



Department for Levelling Up,  
Housing & Communities

# Department for Levelling Up, Housing and Communities Departmental Board Non-Executive Directors

## Information Pack for Candidates

Closing date: **Closing Date: 11.00pm on 6 May 2024**





Department for Levelling Up,  
Housing & Communities

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## About the role

The Department for Levelling Up, Housing & Communities (DLUHC) is seeking to appoint up to three new Non-Executive Board Members. The successful candidates will provide external, independent advice and expertise, which informs the department's decision-making process.

The Department for Levelling Up, Housing and Communities supports communities across the UK to thrive, making them great places to live and work, and works closely with local authorities. [Further details of the department's work are available here.](#)

The Secretary of State, as minister for Intergovernmental Relations, also coordinates the relationships between the UK Government and the devolved administrations in Scotland, Wales and Northern Ireland.

The department is supported by 15 agencies and public bodies.

The DLUHC Board is chaired by the Secretary of State and includes other ministers, senior officials (the Executive Team), a Lead Non-Executive and a number of Non-Executive Board members. Non-Executive Directors will work closely with the department's Ministers, other Non-Executive Board Members, the Permanent Secretary, senior executives and their offices to improve the performance of the department.

## Role Description and Key Responsibilities

Non-Executive Directors will have a responsibility to:

- Sit on the departmental Board, chaired by the Secretary of State, and other Board sub-committees as required by the Chair;
- Provide independent advice on all aspects of departmental policy, strategy, commercial and financial management, people resourcing, delivery and risk, performance management, and its delivery portfolio;
- Undertake (or assist on) specific project work by agreement with Ministers to assess and enhance the Department's performance;
- Bring external experience and expertise to the role and be able to challenge the Board, Ministers and officials, providing an important scrutiny function for the Department;
- Have the professional credibility and authority to challenge and hold to account DLUHC leaders;
- Ensure that the departmental Lead Non-Executive Director is made aware of any concerns.

More information about departmental boards and government non-executive board members please see [Code of Practice on Corporate Governance in Central Government departments](#).

## Selection Criteria

The DLUHC welcomes applications from candidates from all backgrounds. Successful candidates will have a track record of working in government, the wider public sector including local government, the business, or voluntary sectors.

They should demonstrate the following **essential** criteria:

- A passion for the work of the department and levelling up all parts of the UK;
- An understanding of the key issues faced by the civil service and/or public sector and an ability to influence and shape these challenges;
- The ability to challenge received wisdom, by scrutinising advice and decision making, is the single most important attribute for any candidate;
- Sound judgement, integrity (including when dealing with confidential or sensitive issues), and a commitment to the 7 principles of public life; and
- Knowledge or experience of one of the following areas:
  - Working closely with local government and an understanding of the key challenges they face.
  - A sound knowledge of devolution in Scotland, Wales and Northern Ireland, and intergovernmental working.
  - Another aspect of the department's core policy programme.
  - Delivery of a large-scale, complex programme or project.

### **Desirable:**

- Senior leadership experience in non-executive or executive level roles in private, public or third sector organisations with demonstrable delivery results.
- A record of working with Ministers, senior officials or other relevant public sector stakeholders.

## Outline Terms and Conditions

### Remuneration:

£15,000 per annum. This remuneration is treated as employment income and will be subject to tax and National Insurance contributions, both of which will be deducted at source under PAYE before you are paid.

### Time Commitment:

Your time commitment is expected to be approximately 2 days per month, including attendance at approximately 4 Board meetings per year. You may be required to attend additional meetings subject to the requirements of the Board.

### Term:

Appointments are made by Ministers for 3 years.

### Location:

Board meetings are held face-to-face in different regional locations with the option of remote attendance.

### Expenses and Subsistence:

Reasonable travel and subsistence expenses incurred on DLUHC business will be reimbursed in accordance with DLUHC policies.

### Conduct:

The Members will be expected to act in accordance with:

- The principles set out in the Cabinet Office's Code of Conduct for Board Members of Public Bodies. The Code sets out, clearly and openly, the standards expected from those who serve on the boards of UK public bodies and will form part of individual members' terms and conditions of appointment; and
- The Seven Principles of Public Life

### Nationality:

You must have a right to work in the UK, there must be no employment restrictions, or limit on your permitted stay in the UK.

