



Home Office

CHAIR OF THE DISCLOSURE AND BARRING SERVICE

Recruitment Information Pack

May – June 2026



INVESTORS
IN PEOPLE

Bronze



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About the Disclosure and Barring Service

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. It has offices in Liverpool and Darlington, as well as operating remotely.

What the DBS does

The DBS provides information so that employers and other organisations in England and Wales (and barring information only in Northern Ireland) can make informed recruitment and licensing decisions, especially for organisations working with vulnerable groups. The DBS also decides whether to bar an individual from work with vulnerable groups, known as 'regulated activity'. Broadly, the DBS helps prevent unsuitable people from working with children and vulnerable groups by:

- Maintaining two lists of individuals barred from engaging in regulated activity with children (the children's barred list) and adults (the adults' barred list).
- Reaching decisions as to whether people should be included in one or both barred lists or whether to remove people from a barred list.
- Issuing four levels of criminal record certificates (known as 'disclosures'): Basic, Standard, Enhanced and Enhanced with Barred List(s).
- Operation of an Update Service which enables subscribers to keep their check portable within certain sectors, reducing the need for new checks when moving jobs.
- Maintaining a register of organisations permitted to submit applications for certificates.
- Sharing learning with policy makers and practitioners.

The police occupy an important role in the operation of the DBS service. Through the network of UK police forces and law enforcement agencies (as well as those in Jersey, Guernsey and the Isle of Man) there are a range of functions performed in support of the DBS service. This includes the provision of relevant information for inclusion in Enhanced certificates, the provision of information to inform barring decisions and the ownership of information held on the Police National Computer (PNC) and linked systems.

DBS processes on average over 7 million criminal record certificates per annum, serves thousands of employers and voluntary bodies, and considers around 16,500 barring referrals (discretionary and automatic barring referrals) per year. DBS want to do so in ways which meet customer needs, and enables the service to be consistently reliable, of high quality and cost effective.

Strategic Objectives

DBS has a programme underway to provide new technology for delivery of its core functions. This technology is expected to be in place during 2028 and will provide the ability to radically reform the delivery of DBS services. This, alongside other strategic developments such as potential reform of the model for working with police, will provide the strategic context for the new chair: building on the present transformation to secure a step change in DBS services and how they are accessed.

In this context, the DBS Board has set five strategic objectives to help it achieve its vision.

Our products and services

We will provide accessible, timely, and high-quality products and services effectively.

Being visible, trusted, and influential

We will be a more visible, trusted, and influential organisation by delivering our services effectively and achieving measurable results with our stakeholders.

Delivering through innovative technology

We will harness innovative technologies to support process developments and increase our ability and agility to respond to future demands, improving the efficiency and effectiveness of our services.

Customer data and insight led

We will be customer and insight led, actively seeking, and using data and feedback to provide the best possible journey for our customers, drive change at DBS and influence change externally.

Being people-focused

We will guide and support our people to navigate and adapt to change, ensuring DBS continues to fulfil its safeguarding role in a sustainable way.

Further information on the DBS and the organisation's Strategic Plan can be found at www.gov.uk/dbs.

The Board

The DBS board is the ultimate source of authority for the actions of DBS and responsible for its functions and performance. The board is responsible for ensuring that all functions of DBS are carried out appropriately. The board is responsible for strategy, corporate governance, business planning and in ensuring effective financial and service performance, delivery of major projects and an effective relationship with the Minister for Safeguarding via the Chair. The Board provides visible leadership to DBS.

To support the development of the DBS service provision and strategic ambition of future service provision, there is a clear requirement to ensure that the Board includes the correct level and balance of skills needed to provide effective leadership.

To effectively discharge its functions, the Board is supported by clear and effective governance arrangements, including clearly articulated delegation of functions, clearly defined terms of reference for the Committees and transparent lines of accountability and reporting between the Board, Committees and Chief Executive.

Board arrangement

The DBS Board currently consists of six members: the Chair and five Non-Executive Directors. The Board is well balanced with public and private sector experience.

Role Specification

- Job Title:** Chair of the Disclosure and Barring Service (DBS)
- Commitment:** 1.5 days per week (approximately 6 days per month)
- Remuneration:** Remuneration will be calculated pro rata with a full-time equivalent salary of £135,000 which equates to £40,500 per annum
- Appointment:** Three-year appointment with the possibility of re-appointment
- Location:** Flexible (homebased), with some travel required to DBS Offices in Liverpool and Darlington, and Central London
- Accountable to:** Home Secretary (via the Minister for Safeguarding)

Purpose:

As Chair of the Board, you will provide effective strategic leadership for the operation of the DBS, playing a significant role in ensuring that the DBS and its staff maintain the capability, to:

- Deliver the DBS's statutory responsibilities and objectives.
- Take fully into account Government's safeguarding objectives and priorities.
- Enable it to respond positively and constructively to any changes in its policy or operational context.
- Achieve its performance indicators, as defined in the DBS business plan.
- Deliver value for money.
- Maintain and develop effective partnerships at a strategic level with key bodies.

