners catch up on lost learning.

The agency was reviewed as part of the Public Bodies programme in 2021/2022 and has undergone changes to its remit and size as a result. The Review Summary Report and the Department's Response to the Recommendations can be viewed [here](#).

Following the review, the agency is more tightly focused on funding delivery, with key aims to ensure that it remains effective, efficient, accountable, and aligned to DfE and wider government priorities. ESFA achieves its purpose through:

- Delivering accurate, timely and efficient funding to education providers
- Ensuring public funds are properly spent to protect taxpayers' money and ensure value for money
- Utilising financial insight and expertise to advise, detect and prevent misuse of funds
- Building the financial capabilities across the education sector by providing practical informative guidance and support
- Working closely with the Regions group in DfE to operate proportionate regulation and oversight of the sector

ESFA's strategic outcomes are currently:

- Certainty – Those who ESFA fund have certainty in their funding, enabling them to plan effectively
- Support – Those who ESFA fund can access high quality support and guidance, protecting against financial difficulty
- Assurance – Taxpayers money is used for its intended purpose

See more detail on this in Annex 1.

Further Information

More detail on the ESFA can be found on [GOV.UK](https://www.gov.uk).

About the ESFA Audit and Risk Committee (ARC) and ESFA Management Board (MB)

ESFA's ARC

ESFA's ARC is a sub-committee of the ESFA Management Board, established to support them in their responsibilities for issues of risk, control and governance. ARC does this by reviewing the comprehensiveness of assurances in meeting the board and Chief Executive Officer's (CEO) needs and reviewing the reliability and integrity of these assurances.

ESFA's ARC advises the Board and CEO on:

- The strategic processes for risk, control, and governance, including controls for securing efficiency and effectiveness within providers funded by ESFA
- ESFA's annual governance statement, including advice on the reliability, integrity and scope of assurances used to inform the statement and any significant control issues which should be disclosed
- ESFA's annual report and accounts, including the process for review of the accounts prior to submission for audit, levels of error identified and management's letter of representation to the external auditors
- The planned activity and results of both internal and external audit, including:
 - the scope and objectives of the work of the Government Internal Audit Agency (GIAA)
 - the GIAA's annual assurance statement, the annual report on risk analysis activities and any control issues identified in the National Audit Office (NAO) reports
 - the adequacy of management responses to issues identified by the GIAA, NAO, and other assurance activities
 - relevant performance measures and indicators for the GIAA; and the monitoring of the work of the function through these measures and indicators
- Assurances relating to the management of risk and corporate governance requirements for the organisation
- Anti-fraud policies, whistle-blowing processes, and arrangements for special investigations
- Any issue requiring escalation to the Department for Education's Audit and Risk Committee

ESFA's Management Board

ESFA's Management Board provides strategic direction, support, and guidance to ensure the delivery of ESFA's Business Plan objectives, organisational effectiveness, and alignment with the DfE's mission, strategy, and purpose.

The Board advises the CEO on effective arrangements to provide assurance on risk management, governance, and internal control. It challenges and advises on the overall performance of ESFA and supports the CEO in the discharge of obligations set out in 'Managing Public Money' for the proper conduct of business and maintenance of ethical standards.

It is responsible for:

- Establishing and taking forward the strategic aims and objectives of the ESFA consistent with its overall strategic direction and within the policy and resources framework determined by the Secretary of State
- Ensuring that it receives and reviews regular financial information concerning the management of the ESFA; is informed in a timely manner about any concerns about the activities of the ESFA; and provides positive assurance to the department that appropriate action has been taken on such concerns
- Demonstrating high standards of corporate governance at all times, including by using the ESFA Audit and Risk Committee to help the ESFA Management Board to address key financial and other risks

Please see a list of all current ESFA ARC and Board members in Annex 2.

