



Home Office

**INDEPENDENT OFFICE FOR POLICE CONDUCT**  
**NON-EXECUTIVE MEMBERS**

**Recruitment Information Pack**

**December 2023 – January 2024**



**INVESTORS  
IN PEOPLE**

**Bronze**



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## Background

The Independent Office for Police Conduct (IOPC) investigates the most serious and sensitive incidents and allegations involving the police in England and Wales. It also oversees the police complaints system, and sets the standards by which the police handle complaints.

The IOPC is independent from the police, government and interest groups, with the aim of making the police more accountable to the public. The IOPC carries out hundreds of investigations into incidents and allegations involving the police each year. These include investigations into:

- Deaths or serious injuries during or following police custody
- Police shootings
- Allegations of use of excessive force

The IOPC was formed in January 2018. Before this, it was the Independent Police Complaints Commission. Since 2013, the IOPC has doubled in size and now takes on six times as many investigations. This led to structural changes and increased powers through the Police and Crime Act 2017, which reflect the reformed organisation. Further reforms to the police conduct and complaints systems increased the IOPC's powers.

For more information about the work of the IOPC please visit the website [here](#).

## IOPC Review

The former Home Secretary appointed Dr Gillian Fairfield (Chair of the Disclosure and Barring Service) in March 2023, to lead an [independent review of the IOPC](#). The review forms part of the wider Cabinet Office Public Bodies Review Programme and has considered the IOPC's efficacy, efficiency, governance and accountability, as well as performance management. The Government specifically tasked Dr Fairfield with looking at the IOPC's existing governance structures, under which the Director General both chairs the unitary board and acts as sole head of decision-making for the IOPC. The Government may decide to change the existing structures and successful candidates will need to be flexible in this regard.

The outcome of the Public Bodies Review will be published in due course and the newly appointed Non-Executive Members, together with the Director General, will be responsible for driving forward a response to the recommendations. In advance of publication, the Home Office will consider whether it is possible to share copies of the Fairfield findings to shortlisted candidates in confidence.

## Role Description

**Title:** Non-Executive Members, Independent Office for Police Conduct

**Roles available:** Three

**Remuneration:** £350 per day

**Time commitment:** 18-24 days per year

**Reporting to:** Home Secretary

**Location:** National (based in Central London)

**Term length:** Initial term of 3 years

**Purpose:** The Independent Office for Police Conduct (IOPC) is seeking up to three non-executive members.

### **As a non-executive board member your key responsibilities will be to:**

- work effectively with the Director General of the IOPC and other board members to ensure robust governance and financial management of the organisation; and to set and promote the strategic aims and values of the IOPC;
- provide support, advice and constructive challenge to the Director General in the carrying out of his/her functions including having regard to securing and maintaining public confidence in the police complaints system and the Director General's functions and
- Monitor and review organisational performance and contribute to the efficient and effective running of the IOPC.
- In the carrying out of these functions, have regard to the need to secure and maintain public confidence in the police complaints system and the mechanisms for scrutiny of police conduct matters.

### **Additional responsibilities of non-executive members will include:**

- being a member of committees of the board e.g. Audit, Risk & Assurance Committee;
- attending any other meetings as required; and
- with the other non-executive members of the Office, appointing the executive members of the board.
- And, following the Public Bodies review of the IOPC, supporting the Director General and the staff of the IOPC in driving forward a response to recommendations and outcomes of that review.

## Person Specification

All candidates will be required to demonstrate in their written applications and at interview how they meet the requirements of these posts. The criteria that will be used to assess whether candidates have the required qualities, skills and experience are listed below. **You must give examples in your application demonstrating how you meet each of the requirements:**

### Essential Criteria

- demonstrable independence, integrity and impartiality, recognising the statutory duty for both executive and non-executive members of the Office to have particular regard to public confidence in the police complaints and discipline systems;
- ability to question and challenge constructively and influence decision making within a board setting;
- ability to analyse complex issues and evidence, for example, around financial management, risk, or organisational performance, and to make informed, insightful and impartial interventions to support and challenge the IOPC executive;
- ability to bring a strategic approach to the work of the IOPC;
- a demonstrable understanding of the complexity and sensitivities in the field in which the Director General and IOPC staff operate including the importance of securing public confidence in the police complaints and discipline systems;
- excellent communication skills, coupled with a personal and professional demeanour that generates trust and confidence in others; and

**In addition, among the successful candidates will be those who provide demonstrable evidence of one or more of the following:**

- an understanding of how to lead investigations and in particular an overview of quality improvement and mechanisms for independent scrutiny;
- transformative experience including experience of using digital and technology to achieve this;
- professional expertise – for example in finance and audit, legal, commercial, media and communications, public affairs, human resources or organisational development;
- experience of external stakeholder engagement, particularly with communities that have the least confidence in the police; and
- a good understanding of challenges facing the police in England and Wales, and/or of Government more widely.

