

Non-Executive Board Member  
HM Treasury  
2025 Recruitment Candidate Pack



## Contents:

Welcome Note	5
About HM Treasury	7
Candidate Specification	9
Time Commitments	10
Recruitment	10
Equal Opportunity	11
Timetable	11
How to Apply	12
Complaints	12
Annexe A – Treasury Board Members	13
Annex B - HM Treasury Public Appointments: Privacy Notice	14



Welcome Note from the Permanent Secretary, James Bowler



Dear Applicant,

Thank you for your interest in the role of Non-Executive Board Member at HM Treasury.

The Treasury is the government's economic and finance ministry, maintaining control over public spending, setting the direction of the UK's economic policy, and working to achieve strong and sustainable economic growth.

We are focused on sustainably increasing economic growth, living standards and access to high-quality jobs. We support the provision of high-quality public services and investment through effective management of the public finances and overseeing sustainable taxes and borrowing.

We are looking for an experienced individual to provide advice, and scrutiny as well as contribute effectively to discussions on the leadership and performance of the organisation. We are seeking someone who can bring an external perspective to the business of government.

The Treasury celebrates diversity in all our work and promotes equality of opportunity. We welcome new ideas and challenges. We are actively searching for a diverse range of candidates and encourage applicants from all backgrounds.

I wish you the very best of luck with your application.

*James Bowler*  
*Permanent Secretary to HM Treasury*



## About HM Treasury



Location of Treasury Offices Darlington (left) London (Centre) and Norwich (right).

### **Our work**

HM Treasury (HMT) is responsible for public spending, including departmental spending, public sector pay and pensions, annually managed expenditure (AME), welfare policy, and capital investment. The department is also responsible for financial services policy, including banking and financial services regulation, financial stability, and ensuring competitiveness in the City. HMT has strategic oversight of the UK tax system, including direct, indirect, business, property, personal tax, and corporation tax. And the delivery of infrastructure projects across the public sector and facilitating private sector investment into UK infrastructure. The department also ensures the economy is growing sustainably.

### **Non-Executive Board Members**

Our Non-Executive Board Members are appointed by the Chancellor of the Exchequer. Non-Executive Board Members serve for an initial term of three years, with the opportunity of reappointment for a second term of three years.

Non-Executive Board Members appointments are regulated by the Office for Commissioner for Public Appointments (OPCA).

We are committed to fairness and the promotion of equality of opportunity for all. Taking equality considerations into account in our work is an important and integral part of our approach as both an employer and a policymaker.

We promote equality of opportunity in employment to ensure our workforce is representative of the community it serves and that we attract and retain talented employees.

Information on the diversity of the Treasury's employees is also published in the Treasury's [Annual Report and Accounts](#).

## **Treasury Board**

The Treasury Board is chaired by the Chancellor of the Exchequer in their role as lead minister in the Department.

The Board is made up of all Treasury Ministers, Non-Executive Board Members and some Executive Board Members (the Permanent Secretary and Principal Accounting Officer; the Second Permanent Secretaries, the Group Finance Director and the Head of the Government Finance Function).

The Board considers the long-term strategy for the Department and draws together ministerial and civil service leaders with experts from outside government to form a collective strategic and operational leadership group.

The Board draws on the experience of attendees to provide advice, support and challenge on the Department's performance and risk management, and progress against delivery of its objectives and priorities. The Board does not decide policy or exercise the powers of Treasury ministers; it does however advise on the operational implications and effectiveness of policy proposals and reflect on strategic plans. We currently have a diverse departmental board.

## Candidate Specification – Non-Executive Board Member

Non-Executive Board Members provide advice and bring an external perspective to the business of government. They give advice and support on the operational implications and effectiveness of policy proposals, focussing on getting policy translated into results. Policy will be decided by Ministers alone, with advice from officials.

The Board is responsible for ensuring that the Department fulfils the specific aims and objectives set out by the Permanent Secretary.

