



Department for
Business & Trade

Central Arbitration Committee, Members (Employer and Worker)

Candidate Pack

Closing date: 14 June 2023 at 23:55



Contents

- 03/04: Ministerial Foreword
- 05: The Central Arbitration Committee (CAC)
- 06: The Roles
- 07: Diversity
- 08: Person Specification and Criteria
- 09: Terms of Appointment
- 10: How to apply
- 11: Assessment Panel, Process and Timing
- 12: Annex A – Conflicts of Interest and Due Diligence
- 13: Annex B – The Seven Principles of Public Life
- 14: Annex C – Complaints

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 becoming a Member of the Central Arbitration Committee (CAC).

The CAC is an independent statutory authority with specific functions relating to trade unions and employers. The most significant function of the CAC is adjudicating on the recognition and de-recognition of trade unions for collective bargaining in the workplace. This is carried out by applying the underpinning GB trade union recognition legislation when considering a union's application for collective bargaining in a workplace, whilst seeking agreement between a union and the employer where possible.

It is responsible for resolving, through both voluntary means and adjudication, disputes relating to the following issues:

- the recognition and derecognition of trade unions for collective bargaining.
- the disclosure of information to trade unions for collective bargaining purposes.
- the establishment and operation of arrangements under the Information and Consultation Regulations.
- the establishment and operation of European Works Councils; and
- and the information and consultation requirements of the European Company Statute, the European Cooperative Society Regulations, and the Cross- Border Mergers Regulations.

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



The overall responsibility for the CAC's work rests with the Chair. The CAC itself comprises three groups: Deputy Chairs; Members with experience as employers' representatives (mainly HR Directors and Employment Relations leaders); and Members with experience as workers' representatives (mainly senior trade union officials). It works through Panels consisting of the Chair or a Deputy Chair and one member drawn from each of the other two groups.

The Advisory, Conciliation & Arbitration Service (Acas) is responsible for providing the CAC with finance and support services. However, this does not affect the posts' independence from Acas and the Secretary of State.

The work handled by the CAC can often involve sensitive issues about the conduct of trade union affairs and, on occasion, they can attract wider public and media interest. The CAC members must also avoid potential conflicts of interest.

If you believe you have the experience and qualities, we are seeking to join the CAC, we very much look forward to hearing from you.

Kevin Hollinrake MP
Parliamentary Under Secretary of State

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



The Central Arbitration Committee (CAC)

The Central Arbitration Committee (CAC) is an independent statutory authority with specific functions relating to trade unions and employers. The most significant function of the CAC is adjudicating on the recognition and de-recognition of trade unions for collective bargaining in the workplace. This is carried out by applying the underpinning UK trade union recognition legislation when considering a union's application for collective bargaining in a workplace, whilst seeking agreement between a union and the employer where possible.

The overall responsibility for the CAC's work rests with the Chair. The CAC itself comprises three groups: Deputy Chairs; Members with experience as employers' representatives (mainly HR Directors and Employment Relations leaders); and Members with experience as workers' representatives (mainly senior trade union officials). It works through panels consisting of the Chair or a Deputy Chair and one member drawn from each of the other two groups.

Whilst the Advisory Conciliation & Arbitration Service, (Acas), is responsible for providing the CAC with finance and support services, this does not affect the postholder's independence from both Acas and the Secretary of State.

The work handled by the CAC can often involve sensitive issues about the conduct of trade union affairs and, on occasion, cases can attract wider public and media attention. The CAC members must also avoid potential conflicts of interest. Further information about CAC can be found here www.gov.uk/government/organisations/central-arbitration-committee

The Role

The overall responsibility for the CAC's work rests with the Chair. The CAC itself comprises three groups: Deputy Chairs; Members with experience as employers' representatives (mainly HR Directors and Employment Relations leaders); and Members with experience as workers' representatives (mainly senior trade union officials). It works through Panels consisting of the Chairman or a Deputy Chair and one member drawn from each of the other two groups.

CAC applications under all jurisdictions are handled by three-person panels, appointed by the Chair, consisting of a Deputy Chair and two Members, one with employer experience and one with worker experience. The member will be expected:

- To apply their employment relations experience to a panel's consideration of an application and to any decisions the panel needs to make.
- To attend, and contribute fully to, formal hearings with the parties.
- To act impartially and to ensure that CAC's established policies and practices are adhered to.
- To contribute to policy formulation and knowledge-sharing at the CAC's Biennial Meetings.

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.

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



Person Specification and Criteria

CAC applications under all jurisdictions are handled by three-person panels, appointed by the Chair, consisting of a Deputy Chair and two Members, one with employer experience and one with worker experience. Candidates must demonstrate the following essential criteria:

- Knowledge and understanding of collective employment relations and the legislation relating to it, combined with the ability to bring an independent perspective.
- Realistic and practical approach to problem-solving and the ability to work as part of a team to resolve conflicting positions and interests and achieve consensus.
- The ability to determine complex issues, within fixed timeframes, based on evidence with independent balanced judgement.
- An ability to organise and manage a demanding caseload effectively, sometimes under time pressures.
- Strong communication skills to present decisions, both orally and in writing.
- Expertise in areas such as consultation, negotiation, and collective bargaining.

Depending on the role for which they apply, candidates must have recent experience as either a representative of employers or a representative of workers.

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



Terms of Appointment

- **Appointment Term:** An initial period of 5 years.
- **Remuneration:** Members will received £305.52 for each seven-hour day worked, average 1 day per month. Remuneration and expenses are taxable.
- **Time Commitment:** On average one day per month.
- **Location:** Meetings will be virtual, or in person nationwide dependent on location of case.
- **Nature of Appointment:** This is a Public 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 CAC.
- **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 Baseline Personnel Security Standard (BPSS) level, further details can be found here <https://www.gov.uk/government/publications/united-kingdom-security-vetting-clearance-levels/national-security-vetting-clearance-levels>).

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



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.

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



Assessment Panel, Process and Timing

The members of the Advisory Assessment Panel are:

Worker Member Campaign

- **DBT Representative (Chair):** James Stevens, Deputy Director, Labour Markets
- **Partner Organisation Representative:** Maverlie Tavares, CAC CEO
- **Independent Panel Member:** Catherine Walker

Employer Member Campaign

- **DBT Representative (Chair):** James Stevens, Deputy Director, Labour Markets
- **Partner Organisation Representative:** Maverlie Tavares, CAC CEO
- **Independent Panel Member:** Peter Donaldson

The timelines for this campaign is indicative and subject to change. Please check the advert for any updates.

Advert Closes	14th June 2023, 23:55
Panel Sift	w/c 26th June 2023
Panel Interview	w/c 24th July 2023
Candidates notified of the outcome	August 2023
Appointment confirmed	September 2023

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



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.

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



Annex C: Complaints Procedure

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

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





Department for
Business & Trade