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**NON EXECUTIVE BOARD MEMBERS**

**Application pack**

**spring 2016**

# Letter from ORR’s Chair, Stephen Glaister

Thank you for your interest in these important roles as non-executive board members of the Office of Rail and Road (ORR) at an important time for our rail and road sectors.

**ORR is the independent regulator for Britain's railways and the independent monitor of Highways England. We are here to ensure the two networks operate safely, reliably and provide value for taxpayers and customers by making best possible use of their capacity and their funding, and support economic growth across our country.**

This is an important time for rail and road. Transport networks that are affordable, safe and reliable are the backbone of a thriving economy and are vital to bringing our country together. They are also thriving, as record numbers of passengers use our railways, and with a strong Government commitment to major programmes of transformational investment. However, this success also leads to challenges – around maximising value for money, about ensuring delivery and of continually ensuring that the needs of passengers are met. ORR plays a key role in meeting these challenges. We also need to develop regulation further to support the future shape of the industry with a greater focus on devolved operations and decision-making following the recent Shaw Report so that it can better deliver for customers in the future. A key part of that will be our regulatory approach to the next five year period of Network Rail’s funding, which we will begin consulting on in 2016.

As well as responding to these changes, our staff continues to deliver a wide range of vital rail functions, including keeping our railways safe, gathering and sharing accurate and timely data, authorising access to the network and keeping a watchful eye on consumer issues, putting their needs at the heart of rail.

As Highways Monitor we hold Highways England (HE) to account and advise government on delivery of HE’s five year plan. 2016-17 will be the second year of this role and our team is still developing our role and our information sources. Board involvement is important to make sure that the synergies between our two functions continue to be exploited.

I hope you will feel encouraged to bring your experience and skills to our work at this interesting and critical time – it is an important opportunity to make a real difference to customers, taxpayers and the wider economy.

I look forward to hearing from you.

**Stephen Glaister CBE FICE PhD**

**Chair, ORR**

## About the Role: Non-Executive Directors

The Secretary of State for Transport is looking to appoint up to three additional non-executive members to the Board of the Office of Rail and Road (ORR) to replace members who have stood down recently at the end of their terms.

Our responsibilities mean that we need a board with a wide range of skills. We are looking for individuals who can contribute their particular experience and views while also working constructively as part of a team to reach collective Board decisions.

Applicants should be aware that the process to appoint an ORR Chair on a permanent basis will shortly be underway. If you are interested in being informed of the commencement of this process please contact denise.rose@dft.gsi.gov.uk.

## The Role

Our Board sets our strategic direction and approves policy approaches to support that direction. Within that, non-executive directors play a particularly important scrutiny and challenge role in holding our executive to account for delivery against the strategy and agreed business plan. The Board also takes important regulatory decisions. It works through sub-committees, to which all members are expected to contribute, to supply particular expertise or focus when that is necessary.

Our Board meetings and committee meetings are structured around a two day programme once a month. Time commitment overall is an average of 3.5 days a month.

We set annual objectives for the Board and the Chair undertakes formal appraisal of members’ contributions each year.

## The Person SPECIFICATION

The successful candidates will be able to demonstrate through a written application and at interview how they meet the criteria set out below. They should demonstrate an objective approach to sensitive or complex issues and a commitment to evidence-based decision making and transparency, as well as strategic awareness and an ability to work effectively with a broad range of stakeholder interests.

The final selection will be made by the Secretary of State from among those candidates who can apply their knowledge to the issues and back it up with good skills as a board member.

### Knowledge

We wish to further develop the board’s experience and perspective in the following areas:

* Rail industry experience either as a customer or operator;
* Network infrastructure regulation: experience of regulation of a network infrastructure provider either as regulator or regulatee;
* Understanding of and commitment to consumer interests.

An understanding of how devolution affects regulatory decision-making and an ability to work with government, including the governments in the devolved nations, during periods of industry change would also be advantageous.

### REQUIRED Skills

* ability to communicate clear, balanced views, sound judgement and professional leadership at board level on strategic, sensitive and complex issues, providing effective, constructive challenge where necessary;
* understanding of the respective roles of a non-executive board member and the executive;
* a strategic outlook - able to identify, debate and oversee long term plans and monitor progress while being realistic about short-term pressures and industry concerns;
* able to build effective relationships with stakeholders in industry, government and amongst users while at the same time preserving the independence of the Board.