### **Non-Executive Board Members:**

- Sit on the Departmental Board, chaired by the Chancellor
- Sit on the Treasury Board Sub-Committee
- Advise on performance and transformation, operational issues, and the effective management of the Department
- Provide independent scrutiny for the Department upon request
- Advise on cross-government initiatives and policies
- Work with executives and their offices to continue to improve the performance of the Department
- Are part of a wider network of government Non-Executive Directors overseen by the Government Lead Non-Executive

**The main specific skills that we are looking for in this appointment are:**

### **Essential criteria**

- Knowledge: a clear understanding of the work, priorities and challenges of the organisation and the context within which it operates.
- Experience: a strong track record of delivery on significant/ risk, performance, and financial management policy issues within the private, public or voluntary sectors.
- Relationship building: ability to build strong stakeholder relationships, including with Ministers and Senior Government officials and external stakeholders.
- Communication: strong communication and interpersonal skills with the ability to listen, accept challenge and constructively challenge others in discussions with clarity and respect.
- Judgement: effective decision-making skills with the ability to critically analyse a wide range of information to make clear and objective evidence-based recommendations to support the delivery of the organisation's objectives.
- Collaboration: ability to work closely with the executive board and other key stakeholders, providing support, constructive challenge and assurance as appropriate.

### **Desirable criteria**

- Main board-level experience as an Executive or Non-Executive in large and complex organisations in the private, public, or voluntary sectors.
- Experience in capability building or related areas such as training and development, or organisational development.
- Qualification in finance and audit from a recognised organisation

Any successful candidate will be expected to abide by the Seven Principles of Public Life, these are:

1. Selflessness
2. Integrity
3. Objectivity
4. Accountability
5. Openness
6. Honesty
7. Leadership

More information on the Seven Principles can be found here: <https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life--2>

As part of the recruitment process, this will be reviewed in due diligence checks, including social media checks that will be undertaken on short-listed candidates.

### **Time Commitments**

Members serve for an initial term of three years, with the opportunity of reappointment for a second term of three years. Members are expected to commit up to 24 days per annum, covering up to two full days a month on departmental work and an additional two days a month meeting the Cabinet office requirements. This includes up to four Treasury Board and six Treasury Board Sub-Committee meetings.

Non-Executive Directors for HM Treasury receive £17.5k per annum.

### **Recruitment**

Candidates will need to submit a CV and supporting statement. The panel will look at both your CV and supporting statement when recommending to a minister who should be shortlisted for interview. If shortlisted, you will be invited to an interview.

The selection panel will include:

- James Bowler - Permanent Secretary to HM Treasury
- Beth Russell - Second Permanent Secretary to HM Treasury and Head of Darlington Economic Campus
- Lord Gus O'Donnell GCB - Independent Panel Member

If you have any interests that might be relevant to the work of HM Treasury, and which could lead to a real or perceived conflict of interest if you were to be appointed, please ensure those details are included in the Disability Confident Scheme, Political Activity, and Conflict of Interest questionnaire.

**Please note that this is not the only opportunity open at HM Treasury, we are also recruiting for a Lead Non-Executive Board Member and a Non-Executive Board Members and Chair of our Audit and Risk Committee. If you would like to be considered for multiple opportunities, you will need to submit separate applications.**

### Equal Opportunity

HM Treasury embrace diversity and promote equality of opportunity; we encourage applicants from all backgrounds, irrespective of race, age, disability, gender, marital status, religion and sexual orientation.

HM Treasury are disability confident employer scheme members.

### Timetable

The recruitment timetable:

Campaigns open	27 March 2025
Closing date for receipt of applications	8 May 2025
Panel sift	w/c 19 May 2025
Interview with selection panel*	w/c 9 June 2025
Anticipated start date	TBC – dependent on Applicants notice period

\*Interviews may be conducted virtually. Further details will be provided closer to the time.

## How to Apply

The closing date for applications is 8 May 2025 at midday.

To apply you will need to [create an account](https://apply-for-public-appointment.service.gov.uk/create-account) or [sign in](https://apply-for-public-appointment.service.gov.uk/create-account) at <https://apply-for-public-appointment.service.gov.uk/create-account>. The job reference to search for is 8664. Once logged onto your account, **click on 'apply for this role'** and follow the on-screen instructions.

To apply, all candidates are required to submit:

- A CV of no more than two sides of A4 with education, professional qualifications and employment history.
- A statement of suitability should give evidence of the strength and depth of your ability to meet the essential criteria for this role. Please provide specific examples to demonstrate how you meet each of the criteria (max two pages please).
- Equality information.
- Information relating to any outside interests or reputational issues.

