

**Health and Safety Executive
Science Quality Assurance Group
(SQAG)**

Appointment of Independent Member

Information pack for applicants

The closing date for the receipt of applications is:

Midnight Friday 5 /1/ 2024

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1 About the HSE Science Quality Assurance Group

1.1 Background

In spring 2023 HSE published its new strategy “[Protecting People and Places: HSE Strategy 2022 to 2032](#)”. This details the broad remit HSE has to protect workers across Great Britain, to protect residents in high rise building as the new Building Safety Regulator and to protect people and the environment through its Chemical Regulation responsibilities.

Great Britain’s record on work-related safety and health is one of the best in the world. High-quality science, evidence and analysis underpin Great Britain’s risk-based, goal-setting regulatory regime and are vital for ensuring effective and proportionate risk management that protects workers and safeguards the public while enabling productivity, innovation, and growth. For over a hundred years, HSE (and its forerunners) has invested in science, evidence, and analysis to understand risks to health and safety and how to control them.

The lessons we have learnt from investigating major incidents, the cutting-edge evidence we generate and synthesise from applied health and safety research, and our work to address challenges from new working practices and to develop the evidence base to enable safe introduction of new technologies, are a vital contribution to the health and safety system. We rigorously prioritise our scientific investment to maximise our impact on health and safety across our regulatory areas and ensure that we use robust, best available evidence to underpin our regulatory policy and operations.

Our specialists undertake a wide range of investigation, research, technical support and advice that is primarily delivered for HSE, but some work is directly funded by industry and other regulators across government and overseas. The case studies of HSE science in our Science Reviews ¹ illustrate its impact and quality: enabling innovation and growth, securing justice, and transferring knowledge to the health and safety system.

We uphold the highest standards of scientific ethics and are committed to peer-review and open access to research outcomes. As HSE extended its regulatory breadth as the Building Safety Regulator and took on new responsibilities that exit from the EU entailed hence a new Science Quality Assurance Group was established; however HSE now needs to add to the profile of skills and experience across the current SQAG members and recruit an additional member with a background in structural engineering/fire safety.

BSR outline

The Building Safety Regulator (BSR) is an independent body established by the Building Safety Act, 2022, and is part of the Health and Safety Executive (HSE). BSR will raise building safety and performance standards and oversee a new stringent regime for high-rise residential buildings, as well as overseeing the wider system for regulating safety and performance of all buildings and increasing the competence of relevant regulators and industry professionals. BSR has 3 main functions:

- overseeing the safety and standards of all buildings
- helping and encouraging the built environment industry and building control professionals to improve their competence.

¹ <https://www.hse.gov.uk/research/review.htm>

- leading implementation of the new regulatory framework for high-rise buildings (these are buildings with 7 or more storeys or which are 18 metres or higher)

HSE began delivering these functions in April 2023. The reforms include a more stringent regulatory regime for high-rise residential buildings through planning, design, construction and occupation. Building control in England is undergoing extensive reform by with the establishment of a regulated building control profession with new requirements and standards.

HSE will continue to utilise its scientific and research capability to build the evidence base for BSR. This includes assessing how different types of materials are used and perform through the life cycle of a building with a focus on structural and fire safety performance.

1.2 Role and remit of the Science Quality Assurance Group (SQAG)

SQAG was a new group established in January 2023 which provides the HSE Chair, Board, Chief Executive and HSE Director of Science/Director of Science Chief Scientific Adviser with independent and objective assurance on the relevance and quality of the science, engineering and evidence produced across HSE which is commissioned and delivered in support of HSE's strategy and plans. This Group undertakes in-depth reviews of research and analysis conducted by HSE to provide an assurance function; it does not consider HSE policy or regulatory activities, and it has no decision-making powers.

Appointments to SQAG will normally be for four years and may be extended.

1.3 Terms of Reference of the Science Quality Assurance Group

The Group provides HSE's Chair, Accounting Officer (AO), Director of Science/Chief Scientific Adviser (CSA), Audit, Risk and Assurance Committee (ARAC) and the HSE Board with independent and objective assurance on the relevance and quality of the science, engineering and evidence produced across HSE which is commissioned and delivered in support of HSE's strategy and plans.

