



Home Office

INDEPENDENT MONITOR
FOR THE
DISCLOSURE AND BARRING
SERVICE

Recruitment Information Pack

September – October 2024



**INVESTORS
IN PEOPLE**

Bronze



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About the Disclosure and Barring Service (DBS)

The DBS plays a vital role in safeguarding the most vulnerable in our society through the provision of criminal record information enabling employers and voluntary organisations to make safer recruitment decisions and barring individuals who pose a risk from working with vulnerable people.

An Enhanced Disclosure is the highest level of criminal record certificate issued by the DBS. Chief Police Officers have a legal duty to include local police information that they reasonably believe ought to be disclosed on an enhanced criminal record certificate because it is directly relevant to the application. Under the Protection of Freedoms Act 2012, the Independent Monitor has the statutory power to review disputes from applicants regarding the local police information that has been disclosed on their enhanced certificate.

The Independent Monitor (IM)

The IM is appointed by the Secretary of State under the Police Act 1997 (the Act) and has four statutory duties relating to the disclosure of information on a person's Enhanced Criminal Records Certificate.

Firstly, in accordance with Act, the IM must review a sample of cases in which police non-conviction information is included, or not included, on enhanced criminal record certificates. The purpose of these reviews is to ensure compliance with the Home Office's [Statutory Disclosure Guidance](#) and Article 8 of the European Convention of Human Rights.

Secondly, when a request for an Enhanced Certificate is made, an individual's details are referred to any police force which may hold information about the individual. This enables the force to check against their records for any information which they reasonably believe to be relevant to the prescribed purpose for which the certificate is sought and ought to be disclosed. If an applicant is not satisfied with the information being disclosed, they may apply to the Independent Monitor for a review. Under the Act, the IM must review those cases where a person feels that the information disclosed by police within a Disclosure and Barring Service Enhanced Criminal Record Certificate is either not relevant to the purpose for which they are applying, or that it ought not to be disclosed.

The IM must produce an annual report for the Home Secretary about the performance of police forces in exercising their functions relating to disclosure.

The IM may also make recommendations to the Home Secretary as to possible changes to law or guidance in this area. The latest IM annual report is available [here](#).

The IM is supported by a small secretariat within the Home Office.

Role Description

Job Title:	Independent Monitor (for the Disclosure and Barring Service)
Commitment:	The expected time commitment is 150 days per annum
Remuneration:	£548 per day
Appointment:	Three-year appointment with the possibility of re-appointment subject to satisfactory appraisal
Location:	This can be flexible, with occasional travel into Central London, National (including Northern Ireland) an international travel may also be required
Reporting to:	Home Secretary

Purpose:

- The Disclosure and Barring Service (DBS) enables employers and voluntary organisations in England and Wales to make informed recruitment decisions using information from police records and other sources.
- The role of the Independent Monitor provides a fully independent element, separate to police and the DBS, to the arrangements providing for the inclusion of local police information on an Enhanced Criminal Record Certificate.
- The functions of the Independent Monitor are important in ensuring that sensitive police information is disclosed appropriately and proportionately, striking the right balance between public protection and the rights of individual applicants.

The key responsibilities of the Independent Monitor are to:

- Review disputes as to the information provided by chief officers of police for disclosure on Enhanced Criminal Record Certificates.
- Review samples of cases where information from local police records has been included (or not included) on disclosure certificates or disclosed via the DBS Update Service, (an online subscription service that allows those in possession of a Standard or Enhanced Criminal Records Certificate to keep it up to date, enabling employers to check online).
- Produce an annual report to the Home Secretary (which is publicly available), making recommendations as appropriate to possible changes to law or guidance in this area.
- The Justice Act (Northern Ireland) 2015 extended the role of the Independent Monitor to include the review of disclosure disputes made in Northern Ireland. As part of the role, the Independent Monitor examines a sample of cases where local police information is provided

for certificates issued by Access NI and cases where the police have such information but decide that it ought not to be disclosed.