Role Description

ESFA wishes to recruit an individual who will Chair its Audit and Risk Committee and sit on ESFA's Management Board as a Non-Executive Director. The role of the ARC Chair is key to achieving committee effectiveness. As such, the successful candidate is expected to participate fully in ARC's business, in particular by undertaking the following responsibilities:

- Providing leadership to ESFA's ARC ensuring the effective performance of the Committee, in accordance with its Terms of Reference. This includes:
 - ensuring all Committee members have an appropriate programme of engagement with the organisation and its activities to help them understand the organisation, its objectives, business needs and priorities
 - establishing a mechanism enabling key stakeholders to consider the group's overall risk and assurance needs
 - encouraging good, open relationships between the Audit and Risk Committee, Accounting Officer, department's finance team and internal and external auditors
 - ensuring that there is an appropriate process between meetings for action points arising from Committee business to be appropriately pursued
 - ensuring that members who have missed a meeting are appropriately briefed on the business conducted in their absence
 - ensuring that there is a periodic review of the overall effectiveness of the Committee and of its terms of reference
 - ensuring that Committee members are provided with appropriate appraisal of their performance and that training needs are identified and addressed
 - actively engaging in the appointment of new committee members
- Providing support and advice to ESFA's CEO in their role of Accounting Officer
- Considering GIAA's internal audit strategy and plans for the agency, and reviewing their annual reports and assurance on corporate governance, risk management and internal control
- Considering plans, reports, management letters and any other matters, from the National Audit Office (NAO)
- Considering reports on business areas from senior ESFA officials to provide the Committee with assurance on the management of major risks to the ESFA
- Reviewing the ESFA Resource Accounts and advising the Accounting Officer on the appropriateness of the draft governance statement, prior to submission to the NAO
- Promoting sound corporate governance within the ESFA
- Attending and participating fully in the business of DfE ARC, and providing a strategic link into and/from ESFA's ARC

As a member of ESFA's Management Board, the successful candidate is expected to undertake the following responsibilities:

- Supporting the Chair, ESFA CEO, and Executive Team in establishing and taking forward the strategic objectives of the agency

- Supporting the Chair in seeking assurance of effective risk management, particularly relating to strategic risks
- Providing effective scrutiny and challenge to ensure that activity undertaken by the ESFA support wider strategic policies and that its affairs are conducted with probity
- Monitoring the budget spend of the organisation, ensuring that it delivers services in line with the targets agreed with the Board

The successful candidate will be assigned a specific area of responsibility linked to the ESFA's core business areas, to provide scrutiny and effective challenge.

The successful candidate will agree to comply with the Code of Practice for Board Members, and the Cabinet Office Code of Conduct for Board Members of Public Bodies.

Person Specification

Are you a confident individual that can effectively lead a group to achieve set goals and objectives; do you have experience of providing scrutiny and effective challenge to support decision making; do you have experience of working flexibly to respond to the changing needs and priorities of an organisation; do you have experience of considering issues from a strategic perspective; do you have the ability to use this strategic perspective to support and challenge ESFA's Board Chair and Executive Team in their planning and risk management? If so, we would like to hear from you.

We are focused on equality of opportunity for all, and particularly welcome applications from women, people with disabilities and neurodivergence, LGBT+ candidates and those from ethnic minority backgrounds. Please see the essential and desirable criterion below.

Essential Criteria

Candidates will be asked to present evidence of the following essential criteria throughout the selection process:

- **Expert knowledge of governance, risk and controls environment and managing relationships with auditors**
- Proven advisory/committee experience as a Non-Executive Director
- Experience in digital/technology including security and business continuity
- Experience of large-scale transformational change and the ability to lead others through change
- Effective communication and relationship building, including the ability to chair meetings effectively, influence, challenge and listen sensitively to the views of others
- Experience of strategic finance and finance operations, at a senior level in a business or other organisation, with good understanding of effective financial management disciplines
- The ability to consider issues strategically, contributing to strategic development with high standards of objectivity and integrity
- Experience related to organisational effectiveness and design (covering process design and management, programme & project delivery, systems implementation, customer service, results focus & management information)

- Experience of strong people management

The lead criterion for this role is **Expert knowledge of governance, risk and controls environment and managing relationships with auditors.**

Desirable Criteria

Desirable skills and experience include:

- Commercial/handling of contracts in large scale organisations or a public setting
- Banking experience in debt capacity, monitoring and repayment of loans
- Education sector expertise, including previous experience working with education providers (for example schools, academy trusts, colleges etc)

Time Commitment and Meetings

For the responsibilities above, the normal expectation of commitment for an ARC Chair and Non-Executive Board member will be up to 36 days per year.