The effectiveness of SQAG will be reviewed by the Audit and Risk Assurance Committee of the HSE Board, following an annual self-assessment by SQAG. Terms of Reference for SQAG have been approved by the HSE board; any proposed changes to the Terms of Reference must be approved by the HSE Board.

1.4 Accountability

The SQAG fulfils an assurance function and is accountable, via its Chair to the HSE Chair; it has no decision-making powers.

The SQAG is not a Scientific Advisory Committee – as defined by the Government Chief Scientific Adviser – but operates in accordance with the Code of Practice for Scientific Advisory Committees (CoPSAC)².

1.5 Composition of the Science Quality Assurance Group

The SQAG Chair and members are independent, external experts drawn from relevant science, medical, social science and engineering disciplines who are recognised as leaders in their fields in academia, industry or Government. The mix of experts reflects the Strategic Objectives contained within HSE’s strategy, and its four key areas:

- Health and Safety
- Net Zero
- Chemical Safety
- Building Safety

All independent members also consider how the science and evidence informs incident investigation to ensure the continued high standards required for prosecution.

Neither the Chair nor members shall represent organisations or sectional interests, nor be existing HSE employees.

Applicants should be leading academics, professionals, or practitioners in an area of expertise aligned to building safety and within the broad areas of structural engineering/fire sciences/building sciences.

1.6 Secretariat

Full meetings of SQAG are provided with a secretariat function from the HSE Secretariat Team. Working closely with the Chief Scientific Advisor’s team and the scientific secretariat, their role is to organise and support the meetings as well as providing logistical support to the Chair and SQAG in matters of administration and protocol.

1.7 Draft Work Programme

In delivering its role, SQAG undertakes activities which provide assurance to the CSA, ARAC and ultimately the Chair and HSE Board regarding the quality of the science delivered by HSE, the routes to impact of the findings and the alignment of work in scope to the UK’s Concordat for Research Integrity.

The work programme is dependent on the Terms of Reference, so subject to change, but includes:

² <https://www.gov.uk/government/publications/scientific-advisory-committees-code-of-practice/code-of-practice-for-scientific-advisory-committees-and-councils-copsac-2021>

- 1 Reviewing the portfolio of HSE end user projects and support activity in each of the four strategic areas to ensure alignment with HSE's strategy and plans.
- 2 Reviewing the quality and appropriateness of work to be delivered to HSE end users including proposals, project delivery plans/protocols and outputs as appropriate.
- 3 Reviewing the quality and appropriateness of projects and support activity in each of the four strategic areas which are delivered to external end users against the end user requirements.
- 4 Providing independent assessment of the alignment of HSE's scientific activity against the UK's Concordat to support Research Integrity with a focus on:
 - upholding the highest standards of rigour and integrity in all aspects of research
 - ensuring that research is conducted according to appropriate ethical, legal, and professional frameworks, obligations, and standards.
 - supporting a research environment that is underpinned by a culture of integrity and based on good governance, best practice, and support for the development of researchers.
- 5 Reviewing the ability of HSE to bring the right expertise to projects, whether from internal resources or through external support.
- 6 Aiming to complete a full review of all activities in scope over a rolling quinquennial programme to assure the whole of HSE's science, engineering, and evidence activities across the whole of HSE.

1.8 Working methods and time commitment

The role of SQAG Independent Member involves a maximum of 8 days' worth of effort per year.

Each Independent member is expected to prepare for and attend a minimum of 2 full group meetings each year. The HSE Chair, HSE Board or the Accounting Officer (AO) may ask the SQAG Chair to convene further meetings to discuss particular issues on which they want the Group's assurance.

Full SQAG meetings are attended by HSE's Director of Science, Chief Scientific Adviser and Head of GSE Profession. Other HSE officials relevant to the discussion will also attend.

Each Independent Member undertakes at least one "deep dive" each year as part of a subgroup usually comprising of three members of SQAG. This is an intensive review of the science relating to a particular area which may include a range of activities such as presentation of research, assessment of documents, visits to research facilities, discussions with HSE scientists and leadership teams. Each deep dive has a member of the subgroup nominated by the Chair to be the leader for the deep dive. Each deep dive takes up to three days to complete.

The subgroup leader for a deep dive, supported by the other members, is responsible for producing a full report on their findings of the deep dive including highlighting best practice and any recommendations for improvement.