### DESIRABLE personal qualities

* resilient, independent and open – prepared to constructively challenge and take public responsibility for decisions;
* personal and professional demeanour, integrity and credibility which commands the confidence of our stakeholders;
* a flexible, collaborative style;
* a corporate and strategic thinker;
* able to distil key issues out of complexity; and
* highly motivated and able to motivate others.

## Terms of appointment

### Terms

The appointment carries an annual remuneration of £21,776 which is set by our sponsor department (Department for Transport). We expect our NEDs to contribute an average of 3.5 days per month.

Expenses incurred on Board business are reimbursed in line with ORR’s Travel and Subsistence policy.

### Contract

Appointments are made by the Secretary of State from among a shortlist of appointable candidates for up to a five year period. Appointments may be renewed once, subject to satisfactory appraisal and ministerial approval.

### Location

Board meetings are usually held in our London office (Kemble Street, WC2), but with occasional travel around the UK, including to five regional offices in Glasgow, Manchester, York, Birmingham and Bristol.

## About the selection process

This appointment is being carried out under the *Code of Practice for Ministerial Appointments to Public Bodies* (‘the OCPA code’) published by the Commissioner for Public Appointments (1 April 2012)[[1]](#footnote-1). The appointments will be made by the Secretary of State for Transport from a shortlist of appointable candidates submitted by the selection panel.

The members of the selection panel will be: Richard Carter (Director of Rail Strategy and Security, DfT), Stephen Glaister (Chair, ORR); Bob Holland (ORR Non executive board member) and an additional independent panel member (to be confirmed).

If you have any queries on any aspect of the appointment process, need additional information or wish to have an informal discussion, please contact our Board Secretary, Tess Sanford (tess.sanford@orr.gsi.gov.uk).

All applications will be considered by the selection panel.

## How to apply

Applications should be sent to: email: ORRresourcing@Penna.com or by post to: Board Secretariat, ORR, One Kemble Street, London WC2B 4AN.

The closing date for applications is **noon on Friday 13 May 2016.**

Please enclose with your application:

* a letter of not more than 2 pages setting out how you meet the person specification and how you demonstrate one or more of the relevant skills areas for this campaign;
* a full CV, including educational and professional qualifications, employment history showing the more significant positions, responsibilities held, and relevant achievements;
* names and contact details for two references, at least one of which should be a recent work colleague; and
* the completed candidate summary form included below for contact details to include daytime, evening and/or mobile telephone numbers (to be used with discretion).

**You must also complete and return the forms relating to political activity, declarations of interest and diversity monitoring (this is a condition of the OCPA code) which are included in this pack.**

If you would like more information about our recruitment process, or need further assistance with completing your application please call Tess Sanford on 0207 282 2175.

### Appointment process key dates

* Closing date: noon on 13 May.
* Preliminary interviews for longlisted candidates will take place during early June.
* NB: Telephone references may be taken after longlisting
* Confirmation of shortlist by end of June 2016.
* Final panel interviews will take place during July.
* The Secretary of State will be invited to select from appointable candidates and may ask to meet them

### Equality and diversity

The Office of Rail and Road is committed to equality and diversity amongst its employees. Our aim is to ensure that no applicant receives less favourable treatment on the grounds of ethnicity, gender, sexual orientation, age, marital or civil partnership status, disability, religion, gender reassignment, or family and other caring responsibilities.

### Data Protection Act, 19981

Information provided by you as part of your application to the Office of Rail and Road will be used in the recruitment process. Any data about you will be held securely by ORR with access restricted to those involved in dealing with your application and in the recruitment process. Once this process is completed the data relating to unsuccessful applicants will be stored for a maximum of 12 months and then destroyed by ORR. If you are the successful candidate, your application form will be retained and form the basis of your personal record. Any equal opportunities information provided by you will be used to monitor ORR's diversity policies and practices. By submitting your completed application you are giving your consent to ORR for your data being stored and processed for the purpose of the recruitment process, equal opportunities monitoring and your personal record if you are the successful candidate.

### Complaints

ORR’s recruitment processes are underpinned by the principle of selection for appointment on merit on the basis of fair and open competition as outlined in the Civil Service Commission's recruitment principles, which can be found at <http://civilservicecommission.independent.gov.uk/>.

If you feel your application has not been treated in accordance with the Code and you wish to make a complaint, you should contact the associate director of human resources in the first instance at [david.chapman@orr.gsi.gov.uk](file:///C%3A%5CUsers%5CHThorneycroft%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5Chthorneycroft%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.Outlook%5C7WA69CGF%5Cdavid.chapman%40orr.gsi.gov.uk). If you are not satisfied with the response you receive from ORR, you can contact the Civil Service Commission.

