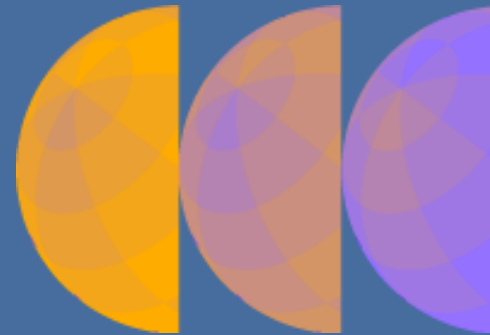


Climate Change Committee, Chair

Candidate Pack

Closing date: 20th April 2023



Climate
Change
Committee

If you have any questions, require further information, or would like this candidate pack in alternative format, please contact Leanne Hill at our recruitment advisors, Korn Ferry: leanne.hill@kornferry.com

30 March, 2023



Climate
Change
Committee



Scottish Government
Riaghaltas na h-Alba
gov.scot



Contents

- 03: Introduction
- 04: The Climate Change Committee
- 05: The role
- 06: Diversity
- 07: Person specification
- 08: Criteria
- 10/11: Pre-appointment scrutiny
- 12: Terms of appointment
- 13: How to apply
- 14: Assessment panel and timings
- 15: Annex A – Conflicts of Interest and Due Diligence
- 16: Annex B – The Seven Principles of Public Life
- 17: Annex C – Complaints

Introduction

Thank you for your interest in becoming the Chair of the Climate Change Committee (CCC). This pack will tell you about the purpose and the nature of the role.

The CCC is an independent, statutory body established under the Climate Change Act 2008. Its purpose is to advise the UK and Devolved Governments on greenhouse gas emissions targets and to report to Parliament on progress made in reducing emissions and preparing for and adapting to the impacts of climate change. The Climate Change Act 2008 was the first of its kind in the world and made the UK Government the first to introduce a legally binding, long-term emissions reduction target. In June 2019, following advice from the CCC, the UK Government became the first major economy to set a legally binding target to achieve net zero greenhouse gas emissions by 2050.

This is an exciting time to join the CCC as the UK Government and Devolved Governments make progress towards their stretching climate change goals.

If you believe you have the experience and qualities we are seeking to contribute to this important organisation, we very much look forward to hearing from you. We welcome applications from individuals of all backgrounds, including those from under-represented groups.

The Rt Hon Grant Shapps, Secretary of State for Energy Security and Net Zero

The Climate Change Committee (CCC)

The CCC is made up of two separate committees: one on mitigation (the Committee) and one on adaptation (the Adaptation Committee). The UK Government and Devolved Governments are jointly seeking to appoint a new Chair to the Committee.

According to the Climate Change Act 2008, the Committee comprises a Chair and not less than five and not more than eight other Members appointed by the national authorities (UK Government and the Devolved Governments). Please see the CCC's website for [current members](#).

The Committee is supported by a Secretariat that provides analytical and corporate support. It is made up of around 35 staff members, led by the Chief Executive.

The role

The Chair of the Committee will be responsible for steering and developing the overall work of the CCC, while the Chief Executive manages the day to day running of the body.

The Committee normally meets 12 times a year, and the Chair will be expected to attend all the meetings. This will involve an estimated time commitment of 3 days a month, and the successful candidate is expected to maintain sufficient flexibility to respond to additional ad hoc duties.

The Chair will also represent the Committee and promote its strategy and overall direction.

The fee will be £1000 per day, based on a time commitment of 3 days per month.

This role will involve travel requirements, including within the UK and potentially overseas.

Considerations

Diversity: The appointing parties are committed to increasing the diversity of publicly appointed boards and bringing in talent, regardless of background. We particularly welcome applications from candidates with protected characteristics as they are currently underrepresented on the Committee.

Appointments will be made on merit on the basis of fair and open competition.

Arrangements for candidates with a disability: As a Disability Confident leader, we guarantee to interview anyone with a disability whose application meets the essential criteria for the post. More details on the criteria can be found in this pack. If you wish to apply through the Disability Confident scheme, you will need to tick that option on the Diversity Monitoring form that you will submit alongside your application.

Adjustments: All candidates are entitled to request reasonable adjustments at any stage of the application process. If you would like to discuss reasonable adjustments prior to submitting your application, please contact Leanne Hill at our recruitment advisors, Korn Ferry:

leanne.hill@kornferry.com

Person specification

The Chair is the figurehead of the Committee. Key responsibilities include:

- Providing excellent vision and leadership;
- Chairing meetings and determining procedures for the Committee;
- Being responsible for fulfilling the Committee's functions as set out in the Climate Change Act 2008 and relevant legislation in the Devolved Governments, including presenting advice and reports to Ministers, UK Parliament and the respective Devolved Governments and Parliaments / Assembly;
- Overseeing the work of the Chief Executive providing appropriate management and governance within the organisation;
- Representing the Committee externally and fostering close working relationships with key experts, including academics, business as well as foreign governments and intergovernmental institutions.

