



Department for
Business & Trade

Low Pay Commission, Chair

Candidate Pack

Closing date: 6 July 2023



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For queries about your application or the recruitment process, please email publicappointments@beis.gov.uk



Ministerial Foreword

Dear Candidate,

Thank you for your interest in the role of Chair for the Low Pay Commission, a role that will allow you to lead the strategic direction of the organisation.



The Government is committed to creating an economy that works for all, and ensuring fair pay is central to that. The Low Pay Commission is an advisory non-departmental public body which is sponsored and funded by the Department for Business and Trade. It plays a vital role in advising the Government on the rates at which the National Living Wage and the National Minimum Wage should be set, taking into account both employer and worker perspectives, and independent economic analysis. This advice helps determine the pay of over two and a half million workers in the UK. The Government may also call on the Low Pay Commission to provide advice on other issues within its scope.

In launching this recruitment campaign, my ministerial colleagues and I are committed to fair and open recruitment processes. We would like to see applications from across the UK and from a wide range of diverse backgrounds. We are looking for the best and brightest and welcome applications from people of all walks of life who can drive this important agenda. This is a rewarding role that offers personal and professional challenges and opportunities if you have the experience, skills and drive we are looking for.

Should you need any further assistance, my officials would be happy to talk to you about this role or other senior roles in the public sector. I trust you will find the information enclosed in this job pack of interest and we look forward to receiving your application.

Kevin Hollinrake MP
Minister for Small Business, Consumers and Labour Markets

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The Low Pay Commission

The Low Pay Commission (LPC) is an independent body set up under the National Minimum Wage Act 1998 to advise the government on the National Living Wage (NLW) and the National Minimum Wage (NMW). Made up of nine Commissioners and supported by a small secretariat, its purpose is to recommend minimum wage rates that help as many low-paid workers as possible without any significant adverse impact on employment or the economy. This involves careful consideration of evidence on the economy, pay, the opinions of stakeholders, testimony from front-line visits and commissioned research with a view to reaching a shared judgement on the right balance.

For twenty years the minimum wage has successfully raised pay for those at the bottom without significant negative effects on jobs. Now the policy has entered a new phase with the introduction of the National Living Wage - a higher rate for workers aged 23 and over which is subject to a goal of reaching 66 per cent of median earnings by 2024, as long as economic conditions allow. Whoever is appointed to these vacancies will play a critical role in guiding the new policy including monitoring its effects. The reach of the LPC's recommendations is significant: we estimate around 2.9m workers (approximately 10%) are on one of the existing minimum wage rates, and approximately a further 5m are affected indirectly.

More information is available on the LPC website: <https://www.gov.uk/government/organisations/low-pay-commission>

with the key findings of its most recent report summarised here: <https://www.gov.uk/government/publications/low-pay-commission-report-2022>

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Diversity

We are committed to increasing the diversity of our boards and bringing in talent, regardless of its origins. We encourage applications from all candidates regardless of ethnicity, religion or belief, gender, sexual orientation, age, disability or gender identity. We particularly welcome applications from people with ethnicity, gender and disability characteristics currently underrepresented on our Boards.

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 publicappointments@beis.gov.uk

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Criteria

For the role, you must demonstrate the following essential criteria:

- An ability to analyse complex issues including financial and economic data surrounding the National Minimum Wage and the National Living Wage.
- An ability to influence a wide range of stakeholders.
- An ability to lead strategically in a high-profile environment.
- An understanding of, or have the ability to grasp, issues surrounding the National Minimum Wage and the National Living Wage and the effects on the workforce.
- An understanding of the effect on the labour market and impact on businesses and business competitiveness.
- Effective communication skills and an ability to lead others and to build consensus.
- An understanding or appreciation of negotiations in a business or workplace environment.

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Terms of Appointment

- **Appointment Term:** An initial period of three years.
- **Remuneration:** The Chair will be paid £530.96 for each full day they attend on Low Pay Commission (LPC) business and they are also reimbursed for reasonable travel and subsistence expenses. The role is not pensionable. Remuneration and expenses are taxable.
- **Time Commitment:** Three days per month.
- **Location:** The roles are based in London, though also involve occasional visits around the country (typically one to two a year, with one-two night stays) and an annual three-day retreat near London.
- **Nature of Appointment:** This is a Ministerial Appointment by the Secretary of State for Business and Trade. The post holder would be an officeholder and not be an employee of the Department or the Partner Organisation.
- **Availability:** The successful candidate 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).

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How to Apply

In order to apply you will need to [create an account](#) or [sign in](#). Once you are logged into your account, click on 'apply for this role' and follow the on-screen instructions. To apply, all candidates are required to provide:

- a Curriculum Vitae (CV)
- a supporting statement
- equality information
- information relating to any outside interests or reputational issues
- We will ask you to check and confirm your personal details to ensure your application is accurate.
- You will also have the opportunity to make a reasonable adjustment request or apply under the disability confident scheme before you submit your application.

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Assessment Panel, Process and Timing

The members of the Advisory Assessment Panel will be:

- Michael Warren, Director, Labour Markets, DBT (*Panel Chair*)
- Marcus Bokkerink, Chair, Competition and Markets Authority
- Andy Cook, Chief Executive of the Centre of Social Justice (*Independent Panel Member*)
- Dame Karen Jones, Chair, Prezzo and Co-Chair of the Hospitality Sector Council, a former BEIS-led council (*Senior Independent Panel Member*)

The timelines for this campaign is indicative and subject to change. Please check the advert, here, for any updates.	
Advert Closes	6 July 2023
Panel Sift	Early July 2023
Panel Interview	Late August 2023
Candidates notified of the outcome	Around September/October 2023
Appointment confirmed	Around September/October 2023

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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.

If you have any queries or would like to discuss further, please contact publicappointments@beis.gov.uk

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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 for 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](#).

For queries about your application or the recruitment process
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Annex C: Complaints Procedure

If you feel you have reason to complain you should direct your concerns in the first instance to Joshua Sweet at 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 DBT Complaints Procedure [here](#).

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