# The Office of Rail and Road – some background

**The Office of Rail and Road is the independent safety and economic regulator for Britain's railways and monitor of Highways England. This independence was explicitly reaffirmed recently by the Secretary of State for Transport in a Written Ministerial Statement to Parliament[[2]](#footnote-2) and was a key element of Nicola Shaw’s recent report on the rail industry.**

ORR is a non-ministerial government department with around 280 civil service staff and a budget of about £28 million each year. ORR is funded by the railway industry it regulates and by government for the Highways Monitor. We operate across the country.

We are here to ensure the rail network operates safely, reliably and provides value for taxpayers and customers. We safeguard the public and the workforce by regulating the rail industry's health and safety performance. We hold Network Rail to account – and we require it to provide passengers with a punctual, reliable service. We make sure that train and freight operating companies have fair access to the rail network, and that the market is competitive and fair.

As Highways Monitor we are responsible for monitoring Highways England's management of the strategic road network – the motorways and main 'A' roads in England.

**What does ORR do?**

We regulate the rail industry's health and safety performance, we hold Network Rail and High speed 1 to account and we make sure that the rail industry is competitive and fair. We work closely with colleagues across Europe to ensure evidence based policy making in European regulation. We are also the independent monitor of Highways England.

**ORR and rail safety**

Britain currently has one of the safest railways in Europe – for passengers and for workers. We regulate health and safety for the entire mainline rail network in Britain, as well as London Underground, light rail, trams and the heritage sector. It's our job to ensure that those responsible keep Britain's railways safe for passengers and provide a safer place for staff to work.

**ORR and Network Rail**

The railway network needs to be run for the benefit of the whole country. We regulate Network Rail, holding it to account for delivering high levels of performance and service, as well as good value for money – for passengers, the freight industry and taxpayers.

**ORR: fair access and fair treatment**

It is vital that railway customers and taxpayers benefit from competitive railway markets and that passengers are treated fairly. We licence train companies and play a key role in enforcing competition and consumer law across the railway industry.

The Department for Transport and Transport Scotland are responsible for letting franchises to the train operating companies in England, Scotland and Wales, and for regulating passenger fares. The UK Government has agreed in principle to devolve executive franchising functions to the Welsh Government, to enable it to lead on the procurement and management of the next Wales and Borders franchise.

**ORR and HS1**

We regulate the High Speed 1 line between St Pancras and the Channel Tunnel. This line is operated by HS1 Ltd, and is separate to the rest of the national railway network operated by Network Rail, but we regulate it in much the same way. This includes scrutinising HS1’s performance, service and value for money for passengers and the freight industry.

**ORR and customers**

The government says that it wants to put passengers at the heart of our railways – and ORR has a big part to play as the independent regulator, enforcing consumer protection legislation and promoting competition. Although we do not regulate fares, ensuring that passengers get a safe, high-performing service is extremely important.

We also work to ensure that freight customers benefit from improved safety, efficiency and capacity.

**ORR and Highways England**

We took on responsibility for monitoring and enforcing the performance and efficiency of Highways England (which was previously the Highways Agency) in 2015 and is delivering this through its Highways Monitor function.

Highways England maintains, renews, operates and improves the strategic road network – the motorways and main 'A' roads in England. Our Highways Monitor role has been established to place a greater level of scrutiny on the company than has been the case in the past. We hold Highways England to account for its management of the strategic road network – including delivery of performance and efficiency. We also advise the UK Government on the levels of funding and performance requirements for future road periods to help frame challenging and deliverable performance and efficiency requirements.

# ORR Vision and Values

The Office of Rail and Road has six strategic objectives:

1. Drive for a safer railway
2. Support a better service for customers
3. Secure value for money from the railway, for users and funders
4. Promote an increasingly dynamic and commercially sustainable sector
5. Secure improved performance and value for money from the strategic road network
6. Be a high-performing regulator

The board seeks to act in accordance with ORR’s values. We will:

* communicate openly ensuring that we are approachable and listen to the views of others;
* value others, respecting their views and behaving appropriately;
* act professionally dealing with issues consistently and fairly;
* think strategically, acting on evidence whilst not losing sight of the bigger picture; and
* empower our people giving them space to develop, innovate and collaborate.