The SQAG Chair attends at least two deep dives per year.

Subgroup deep dives are attended by the CSA or a nominated representative, and may also be attended by a representative of the HSE board.

The HSE Chair and the Chief Executive may attend any meeting that they wish.

Meetings are arranged at HSE offices, or the HSE Science and Research Centre in Buxton or other government buildings in central locations. By exception, meetings may also be organised as multi-location video/'virtual' conferences using facilities at HSE regional offices.

1.9 Reporting

Each deep dive produces a written report of findings for the SQAG Chair, which is reviewed at the full Group meetings.

Minutes of the full Group meetings are produced after each meeting and cleared by the SQAG Chair before review and formal sign-off at the following meeting. The secretary records the actions and decisions taken within each meeting.

SQAG minutes inform the CSA's annual statement to the Chief Executive.

An annual report of findings is provided by the SQAG Chair to the HSE Board which forms part of the evidence used in auditing of the science process and quality.

SQAG Deep Dive Reports and Assurance Reports to the HSE Board are internal documents and are not externally published. HSE makes reference to the work of SQAG as part of its usual reporting processes such as Board Minutes, ARAC Annual Assurance Report and CSA Annual Report.

1.10 Remuneration

Independent Members are remunerated by an honorarium of £4,800 per annum.

The honorarium is paid quarterly with payment being made through HSE payroll following attendance at meetings.

Reasonable travel and subsistence costs are reimbursed on presentation of receipts, in accordance with HSE's normal rules, up to a specified limit.

1.11 Further information

If you are considering applying to become a SQAG Independent Member and would like to discuss either the role or the application process, please contact Andrew.Curran@hse.gov.uk on details of the role; for queries on the application process please contact Linda.Heritage@hse.gov.uk

2 About the roles: Role description for Members.

2.1 Being an Independent Member of the Science Quality Assurance Group

All Independent Members are expected to play a full role in the meetings and deep dives each year; they must prepare properly for these sessions and make a constructive contribution to

discussions. All SQAG members are expected to devote time to supporting any actions arising from meetings should their expertise be needed. They are also expected to be prepared to respond to reasonable requests from the SQAG Chair on urgent matters.

2.2 Qualities and experience required of all Independent Members

Appointment criterion 1: Members should have substantial expertise in one or more areas that are relevant to the scientific work carried out by HSE that aligns to building safety. Members will have experience of initiating and leading research or innovation programmes and have experience of working across the scientific community. Members are expected to be working at the applied end of the research landscape. (Essential)

Appointment criterion 2: Members must be able to demonstrate experience of working on expert committees/groups or in an equivalent capacity and demonstrate ability to work effectively with others outside their own discipline area. (Essential)

Appointment Criterion 3: Members must have a collaborative style and an aptitude for partnership working; this would include an ability to engage with people in different roles and at different career stages in a respectful and inclusive way. (Essential)

Appointment criterion 4: Members should be able to undertake research review activities in an objective manner, collaborate to draw a consensus from the subgroup and present this as a written report which represents the findings and views from the discussions in a format suitable for the intended audience (Essential)

Appointment criterion 5: Members should have the ability to work beyond their own specialism and contribute to the wider SQAG discussions across traditional discipline boundaries (Desirable)

2.3 Conflicts of Interests

All members of SQAG must declare any private interests which may, or may be perceived to, conflict with membership of SQAG, including any business interests and positions of authority outside the role in SQAG. If appointed, you will be required to declare publicly any such interests and they will be entered into a register which is available to the public.

3 How to apply

To make an application please send a CV, supporting letter and completed monitoring form. In making your application please carefully follow the guidance below.

Your application should be sent by email to linda.heritage@hse.gov.uk quoting SQAG APPLICATION 'building safety'.

Email applications must be received by midnight Friday 5/1/2024. Receipt of applications will be acknowledged by email.

3.1 Supporting letter

The supporting letter is your opportunity to demonstrate how you meet HSE's requirements (especially the appointment criteria in 2.2). Please note that the supporting statement is an important part of your application and is as much the means by which you will be assessed as

your CV. How you choose to present the information is up to you. Please include your full name and contact details. Please limit your letter to 1,000 words.