Please note:

- The successful candidate will be expected to attend the following meetings:
 - ESFA Audit and Risk Committee meetings (as Chair)
 - ESFA Management Board (as Non-Executive Director)
 - Department for Education Audit and Risk Committee meetings and workshops (as member)
- ESFA Audit and Risk Committee will take place up to six times per year and last no more than three hours per meeting
- ESFA's Management Board will take place on a quarterly basis and will last for a maximum of three hours
- DfE's ARC meetings will take place six times per year and are expected to last for three hours per meeting. DfE's ARC workshops will also take place six times per year (on the morning preceding ARC meetings) and are expected to last for two hours. The successful candidate is expected to attend in person but will have the option to dial in remotely if needed
- Travel will be required to London to attend ESFA ARC and Board meetings in-person. Travel to other ESFA sites may also be required on occasions
- There may also be a requirement to attend occasional additional meetings, and additional briefing and information sessions associated with regular meetings

The attendance record of individual committee members will be disclosed in the annual ESFA Governance Statement.

Length of Term

Members of ESFA's ARC and ESFA's Management Board are appointed for a period of three years, with the option to re-appoint for a further three years dependent on ministerial approval. Membership may be reviewed at any time.

Remuneration and Expenses

Remuneration for the Chair of the Audit and Risk Committee and non-executive member of the Management Board is currently set at a rate of £15,000 gross per annum.

The remuneration is designed to cover attendance at all meetings and the preparation necessary for those meetings, including the specific review of papers and attendance at the precursor and main meeting, as well as any additional briefing meetings. All other expenses, such as travel, are to be met by the appointee out of the remuneration

Conditions of Service

The government expects all holders of public office to work to the highest personal and professional standards.

They will ensure they comply with the Code of Practice for Board Members, and the Cabinet Office [Code of Conduct for Board Members of Public Bodies](#).

Members are expected to conduct themselves in accordance with the Seven Principles of Public Life and the [Civil Service Code](#). Appointees will have the same rights as Civil Servants under the Civil Service Code to raise concerns about matters of conscience or propriety. The procedures for doing so, including the opportunity to appeal to the Civil Service Commissioners, can be found in the code.

Training

Induction and training will be provided by ESFA on appointment, including shadowing. External training opportunities will be considered based on availability and suitability.

Statutory Requirements and Restrictions

This appointment will be made by the Secretary of State for Education / Department for Education Ministers and is subject to routine security clearance.

Indicative Timeline

| | |
|--------------------------|------------------------------------|
| Closing date | 11:55pm on 17 February 2023 |
| Sifting and shortlisting | March 2023 |
| Panel interview | May 2023 |

Appointment Process

How to Apply

Suitably qualified candidates are asked to submit:

- A completed personal details form including a completed Diversity Monitoring form, contact details (including email address) for two professional referees available, details of any conflict of interest and political activity. The personal details form is available at **Annex 5**
- A comprehensive CV and a separate statement of suitability, of not more than **four** sides of A4 (using Arial font, size 12), which outlines how you meet the requirements of the ARC Chair role, and MB Non-Executive Director role.

Applications should be sent to:

DfE.ESFASPONSORSHIPTEAM@education.gov.uk

The deadline for applications is 11:55pm on 17 February 2023.

Interview

Interviews will be held in-person in May 2023, and specific details will be confirmed upon successful shortlisting. The successful candidate will be informed whether they have an interview following the shortlisting process.

