



Home Office

**ADVISORY COUNCIL
ON THE MISUSE OF DRUGS**

MEMBERS

RECRUITMENT INFORMATION PACK

JULY 2023



**INVESTORS
IN PEOPLE**

Bronze



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About the Advisory Council on the Misuse of Drugs

The Advisory Council on the Misuse of Drugs (ACMD) is an independent advisory non departmental public body sponsored by the Home Office. The current Chair of the ACMD is Professor Owen Bowden-Jones.

The ACMD has statutory duties and roles under the Misuse of Drugs Act 1971 (MDA) and the Psychoactive Substances Act 2016. The ACMD is responsible for keeping under review the situation in the UK with respect to drugs which are being, or appear likely to be, misused and the misuse of which is having, or appears capable of having, harmful effects sufficient to constitute a social problem.

A working protocol has been developed which supports the respective roles and responsibilities of the Home Office and the ACMD¹. The working protocol provides a framework under which the Home Office and the Council will engage through the provision and receipt of advice on matters relating to the misuse of drugs.

Priorities

Ministers commission key elements of the work of the Council on a regular basis. The Council also has scope, allowing for Ministerial priorities, to determine its own work streams and offer advice on issues which it thinks relevant.

Much of the Council's work is taken forward by sub-groups in the form of standing committees or shorter-term task and finish working groups which are commissioned to look at specific issues. Members are encouraged to become involved in these, although participation is subject to having the relevant experience and interest in the topic. Given the diversity and complexity of topics, the Council's expertise in subgroups is often supplemented by the process of co-option.

The Council currently has four standing committees:

Novel Psychoactive Substances (NPS) Committee

The NPS Committee was set up in response to the emergence of novel psychoactive substances that have rapidly and significantly changed the UK drug market. The NPS Committee supports the ACMD in its duty to keep under review and advise on the misuse and harm of NPS in the UK and provides advice to the Home Office to support the delivery of its NPS action plan.

Technical Committee

The Technical Committee supports the ACMD in its role to provide technical advice on classification and scheduling of substances under the Misuse of Drugs Act 1971 and its Regulations.

Recovery Committee

The Recovery Committee supports the ACMD in its task to advise the Government on how people can best be supported to recover from dependence on drugs and alcohol, and how best to prevent drug and alcohol misuse and the harms it causes.

Prevention Committee

¹ Working protocol between the Home Secretary and the ACMD at: <https://www.gov.uk/government/publications/working-protocol-between-the-home-secretary-and-the-advisorycouncil-on-the-misuse-of-drugs>

The Prevention Committee enables the ACMD to engage in an agile way with the Joint Combating Drugs Unit (JCDU) and other Government departments. The Committee acts as a forum for policy discussions and provides evidence-based advice on different proposals or suggestions where research can be undertaken to improve the evidence-base on prevention.

Outputs from the standing committees and working groups are discussed and approved by the Full Council prior to publication on the [ACMD website](#).

Key sources of information

[Code of practice for Scientific Advisory Committees](#), covering:

- Members' role, responsibilities, code of conduct, Nolan Principles of Public Life and confidentiality;
- Ways of working: engagement with Ministers and officials;
- openness and transparency, including how advice from the ACMD will be presented, and communication with the media;
- Register of interests and personal liability.

[Working Protocol between the Home Secretary and the ACMD](#), covering:

- principles of engagement between the ACMD and the Government
- expertise and the membership
- consultation and advice for invoking temporary class drug orders.

Support to the ACMD

The ACMD, its standing committees and working groups are supported by a science secretariat provided by the Home Office. The science secretariat is separate from its policy counterparts and plays a role in ensuring the independence of the Council's actions, deliberations and advice.

The ACMD is also supported by an independent press officer provided by the Home Office.

Role Description

Title: Members of the Advisory Council on the Misuse of Drugs (ACMD)

Appointed by: Home Secretary

Duration: An initial term of three years

Time

Commitment: Overall, commitment will equate to 10-15 days per year for ACMD members, which should usually cover attending meetings, reading papers, drafting sections of reports and working group/committee involvement.

Members wishing to chair working groups and committees, or lead on drafting reports may require an additional 5-10 days to cover the additional commitments in leading ACMD workstreams.

The role is unremunerated, but travel expenses incurred on committee business in the UK will be reimbursed

Location:

- (a) ACMD Full Council meetings are currently hybrid (in person/MS Teams)
 - One annual meeting in London.
 - One annual meeting is held in Wales / Scotland / Northern Ireland on a rotating basis.
 - One annual online meeting (MS Teams)
- (b) An annual in-person away day in London.
- (c) Sub-committee and Working Group meetings are mostly online via MS Teams.

Purpose:

Ministers are seeking new members to join the Advisory Council on the Misuse of Drugs (ACMD) in the following areas:

- Impact of drug use on society and communities, for example, anti-social behaviour
- Public health related prevention and/or education in relation to drug use
- General practitioner with experience in primary care of treating people for drug use and dependence
- Medicinal or forensic chemist in relation to drug use (which may include familiarity with the Misuse of Drugs Act and its regulations)
- Police officer and/or enforcement in relation to drug-related offences
- Legal (solicitor, barrister or judge) in relation to drug use
- Neuropharmacologist in relation to drug use
- Epidemiologist in relation to drug use
- Behavioural scientist in relation to population behavioural change
- Coroner in relation to drug use
- Clinical or academic psychologist in relation to drug use
- Young people's mental health in relation to drug use
- International expert in policy and/or research in relation to drug use
- Clinical pharmacologist, focused on research, including investigational drugs
- Criminologist in relation to detection and sanctions being used to reduce crime in society and/or prison

- Researcher on use of illegal drugs for medicinal purposes

Members of the ACMD are appointed as individuals to fulfil the role of the Council and have a duty to act in the public interest. Members are not appointed as representatives of their particular profession, employer or interest group.