You should aim to provide specific examples that demonstrate your expertise, your experience, and your personal qualities in relation to the appointment criteria (see 2.2). Providing separate paragraphs for each criterion will help the selection panel.

3.2 Declaration of interests and ensuring public confidence

If you have any business or personal interests that might be relevant to the work of the SQAG and which could lead to a real or perceived conflict of interest, were you to be appointed, please provide details in your supporting letter. It is expected that appointees would not have personal interests of a financial nature of relevance to the work of the committee. Should you be successful in your application, if there is anything in your professional history that if brought into the public domain may cause embarrassment or disrepute to the organisation, please provide details in your supporting letter. Failure to disclose such information could result in an appointment being terminated. Please refer to the Eligibility Criteria for appointment set out in Annex A.

3.3 CV

Please ensure your CV includes:

- your full name, title, home address, personal contact telephone numbers and personal email address.
- similar contact details for two referees who will support your application. Please indicate the relationship of each referee to you. References will be requested prior to appointment.
- brief details of your current or most recent occupation. Please also identify any past or present roles on expert committees and the dates you occupied these roles.

3.4 Monitoring form

The HSE values and promotes diversity and is committed to equality of opportunity for all. Please complete and include the monitoring form (Annex C) with your application. Diversity monitoring information will not be seen by the panel assessing your application.

3.5 Indicative timetable

Call for Independent Member published: 8/12/2023

Closing date: midnight Friday 5/1/2024

Shortlisting to be completed: w/b 22/1/2024

Interviews to be held as 'virtual' via TEAMS: Wednesday 14 February and Thursday 15 February

See Annex B for additional information on the selection process.

If you will not be available for interview on one of the identified dates please immediately contact HSE to discuss the potential for alternative arrangements to be made – see contact information at 1.11. Note that HSE cannot guarantee to offer alternative dates.

Annex A: Terms and Conditions of appointment

A.1 Standards in public life

The Science Quality Assurance Group is not a scientific advisory committee, but operates in accordance with the Code of Practice for Scientific Advisory Committees (CoPSAC); you can access this document at:

<https://www.gov.uk/government/publications/scientific-advisory-committees-code-of-practice>

You will be expected to demonstrate a commitment to and an understanding of the value and importance of the seven principles of public life. These are:

1. Selflessness: Holders of public office should act solely in terms of the public interest.
2. Integrity: Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.
3. Objectivity: Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
4. Accountability: Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.
5. Openness: Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.
6. Honesty: Holders of public office should be truthful.
7. Leadership: Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

A.2 Eligibility criteria

Current employees of HSE are not eligible for appointment to SQAG. There are other circumstances in which an individual may not be considered for appointment, which include:

- a) persons who have received a prison sentence or suspended sentence of 3 months or more in the last 5 years
- b) persons who are the subject of a bankruptcy restrictions order or interim order, or a debt relief order or interim debt relief order under Schedule 4ZB to the Insolvency Act 1986
- c) persons who have had an earlier term of appointment with a public body terminated on the grounds
 - i. that it was not conducive to the interests or good management of the body that the person should continue to hold office.
 - ii. that the person failed to attend a meeting of the body on three consecutive occasions.

iii. that the person failed to declare a pecuniary interest or withdraw from consideration of a matter in respect of which the person had a pecuniary interest.

iv. of misconduct or failure to carry out the person's duties.

d) anyone who is under a disqualification order under the Company Directors Disqualification Act 1986; or

e) anyone who has been removed from trusteeship of a charity

If you need further advice about eligibility for appointment please use the contact information in 1.10.

A.3 Personal liability of SQAG members

Legal proceedings by a third party against individual Members of advisory bodies are very exceptional. The Government has indicated that an individual Committee Member who has acted honestly and in good faith will not have to meet out of his or her own personal resources any personal civil liability which is incurred in the execution or purported execution of their committee function, save where the person has acted recklessly.

Annex B: Selection Process

B.1 Selection Panel

The selection process will follow HM Government Public Appointments guidelines. The panel will be chaired by the Professor Andrew Curran CBE, HSE's Director of Science and Chief Scientific Adviser.

Panel members are:

Professor Catherine Noakes – Independent Chair of HSE's Science Quality Assurance Group

Mrs Victoria Molho – HSE BSR Deputy Director of Technical Policy Division

[Apply for a public appointment - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

B.2 Short-Listing and interviewing

The short-listing panel will determine those candidates who best demonstrate that they meet the appointment criteria. They will then be invited for interview which should last in the region of 45 minute; interviews will be virtual via TEAMS.