Following the recruitment process, the panel will make recommendations to the Secretary of State on suitable candidates for consideration, for her to make the final decision.

Announcement and Start Date

The new ESFA ARC Chair and Management Board Non-Executive Director will begin their tenure in December 2023. Availability before this date for induction and training events may be required.

Contact Information

For queries relating to this recruitment please contact:

DfE.ESFASPONSORSHIPTEAM@education.gov.uk

Complaints

The Department for Education's recruitment processes are underpinned by the recruitment principles of the Civil Service Commissioner, which outline that selection for appointment be made on merit on the basis of fair and open competition:

<https://civilservicecommission.independent.gov.uk/recruitment/>

If you feel at any time your application has not been treated in accordance with the values in the Civil Service Code and/ or if you feel the recruitment has been conducted in such a way that conflicts with the Civil Service Commissioner's Recruitment Principles, you may make a complaint, by contacting DfE.ESFASPONSORSHIPTEAM@education.gov.uk in the first instance.

If you are not satisfied with the response you receive, you can contact the Civil Service Commissioners:

<https://civilservicecommission.independent.gov.uk/recruitment/civilservicerecruitmentcomplaints>

Annex 1: ESFA Strategic Outcomes






Education & Skills
Funding Agency



Every pound spent on education and skills has the greatest possible impact on ensuring all learners can realise their potential



DfE Transformation Aims

| | | | | |
|--|--|--|--|----------------------------|
| <p>Outcomes</p> |  <p>Certainty Those we fund have certainty in their funding, enabling them to plan effectively.</p> |  <p>Support Those we fund can access high quality support and guidance, protecting against financial difficulty.</p> |  <p>Assurance Taxpayers money is used for its intended purpose.</p> | |
| <p>Ways we do this include...</p> | <ul style="list-style-type: none"> • Providing accurate and timely allocations and payment instructions. • Providing clarity on the roles and responsibilities of providers. • Influencing frameworks and funding rules to ensure they are simple and easy to understand. • Delivering information on funding through our digital funding service. | <ul style="list-style-type: none"> • Providing direct support to providers in financial difficulty to protect against delivery failure. • Ensuring high quality financial advice is available to identify savings and efficiencies for providers. • Proactively identifying providers who may be under financial stress. • Encouraging providers with concerns to partner with us to address them. | <ul style="list-style-type: none"> • Building financial capability and understanding across the education and skills sector. • Monitoring providers to ensure compliance with funding rules. • Investigating potentially misused funds. • Recovering misused funds and taking appropriate actions against those responsible for financial mismanagement. | |
| <p>Enablers</p> | <p>People</p> | <p>Stakeholders</p> | <p>Governance</p> | <p>Data/digital</p> |
| <p>Behaviours</p> | <p>Respectful</p> | <p>User Centric</p> | <p>Collaborative</p> | <p>Creative</p> |