# The Seven Principles of Public Life

Board members are subject to the Cabinet Office’s *code of conduct for members of boards of public bodies* which also requires us to understand and comply with these principles.

The principles are:

* **Selflessness** - holders of public office should take decisions 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 obligation to outside individuals or organisations that might 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 wider public interest clearly demands.
* **Honesty** - holders of public office have a duty to declare any private interests relating to their public duties and 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.

# The ORR Non Executive Directors

**Stephen Glaister, Board member - Chair**

Stephen is a non-executive member of the board. Stephen has been appointed by the Transport Secretary as ORR’s Chair from 1 January 2016 to 31 December 2016.

Stephen is Emeritus Professor of Transport and Infrastructure at the Department of Civil & Environmental Engineering, Imperial College London where he has also been director of the Railway and Transport Strategy Centre which facilitates international public transport benchmarking. He has recently retired as Director of the RAC Foundation, a research body with a special interest in roads and the road user.

Stephen was educated as an economist, and is a fellow of the Institution of Civil Engineers. He has been an advisor to many transport-related organisations and committees, including the former rail regulator. He has served as a member of a number of high-level transport boards including the board of Transport for London and advised government and the Transport Select Committee.

Stephen has written on a wide range of transport subjects including roads, railways and the London Underground, as well as regulation in the telecommunications, water and gas industries.

Stephen chairs the Highways Committee and is a member of the Health and Safety Regulation Committee.

**Joanna Whittington**

Joanna is an executive member of the board and chief executive (interim)

Joanna joined the ORR board in March 2014 as executive director of railway markets and economics and was responsible for ORR's longer term economic regulatory role including planning for the next funding period.

As an economic consultant specialising in transport, she is well acquainted with the rail industry and has also served as ORR's director of economics and finance leading on the periodic review in 1998.  She subsequently joined the Office of Gas and Electricity Markets (Ofgem) in 1999. In her last role as partner in the markets division at Ofgem, she was responsible for regulation of the wholesale gas and electricity markets.

Prior to that, Joanna held a number of senior posts including director of strategy and director of gas distribution. She has also spearheaded many vital projects to improve information and reporting standards of the industry as well as significant legislative changes.

Joanna is a member of the Health and Safety Regulation committee and the Highways Committee.

**Tracey Barlow**

Tracey is a non-executive member of the board.

Tracey is an independent consultant specialising in business development and capital programme management, mainly working in energy and complex infrastructure markets. She was previously chairman of a waste to energy technology company and a non-executive director of Highways Agency, where she chaired the investment delivery programme board committee. She is currently non-executive director UK Coal Ltd.

Previously Tracey was responsible for the delivery of Scotland's £2.3bn water and wastewater capital infrastructure programmes. She managed this delivery programme through a seven-partner joint venture organisation with Scottish Water. The unique nature and success of the joint venture was recognised through numerous industry, customer, stakeholder and environmental awards.

She also has extensive operations and customers services experience, culminating as general manager, networks for multi utility services in the North West of England. Tracey was transition manager for the first water industry operations outsourcing contract involving Welsh Water and United Utilities Plc.

Tracey is a member of the remuneration and highways committees.

Appointed from 1 February 2010 to 31 January 2015 and reappointed until 30 April 2019.

**Bob Holland**

Bob is a non-executive member of the board.

After starting his career in the National Bus Company, Bob Holland built around 40 years' experience in transport delivery – both bus and rail industries - including six years developing Arriva's mainland European business which now has a presence in fourteen countries. Bob served as the Managing Director of UK Rail at Arriva plc from 2007, increasing the number of businesses to eight and a turnover of £1bn. He later took over responsibility for all UK operations (bus and rail) until retiring from the industry in May 2014. His rail experience includes responsibility for different types of business models including franchises, concessions, open access and rail maintenance businesses with all the associated operational and safety issues.

Bob was an active member of the Rail Delivery Group, including their working group looking at access planning and asset management.

Bob chairs the audit and risk committee and is a member of the health and safety regulation committee.

Appointed from 1 January 2015 for five years.

**Michael Luger**

Michael is a non-executive member of the board.

Michael was Dean of Manchester Business School between 2007 and 2013, securing significant growth and doubling student numbers; he is now professor emeritus at the University of Manchester. He founded the University's Centre for Infrastructure Development and has a particular interest in infrastructure and asset management.