Essential criteria

Candidates must provide evidence to demonstrate all essential criteria (slides 8 and 9), and should try to use specific examples where possible to show this. We are also interested in applicants' experience in or knowledge of the differences in circumstances across the UK and the capacity of national authorities to take action in relation to climate change, to ensure that matters discussed by the Committee consider the impact and relevance to policies of these countries.

Should we receive a large number of applications, we will sift these based on the first three bullets:

- A track record of achieving results and providing strategic vision to lead a high-profile public organisation;
- An exceptional ability to communicate and build relationships at all levels alongside strong interpersonal skills, including the ability to negotiate, persuade and influence;
- The capability to provide independent and pragmatic advice to Ministers and a track record of dealing with senior representatives of academic, NGO and business sectors, the media, and with policymakers in the UK Government, Devolved Governments and/or internationally;

Essential criteria (continued)

- Expert ability to process and interpret complex information; well-developed and insightful reasoning skills and judgment, and the ability to provide intellectual leadership and demonstrate a creative and proactive approach to problem solving and a high level of professionalism;
- Ability to ensure that the organisation's financial dealings are prudently and systematically accounted for, audited and publicly available;
- A commitment to work according to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership;
- A good knowledge of the range of the Committee's work and an understanding of climate change policy across the UK and its delivery. The Committee's work covers: climate change policy - including its social impacts; business competitiveness; climate science; differences in circumstances between UK countries; economic analysis and forecasting; emissions trading; energy production and supply; financial investment; and technology development and diffusion.

Pre-appointment scrutiny

This role is subject to pre-appointment scrutiny by the Department for Energy Security and Net Zero (DESNZ) Select Committee. Pre-appointment scrutiny is an important part of the appointment process for some of the most significant public appointments. It is designed to provide an added level of scrutiny to verify that the recruitment meets the principles set out in the Governance Code on Public Appointments.

The pre-appointment scrutiny aspect of the appointment has two parts.

First, information concerning the appointment and the preferred candidate will be shared with the (DESNZ) Select Committee. As part of this process, you will need to be content for your name and your CV to be shared with the Select Committee as the preferred candidate. You may also be required to complete a pre-appointment hearing questionnaire which could include, among other things:

- declarations of any relevant potential conflicts of interest;
- what you see as the priorities and key risks for the organisation;
- questions about how you would lead the board and work with stakeholders;
- your commitment to standards in public life and how you would handle being in the public eye.

Normally any information provided to the Select Committee by the Government or a candidate will be published.

Pre-appointment scrutiny (continued)

Second, it is likely that the select committee will decide to call the preferred candidate to a public hearing before the select committee to answer questions relating to their suitability to the role. You would not be expected to have an in-depth technical knowledge of how the body works or an exact plan of what you would do in the role, however you will be expected to provide a credible representation of your understanding of the work of the body and what your role in its future would be.

The proposed date for a pre-appointment hearing is yet to be confirmed.

We are committed to making the public appointments as accessible as possible so that no one is deterred from applying. DESNZ will provide support to you to help you prepare for the hearing and the clerks to the Select Committee will also be available to discuss with you how the hearing will run. You will also be supported by DESNZ in working with the Select Committee should you require any adjustment to enable you to participate fully in the hearing process.

For more information about pre-appointment scrutiny, please see the [Cabinet Office Guidance: Pre-appointment scrutiny by House of Commons Select Committees](#)

Terms of appointment

- **Term:** An initial period of 5 years. There may be an opportunity for re-appointment for a second term.
- **Remuneration:** £1000 per day. Remuneration and expenses are taxable.
- **Time commitment:** 3 days per month.
- **Location:** The Climate Change Committee, 1 Victoria Street, London, SW1H 0ET (exact London address is likely to change in 2023). Meetings take place once a month by conference call (subject to change).
- **Nature of appointment:** This is a public appointment by the Secretary of Energy Security and Net Zero, and the relevant Scottish Ministers, Welsh Ministers and Northern Ireland Department. The post holder would be an officeholder and not be an employee of the UK Government, Devolved Governments or the Climate Change Committee.
- **Availability:** Successful candidate/s will be encouraged to take up their appointment as soon as possible, following the successful completion of pre-appointment checks and security clearance (at BPSS level).

