



Home Office

## Case Progression Panels Independent Panel Members

### Recruitment Information Pack

March – April 2026



INVESTORS  
IN PEOPLE

Bronze



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## About the Case Progression Panels

[Case Progression Panels](#) (CPPs) have been in operation since February 2017, following Stephen Shaw's [review into the welfare of vulnerable persons in detention](#). CPPs provide a second-line assurance function by reviewing the appropriateness of ongoing detention for all individuals held for three months or longer. They act as an internal safeguard, offering additional scrutiny to support case progression towards return, minimise the likelihood of inappropriate or unduly prolonged detention, reduce the risk of unlawful detention, and strengthen oversight of the identification and management of potentially vulnerable people.

Each CPP comprises a chair and business representatives who assess the appropriateness of continued detention, compliance with the Adults at Risk in Immigration Detention policy, and progress of casework actions. Panels review each case and make recommendations to the responsible case-owning team. They may recommend one of three outcomes:

- Release on Secretary of State bail
- Maintain detention
- Maintain detention with specified case progression actions

In his 2018 follow-up review, Stephen Shaw recommended that the Home Office consider introducing an independent element into CPPs. The Home Affairs Select Committee endorsed this recommendation in a 2019 [report](#) on immigration detention.

Following a successful pilot and Ministerial approval, Independent Panel Members were introduced in January 2022 to support CPPs. They now play a key role in each panel, providing independent oversight of detention decisions and enhancing transparency.

We are now seeking to appoint additional Independent Panel Members to further strengthen external oversight of detention decision-making.

## Role Description

|                         |   |
|-------------------------|---|
| <b>Title:</b>           | Case Progression Panels – Independent Panel Members   |
| <b>Roles available:</b> | Three   |
| <b>Time commitment:</b> | The expected time commitment of the role is 15-30 days per annum  |
| <b>Appointment:</b>     | Three years fixed term appointment with the possibility of extension or reappointment; subject to performance review. |
| <b>Remuneration:</b>    | £210 per day  |
| <b>Location:</b>        | National/Remote working   |
| <b>Accountable to:</b>  | Minister for Border, Security & Asylum  |

### Purpose:

We are seeking to appoint independent panel members for Case Progression Panels (CPPs) to provide additional external oversight to the detention decision making process.

### Responsibilities

Members will be responsible for:

- Adding value to the panels by helping to achieve a consensus among panel members in its review of all cases in immigration detention who have been detained for 3 months and over.
- Ensuring a consistency of process and approach to reviewing detention and case progression across the detained immigration system.
- Driving case progression and casework diligence to effect departure from the UK whether by administrative removal or deportation.
- Providing additional oversight of public protection issues and the management and identification of potentially vulnerable people in detention.
- Recording and reporting back the recommendations made by the panel highlighting significant discussion points to inform the continued development of the process.
- Attending feedback meetings, as frequently as required, with other independent CPP members and wider business leads to share lessons learned and best practice.

**We anticipate based on current workflow volumes that we will appoint three Independent Panel Members.**

## **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** of the person specification. These responses will be further explored with those candidates invited for interview, together with the criteria listed in **Part Two**.

The criteria that will be used to assess whether candidates have the required qualities, skills and experience are listed below.

### **Part One – Essential Skills and Experience**

- Experience of working in a multi-disciplinary environment.
- Excellent communication, interpersonal and influencing skills, with a personal and professional demeanour that generates trust and confidence in others.
- Strong organisational skills and the ability to effectively communicate in meetings.
- Knowledge of safeguarding and vulnerability issues.
- Knowledge of public protection issues - a significant number of cases will involve Foreign National Offenders and may require difficult conversations to consider offending history and the likelihood of further public harm.
- Ability to think logically and objectively in analysing complex information in order to identify key issues and make effective recommendations.

### **Part Two – Personal abilities and behaviours**

- Ability to work collaboratively using persuasion and influence effectively in a high-profile environment.
- The ability to recognise and draw appropriately on professional expertise with self-awareness.

### **Desirable**

- Experience of dealing with public protection issues with an understanding of the law enforcement perspective OR experience of working in a safeguarding environment in relation to vulnerable people.

As a public appointee you will be expected to follow the [Seven Principles of Public Life](#), as set out by the Nolan Committee on Standards in Public Life.

**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

Please submit the following two documents, clearly labelled. In order to apply, you will need to click on one of the links below, depending on if you have already created an account on the 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 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 the Case Progression Panel Team at:

[caseprogressionpanels@homeoffice.gov.uk](mailto:caseprogressionpanels@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](mailto:publicappointments@homeoffice.gov.uk)

If helpful to you, there is guidance available on writing a supporting statement on the public appointments webpages [here](#)

## Indicative Timetable

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

|                      |                      |
|----------------------|----------------------|
| Closing Date         | 23:00, 27 April 2026 |
| Short-list Meeting   | Expected w/c 11 May  |
| Candidate Interviews | Expected w/c 1 June  |

## Selection Process

This recruitment is being competed in the spirit of the [Governance Code on Public Appointments](#), which sets out the regulatory framework for public appointments processes. The Governance Code is based on three core principles – selflessness, integrity, merit, openness, diversity, assurance, fairness and public service.

The Advisory Assessment Panel (Panel), whose role it is to ensure the appointments are made in the spirit of the Governance Code, will be chaired by Mark Griffiths (Deputy Director of International & Returns Services Command, Immigration Enforcement, Home Office) and comprise; Rebecca Nugent (Deputy Director of Migration and Borders, Home Office) and Dr Kaneez Shaid (Justice of the Peace) as the Independent Panel 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 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.

The final decision to appoint to this role rests with Home Office Ministers. Appointable candidates may be invited to meet with a Minister 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.***

**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.

## Terms of Appointment

**Nature of Appointment:** The successful candidates will not be an employee of the Case Progression Panels. Accordingly, nothing in this document shall be construed as, or taken to create, a contract of employment between the successful candidate and the Department or His Majesty's Government.

**Appointment Term:** The successful candidate's appointment as Case Progression Panel member will be made by the Minister Home Secretary. The appointment will be for a fixed period of three years.

Re-appointments can be made at the end of the period of office for a further term at the discretion of Ministers, subject to a satisfactory appraisal of performance and mutual agreement.

### Remuneration and Time Commitment:

- This is a part-time position.
- Remuneration will be £210 per day (this includes time spent preparing & participating at panels). The remuneration is taxable through Home Office payroll, but the appointment is not pensionable.
- Members will be expected to provide availability for up to 15 – 30 days per annum (plus additional days when requested).
- CPP 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.

**Location:** Meetings will be conducted remotely via MS Teams within the United Kingdom.

**Security clearance:** The successful candidate will be required to have or be willing to obtain security clearance to Counter Terrorism Check (CTC) 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 the appointment as soon as possible, subject to the successful completion of all pre-appointment checks.

**Confidentiality:** The successful candidate 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 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; 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 as a Case Progression Panel member 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 DHR Assurance Bodies 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.

**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 on the form will be treated as confidential and used for statistical purposes only. The form 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 Appointment 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.

## 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.