



Home Office

Police and National Crime Agency Remuneration Review Bodies

Member

Recruitment Information Pack

February 2023



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Contents

Foreword from Zoë Billingham CBE, Chair of the Police and NCA Remuneration Review Bodies	3
About the Pay Review Bodies	4
Role of the Member of the Review Bodies	6
Person Specification	7
Response Instructions	8
Indicative Timetable	9
Terms of Appointment	10
Complaints	12
Annex A – Seven Principles of Public Life	13
Annex B – Application Forms (attached separately)	-
Annex C – Home Office Privacy Notice (attached separately)	-

Foreword from Zoë Billingham CBE, Chair of the Police and NCA Remuneration Review Bodies

Thank you for your interest in this appointment.

The eight public sector Pay Review Bodies provide independent advice to the Government on the pay of key public sector workforces. Members of the Police and National Crime Agency (NCA) Remuneration Review Bodies have an interesting, strategic and challenging role providing objective analysis of the data and evidence to recommend pay awards for police officers in England, Wales and Northern Ireland and for NCA officers designated with operational powers.

We operate by, first, receiving written and oral evidence from the Government, employers, trades unions and staff associations. Then, with the support of a strong secretariat, we analyse and weigh this evidence and consider independent research before formulating our detailed recommendations on pay and related matters. Our main work programme starts in the autumn with visits to Police Forces across the country. Analysis of formal written evidence is followed by oral evidence sessions in the early Spring and the review process culminates in the submission of our reports to the Government, usually in May each year (although this can vary).

I have just completed my first year as Chair of the Review Bodies. There are currently seven other members, with one vacancy from the September 2023 pay round. The current members have a range of backgrounds and expertise, including in policing. As members move on, I am looking to develop the team and am particularly looking for candidates with recent senior HR experience.

As a member of the Police and NCA Review Bodies you would have responsibility for working strategically and collaboratively with members from a broad range of backgrounds. You would need to share our strong commitment to the importance of policing and security, making recommendations to government that support the recruitment, retention and motivation of police and NCA officers at a time of challenge, change, economic uncertainty and reform.

This work is interesting and worthwhile. The roles provide an important and challenging opportunity for the right individuals to make a direct contribution to critical public services which benefit us all. If you have the required experience and appetite to contribute, then I encourage you to apply.

Once again, many thanks for your interest.

Zoë Billingham CBE,
Chair of the Police and NCA Remuneration Review Bodies.

About the Pay Review Bodies

Background

The eight independent Pay Review Bodies advise the Prime Minister and relevant Secretaries of State, on matters referred to them, primarily making annual recommendations about pay levels. There are bodies for: the Armed Forces; Doctors and Dentists; NHS staff; Police Officers; the National Crime Agency; the Prison Service; School Teachers; and Senior Salaries. Pay Review Bodies carry out vital work, independently reviewing pay, and in some cases broader terms and conditions, for public sector workforces, and advising the Government accordingly. Chairs are appointed by the Prime Minister, whilst other members are appointed by the relevant Secretary of State.

The bodies operate independently of each other, but their procedures are broadly similar. Each body receives written and oral evidence from both the Government and representative organisations covering its remit. Other interested parties may also submit evidence. Pay Review Bodies weigh the evidence submitted and their own independent research to formulate recommendations on the remuneration of their remit groups. Their recommendations are submitted to the Prime Minister and relevant Secretaries of State, and where appropriate, the devolved administrations. The Government's response usually attracts extensive media coverage. Members usually undertake a series of visits to meet representatives of their remit groups enabling them to gain first-hand knowledge of pay and other issues relevant to the Review Body's terms of reference.

The Police and National Crime Agency Remuneration Review Bodies

The Police and National Crime Agency (NCA) Remuneration Review Bodies are tasked with providing independent advice to the Government on the pay and conditions of police officers in England, Wales and Northern Ireland and on the pay and allowances of NCA officers designated with operational powers, essentially persons who hold the powers of a constable, an officer of Revenue and Customs, or an immigration officer. As required, the Review Bodies also provide Government with an independent view on factors relating to remuneration, for example, on the progress of strategic pay reform and the risks and challenges of a new reward structure.