How to apply

Your application is submitted in two parts.

Both parts must be submitted **by 23:00 on 20 April 2023** in order for your application to be considered complete. Applications received after this date will **not** be considered.

Part one: CV and Statement of Suitability

- **One document combining a two-page statement of suitability and two-page CV** (no more than four sides of A4 in total). The key to a good application is to give the reader specific information about how you meet the criteria for appointment. Think about your knowledge, skills, experience and personal attributes, and take full advantage of the space available. Provide practical evidence that best demonstrates how you meet the essential criteria.
- Save the document as 'Surname, First initial – URN503 – Climate Change Committee.'
- Send to ApplicationsKF@kornferry.com with URN503 – Climate Change Committee in the subject heading.

Part two: Diversity Monitoring and Conflict of Interest Form.

- Complete this [form](#).

For queries about your application or the recruitment process, please email Leanne Hill at our recruitment advisors, Korn Ferry: leanne.hill@kornferry.com

Assessment panel and timeline

The members of the Advisory Assessment Panel are:

•**Panel Chair, UKG representative:**

Lee McDonough, Director General Net Zero Strategy and International, Department for Energy Security and Net Zero

•**Devolved governments**

representative: Roy Brannen, Director-General Net Zero Scottish Government

•**Senior Independent panel member**

(SIPM): Liv Garfield, Chief Executive, Severn Trent

The timeline for this campaign is indicative and subject to change.

| | |
|--------------------------|---------------|
| Advert closes | 20 April 2023 |
| Panel sift | May |
| Shortlist | Mid/late June |
| Panel interview | July/August |
| Pre-appointment scrutiny | September |
| Announcement | December |

Annex A: Conflicts of Interest and Due Diligence

Public Appointments require the highest standards of propriety, involving impartiality, integrity and objectivity, in relation to stewardship of public funds and the oversight and management of all related activities. This means that any private, voluntary, charitable or political interest that might be material and relevant to the work of the body concerned should be declared.

It is important that those appointed as members of public bodies maintain the confidence of Parliament and the public. If there are any issues in your personal or professional history that could, if you were appointed, be misconstrued, cause embarrassment, or cause public confidence in the appointment to be jeopardised, it is important that you bring them to the attention of the Assessment Panel and provide details of the issue(s) in your application. In considering whether you wish to declare any issues, you should also reflect on any public statements you have made, including through social media. The Panel may explore issues with you before they make a recommendation on the appointment.

As part of our due diligence checks we will consider anything in the public domain related to your conduct or professional capacity. This will include us undertaking searches of previous public statements and social media, blogs or any other publicly available information. This information may be made available to the Panel and they may wish to explore issues with you, should you be invited to interview.

In addition, the CCC have a policy for managing conflicts of interest which can be found here - <https://www.theccc.org.uk/wp-content/uploads/2021/05/Managing-Conflicts-of-Interest-Policy-Mar-2021.pdf>.

If you have any queries or would like to discuss further, please contact Leanne Hill at our recruitment advisors, Korn Ferry: leanne.hill@kornferry.com

Annex C: Complaints Procedure

If you feel you have reason to complain you should direct your concerns in the first instance to the Public Appointments team (publicappointments@beis.gov.uk) who will make every effort to deal with these and respond to you within 48 hours.

If your complaint is not dealt with satisfactorily, you can find information about the steps you can take under BEIS Complaints Procedure [here](#).

The Commissioner for Public Appointments is the independent regulator of public appointments. The Commissioner's primary role is to provide independent assurance that public appointments are made in accordance with the [Governance Code on Public Appointments](#). The Commissioner also investigates complaints and may conduct an inquiry into the policies and practices followed in relation to appointments processes which he regulates. The Commissioner will not investigate complaints relating to non-selection unless it appears that the appointments process has breached the Governance Code on Public Appointments.

You can contact the Commissioner by email at publicappointments@csc.gov.uk or by post, as follows:

The Commissioner for Public Appointments
Room G/8, 1 Horse Guards Road
London, SW1A 2HQ

Further information on the role of the Commissioner or the appointments process is available at: publicappointmentscommissioner.independent.gov.uk.

Annex B: The Seven Principles Underpinning Public Life

In 1995 the Committee on Standards in Public Life defined seven principles for public life. All candidates are expected to demonstrate a commitment to, and an understanding of, the value and importance of the principles of public service which are:

1. Selflessness
2. Integrity
3. Objectivity
4. Accountability
5. Openness
6. Honesty
7. Leadership

Further information on the principles of public life can be found [here](#).