For further information please email: [PublicAppointments-HMT@hmtreasury.gov.uk](mailto:PublicAppointments-HMT@hmtreasury.gov.uk)

## **Stay informed**

You can keep up to date with news about HM Treasury through a range of communication channels:

HM Treasury: <https://www.gov.uk/government/organisations/hm-treasury>

X: @hmtreasury

Treasury Annual Report and Accounts: [HC 48 – Annual Report and Accounts of HM Treasury – Year to the 31 March 2024](#)

## Complaints

This campaign is regulated by the Commissioner for Public Appointments and as such, if you are not completely satisfied with the departmental response to your complaint, you may refer it to the Office of the Commissioner for Public Appointments, at this link: [Investigating Complaints - Commissioner for Public Appointments \(independent.gov.uk\)](https://www.independent.gov.uk)

## Annex A

### Treasury Board Members

The Rt Hon Rachel Reeves MP	Chancellor of the Exchequer
The Rt Hon Darren Jones MP	Chief Secretary to the Treasury
Emma Reynolds MP	Economic Secretary to the Treasury and City Minister
James Murray MP	Exchequer Secretary to the Treasury (Tax Minister)
Lord Livermore MP	Financial Secretary to the Treasury
Poppy Gustafsson OBE	Minister of State (Minister for Investment, joint with DIT)
Torsten Bell MP	Parliamentary Secretary (Minister for Pensions, joint with DWP)
James Bowler	Permanent Secretary
Beth Russell	Second Permanent Secretary and Head of the Darlington Economic Campus
Sam Beckett	Second Permanent Secretary, Chief Economic Adviser and Head of the Government Economic Service
Sarah Whitehead	Finance Director
Conrad Smewing and James McEwen	Joint Head of the Government Finance Function
Vacant	Lead Non-Executive Board Member
Zarin Patel	Non-Executive Board Member and Audit and Risk Committee Chair
Edward Braham	Non-Executive Board Member and Audit and Risk Committee member
Jane Hanson	Non-Executive Board Member and Audit and Risk Committee member
Vacant	Non-Executive Board Member

## **Annex B**

### HM Treasury Public Appointments: Privacy Notice

Public appointments are generally ministerial appointments to the board of a public body or advisory committee and HM Treasury advertises its public appointments on the Cabinet Office's [Public Appointments website](#). For the purposes of the UK General Data Protection Regulation (UK GDPR), this means that HM Treasury and the Cabinet Office are considered joint data controllers for any personal data processed for HM Treasury's public appointments advertised on the public appointments website.

The purpose of this notice is to set out how HM Treasury uses personal data and special category data for the purpose of public appointments and explains your rights under the UK GDPR.

#### **1. Data subject categories**

The personal data to be processed for this activity relate to individuals applying for a Treasury public appointment which has been advertised on the Cabinet Office's public appointments website.

#### **2. Data categories**

In most cases, the following personal data will be collected for the purposes of your application:

- name, address, telephone number and email address
- date of birth
- curriculum vitae and any covering letter
- employment references
- employment history and qualifications
- other background information relevant to your application including sift and interview assessments made by the advisory assessment panel
- right to work documentation (where necessary)
- any political activity
- details of any public appointments held
- alongside your own conflicts of interest and declaration of relevant interests, this may also include information relating to your conduct or professional capacity gathered as part of departments conducting appropriate checks on information appearing in the public domain
- This list of data categories is not exhaustive and may vary, depending on the appointment you are applying for and what data you supply to us as part of your application.

#### **3. Purpose of processing**

Your personal data will be processed for the purpose of considering your application for a public appointment or reappointment in accordance with [the Governance Code on Public Appointments](#) published by the Cabinet Office.

#### **4. Lawful basis for processing personal data**

Personal data processed for the purpose of a public appointment or reappointment complies with Article 6(1)(e) of the UK GDPR in that it is necessary for the performance of a task carried out in the public interest. This public task is that of ensuring the suitability of those applying for public appointments.

#### **5. Special category data**

We are responsible for monitoring the diversity of our public appointments by assessing any diversity data collected as part of applications. This diversity data may include your:

- race or ethnicity
- religious beliefs
- sexual orientation
- sex/gender
- political beliefs
- disability information (where applicable)

We may also ask you to supply us with any relevant health information where this may be needed to make reasonable adjustments to facilitate your access to offices and participation at events.

#### **6. Lawful basis for processing special category data**

Where we process special category data (as defined in Article 9(1) of the UK GDPR), it is for reasons of substantial public interest (under Article 9(2)(g) of the UK GDPR) and in accordance with the requirements set out in section 6(2)(b) of Part 2 of Schedule 1 to the Data Protection Act 2018 (i.e., for the exercise of a function of the Crown, a Minister of the Crown, or a government department).