**Security clearance:** The successful candidates will be required to have or be willing to obtain security clearance to SC level. For further information about the security vetting process, please click [here](#).

**Due diligence:** Please note that as part of the recruitment process, due diligence, including social media checks will be undertaken on short-listed candidates.

## Response Instructions

**The closing date for applications is 23:00 Monday 15 January 2024.**

Please submit the following two documents below, 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 Appointments 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 two 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, then please contact either Elinor Howard (Head of Public Safety & Immigration Sponsorship) on [elinor.howard@homeoffice.gov.uk](mailto:elinor.howard@homeoffice.gov.uk) or Ann Oldroyd (Police Integrity Unit) on [Ann.Oldroyd@homeoffice.gov.uk](mailto:Ann.Oldroyd@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](mailto:publicappointments@homeoffice.gov.uk)

If helpful to you, there is guidance available on writing a supporting statement on the public appointments webpages: <https://www.gov.uk/guidance/public-appointments>

## Indicative Timetable

Please note that these dates are only indicative at this stage and could be subject to change.

Closing Date	23:00, Monday 15 January 2024
Short-list Meeting	Expected w/c 29 January
Candidate Interviews	Expected w/c 19 February
Meeting with Home Secretary or Minister (if required)	Expected post interview

## Selection Process

This role is being competed in accordance with the Cabinet Office's Governance Code on Public Appointments (December 2016)<sup>1</sup>, 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 will be chaired by Michael Cordy (Deputy Director, Police Integrity Unit, Public Safety Group, Home Office). 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: Baroness Gabrielle Bertin (Member, House of Lords) and Samuel Coates (Senior Associate Fellow, Royal United Services Institute) as the independent 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.

***We encourage a diverse workforce and welcome applications from all suitably qualified people. This role is regulated by 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.

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[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/578498/governance\\_code\\_on\\_public\\_appointments\\_16\\_12\\_2016.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/578498/governance_code_on_public_appointments_16_12_2016.pdf)

## Terms of Appointment

**Nature of Appointment:** You are not an employee of the Home Office or IOPC. Accordingly, nothing in this document shall be construed as, or taken to create, a contract of employment between you and the Department or Her Majesty's Government.

**Appointment Term:** Your appointment will be for an initial term of 3 years. There is also a possibility of re-appointment, subject to a satisfactory annual appraisal of performance and Ministerial agreement.

### Remuneration and Time Commitment:

- This is a part time position with an expected time commitment of 18 – 24 days per annum.
- The role is remunerated at £350 per day.
- The remuneration is taxable through IOPC payroll, but the appointment is not pensionable.
- The post-holder can claim reimbursement for reasonable travel and subsistence costs necessarily incurred during the course of their duties at rates set centrally.
- Applicants should note that the successful candidates cannot be remunerated for this role if they are being paid for an existing full-time role from the public purse.

**Location:** This is a national role within England & Wales, although the IOPC Office is currently based in Canary Wharf. As such, you will be expected to travel as necessary to locations within the UK, or overseas, in order to carry out your duties effectively.

**Security clearance:** The successful candidates will be required to have or be willing to obtain security clearance to SC level. It usually takes between 4-5 weeks to obtain the security clearance. The role will be offered on a conditional basis until the successful candidate has passed all checks. The successful candidate will be encouraged to take up this appointment as soon as possible, subject to the successful completion of all pre- appointment checks.

**Confidentiality:** You will be subject to the provisions of the Official Secrets Act and required to exercise care in the use of official information acquired in the course of 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;
- anyone who has failed to make a payment under a county court administration order;
- anyone subject to an order under the Insolvency Act 1986; 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](mailto:publicappointments@homeoffice.gov.uk).

**Standards in public life:** You will be expected to demonstrate high standards of corporate and personal conduct. Candidates will be expected to abide by the "Seven Principles of Public Life"

set out by the Committee on Standards in Public Life (see below, page 11). Failure to do so may result in sanction up to and including dismissal.

**Registration of interests:** The purpose of these provisions is to avoid any danger of a public appointee 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 on the Public Appointments website. 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 Board and must declare significant party political activity they undertake in the period of their appointment. Details of the successful candidate's declared political activity must be published by appointing departments when the appointments are publicised.

The Political Activity Declaration on the Public Appointments website 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 on the Public Appointments website. This will help us to monitor selection decisions to assess whether equality of opportunity is being achieved. The information on the Public Appointments website will be treated as confidential, and used for statistical purposes only. The information 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 on the Public Appointments website. 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:** 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](mailto: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](mailto: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:

The Commissioner for Public Appointments Room G/8, Ground Floor 1 Horse Guards Road London SW1A 2HQ. Tel: 0207 271 0849, Email: [publicappointments@csc.gov.uk](mailto:publicappointments@csc.gov.uk) Website: <https://publicappointmentscommissioner.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.