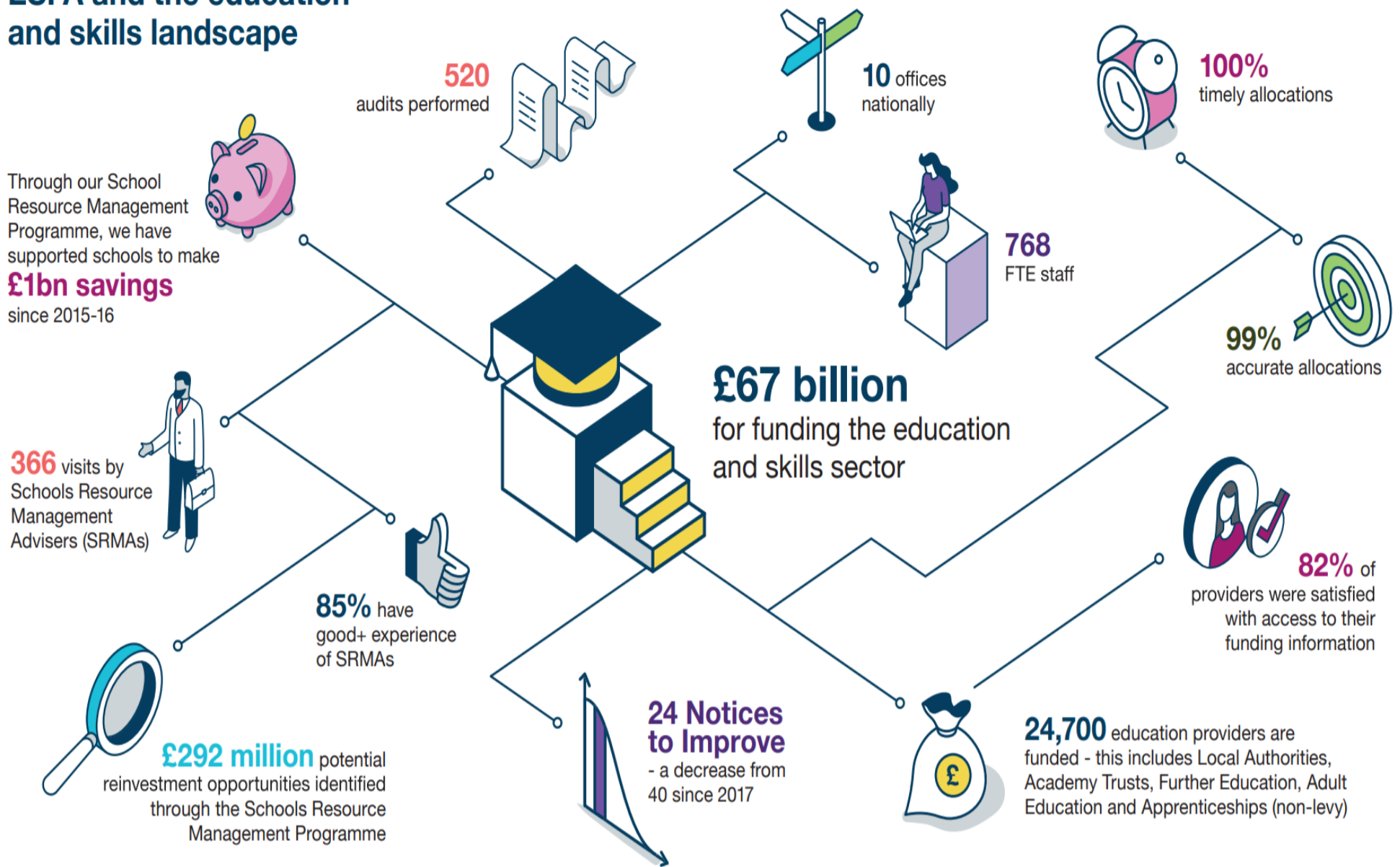
Annex 2: ESFA's Management Board & Audit and Risk Committee Non-Executive Directors

