

OFFICIAL - SENSITIVE

## Job Description

<b>Job Title:</b>	<b>Board member (former holder of high judicial office), the Independent Parliamentary Standards Authority</b>
<b>Security Clearance:</b>	CTC

<b>Job role:</b>	
<b>Job Purpose:</b>	To contribute to the strategic leadership of the Independent Parliamentary Standards Authority (IPSA),

<b>Key areas of responsibility:</b>	
	<p><b>The role of the Board member is to contribute to the work of the Board. The specific responsibilities of the Board are set out below.</b></p> <p>IPSA's Board provides the strategic leadership of the Independent Parliamentary Standards Authority, safeguarding its independence, acting as an advocate for its values and delivering its objectives: meeting its statutory duties; helping to ensure confidence in the House of Commons; and providing efficient and cost-effective administration of services which meet the needs of taxpayers, MPs and their staff.</p> <p>The Board ensures that IPSA exercises its statutory obligations, including:</p> <ul style="list-style-type: none"> <li>• the review and setting of MPs' salaries;</li> <li>• the review and development of the MPs' pensions scheme;</li> <li>• the operation and review of the MPs' Business Costs and Expenses Scheme.</li> </ul> <p>The Board sets the strategic priorities for IPSA as an organisation ensuring it is efficient, cost-effective and fit for purpose and delivers its objectives. In doing so, the Board:</p> <ul style="list-style-type: none"> <li>• Develops and articulates IPSA's vision, values, strategies and plans; shares, champions and demonstrably lives the values;</li> <li>• Sets the policy framework for MPs' Costs and allowable expenses;</li> <li>• Oversees the development of, and approves, a Corporate Plan, Annual Report and Estimate of IPSA's use of resources (the Estimate is then submitted to the Speaker's Committee for IPSA chaired by the Speaker of the House of Commons); and</li> <li>• Sets the risk appetite and approves the framework of internal controls in support of the achievement of IPSA's strategic objectives.</li> </ul> <p>As part of the Board, members also have responsibility to:</p> <ul style="list-style-type: none"> <li>• Review and approve the Scheme for MPs' business costs and expenses and assesses and ensures compliance with Scheme rules;</li> <li>• Determine the salaries to be paid to Members of Parliament, including mechanisms for review and up-rating of salaries;</li> <li>• Scrutinise the performance of the organisation in meeting its objectives and holds the Executive to account for their delivery;</li> <li>• Determine and review the procedures used by the Compliance Officer;</li> <li>• Propose and, from time to time, revise a code of conduct for members of IPSA's Board;</li> <li>• Appoints the Chief Executive and Compliance Officer; and</li> </ul>

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- Determines the terms and conditions of the Chief Executive and staff.

**Person specification**

***It is a requirement under the Parliamentary Standards Act 2009 that the board member must have held (but no longer holds) high judicial office (within the meaning of Part 3 of the Constitutional Reform Act 2005 (c. 4)).***

- Proven experience of contributing to the leadership and strategic direction of a changing organisation, including scrutinising financial and budgetary information, and of working successfully with an executive to set the strategic direction of the organisation.
- An understanding of regulation and the role of the regulator, based on excellent analytical ability and a capacity to consider regulatory issues from a principles-based perspective.
- Demonstrable understanding of customer-focused service delivery, with experience delivering service improvements to meet the needs and expectations of a diverse and demanding customer base, and in particular understanding, or knowledge, of the work and challenges of the House of Commons, Members of Parliament and their staff.
- Excellent interpersonal, communication and stakeholder management skills and a successful track record of communications with complex stakeholder communities.
- Track record of operating in an environment subject to significant scrutiny, and of demonstrating integrity, objectivity and commitment to transparency in decision making.
- Experience of delivering transformative business change and utilising business technology to improve service delivery.
- Current or recent relevant experience of operating as a non-executive board member, or with a board which included non-executive members.
- Demonstrable track record of valuing and promoting equality, diversity and inclusion.
- A commitment to the seven principles of public life.