### Annual Performance Review and Reappointment:

Annual performance reviews are expected to be undertaken. Reappointments are not automatic and will only be considered subject to satisfactory performance reviews.

## How to Apply

The new Public Appointment website is open for this vacancy and candidates will need to apply for this role using the [Public Appointments website](#):

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:

- 1. Curriculum Vitae** (*maximum 2 pages*): Include your education, professional qualifications and full employment history.
- 2. Supporting Statement** (*maximum 2 pages*). Please state which of the roles (**local government or Union**) you are applying for at the start of your supporting statement: Please also tailor the statement setting out your suitability for the role and how you meet the Selection Criteria including the criteria specific to the role that you are applying for. We suggest you use specific examples to demonstrate how you meet the Criteria. If you can offer the experience in more than one of the areas referenced above, please clearly reference and example those Criteria in a single supporting statement.
- 3. Equality Information**: The information you provide will not be used as part of the selection process and will not be seen by the interview panel.
- 4. Information relating to any outside interests or reputational issues**: You should declare any potential issues including conflicts of interest (perceived, potential or actual), this includes your personal or professional history that could, if you were appointed, be misconstrued, cause embarrassment to DLUHC or HM Government, or cause public confidence in the appointment to be jeopardised. The Panel will explore your declarations during the interview process. Failure to disclose such information could result in an appointment either not being made or being terminated. Successful candidates' conflicts of interests will be entered on a register which is available to the public.

## How to Apply

Political activity is no bar to appointment. Information on political activity is primarily sought for monitoring purposes only, however this information will be shared with the selection panel. The reason for this is that it is appreciated that such activities may have given you relevant skills, including experience gained from committee work, collective decision-making, resolving conflict and public speaking. Any political activity declared by successful candidates will be published in accordance with the Governance Code on Public Appointments.

Candidates should note that 'due diligence' will be carried out as part of the assessment process if you are called to interview and will be shared with the Panel and Ministers. This will include searches on social media, blogs and/or other publicly available information. Diversity data will be treated in confidence and is used for data gathering information only and will not affect your application. Please complete the Disability Confident section if relevant.

We will ask you to check and confirm your personal details to ensure your application is accurate.

You will have the opportunity to make a reasonable adjustment request or apply under the disability confident scheme before you submit your application.

# Assessment Process: Overview

Public appointments are made on the basis of merit, in accordance with the Cabinet Office Governance Code on Public Appointments. The decision on who to appoint is made by Ministers, who receive advice from the Advisory Assessment Panel on the suitability of candidates against the published selection criteria.

The timetable provided is indicative and subject to change. If you are unable to meet these timeframes, please let us know by contacting [PublicAppointments@levellingup.gov.uk](mailto:PublicAppointments@levellingup.gov.uk).

The Advisory Assessment Panel will be:

- **Matt Thurstan**, DLUHC Chief Financial Officer and Panel Chair
- **Alison Nimmo**, DLUHC Lead NED
- **Anand Aithal** - Independent Panel Member

Due to the high volume of applications we receive, we only provide feedback to candidates who reach the interview stage and will only be provided once the campaign has concluded.

# Assessment Process: Indicative Timeline

The timeline provided is indicative and could be subject to change, potentially at short notice. If you are unable to meet these timeframes, please let us know by contacting [PublicAppointments@levellingup.gov.uk](mailto:PublicAppointments@levellingup.gov.uk).



Closing date: 6 May 2024



Shortlisting: June 2024 (date TBC)



Panel interviews: July 2024 (TBC).



Interviews may be conducted at the DLUHC offices at 2 Marsham Street, London SW1P 4DF or remotely via Teams conferencing.

Copies of passports will need to be provided prior to interview in order to check candidates' identity. Should interviews take place face-to-face, please let us know if you have any accessibility issues.



The Minister may choose to meet with these candidates before making a decision.

Provisional start date: September 2024.

Please note: The time taken between interview and a final appointment decision being made can sometimes take a number of weeks. Candidates who have been interviewed will be kept informed of progress.

# Diversity and Equal Opportunities

DLUHC is committed to the principle of Public Appointments on merit with independent assessment, openness and fairness of the process and providing equal opportunities. Applications are welcome from all, we particularly encourage applications from women, people from an ethnic minority background, people with disabilities and other under-represented groups.