| | Martin Spencer MB Chair | Hunada Nouss OBE ARC Chair & MB NED | Peter Kane ARC & MB NED | John Lakin ARC NED | Paul Woodgates ARC NED |
|--------------------------------------|--|--|---|--|---|
| Management Board attendance* | 5/6 | 6/6 | <i>Report collated prior to tenure as NED</i> | N/A | N/A |
| Audit and Risk Committee attendance* | N/A | 6/6 | 4/4 | 6/6 | <i>Report collated prior to tenure as NED</i> |
| Appointment Terms | 01 September 2018 – 31 May 2025 | 01 September 2018 – 30 November 2023 | 01 November 2021 – 31 October 2024 (ARC) 01 August 2022 – 31 July 2025 (MB) | 01 July 2018 – 30 September 2024 | 01 September 2022 – 31 August 2025 |
| Biography | Martin has a background in consulting and in the delivery of large infrastructure programmes having previously worked for Capgemini, KPMG and BAE Systems Detica in global and Public sector leadership roles. Martin also holds non-executive roles with Serious Fraud Office and Ofsted. | Hunada has a broad base of expertise across sectors, working on organisational performance and change. She worked for 6 years in Whitehall, as Director General of Finance and is currently a council member of City, University of London and chairs their ARC. She also has a seat on the board of the Met Office and chairs its Audit and Risk Assurance Committee. | Peter's career in finance, accountancy, and strategic policy making spans a range of public services. He was a senior civil servant in HM Treasury, Cabinet Office and Home Office. Peter holds non-executive positions as Chair of Audit for two London NHS Trusts, a member of the Institute for Fiscal Studies Board, and the Audit Committee of Historic England. | John worked at PwC LLP for 23 years where he was the partner responsible for education and children's services and for public policy, research and economics. John has since pursued a portfolio of non-executive positions including Chair of the Performance Committee and Vice Chair of the Audit and Risk Assurance Committee at the Children and Family Court Advisory Support Service. | Paul is an expert in strategy, operations, change and leadership in universities. He was previously responsible for building and running the education consulting practice of PA Consulting internationally. He has worked extensively with government departments, regulators, and funding bodies and currently holds a non-executive position in the higher education sector. |

*Attendance as reported in the 2021-22 ESFA Annual Reports and Accounts.

Annex 3: ESFA and the education and skills landscape

ESFA and the education and skills landscape



Annex 4: The Seven Principles of Public Life

All applicants for public appointments 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:

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.

Annex 5: Personal Details Form



Department
for Education

Personal Details Form – ESFA ARC Chair and Management Board Non-Executive Director

Candidate Application Form

You must complete all fields marked with an asterisk (*)

We are happy to accept applications in alternative formats from applicants who, for reasons of disability, may find it difficult to fill in our standard form. If you would like to have a chat with us about reasonable adjustments, please contact us at DfE.ESFASPONSORSHIPTEAM@education.gov.uk

| | |
|---|---|
| * | Role you are applying for: ESFA ARC Chair and Management Board Non-Executive Director |
| * | Title: Surname(s): Forename(s): |
| * | Address for correspondence: |
| * | Primary contact number: Email address: |
| * | How did you find out about this vacancy? (Please tick) <input type="checkbox"/> Online / social media – please specify: <input type="checkbox"/> The organisation’s website <input type="checkbox"/> Print media – please specify: <input type="checkbox"/> Centre for Public Appointments website <input type="checkbox"/> Personal / professional network <input type="checkbox"/> Other – please specify: |

| References | |
|--|---|
| <p>Please provide below the name and contact details of two people who may be asked to act as referees for you. They will be expected to have authoritative and personal knowledge of your professional achievements/competencies.</p> <p>We will only approach your referees if you are invited to interview.</p> | |
| * | <p>Referee 1</p> <p>Name:</p> <p>In what capacity and over what period has the individual known you?</p> <p>Primary contact number: Email address:</p> |
| * | <p>Referee 2</p> <p>Name:</p> <p>In what capacity and over what period has the individual known you?</p> <p>Primary contact number: Email address:</p> |

| Disability Confident | |
|--|---|
| <p>The 'Two Ticks' or Disability Symbol Scheme was replaced by the Disability Confident Scheme in November 2016. Like the previous scheme, we commit to offer an interview to disabled people who meet the minimum criteria for the job.</p> <p>By 'minimum criteria', we mean that you must provide us with evidence in your application, which demonstrates that you meet the level of competence required under each of the specific qualities and skills sought.</p> <p>If you have a disability, neurodivergence, or long-term condition (such as dyslexia, diabetes, arthritis, a heart condition, or mental health condition) and want to apply under the Disability Confident Scheme complete the below declaration. If you are invited to interview and require adjustments, don't worry, we will ask you about this within your invitation to interview.</p> | |
| * | <p>I have a disability and would like to apply under the Disability Confident Scheme.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |

| Conflicts of Interest | |
|------------------------------|--|
| * | <p>If you have any interests that might be relevant to the work of this role and which could lead to a real or perceived conflict of interest, should you be appointed, please provide brief details below.</p> <p>This information may be shared with Cabinet Office in line with Section 9.1 of the Governance Code of Public Appointments 2017. All information provided by applicants will be handled in a manner consistent with GDPR 2018.</p> <p>Do you consider yourself to have a real or perceived conflict of interest in relation to this role?</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes (please provide details below)</p> |

| | |
|--|--|
| | |
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| Due Diligence | |
|---------------|--|
|---------------|--|

| | |
|---|--|
| * | <p>The Department will undertake due diligence checks on all applicants who are invited to interview, and ongoing checks will be done up to the start of any appointment. Due diligence checks will include social media and internet searches. Information obtained through these checks will be considered as part of the selection process.</p> <p>If there is anything relevant to your suitability as a public appointee – for example any criminal convictions, bankruptcy or anything which could impact on public confidence on your suitability, please provide brief details below:</p> <p><input type="checkbox"/> Not applicable <input type="checkbox"/> Yes (please provide details below)</p> |
|---|--|

| Political Activity | |
|--------------------|--|
|--------------------|--|

| | |
|---|---|
| * | <p>Have you undertaken any political activity for a political party in the past five years? Please tick:</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes (please state for what party and specific what activity)</p> <p>Party name:</p> <p><input type="checkbox"/> Held office <input type="checkbox"/> Public speaking <input type="checkbox"/> Stood for election <input type="checkbox"/> Made donations to a party (Please state how much): <input type="checkbox"/> Any other political activity (Please provide further information in the box below)</p> |
|---|---|

| | |
|---|---|
| * | <p>Please disclose any other activity that you think we should be aware of:</p> |
|---|---|



What is your name? _____

Role applied for: ESFA ARC Chair and Management Board Non-Executive Director

We are committed to reflect the diverse communities we serve. To do this we need your help in filling out a short monitoring form. The information you provide will help support us ensure that our recruitment processes are fair to all and allow us to attract diverse and talented candidates. You can select "prefer not to say" if you would rather not answer any question.

The information you provide will:

- **not** be used as part of the selection process;
- **not** be seen by the interview panel;
- **only** be used by the department, for statistical purposes. No information will be published which allows any individual to be identified.

The form should only take a few minutes to complete. Thank you in advance for your support.

1. What is your gender?

Female

Male

Non-Binary

I prefer not to say

I identify as: _____

2. Disability

Do you have any neurodivergence, physical or mental health conditions or illnesses lasting or expected to last 12 months or more?

Yes

No

I prefer not to say

If you have answered yes to the question above, does your condition or illness/do any of your conditions or illnesses reduce your ability to carry out day-to-day activities?

Yes

No

3. Ethnicity

Please choose one of the following options that most accurately describes your ethnic group or background.

White

- English / Welsh / Scottish / Northern Irish / British
- Irish
- Gypsy or Irish Traveller
- Any other White background, please describe: _____

Mixed / Multiple ethnic groups

- White and Black Caribbean
 - White and Black African
 - White and Asian
 - Any other Mixed / Multiple ethnic background, please describe: _____
-

Asian / Asian British

- Indian
 - Pakistani
 - Bangladeshi
 - Chinese
 - Any other Asian background, please describe: _____
-

Black African / Caribbean / Black British

- African
 - Caribbean
 - Any other Black / African / Caribbean background, please describe: _____
-

Other ethnic group

- Arab
- Any other ethnic group, please describe: _____
- I prefer not to say

4. Age

What was your age group at your last birthday?

