



HOUSE OF LORDS

INFORMATION AUTHORITY NON-EXECUTIVE DIRECTOR CANDIDATE INFORMATION PACK

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OVERVIEW

Parliament's Information Authority is seeking to recruit a Non-Executive Director to join them for meetings related to the Parliamentary Estate, our building information and data, and the Restoration and Renewal programme.

The position is offered for one year with the possibility of extension for up to a further two years (3 years in total). A fee of £9,000 per year will be paid.

It is expected that the successful candidate would attend up to 15 meetings per year, including quarterly Authority meetings, additional Authority meetings related to the programme or associated work and to join other associated discussions as required. The 15 days to include all preparatory work for those meetings.

The closing date for applications is 19 January 2020. Interviews will take place between 3 – 7 February 2020.

BACKGROUND: Information Authority

The Information Authority is a bicameral sub-committee of the House of Commons Executive Board and the House of Lords Management Board.

Its objective is to deliver increased benefits from Parliamentary information for members of both Houses, staff and the public, while containing the risk of inappropriate access to that information.

The Information Authority provides a focus for informed decision making about the effective management and security of our information, and is responsible for:

- Establishment and delivery of Parliament's long-term strategies for information, data and knowledge management, aligned to the strategic priorities of both Houses.
- Monitoring progress to implement these strategies.
- Ensuring information and cyber risks are identified and managed in line with Parliament's Information Risk Management Policy.
- Review and approval of information and cyber policies.
- Seeking assurance that effective information management and security principles and practices are observed in the delivery of key programmes, projects and change initiatives.
- Monitoring effectiveness of and compliance with relevant controls and policies.
- Leading activities to develop a positive culture around the value, protection and use of our information.

BACKGROUND: Restoration and Renewal

The Palace of Westminster [Restoration and Renewal Programme](#) has been established to tackle the significant work that needs to be done to protect and preserve the heritage of the Palace of Westminster and ensure it can continue to serve as home to the UK Parliament in the 21st century.

Following the debates in both Houses in early 2018, Parliament agreed that the 'best and most cost-effective way' to carry out the restoration and renewal of the Palace in one single phase is to temporarily move out of the building. The collective decision by members of both Houses of Parliament means that work has now begun to establish a shadow Olympic-style Delivery Authority and Sponsor Board, subsequently to be set up through legislation as statutory bodies, to manage the work.

In addition to the aforementioned responsibilities, the Information Authority oversee and seek assurance from Restoration and Renewal, Parliament's Strategic Estates team and linked strategic programmes in the context of information, data and cyber.

In this role the Authority are tasked with taking strategic decisions where risk needs to be balanced against benefits.

During 2020 the standalone Sponsor Board who have been created to oversee the Programme will become a substantive organisation. At the same time as the Delivery Authority, who are tasked with managing and delivering the work.

The Information Authority will oversee the transition of information and data services, governance and risk mitigation to the Sponsor Body and Delivery Authority.

PERSONAL SKILLS AND EXPERIENCE

External members are required to provide input based on skills and experience from another professional environment. They will support the Information Authority through support and constructive challenge.

Essential criteria:

Successful candidates will be able to demonstrate:

Experience

- Board or Board-level experience within a complex organisation in the public, private or not-for-profit sectors;
- Experience within the construction, engineering or related industry;
- Extensive experience of successfully managing relationships with a range of stakeholders in a complex environment;
- Previous experience as a non-executive director, external member, trustee or equivalent in the public, private or not-for-profit sectors;
- Experience of providing strategic advice and leadership relating to data, information and cyber to comparable organisations that have managed large, commercial programmes or within a complex programme.

Skills and attributes

- Excellent analytical skills that have been proven on complex issues;
- The ability to exercise independent judgement and to constructively challenge and encourage;
- The highest levels of personal integrity, fairness and impartiality;
- The ability to inspire confidence and respect; and
- Tact, discretion, and excellent interpersonal skills.

Specialist knowledge

It is expected that the external member will be able to demonstrate a blend of expert knowledge, professional experience and strategic skills so they can provide guidance, scrutiny and constructive challenge.

The ideal candidate would have a breadth of specialist knowledge drawing on:

- Complex governance issues, in a multi-stakeholder environment;
- Information and cyber security;
- Data and information management, with specialist knowledge relating to the built environment and construction information;
- Management of complex building, construction or infrastructure projects;
- Awareness of current technology used in estates management and constructions.