We are very interested in receiving applications from those based outside the London & South East area. Board meetings are held in different locations across the country and there is the option for remote attendance. This position requires the postholder to undertake some travel across the UK and to work unsocial hours on occasion (including some weekend and overnight stays).

If you believe you have the experience and qualities we are seeking, we look forward to receiving your application.

## Disability Confident

As a Disability Confident employer, we will ensure that a fair and proportionate number of disabled applicants that meet the minimum criteria for this position will be offered an interview. By 'minimum criteria,' we mean that you must provide evidence in your application, which demonstrates that you meet the level of competence required under each of the essential criteria. If you wish to apply under this scheme, please complete the declaration in the on-line application form. It is not necessary to state your disability.

## Reasonable Adjustments

If you would like a confidential discussion regarding any reasonable adjustments during the process, please contact [PublicAppointments@levellingup.gov.uk](mailto:PublicAppointments@levellingup.gov.uk). You do not need to apply under the Disability Confident Scheme to ask for a reasonable adjustment.

# Further Information

**Contact:** For further information about the roles or application process please contact [PublicAppointments@levellingup.gov.uk](mailto:PublicAppointments@levellingup.gov.uk). Please put 'DLUHC Board' as the subject line of your email.

We aim to process all applications as quickly as possible and to treat all applicants with courtesy. If you have any complaints about the way your application has been handled, please contact [PublicAppointments@levellingup.gov.uk](mailto:PublicAppointments@levellingup.gov.uk).

**Complaints:** If you feel this competition has not been conducted fairly and you wish to make a complaint, you should initially contact the Public Appointments Team at [PublicAppointments@levellingup.gov.uk](mailto:PublicAppointments@levellingup.gov.uk).

If after investigation by the Department you remain dissatisfied, you may take your complaint to the Commissioner for Public Appointments at [publicappointments@csc.gov.uk](mailto:publicappointments@csc.gov.uk). Details on how to make a complaint can be found on the Commissioner's website at: <https://publicappointmentscommissioner.independent.gov.uk/regulating-appointments/investigating-complaints/>

# GDPR

We will process your application in accordance with the General Data Protection Regulations and Data Protection Act 2018. Your data will be held securely and processed for the purpose of the recruitment process. Access will be restricted to those dealing with your application or involved in the recruitment process, this will include Ministers and Special Advisers.

Data may also be shared with Cabinet Office, in order to comply with the Public Appointments Governance Code, article 3.1 of the Public Appointments Order in Council 2019. Data may also be shared with Cabinet Office and The Commissioner for Public Appointments in order to meet the public equality duty as set out in the Equality Act, s149. The Commissioner may also request access as part of a complaint investigation or review of the recruitment process.

Your data will be stored for 2 years, if appointed your data will be stored for the duration of your tenure and may be shared with the organisation that you are appointed too, unless specifically requested otherwise. Should you wish your data to be removed from our records, please contact [PublicAppointments@levellingup.gov.uk](mailto:PublicAppointments@levellingup.gov.uk).

## Complaints:

If you consider that your personal data has been misused or mishandled, you may make a complaint to the Information Commissioner who can be contacted at:

Information Commissioners Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

0303 123 1113 email: [casework@ico.org.uk](mailto:casework@ico.org.uk).

The data controller for Public Appointments is joint between DLUHC, OCPA and the Cabinet Office.

# Seven Principles of Public Life

In 1995 the Committee on Standards in Public Life defined seven principles which should underpin all who serve the public. It is important that members of public bodies maintain the confidence of Parliament and the public. Consistent with the Governance Code, applicants will be assessed on merit, and all candidates will need to uphold the standards of conduct set out in these principles that will be tested during the selection process. Failure to disclose such information could result in an appointment either not being made or being terminated. Should you wish to speak to someone concerning a potential conflict of interest or other issues please contact a member of the Public Appointments team at [PublicAppointments@levellingup.gov.uk](mailto:PublicAppointments@levellingup.gov.uk) in the first instance.

**Selflessness** Holders of public office should act solely in terms of the public interest.

**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 benefits for themselves, their family or their friends. They must declare and resolve any interests and relationships

**Objectivity** Holders of public office must act and take decisions impartially, fairly and on merit, using best evidence and without discrimination or bias.

**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.

**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 doing so.

**Honesty** Holders of public office should be truthful.

**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.