- | | | |
|--------------------------------|-------------------------------------|--|
| <input type="checkbox"/> 16-24 | <input type="checkbox"/> 55-64 | <input type="checkbox"/> I prefer not to say |
| <input type="checkbox"/> 25-34 | <input type="checkbox"/> 65-74 | |
| <input type="checkbox"/> 35-44 | <input type="checkbox"/> 75-84 | |
| <input type="checkbox"/> 45-54 | <input type="checkbox"/> 85 or over | |

5. Sexual Orientation

What is your sexual orientation?

- | | |
|---|--|
| <input type="checkbox"/> Bisexual | <input type="checkbox"/> Other |
| <input type="checkbox"/> Gay or Lesbian | <input type="checkbox"/> I prefer not to say |
| <input type="checkbox"/> Heterosexual | |

6. Religion or Belief

What is your religion or belief?

- | | | |
|------------------------------------|---------------------------------|--|
| <input type="checkbox"/> Buddhist | <input type="checkbox"/> Muslim | <input type="checkbox"/> No Religion or Atheist <input type="checkbox"/> I prefer not to say |
| <input type="checkbox"/> Christian | <input type="checkbox"/> Sikh | |
| <input type="checkbox"/> Hindu | <input type="checkbox"/> Other | |
| <input type="checkbox"/> Jewish | | |

7. Principal Residence

Which region does your principal residence fall within?

- | | |
|---|--|
| <input type="checkbox"/> Northeast | <input type="checkbox"/> Southeast |
| <input type="checkbox"/> Northwest | <input type="checkbox"/> Southwest |
| <input type="checkbox"/> Yorkshire and Humberside | <input type="checkbox"/> Wales |
| <input type="checkbox"/> East Midlands | <input type="checkbox"/> Scotland |
| <input type="checkbox"/> West Midlands | <input type="checkbox"/> Northern Ireland |
| <input type="checkbox"/> East | <input type="checkbox"/> I prefer not to say |
| <input type="checkbox"/> London | <input type="checkbox"/> Other |

8. Professional Background

Please tick the occupational sector box that best describes your main employment, if any.

- | | |
|---|--|
| <input type="checkbox"/> Mostly Civil Service | <input type="checkbox"/> Mixed |
| <input type="checkbox"/> Mostly Private Sector | <input type="checkbox"/> Other |
| <input type="checkbox"/> Mostly Third Sector | <input type="checkbox"/> I prefer not to say |
| <input type="checkbox"/> Mostly wider Public Sector | |

9. Other public appointments held

This includes all non-departmental public bodies (NDPBs), NHS bodies, parole boards and research councils. It **does not** include sitting as a school governor, being a magistrate or any positions within charities.

How many other public appointments do you currently hold?

- | | | |
|----------------------------|----------------------------|--|
| <input type="checkbox"/> 0 | <input type="checkbox"/> 4 | <input type="checkbox"/> 8 |
| <input type="checkbox"/> 1 | <input type="checkbox"/> 5 | <input type="checkbox"/> 9 |
| <input type="checkbox"/> 2 | <input type="checkbox"/> 6 | <input type="checkbox"/> 10 or more |
| <input type="checkbox"/> 3 | <input type="checkbox"/> 7 | <input type="checkbox"/> I prefer not to say |

This appointment will be made by Ministers, after a fair and open process. By completing this diversity monitoring form, you will help us meet our public sector equality duty under section 149 of the Equality Act 2012 and section 75 of the Northern Ireland Act 1998. Your personal data will always be treated in confidence.

Your responses to questions regarding your gender, if you are disabled, your ethnic group, sexual orientation, your religion or belief, your age, principal residence, and professional background will **never** be made available to the panel considering your application.

This diversity information is collected by government departments managing appointments to the board of public bodies. Departments collect this data to enable government to meet its public sector equality duty under section 149 of the Equality Act 2010 and section 75 of the Northern Ireland Act 1998.

This data is collected and held on the basis that you consented to provide this information to department alongside your application and you have not given notice that you do not wish for your data to be processed for this purpose.

As part of the recruitment process, we will check open access media accounts as part of our probity requirement.

This data may be held for up to 5 years by Government Department, who are controllers of the data.