The Review Bodies' Terms of Reference can be viewed here:

[Police Remuneration Review Body Terms of Reference](#)

[NCA Remuneration Review Body Terms of Reference](#)

Membership is to both bodies and currently comprises individuals who have senior-level experience from a range of backgrounds, including policing, and from the private or public sector or both. Together they provide a pool of knowledge and experience of labour market, personnel and pay issues.

The existing members are:

Zoë Billingham CBE (Chair)
Andy Bliss QPM
Professor Monojit Chatterji
Richard Childs QPM
Kathryn Gray

Mark Hoble JP
Patrick McCartan CBE
Trevor Reaney CBE

Secretariat support

The Office of Manpower Economics (OME) – a non-statutory public body – provides the secretariat for the Review Bodies. The OME is independent of Government. It is staffed by civil servants drawn mainly from the Department for Business, Energy and Industrial Strategy (BEIS).

Further details of the Review Bodies and OME can be found [here](#).

Role Description

- Title:** Member of the Review Bodies
- Roles Available:** One (commencing from September 2023)
- Commitment:** 20 days per annum (possibly up to 30 days). The majority of the work falls between mid-January to the end of May at present, with members required to attend a one-day meeting in most weeks in this period.
- Remuneration:** £300 per day
- Appointment:** Three-year appointment with the possibility of re-appointment
- Location:** National
- Accountability:** Home Secretary via the PNCARRB Chair

Purpose:

As a Member of the Review Bodies you will have responsibility for working corporately to:

- assess the evidence of the Government, employers and their representatives, the relevant staff associations and trade unions; and
- contribute effectively to the Review Bodies' consideration of annual recommendations to Government.

With guidance from the Chair of the Review Bodies, you will also have responsibility to:

- consider the parties' written evidence, views and proposals;
- take oral evidence from the parties;
- assimilate information and data on pay, policy, economic, workforce and financial matters;
- weigh evidence and undertake independent analysis;
- meet groups of officers and managers/leaders; and
- formulate conclusions, making recommendations to the Government.

Person Specification

It is important in your supporting statement that you provide evidence and proven examples against each of the selection criteria in **Part One** of the person specification **only**, in so far as you are able. These responses will be further developed and explored with you if invited for interview, together with the other criteria listed in **Part Two**.

Part one – Essential skills and Experience

- Senior level experience in HR.
- The ability to operate at a strategic level within a complex organisation.
- A broad understanding of pay, remuneration, performance management and reward issues.
- An appreciation of the policy, financial and operational constraints that impact on remuneration decisions.
- Analysis and interpretation – the ability to analyse and make judgments from complex data and contribute to workable recommendations on complex and sensitive issues.
- Intellectual flexibility – a sharp and clear thinker who can absorb complex information, whilst maintaining a focus on national policy interests.

Desirable:

- An appreciation of the law enforcement sector.
- Private sector experience.

Part Two – Personal abilities and behaviours

- Strong communication, interpersonal and engagement skills – the ability to gain respect and keep the confidence of key stakeholders, including Ministers and senior Government officials, through effective communication and influencing skills.
- High standards of corporate and personal conduct – demonstrate a sound understanding of and strong commitment to equal opportunities, public service values and [principles of public life](#), enabling you to act impartially and uphold the independence of the Review Bodies.

Due diligence: Please note that as part of the recruitment process, due diligence, including social media checks will be undertaken on the appointable candidates.

Response Instructions

The closing date for applications is 11pm on Wednesday 22 March 2023.

Please submit the following 3 documents, clearly labelled. In order to apply, you will need to click on one of the links below, depending on if you have already set up an account on the new Cabinet Office Public Appointment website.

<https://apply-for-public-appointment.service.gov.uk/create-account>

<https://apply-for-public-appointment.service.gov.uk/auth/sign-in>

1. A **concise CV** (maximum two sides A4, minimum 11 font) setting out your career history and including details of any professional qualifications.
2. A **short supporting statement** (maximum two sides A4, minimum 11 font) giving evidence of the strength and depth of your ability to meet the essential criteria for the role. Please provide specific examples to demonstrate how you meet each of the experience, qualities and skill areas identified in the person specification.
3. Please complete and return via the site the **form at Annex B** (attached separately), relating to conflicts of interest.

Please submit your application documents as 3 separate attachments and note that short-listed candidates will also be required to complete and return a separate form in relation to referees and nationality information.

