



Home Office

SECURITY INDUSTRY AUTHORITY MEMBERS

Recruitment Information Pack

November 2024



INVESTORS
IN PEOPLE

Bronze

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Welcome Note from Heather Baily, Chair of the Security Industry Authority

Thank you for taking time to consider the role of Non-Executive Director with the Security Industry Authority (SIA). This is a great opportunity to join a well-regarded and forward-thinking Board which offers a constructive and supportive working environment.

The SIA is a high performing organisation with a strong track record of delivering change and improvements in the licensing of those working within the private security industry. Following Royal Assent of the Terrorism (Protection of Premises) Bill, anticipated to be in the spring of 2025, the SIA will take up the regulatory function for the Bill's provisions known as Martyn's Law. This will require significant planning over the next two years and in due course, implement the new arrangements for the regulatory oversight of these important new provisions. These new responsibilities are complementary to our existing remit and our strategic priority of contributing to improved public safety outcomes in those environments where private security is deployed.

We have a clear corporate strategy which is focused on protection of the public. Our plans include active support for the government priorities of reducing crime and the fear of crime as well as reducing violence against women and girls and preventing acts of terrorism. We are also focusing on minimizing the opportunity for serious and organised crime to operate behind the mantle of private security companies as well as tackling worker exploitation. Our overall aim is to support greater public protection by raising standards across the private security industry, for both individual licence holders and those businesses within our Approved Contractor Scheme.

Our Board comprises our Chief Executive and her Executive Director team together with our Non-Executive Directors and myself as Chair. The departure of one of our current Non-Executive Directors together with the need for additional Non-Executive Director experience to take account of the new regulatory responsibilities under Martyn's Law, means I am now seeking to recruit two talented individuals to join the Board who will bring skills and expertise from one of the following areas:

- Strategic experience of public safety and public protection issues, including the government priority to reduce violence against women and girls and support those who are otherwise vulnerable in a public space environment.
- Strategic experience of protective security and public space safety, with an understanding of the wider national landscape in preventing acts of terrorism as well as mitigating the impact of a terrorist attack.

Those appointed will complement the existing skills and experience of our Board and will join both the Audit and Risk and People Committees. We value and promote diversity and inclusivity across the SIA and encourage the private security industry to do the same. The best Boards are those which reflect the communities we serve as well as the backgrounds of those who hold our licenses. In support of this ambition, I particularly encourage applications from those from black, Asian and ethnic minority communities, people who have a disability and those from the LGBTQ+ community with the appropriate skills, to apply.

These are challenging and exciting times for the SIA and if you have the skills and experience we are now seeking, I look forward to hearing from you.

Heather Baily
Chair, Security Industry Authority

About the Security Industry Authority

The SIA is the UK regulator responsible for overseeing and licensing the private security industry. It is an independent body reporting to the Home Secretary, under the terms of the Private Security Industry Act 2001. Its purpose is to protect the public through effective regulation of the private security industry and working with partners to raise standards across the sector. Its remit covers the United Kingdom. It is an arm's length body (ALB) of the Home Office.

Role and Background

The SIA has two main duties. One is the compulsory licensing of individuals undertaking designated activities within the private security industry; the other is to manage the voluntary Approved Contractor Scheme, which measures private security suppliers against independently assessed criteria.

SIA licensing covers security guarding, door supervision, close protection, cash and valuables in transit, and public space surveillance using CCTV, key holding and (in Northern Ireland) vehicle immobilisation. Licensing ensures that private security operatives are fit and proper persons who have appropriate entry training and are qualified to do their job.

The SIA's Approved Contractor Scheme (ACS) sets out operational and performance standards for suppliers of private security services. Businesses that meet these standards are awarded Approved Contractor status. This accreditation provides purchasers of private security services with independent proof of a contractor's commitment to quality. Following the Manchester Arena Inquiry Report, the SIA is now developing a new Business Approval Scheme which will replace ACS in time.

The SIA also has an important role in contributing towards improved public safety outcomes in the wide range of environments where the private security industry operates. Together with key stakeholders, the SIA contributes to the national government aims to reduce crime, violence and disorder and the fear of crime.

The SIA Executive Directors head one of four Directorates: Licensing and Standards, Inspections and Enforcement, Business Transformation and Corporate Services, which together with two other functional areas, Strategy and Governance, and Risk and Assurance report into the Chief Executive. Each directorate is composed of several functional areas that are responsible for specific day-to-day operations. Current SIA Non-Executive Directors are:

- Heather Baily – Chair
- Caroline Corby
- Duncan Worsell
- Zoe Billingham *
- Simon James
- Paul Glibbery

** Departs at the end of 2024*

Further Reading

For detailed information on the SIA, the role of its Board and its activities, please refer to the SIA website: www.sia.homeoffice.gov.uk. This includes the SIA's latest Annual Report and Accounts, its governance arrangements and its Corporate Plan.