He is a PhD public sector economist who has taught and written widely on utility regulation and economics. He was founding director of the University of North Carolina's Centre for Competitive Economies.

Michael has served on the boards of several major public sector and not-for-profit organisations, including as chairman of a regional transportation authority in North Carolina, as well as on many state and national boards and commissions. He has been a consultant and adviser to national, state, regional and local governments throughout the world, and to major multi-national corporations.

Michael chairs the remuneration committee and is a member of the audit and risk committee.

Appointed from 1 August 2014 to 31 July 2019.

**Justin McCracken**

Justin is a non-executive member of the board.

Justin was Chief Executive of the UK Health Protection Agency (HPA) from 2008-2013, a body bringing together a wide range of activities protecting public health. Before that he was Deputy Chief Executive of the Health & Safety Executive (HSE) where he was responsible for all of HSE's operational work, including the rail safety inspectorate (then part of HSE).

A physicist by background, Justin worked as a research scientist in ICI. His later posts in ICI took him into marketing and business management in the UK and overseas, including Managing Director of ICI Katalco, a catalyst and technology licensing business. In 1998, he joined the Environment Agency as North West Regional Director where he was responsible for all the activities of the agency in North West England, and promoted enhanced partnership working across many local organisations.

He currently serves on the Boards of Ombudsman Services, a not-for-profit company offering alternative dispute resolution services, and of ENTRUST, the regulator of the Landfill Communities Fund.

Justin chairs the health and safety regulation committee and is a member of the remuneration committee.

Appointed from 1 August 2014 to 31 July 2019.

**Ian Prosser**

Ian is director, railway safety and the chief inspector of railways and an executive member of the board.

He is responsible for the work of the Railway Safety Directorate, which strives to ensure dutyholders in the railway industry manage health and safety risks effectively and thus comply with their statutory duties.

The Secretary of State appointed him to the board with effect from 26 September 2008. Ian was educated at Imperial College where he attained a first class honours degree in chemical engineering, followed by a Master of Philosophy in control engineering and operations research at Cambridge University. He has worked in safety critical industries for more than 34 years: originally in the chemical pharmaceutical and automotive industries, where the roles performed spanned a wide spectrum from works/production management to project and technology management, delivering improvements in safety and quality.

Prior to joining ORR, he worked at ICI for 17 years then he spent eight years in the rail industry, working for Amey Rail and Amey Operations as both technical director and Quensh director and then Metronet Rail, where he had the leading role in safety management; he was a director of both infraco companies.

Ian was honoured by IOSH as an Honorary Vice President in 2011 for contribution to improving Railway Safety.

Ian is a member of the health and safety regulation committee.

STRICTLY CONFIDENTIAL

# Candidate Summary Form

Please complete these forms, and send with your application to:

|  |
| --- |
| POSITION APPLIED FOR**Non Executive Board Member , Office of Rail and Road**Job code:  |
| SURNAME | FIRST NAME | INITIAL(S) | TITLE |
| ADDRESS FOR CORRESPONDENCE |
| CONTACT TELEPHONE NUMBER(S) | EMAIL ADDRESS |
| LATEST EMPLOYER (ORGANISATION) | LATEST JOB TITLE | SALARY  |

This process is being run in accordance with the Two Ticks scheme, under which disabled applicants can request a guaranteed interview provided that they meet the minimum criteria for the role.

Please tick here if you would like to be considered under the scheme……………

|  |
| --- |
| **REFERENCES**Please give below the name and contact details of two people who may be asked to act as referees for you. They will be expected to have authoritative and personal knowledge of your achievements / competencies. Referees may be approached after longlisting. We will notify you if you have been longlisted.  |
| **Referee 1**Name: In what capacity, and over what period of time, has this individual known you?Phone: Email address:------------------------------------------------------------------------------------------------------- **Referee 2**Name: In what capacity, and over what period of time, has this individual known you?Phone: Email address: |

# Additional Information

This section is for you to note any additional information, including any Ministerial and/or public appointments you currently hold.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and Address of Employer or Organisation** | **Title / Positions Held** | **Details (Including Nature of Work and Time Commitment)** | **Dates From and To** |
|  |  |  |  |

# Register of Interest Form

Please register any links and relationships with organisations, individuals or bodies that may give rise to a **potential conflict of interest.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Company/Name of Individual**  | **Role/Position held/Relationship (delete as appropriate)** | **Possible Links to Government Departments** | **Date Joined** | **Date Left** |
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I certify that the information included within this register is, to the best of my knowledge and belief, true, accurate and complete.