Please note the following:

- **We cannot accept applications submitted after the closing date.**
- **Applications will be assessed solely on the documentation provided. Please refer to the advert and checklist to ensure you have provided the necessary documentation.**
- **Applications will be acknowledged upon receipt.**
- **Feedback will only be given to unsuccessful candidates following interview.**

Further Information

If you have any queries about any aspect of this role, or merely wish to have an informal discussion, then please contact Emma.Plummer@homeoffice.gov.uk

If you have any queries about the recruitment process for this role, please contact the Public Appointments Team at: publicappointments@homeoffice.gov.uk

If helpful to you, there is guidance available on writing a supporting statement on the public appointments webpages [here](#)

Indicative Timetable

Please note that these dates are only indicative at this stage and could be subject to change.

Closing Date	23:00, Wednesday 22 March 2023
Short-list Meeting	Expected w/c 3 rd April
Candidate Interviews	Expected w/c 1 May 2023
Meeting with Home Secretary or Minister (if required)	Expected post interview (TBC)

Selection Process

This role is being competed in accordance with the [Governance Code on Public Appointments](#), which sets out the regulatory framework for public appointments processes. The Code is based on three core principles – merit, openness and fairness. An Advisory Assessment Panel (Panel) will sift applications, assessing each application against the essential criteria, to produce a shortlist. Subject to Ministerial agreement, they will then conduct interviews to ascertain which candidates are appointable to the role.

The Panel will be chaired by Peter Spreadbury (Head Police Workforce and Professionalism Unit, Home Office), and consist of Zoe Billingham (Chair of the Review Bodies), David Fry (Director, Office of Manpower Economics) and Manjeet Gill (Managing Director, Chameleon Commercial Services) as the independent panel member.

At the short-listing meeting the selection panel will assess each application against the essential criteria and decide who to invite for interview. Further details about the format will be provided to you in advance.

The final decision to appoint to this role rests with the Home Secretary. Appointable candidates may be invited to meet with Ministers before a final decision is made. As a result, there may be a delay in informing candidates of the outcome of the competition.

We encourage a diverse workforce and welcome applications from all suitably qualified people. This appointment is regulated by the Office of the Commissioner for Public Appointments.

Please note: Expenses incurred by candidates during the recruitment process will not be reimbursed except in exceptional circumstances and only when agreed in advance with the Home Office Public Appointments Team.

Terms of Appointment

Nature of Appointment: The successful candidate will not be an employee of the Home Office or the Review Bodies. Accordingly, nothing in this document shall be construed as, or taken to create, a contract of employment between the successful candidate and the Department or Her Majesty's Government.

Appointment Term: The successful candidate's appointment as PNCARRB Member will be made by the Home Secretary. The appointment will be for a fixed period of three years.

Re-appointments can be made at the end of the period of office for a further term of up to three years at the discretion of Ministers, subject to a satisfactory appraisal of performance and mutual agreement. It should be noted that this post is a public appointment, appointments may be terminated prior to the conclusion of the period of appointment.

Remuneration and Time Commitment:

- This is a full-time position. No additional fee is paid for any time spent in preparation or travelling. The remuneration is taxable through payroll but the appointment is not pensionable.
- Remuneration will be £300 per day. No additional fee is paid for any time spent in preparation or travelling. The remuneration is taxable through payroll but the appointment is not pensionable.
- 20 days per annum (possibly up to 30 days). The majority of the work falls between mid-January to the end of May at present, with members required to attend a one-day meeting in most weeks in this period.

Location: This is a national role within England & Wales, so location is flexible. As such, you will be expected to travel as necessary to locations within the UK, or overseas, in order to carry out your duties effectively.

Security clearance: The successful candidate will be required to have or be willing to obtain security clearance to Counter Terrorism Check (CTC) level. Pre-appointment checks will also be undertaken on immigration and criminal convictions. It usually takes between 4-6 weeks to obtain the security clearance. The role will be offered on a conditional basis until the successful candidate has passed all checks. The successful candidate will be encouraged to take up the appointment as soon as possible, subject to the successful completion of all preappointment checks.

Confidentiality: The successful candidate will be subject to the provisions of the Official Secrets Act and required to exercise care in the use of official information acquired during official duties, and not to disclose information which is held in confidence.