Committee members are expected to:

- attend and contribute to ACMD Full Council meetings, and additional sub-committee or working group meetings, arranged as necessary; and,
- act corporately with other ACMD members to ensure that it fulfils its responsibilities by providing Ministers with impartial, independent, balanced, evidence-based advice on issues relating to the misuse of drugs.
- Draft sections of reports.

Members also have responsibility for:

- ensuring they act in accordance with the Seven Principles of Public Life (the Nolan Principles) and the Code of Practice for Science Advisory Committees.
- developing the evidence base of subjects being considered and formulating advice;
- examining and challenging, if necessary, the assumptions on which advice is formulated;
- consider and provide feedback on consultations and proposals from government;
- ensuring that the ACMD has the opportunity to consider and evaluate the available evidence on a given issue, and where appropriate, as part of the evidence, the concerns and values of stakeholders before a decision is taken;
- sharing in the general responsibility to consider the wider context in which their expertise is employed.

Members will also be encouraged to lead pieces of work.

Person Specification

Your supporting statement will be used by the Advisory Assessment Panel to determine your suitability for the role. Applicants are expected to demonstrate their knowledge, skills, education, experience, or training against the criteria set out below:

- The ability to bring authority and breadth to this multi-faceted issue of great public interest and importance;
- Strong interpersonal skills and evidence of working successfully in a professional, community or voluntary capacity on committees or other decision-making groups, involving negotiating between different opinions.
- The ability to critically analyse, synthesise, evaluate and systematically approach the quality of evidence, data and information from different sources.

- The ability to identify key issues and make impartial and balanced decisions, conclusions and recommendations based on evidence;
- An appreciation of equality and diversity and a willingness to champion difference.

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 23:00 on Tuesday 29 August 2023 (extended due to holiday season)

Please submit the following 2 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.

Please submit your application documents as 2 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 with the ACMD Chair or Secretariat, then please contact the ACMD's Secretariat in the first instance at: acmd@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, Tuesday 29 August 2023
Short-list Meeting	Expected w/c 11 September
Candidate Interviews	Expected w/c 16 October
Meeting with Minister (if required)	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 for the ACMD recruitment will be independently chaired by Rupert Shute (Home Office Deputy Chief Scientific Adviser). The Chair's role will be to ensure that the appointment is made in accordance with the Governance Code. In addition, the panel will comprise Owen Bowden-Jones (ACMD Chair), Eleanor Baggaley (Head, Drug Misuse Unit, Home Office); and Gavin Rice (Project Director, Onward) as the independent panel member.

The Home Office Public Appointments Team will acknowledge your application and keep you updated on the progress of the competition. At the short-listing meeting, the selection panel will assess each application against the essential criteria and decide whom to invite for final 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 the Home Secretary (or a Minister), before making a decision on whom to recommend for appointment. 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 ACMD. 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:

- Your appointment will be made by the Home Secretary and will be for a period of three years.
- There is a possibility of re-appointment at the end of this period of office at the discretion of the Home Secretary, subject to a satisfactory appraisal of performance and mutual agreement.
- It should be noted that this role is a public appointment; the post holder will be neither an employee of the Crown nor of HM Government. Such appointments are not normally subject to the provisions of employment law.
- The appointment may be terminated prior to the conclusion of the period of appointment.

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:

- ACMD members are unremunerated.
- The post holder can claim reimbursement for reasonable travel and subsistence costs necessarily incurred during the course of their duties at rates set centrally. No allowances will be payable and you will not be eligible for any form of bonus payment.
- Members are expected to attend Committee meetings and associated working group meetings as needed. Overall, commitment will equate to 10-15 days per year, which should usually cover attending meetings, reading papers, drafting sections of reports and working group/committee involvement. Members wishing to chair working groups and committees, or lead on drafting reports may require an additional 5-10 days to cover the additional commitments in leading ACMD workstreams.

Location:

(a) ACMD Full Council meetings are currently hybrid (in person/MS Teams)

1. One annual meeting in London.
2. One annual meeting is held in Wales / Scotland / Northern Ireland on a rotating basis.
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(b) An annual in-person away day in London.

(c) Sub-committee and Working Group meetings are mostly online via MS Teams.

Availability: Successful candidates will be encouraged to take up this appointment as soon as possible, subject to the successful completion of pre-appointment checks and security clearance.

Security clearance: The successful candidate will be required to have or be willing to obtain security clearance to SC 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 ACMD's Secretariat can arrange for the Home Office Security Team to be contacted by candidates who feel they may be disadvantaged by the security clearance process, to talk through their circumstances when applying.

Confidentiality: The successful candidates 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. All successful candidates will be asked to subscribe to the ACMD's working protocol. Candidates will be expected to abide by the "Seven Principles of Public Life" set out by the Committee on Standards in Public Life.

Registration of interests: The purpose of these provisions is to avoid any danger of ACMD members 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 ACMD 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 ACMD and must declare any party-political activity they undertake in the period of their appointment. Details of the successful candidates 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 \(independent.gov.uk\)](http://independent.gov.uk)

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.