Role Description

Job Title:	Security Industry Authority Member (Non-Executive Directors)
Roles Available:	Two
Remuneration:	£10,000 per annum, based on a minimum time commitment of 24 days per annum, up to 32 days.
Appointment:	A term of three years
Location:	Non-Executive Directors are required to attend Board and strategy meetings in person at SIA Headquarters in London and on occasions other parts of the UK. Committee meetings are a mix of in-person and online meetings.
Reporting to:	Home Secretary, through the SIA Chair

Key Responsibilities:

- Work with the Chair and other Authority Members in setting the strategic direction of the SIA, and ensuring the Authority discharges its statutory duties in line with the requirements of the Private Security Industry Act 2001, overseeing the timely production of realistic and costed business plans.
- To ensure that the SIA develops an effective regulatory framework that supports the introduction and continued oversight of Martyn's Law once the Terrorism (Protection of Premises) Bill is enacted into legislation. To support the planning and oversight process as the new regulatory function is developed.
- Provide constructive oversight and challenge to Senior Executive Team, supporting the delivery of the annual business plan, effective financial and risk management and the monitoring of corporate performance.
- In reaching Authority decisions, to take proper account of guidance provided by the responsible Minister or Home Office, and devolved administrations.
- Chair and/or participate in Board Committees and, as appropriate, working groups.
- Oversee the work of the Chief Executive in managing the organisation and its strategic delivery plans.
- Contribute to stakeholder events and be an effective ambassador for the SIA.
- Adhere to the code of practice for Members of executive NDPBs.
- Act in the public interest in accordance with the Seven Principles of Public Life - <https://www.gov.uk/government/publications/the-7-principles-of-public-life>.

Person Specification

It is essential in your supporting statement that you provide evidence and proven examples against each of the selection criteria in **Part One only** of the person specification, in so far as you are able. These responses will be further developed and explored with those candidates invited for interview, together with the other criteria listed in **Part Two**.

Part One – Essential Criteria

- Successful track record of achievement at Board-level or equivalent, with the ability to effectively contribute to a Board environment, operating strategically, providing robust and reasoned challenge, as well as support.
- Sound judgement and the ability to consider complex and conflicting arguments, with the ability to provide a balanced and informed perspective.
- Strong interpersonal skills with the ability to build positive, productive relationships internally and externally, able to work collegiately and to listen sensitively to the views of others.
- Understanding of issues arising from delivering services and business improvements within a high profile and sensitive environment and to recognize and address organisational risk.
- Evidence of a good understanding of the wider issues relating to the current public safety challenges, particularly in relation to reducing violence against women and girls and counter terrorism.
- And either:
 - Strategic experience of public safety and public protection issues, including the government priority to reduce violence against women and girls and support those who are otherwise vulnerable in a public space environment. This experience might be gained from working within a statutory agency such as a Local Authority or from experience of working within the private security industry at a strategic level.

Or

- Strategic experience of protective security and organisational preparedness issues including how organisations can mitigate against threats posed, and a robust understanding of risk-based decision making. Experience of engagement with key stakeholders such as venue operators, event organisers, industry bodies, policing and local authorities (including a knowledge of Safety Advisory Groups).

Part Two – Desirable Criteria

- An understanding of how the private security industry operates across the UK and the contribution it makes to improving public safety.
- An understanding of the Scottish or Northern Ireland criminal justice system, public sector or regional government arrangements.

- Experience of or an understanding of joint working between stakeholders such as police and local authorities to improve public safety at events such as music festivals, sporting fixtures and other large scale public gatherings where SIA license holders operate.
- Experience and understanding of the Protect and Prepare elements of the Government's wider counter terrorism strategy, CONTEST.

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 Monday 9 December 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 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>

- **A concise CV (maximum two sides A4, minimum 11 font) setting out your career history and including details of any professional qualifications.**
- **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 this role, please contact Hannah McCarthy (Head of Safeguarding Sponsorship, Home Office) at Hannah.McCarthy@homeoffice.gov.uk

If you have any queries about the recruitment process for this role, please contact Ayokunle Dosumu on 07787221368 or email ayokunle.dosumu@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	Monday 23:00 hours, 9 December 2024
Short List Meeting	Expect w/c 16 December 2024
Final Panel Interviews	Expected w/c 20 January 2025
Meeting with Home Secretary (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 Heather Baily (SIA Chair), and consist of Debbie Bartlett (Deputy Director, Protect and Prepare Home Office), Penny Curtis (Deputy Director Defence, Security and Cyber Resilience, Scottish Government) and Dr Delroy Beverley as the Independent Panel member.

The panel will ensure the appointments are made in accordance with the Governance Code. The Home Office Public Appointments Team will acknowledge your application on behalf of the Home Office 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 will be provided to you in advance, however we expect the interviews will take place in Central London, unless otherwise agreed by the panel.

The final decision to appoint to these roles' 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.

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.

¹https://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 the SIA. 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 as an SIA Member (Non-Executive Director) will be made by the Home Secretary.

- The appointment will be for a term of three years.
- Re-appointments can be made at the end of the period of office depending on length of term served, 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; SIA Members are neither employees of the Crown, Home Office nor of the SIA.
- Appointments may be terminated prior to the conclusion of the period of appointment.

Remuneration:

- Members will receive £10,000 per annum, the remuneration is taxable through the SIA payroll, but the appointment is not pensionable.
- Members can claim reimbursement for reasonable travel and subsistence costs necessarily incurred on SIA business at rates set by the SIA.
- 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.

Time Commitment: A Member has an expected time commitment of up to 32 days attendance.

Location: Some committee meetings and preparation work for Board meetings is undertaken remotely. Outside of this, members will be required to attend meetings at the SIA London office in, Canary Wharf, and regionally as required, including Northern Ireland, Scotland and Wales.

Availability: The successful candidates 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 candidates will be required to have or be willing to obtain security clearance to Counter Terrorism Check (CTC) level. Pre-appointment checks will also be undertaken on immigration and criminal convictions. 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 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 13).

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 to the SIA Board 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 SIA 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 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. If you wish to apply for consideration under this scheme, it is not necessary to state the nature of your disability. 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 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 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:

The Commissioner for Public Appointments Room G/8, Ground Floor 1 Horse Guards Road London SW1A 2HQ. Tel: 0207 271 0849.

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.