#### **7. Recipients of your personal data and special category data**

Data appearing in applications made via the Cabinet Office's public appointments website, will be available to the Cabinet Office (as site owners). It will also be available to the Prime Minister's Office as they have a role in Public Appointment work, the relevant recruiting body, and HM Treasury as the advertising department.

Applications are only seen by HM Treasury staff and/or those of organisations working on our behalf, who have a business need to see them. Where it is necessary for us to use third parties to process applications on our behalf, activities they may undertake will include (but will not be limited to):

- processing your application
- advising you of the outcome of your application
- arranging interviews for successful candidates
- equality and diversity monitoring
- vetting

We may also need to share your data with the Office of the Commissioner for Public Appointments (OCPA) for the purpose of ensuring that our appointment practices are fair, open, made on merit and encourage a diverse range of candidates. How the Commissioner uses your personal data is set out here:

<https://publicappointmentscommissioner.independent.gov.uk/privacy-andcookies-policy/>

Others with whom we may need to share your personal data will vary, depending on the nature of the position being applied for. They may include:

- The Prime Minister's Office
- Prime Minister's Appointment Unit
- Cabinet Office
- The recruiting body
- The Royal Household (where applicable for Crown appointments)
- The Ministry of Justice (for some Crown appointments)
- HM Revenue and Customs for the purpose of vetting
- The organisation responsible for base line security checks.

- The Office of the Commissioner for Public Appointments
- Government ministers and officials involved in public appointment work

The legal basis for the sharing of this data with these relevant organisations is the same as paragraphs 4 and 6 (above) and is in line with the Governance Code for Public Appointments.

## **8. Retention**

HM Treasury is required to keep information provided in support of applications in order for us to complete the appointment process, satisfy the purposes of audit and to facilitate onboarding should your application be successful.

The data will only be visible to HM Treasury, Cabinet Office, and other relevant departments' officials. Some of this data will also be available to other individuals involved in the recruitment process, including Advisory Assessment Panel members, members of the Commissioner for Public Appointments team and our IT providers.

### **Unsuccessful applicants**

If your application is unsuccessful, the Treasury and the recruiting body will keep your application on file for 2 years following the announcement of the successful appointment. This is to allow the Treasury to; provide any requested feedback, satisfy complaints or legal challenge and provide evidence for audit purposes.

After that time your CV, letter of application, declaration of conflicts, political activity and diversity form will be destroyed. This will include all contact details that we hold for you, unless you have indicated that you would like your name to be kept on file for future public appointment opportunities.

### **Successful applicants**

If your application is successful, the Treasury and the recruiting body will keep your application on file for the duration of your role plus 2 years. After that time your CV, letter of application, declaration of conflicts, political activity and diversity form will be destroyed.

This will include all contact details that we hold, unless you have indicated that you would like your name to be kept on file for future public appointment opportunities. You may expect to receive further privacy notices as part of the onboarding process from the body that you are appointed to.

Where we share information with Ministers' Offices for the purposes of the public appointments process, HM Treasury will retain this information for a period of 20 years, but this will not include personal contact details.

## **9. Your data protection rights**

You have the right to request:

- information about how your personal data are being processed and to request a copy of that personal data
- that any inaccuracies in your personal data are rectified without delay
- that your personal data are erased if there is no longer a justification for them to be processed
- in certain circumstances, for the processing of your personal data to be restricted e.g., where accuracy is contested

## 10. HM Treasury contact details

For general queries relating to the processing of your personal data for the purposes of your public appointment application, contact: [PublicAppointments-HMT@hmtreasury.gov.uk](mailto:PublicAppointments-HMT@hmtreasury.gov.uk)

## 11. How to submit a Data Subject Access Request (DSAR)

To request access to personal data that HM Treasury holds about you, contact:

HM Treasury Information Rights Unit  
Ground Orange  
1 Horse Guards Road  
London  
SW1A 2HQ  
[dsar@hmtreasury.gov.uk](mailto:dsar@hmtreasury.gov.uk)

## 12. Complaints

If you have concerns that your personal data has been misused or mishandled, you can contact HM Treasury's Data Protection Officer (DPO) at:

HM Treasury Data Protection Officer  
Ground Orange  
1 Horse Guards Road  
London SW1A 2HQ  
[privacy@hmtreasury.gov.uk](mailto:privacy@hmtreasury.gov.uk)

If you are unhappy about Treasury's handling of your concerns, you may contact the UK Information Commissioner's Office at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF  
0303 123 1113 [ico.org.uk](http://ico.org.uk)