- Review disputes from applicants regarding local police information included in Access NI certificates.
- Respond to challenge of Independent Monitor decisions, including should an individual seek a Judicial Review of an Independent Monitor decision.
- Engage in stakeholder management to build and maintain relationships with the Police, Home Office officials and Ministers and the DBS.

Person Specification

- It is essential in your supporting statement that you provide evidence and proven examples against each of the essential criteria below. These responses will be further explored with those candidates invited for interview.
- There are no fixed views on the specific professional background or sector for this role. However, experience at a senior level in a legal, law enforcement or regulatory setting would be useful, along with an understanding of the issues around safeguarding and public protection, criminal records, police disclosures and accompanying legislation.

Essential Criteria

- A proven track record in a relevant field of making sound independent judgements which have been open to scrutiny and challenge.
- Proven experience of successfully analysing and evaluating complex, sensitive and challenging information.
- Evidence of being an able and clear communicator. Experienced in researching and producing informative, persuasive, and succinct reports.
- A proven track record of engaging successfully with others, building productive working relationships with a variety of partner organisations.
- A proven track record of managing operational casework in a complex environment and of making system improvements.
- A sound understanding of, and strong commitment to, equal opportunities, diversity, public service values and the Seven Principles of Public Life.

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, 21 October 2024.

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 about the work of the Independent Monitor, then please contact Nick Brown at NicholasDerek.Brown8@homeoffice.gov.uk in the first instance.

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: <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.

Advert Closing Date	23:00, 21 October 2024
Short List Meeting	Expected w/c 28 October
Final Panel Interviews	Expected w/c 18 November
Meeting with Minister (if required)	Expected post interview

Selection Process

This role is being competed in accordance with the Government's Governance Code on Public Appointments¹, which sets out the regulatory framework for public appointments processes. The Code is based on three core principles – merit, openness and fairness.

The panel will be chaired by Joanna West / Becky Wyse (Tackling Exploitation and Abuse Directors, Public Safety Group) and consist of Mark Goodfellow (Director of Safer Communities, Department of Justice, Northern Ireland) and Michael Fuller QPM as the Independent Member.

The panel will ensure the appointments are made in the spirit of the Governance Code. 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 who to invite for interview. Further details about the format of the interviews will be provided to you in advance, however these are expected to take place in person, in central London.

The final decision to appoint to this role rests with the Home Secretary. Appointable candidates may be invited to meet with Ministers before a final decision is made. As a result, there may be a delay in informing candidates of the outcome of the competition.

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.

¹https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/578498/governance_code_on_public_appointments_16_12_2016.pdf

We encourage a diverse workforce and welcome applications from all suitably qualified people. This appointment is not regulated by the Office of the Commissioner for Public Appointments.

Terms of Appointment

Nature of Appointment: You are not an employee of the Home Office, the Office of the Independent Monitor, nor the Disclosure and Barring Service. Accordingly, nothing in this document shall be construed as, or taken to create, a contract of employment between you and the Department or His Majesty's Government.

Appointment Term:

Your appointment will be for a minimum period of three years. There is a possibility of re-appointment, subject to a satisfactory annual appraisal of performance and Ministerial agreement.

Remuneration:

- The role is remunerated at £548 per day. 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 candidate cannot be remunerated for this role if they are being paid for an existing full-time role from the public purse.

Time Commitment: Expected 150 days per annum.

Location: This can be flexible, with occasional travel into Central London. National (including Northern Ireland) and international travel may also be required.

Availability: The successful candidate will be encouraged to take up their 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 Security Clearance (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 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 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 3 months or more in the last 5 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; 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. 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).

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 as the Independent Monitor 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 Board and must declare any 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 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.

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. Selection will be on merit.

Whether you choose to apply under the Disability Confident scheme 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.

Equal Opportunities Monitoring: The Home Office is committed to providing equal opportunities for all, irrespective of 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 will be treated as confidential and used for statistical purposes only. The form will not be treated as part of 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.

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: <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.