Disqualification for appointment: There are circumstances in which an individual will not be considered for appointment. They include:

- people who have received a prison sentence or suspended sentence of three months or more in the last five years;
- people who are the subject of a bankruptcy restrictions order or interim order;
- in certain circumstances, those who have had an earlier term of appointment terminated;
- anyone who is under a disqualification order under the Company Directors Disqualification Act 1986, or Part 2 of the Companies (Northern Ireland) Order 1989; and
- anyone who has been removed from trusteeship of a charity.

Further advice about disqualification for appointment can be given by contacting the Public Appointments Team on publicappointments@homeoffice.gov.uk

Standards in public life: You will be expected to demonstrate high standards of corporate and personal conduct. Candidates will be expected to abide by the “Seven Principles of Public Life” set out by the Committee on Standards in Public Life (see below, page 13). Failure to do so may result in sanction up to and including dismissal.

Registration of interests: The purpose of these provisions is to avoid any danger of a public appointee being influenced, or appearing to be influenced, by their private interests in the exercise of their public duties.

Public appointments require the highest standards of propriety, involving impartiality, integrity and objectivity, in relation to the stewardship of public funds and the oversight and management of all related activities. This means that any private, voluntary, charitable, or political interest which might be material and relevant to the work of the body concerned should be declared. It is important, therefore, that you consider your circumstances when applying for a public appointment and identify any potential conflicts of interest, whether real or perceived.

There is a requirement to declare any actual or potential conflict of interest you may have in being appointed to the Review Bodies in a separate form. Any actual or perceived conflicts of interest will be fully explored by the Panel at interview stage.

Political Activity: Members will need to show political impartiality during their time on the Review Bodies and must declare significant party political activity they undertake in the period of their appointment. Details of the successful candidate’s declared political activity must be published by appointing departments when the appointments are publicised.

The Political Activity Declaration will be kept separate from your application and will only be seen by the Panel prior to interview – the Panel may at that stage explore with candidates any potential for conflict of interest. It is appreciated that political activities may have given you relevant skills, including experience gained from committee work, collective decision making, resolving conflict and public speaking. If, therefore, you have had such experience and you consider it relevant to your application for this post, you may if you choose include it separately in the main body of your application.

Equal Opportunities Monitoring: The Home Office is committed to providing equal opportunities for all, irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

As part of the application process, we ask candidates to complete equal opportunities monitoring information. This will help us to monitor selection decisions to assess whether equality of opportunity is being achieved. The information on the form will be treated as confidential and used for statistical purposes only. The form will not be treated as part of your application.

Disability Confident: The Home Office is an accredited user of the government’s “Disability Confident” disability symbol, which denotes organisations which have a positive attitude towards disabled applicants. Applicants who meet the minimum criteria in the job specification are guaranteed an interview (GIS). Selection will be on merit. If you wish to apply for consideration

under this scheme, please complete the form in Annex B. It is not necessary to state the nature of your disability.

Whether you choose to apply under the GIS or not you can still ask us to make particular arrangements for you when attending an interview. You can also contact us if you want to discuss the criteria for the role or have questions regarding your application.

Centre for Public Appointments Database: As set out in Annex B, if you consent, we will retain your CV and contact details for the purposes of alerting you to any opportunities that may arise in future. We will also share your CV and contact details with the Centre for Public Appointments in the Cabinet Office who may use it for this purpose. They may also share it with other Government Departments so that they can contact you about such opportunities. You may withdraw your consent to your information being processed for this purpose at any time by contacting dpo@homeoffice.gov.uk

Complaints: If you are not completely satisfied with the way your application is handled at any stage of the competition, please raise any complaint in the first instance with the Public Appointments Team at: publicappointments@homeoffice.gov.uk

We will reply to your complaint within 20 days. If, after receiving our response you are still not satisfied, you may contact the Commissioner for Public Appointments:

The Commissioner for Public Appointments Room G/8, Ground Floor 1 Horse Guards Road
London SW1A 2HQ. Tel: 0207 271 0849.

ANNEX A – THE SEVEN PRINCIPLES OF PUBLIC LIFE

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.

Selflessness

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the public interest clearly demands.

Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership

Holders of public office should promote and support these principles by leadership and example.