



HOUSE OF LORDS

HOUSE OF LORDS MANAGEMENT BOARD

RECRUITMENT OF EXTERNAL MEMBERS

CANDIDATE INFORMATION PACK

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OVERVIEW

The House of Lords is a key part of the United Kingdom's political system and plays a vital role in scrutinising draft legislation and holding the Government to account. The role of the House of Lords Administration is to enable the House and its members to carry out their parliamentary functions effectively, through the provision of effective services and the promotion of public understanding of the House and its work.

The House of Lords wishes to invite applications for up to two external members of its Management Board. The position is offered for one year with the possibility of extension for up to a further three years. A fee of £12,500 per year will be paid. This will include attendance at up to 22 Board or other group meetings, meeting preparations and other Board related activities.

The closing date for applications is 10 February 2019. Interviews will take place on 4 and 5 March 2019.

BACKGROUND: House of Lords Administration and Management Board

Governance structure

The House of Lords Management Board takes strategic and corporate decisions for the House Administration within the policy framework set by the Commission. The Board leads the Administration's business and determines its culture.

Chaired by the Clerk of the Parliaments, the most senior member of staff in the Lords and the Accounting Officer, the Management Board supports and advises the House of Lords Commission. Together they provide the corporate leadership for the House of Lords.

The other six executive members of the Board are the directors of key functions in the House of Lords (one being the Director of the Parliamentary Digital Service, a joint department of both Houses of Parliament).

The Board works with the House of Lords Commission. The Commission provides high-level strategic and political direction for the House of Lords Administration on behalf of the House. The Commission is chaired by the Lord Speaker, Lord Fowler.

Key Functions

The Management Board:

- prepares the strategic plan, business plans, financial plans, annual estimates and annual reports for approval by the House of Lords Commission;
- manages the resources agreed by the House of Lords Commission;
- supports the Clerk of the Parliaments in the discharge of his functions as Accounting Officer and employer of House of Lords staff;
- assesses and manages risk – board members have responsibility for managing and responding to each corporate risk – maintaining a system of effective controls
- monitors and assesses performance; and
- scrutinises, challenges and controls significant policies, initiatives and projects.

The Management Board is responsible for managing change in the House of Lords to increase value for money, improve performance and reduce cost so that the House operates and delivers services more efficiently and effectively.

PERSONAL SKILLS AND EXPERIENCE

External members are required to provide a creative contribution, and to help strengthen Board performance, by offering dispassionate and objective input based on skills and experience from another professional environment. They will enhance the performance of the executive team, through support and constructive challenge.

Essential criteria:

Successful candidates will be able to demonstrate:

- A senior-level record of achievement within a complex organisation in the public, private or not-for-profit sectors;
- Excellent analytical skills that have been proven on complex and sensitive issues;
- Extensive experience of successfully managing relationships with a range of stakeholders;
- 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:

The Board is seeking to recruit up to two external members. It is expected that the successful candidates will have complementary areas of specialist expertise.

The successful candidate will have expertise in at least one of the following areas:

- Management of complex construction or IT projects;
- Risk and performance management;
- Information and/ or physical security;
- Governance issues, which could have been acquired within the public or private sectors, or in an academic or professional environment;
- Leading successful organisational, cultural and behavioural change; or
- The introduction of new ways of working.

HOW TO APPLY

External members of the Board 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	10 Feb 2019
Shortlisting	11 Feb 2019
Interviews	4 and 5 Mar 2019
Start Date	To be discussed with successful candidates.

CONDITIONS OF SERVICE

Remuneration and time commitment

External members will be paid an annualised rate of £12,500, for preparation and attendance at up to 22 meetings during the year.

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

Term

The appointment will be for one year initially, with the possibility of reappointment for a further term of up to three 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 Management Board, Ayeesha Waller, on Tel. 020 7219 5961 or e-mail waller@parliament.uk

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

The House of Lords Strategy for the Administration 2016–21 is available at:
<https://www.parliament.uk/documents/lords-information-office/2017/Strategy%20Implementation%20plan%202016%20-%202021.pdf>

The House of Lords Business Plan 2018–19 is available at:
<https://www.parliament.uk/documents/lords-information-office/2018/Business-Plan-2018-19.pdf>

The House of Lords Annual report and resource accounts are available at:
[https://www.parliament.uk/documents/lords-information-office/2017/2017-18%20Annual%20report%20and%20accounts%20-%20final%20\(cover\).pdf](https://www.parliament.uk/documents/lords-information-office/2017/2017-18%20Annual%20report%20and%20accounts%20-%20final%20(cover).pdf)

The work of the House of Lords is explained at: www.lordspublications.parliament.uk/pdf/H-186X.pdf