Desirable criteria:

Good understanding of Parliament (the House of Commons and the House of Lords).

HOW TO APPLY

External members of the Information Authority will be selected on the basis of a written application and interview.

Applicants are asked to provide the following:

- An anonymised CV (maximum three pages) with your full employment history as well as any unpaid or community achievements.
- A Supporting Statement (maximum three pages) giving evidence of:
 - your ability to meet the essential criteria for the role;
 - your specialist skills and knowledge.
- The names and contact details for two referees should be provided as an appendix to your CV. These must be people who know you in a professional capacity who are able to comment on your suitability for the role and who will be expected to have authoritative and personal knowledge of your achievements. References will be taken by telephone if you are selected for interview as soon as the interview arrangements have been made. Referees should be advised accordingly.
- As part of the online application process, you will also be asked to complete a diversity form. This form will not be disclosed to anyone involved in assessing your application.

If you are selected for interview, you will be asked to complete:

- A conflicts of interest form. Please give details of any business or other interests or any personal connections which, if you are appointed, could be misconstrued or pose a risk to the reputation of the Board or of the House. Any conflicts of interest detailed here will not disqualify you but may, if appropriate, be explored with you at interview.
- A political activity declaration. This information will only be provided to the panel for those applicants selected for interview.

Timetable

This is an indicative timetable. If you expect to be unavailable for any time within this period, please include this information in your application.

Closing date	19 January 2020
Shortlisting	20 – 25 January
Interviews	3 – 7 February 2020
Start Date	To be discussed with successful candidates.

CONDITIONS OF SERVICE

Remuneration and time commitment

External members will be paid an annualised rate of £9,000, for preparation and attendance at up to 15 meetings during the year.

If further meetings are required, an additional fee will be payable pro rata.

Reasonable expenses related to travel and accommodation will be payable up to £1500 a year.

Term

The appointment will be for one year initially, with the possibility of reappointment for a further term of two years.

Diversity and Inclusion

The House of Lords Administration is committed to increasing diversity and maintaining an inclusive workplace culture. We welcome applications from all qualified candidates regardless of their ethnicity, race, gender, religious beliefs, sexual orientation, age, marital status or whether or not they have a disability. We particularly welcome applications from sections of the community which are currently under represented within the team, including applicants who identify as Black, Asian and Minority Ethnic.

Conflicts of interest and political activity

External members of the Board will be expected not to have any personal, political, or business interests which may conflict with the responsibilities of the post.

External members also have to demonstrate complete impartiality during their time of the Board and should not during their time in office undertake any party political activity.

Individuals are ineligible for this role if they are current or former Members of either House of Parliament.

Party political activity includes:

- holding office in a party political organisation;
- speaking in public on matters of national or local political controversy;
- expressing views on political matters in the media, or in books, articles or leaflets or on publicly available social media sites such as Twitter or Facebook;
- being a candidate for election to a local authority or Parliament (including the European Parliament);
- canvassing on behalf of a candidate for election to a local authority, Parliament or a political party;
- attending, in a member or delegate capacity, conferences or functions arranged by party political organisations;
- being involved in campaigning in a national referendum campaign.
- If you have undertaken party political activity in earlier periods, this does not disqualify you from applying but should be declared prior to interview – the panel may at interview explore with you any potential for conflict of interests.

Party political activities may have given you relevant skills, including experience gained from committee work, collective decision-making and resolving conflict. 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 in your application.

Applicants who are selected for interview will be required to complete a political activity and conflict of interest declaration.

Pre-appointment checks

Appointment depends on satisfactory references, health and security checks and where necessary proof of qualifications.

Baseline Security Standard

The House of Lords (along with all government departments) has to comply with a Baseline Security Standard. The standard requires that we ascertain the identity of the applicant, their right to work in the UK, their employment or academic history over the last three years, and their address history over the last three years.

FURTHER INFORMATION

For more information please contact the Secretary to the Information Authority, Olivia Satterthwaite, on tel. 020 7219 6471 or email. satterthwaiteo@parliament.uk

For further information on the House of Lords and House of Commons and its work, please see: www.parliament.uk

For further information on the Restoration and Renewal programme, please see: <https://restorationandrenewal.parliament.uk/>