# Political Activity Question

It is important that all public appointees uphold the standards of conduct set out in the Committee on Standards in Public Life’s Seven Principles of Public life can meet these standards and have no conflicts of interest that would call into question their ability to perform this role.

Political activity is no bar to appointment. This information is for monitoring purposes only. **All** applicants for a public appointment should complete the question below.

**Please indicate which of the following activities you have undertaken during the past five years by ticking the appropriate box and by providing details of your involvement. Name the party or body for which you have been active. If you have been, or are, an Independent or have sought or obtained office as a representative of a particular interest group, you should state this. You should tick all relevant categories.**

|  |  |
| --- | --- |
| Obtained office as a Local Councillor, District Councillor, MP, MEP, MLA etc. |  |
| Stood as a candidate for one of the above offices |  |
| Spoken on behalf of a party or candidate |  |
| Acted as a political agent |  |
| Held office such as Chair, Treasurer, or Secretary of a local branch of a party |  |
| Canvassed on behalf of a party or helped at elections |  |
| Undertaken any other political activity which you consider relevant |  |
| Made a recordable donation to a political party\* |  |
|  |  |
| None of the activities above apply |  |

*Name of Party for which activity undertaken*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Conservative |  |  |  | Liberal Democrats |  |  |
|  |  |  |  |  |
| Labour |  |  |  | Independent |  |  |
| Other |  |  |  | Please specify |  |

Details of involvement:

|  |
| --- |
|  |

*\* The Political parties, Elections and Referendums Act 2000 requires the Electoral Commission to publish a register of recordable donations (donations from any individual totalling £5000 in any calendar year, or more than £1000 if made to a subsidiary accounting unit such as a constituency association, local branch, women’s or youth organisation). These provisions became effective from 16 February 2001.*

# Equal Opportunities

All Government Departments aim to provide fair and equal access to public appointments. Questions on ethnic origin, gender/age and disability will help the Department to monitor the effectiveness of its strategy through information from those applying for and obtaining appointments. This form will not be seen by the selection panel. Your answers will be treated confidentially and will not affect your application in any way.

Alternatively, the form can be returned uncompleted if you do not wish to have these details recorded.

|  |  |  |  |
| --- | --- | --- | --- |
| These categories are not about nationality, place of birth or citizenship. They relate to broad ethnic group categories as recommended by the EHRC. When you have read them all please tick the box that most accurately describes you. | Asian or Asian British; | Indian |  |
| Pakistani |  |
| Bangladeshi |  |
| Other |  |
| Black or Black British; | Caribbean |  |
| African |  |
| Other |  |
| Chinese or Other ethnic group | Chinese |  |
| Other |  |
| Mixed; | White and Black Caribbean |  |
| White and Black African |  |
| White and Asian |  |
| Other |  |
| White; | British |  |
| English |  |
| Welsh |  |
| Irish |  |
| Any other white background |  |
| Other Ethnic Origin (please describe) |  |

# Disability

Definition: Any physical or mental impairment which has a substantial and long-term adverse effect on an individual’s ability to carry out normal day-to-day activities.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Do you consider yourself disabled? |  |  | Yes |  |  | No |

**Gender**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  | Female |  |  | Male |

**Age**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | 16 – 24 |  |  | 25 – 29 |  |  | 30 – 34 |  |  | 35 – 39 |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 40 – 44 |  |  | 45 – 49 |  |  | 50 – 54 |  |  | 55 – 59 |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 60 – 64 |  |  | 65+ |  |  |  |  |  |  |

# Personal Consent

Please put your name in and sign the box below to acknowledge that you have read and understood the declaration of personal consent.

I declare that the information given in this application form is complete and correct. I understand that if any of the information provided in this form is untrue I may be removed from office. I certify that I will immediately inform the department of any changes in circumstances that affect the answers I have given.

This information will be handled in line with the Data Protection Act 1998 and will be used solely for the purposes of assessing suitability for this role.

|  |  |
| --- | --- |
| Name: |  |
| Signature: |  |
| Date: |  |

1. <http://publicappointmentscommissioner.independent.gov.uk/wp-content/uploads/2012/02/Order-in-Council-April-2012.pdf> [↑](#footnote-ref-1)
2. See: http://www.parliament.uk/business/publications/written-questions-answers-statements/written-statement/Commons/2016-03-17/HCWS624/ [↑](#footnote-ref-2)