The Chair's main responsibilities include to:

- Plan, with the Board Secretary, the Board's annual schedule of meetings and agendas and ensure that the Board receives the appropriate information to enable informed decisions;
- ensure active Board consideration of the DBS's priorities;
- chair meetings of the Board and ensure that meetings are conducted efficiently, effectively and in accordance with standing orders;
- undertake annual performance appraisals of the Board members and the Chief Executive in line with agreed procedures and timescales;
- facilitate full and candid Board discussions, enabling all members to express their views on key Board matters and assist the Board in achieving a consensus;

- develop teamwork and a cohesive Board culture and facilitate formal and informal communication with and among the Executive;
- work with committee chairs to ensure that each committee functions effectively and keeps the Board apprised of actions taken;
- ensure Board proceedings are documented so that there is an audit trail of Board decisions, and that action items established by the Board are tracked and appropriate follow-up action is taken as necessary;
- establish and maintain good working relationships with stakeholders, particularly Home Office Ministers and the Home Office senior sponsor;
- ensure the DBS operates in line with Government policies as a NDPB; and
- with the Board, hold the DBS Chief Executive and Executive Team to account.

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 criteria listed in **Part Two**.

There are no fixed views on the specific professional background or sector for this role although experience in a regulatory, educational, or safeguarding setting would be useful.

Part One

Essential criteria

- **Leadership:** the ability to set strategic vision and drive forward priorities of the DBS that embrace new technology to enable a step change and improve safeguarding outcomes and gain efficiencies.
- **Experience:** a strong track record of delivery at Board level from either the private, public or voluntary sectors, and ability to lead the DBS Board in developing subsequent strategies for excellence.
- **Knowledge:** An understanding of leading organisations with a strong public purpose (such as the DBS).
- **Collaboration:** ability to work closely with the non-executives in a high performing board, and other key stakeholders, providing support, constructive challenge and a collaborative approach to build consensus among diverse individuals.
- **Relationship building:** ability to promote a positive and engaging culture, build strong stakeholder relationships both internally and externally, including with Ministers and Senior Government officials.
- **Communication:** strong communication skills with the ability to listen, accept challenge and constructively challenge others in discussions with clarity and respect.

- **Performance:** Proven ability to apply robust governance arrangements, encompassing financial, performance and risk management, to support the delivery of the DBS's objectives. This includes the ability to work with the Chief Executive and management team.

Desirable criteria

- Ability to lead ethical considerations such as how new technologies can be applied appropriately.
- Understanding of the governance of Arms-Length Bodies in UK Government.
- Strong understanding or experience of safeguarding.

As a holder of public office, the Chair is expected to follow the standards set out by the Nolan Committee on Standards in Public Life. The DBS Board has adopted the Cabinet Office's Code of Conduct for Board Members of Public Bodies, which incorporates these principles and sets the expectations for all Board Members.

Response Instructions

The closing date for applications is 23:00, 15 June 2026.

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.
- AI must not be used to provide misleading information. While technology can be used in your application, for example to assist with structure, we value authenticity, and advisory assessment panels will use the interview stage to verify the originality of your statements.
- 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 DBS Board, then please contact the DBS Board Secretary, martin.skeats@db.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, 15 June 2026
Short List Meeting	Expected w/c 22 June
Final Panel Interviews	Expected w/c 13 July
Meeting with Minister (if required)	Expected post interview

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

The Panel for this recruitment will be chaired by Rachel Lloyd (Director, Violence Against Women and Girls and Safer Streets Mission Directorate, 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, Mark Goodfellow (Director of Safer Communities, Department of Justice, Northern Ireland), and Dr Delroy Beverley (Justice of Peace, Chairman and Non-Executive Director) as the Independent Panel member.

The 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 whom to invite for final interview. If you are shortlisted, you may be asked to take part in a series of assessments which may include a staff engagement exercise. These assessments will not result in a pass or fail decision. Rather, they are designed to support the panel's decision making and highlight areas for the panel to explore further at interview.

The decision to propose for appointment rests with the Home Secretary. Appointable candidates may be invited to meet with her (or another Minister), before deciding who to appoint, and following consultation with the Devolved Administrations. As a result, there may be a delay in informing candidates of the outcome of the competition.

The successful candidate will have the opportunity to meet with the DBS Chief Executive Officer, before accepting the offer of appointment.

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.

Terms of Appointment

Nature of Appointment: You are not an employee of the Home Office or the DBS. 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 period of three years. There is a possibility of re-appointment, subject to a satisfactory annual appraisal of performance and Ministerial agreement.

Remuneration:

- Remuneration will be calculated pro rata with a full-time equivalent salary of £135,000 which equates to £40,500 per annum.
- The post holder can claim reimbursement for reasonable travel and subsistence costs necessarily incurred during the course of their duties. Such claims must be in accordance with DBS Travel and Subsistence policy and procedure.
- 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: 1.5 days per week (approximately 6 days per month).

Location: Flexible, with some travel required to Darlington, Liverpool and London Offices. This is required for the sufficient performance of the Chair's responsibilities.

Security clearance: The successful candidate will be required to have or be willing to obtain security clearance to Security Clearance (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.

Availability: The successful candidate will be encouraged to formally take up their appointment on 1 December 2026, when the present Chair's term expires. It is anticipated that orientation and handover will take place prior to this date to enable a smooth transfer.

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 as DBS Chair 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. 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 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, for statistical purposes only, and 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.