B.3 How we will handle your application

We will acknowledge receipt of your application. The proposed short-listing will be w/b 22/1/2024. Candidates will be notified within a week by email whether or not they have been short-listed, for interview. All candidates will be notified of the outcome of their application.

Personal data

In line with GDPR, we ask that you do NOT send us any information that can identify children or any of your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and / or biometric data) in your CV and application documentation.

Following this notice, any inclusion of your Sensitive Personal Data in your CV/application documentation will be understood by us as your express consent to process this information going forward. Please also remember not to give anyone's information or details (e.g., referees) who have not previously agreed to their inclusion.

B.4 Equal Opportunities

These appointments will be governed by the principle of public appointment based on merit with independent assessment and transparency of process. HSE is committed to improving the diversity of their public bodies and welcome applications irrespective of race, ethnic or national origin, sex, marital status, disability, sexual orientation, religion, or belief, age, gender, or re-assignment. We would particularly welcome candidates from under-represented groups, for example people with disabilities and people from black and minority ethnic communities.

B.5 Dealing with your concerns

If you need further advice about the selection process, please use the contact information in 1.11.

Annex C: Diversity Information form

Diversity Information Form

We encourage applications from talented individuals from all backgrounds and across the whole of the United Kingdom. Boards of public bodies are most effective when they reflect the diversity of views of the society, they serve, and this is an important part of the Government's levelling up agenda.

We collect diversity data about applicants' characteristics and backgrounds, including information about people's professional backgrounds, so that we can make sure we are attracting a broad range of people to these roles and that our selection processes are fair for everyone. Without this information, it makes it difficult to see if our outreach is working, if the application process is having an unfair impact on certain groups and whether changes are making a positive difference.

When you submit your application, your responses are collected by the Cabinet Office and the government department(s) managing your application. The data is used to produce management information about the diversity of applicants. You can select "prefer not to say" to any question you do not wish to answer. The information you provide in this form will not be seen by the advisory assessment panel who will sift applications and conduct interviews against the advertised criteria.

Our Privacy Notice sets out in more detail how we will use your personal data, and your rights. It is made under Articles 13 and/or 14 of the UK General Data Protection Regulation (GDPR).

The form should only take a few minutes to complete.

We thank you in advance for your support.

Required fields are marked with a *

About you

What is your title? (Mr/Mrs/Dr/etc.) *

Click or tap here to enter text.

What is your first name? *

Click or tap here to enter text.

What is your last name? *

Click or tap here to enter text.

Which appointment are you applying for? *

Click or tap here to enter text.

Diversity Questions

Sex and Gender

What is your sex? *

- Male
- Female
- Prefer not to say

Is the gender you identify with the same as your sex registered at birth? *

- Yes
- No
- Prefer not to say

What is your gender if it is not the same as your sex registered at birth?

Click or tap here to enter text.

Disability and Health Conditions

Do you have any physical or mental health conditions or illnesses lasting or expected to last 12 months or more? *

More information on disability can be found on the public appointments website -

<https://publicappointments.cabinetoffice.gov.uk/recording-whether-or-not-you-have-a-disability/>

- Yes
- No
- Prefer not to say

If you answered yes to any physical or mental health conditions or illnesses lasting or expected to last 12 months or more, does your condition or illness / do any of your conditions or illnesses reduce your ability to carry out day-to-day activities?

- Yes, a lot
- Yes, a little
- No
- Prefer not to say

Do any of these conditions or illnesses affect you in any of the following areas?

- Vision (for example blindness or partial sight)
- Hearing (for example deafness or partial hearing)
- Mobility (for example walking short distances or climbing stairs)
- Dexterity (for example lifting and carrying objects, using a keyboard)
- Learning or understanding or concentrating
- Memory
- Mental health
- Stamina or breathing or fatigue.
- Socially or behaviourally (for example associated with autism spectrum disorder (ASD) which includes Asperger's, or attention deficit hyperactivity disorder (ADHD))
- Prefer not to say

Ethnicity

What is your ethnic group? *

- Arab
- Asian / Asian British - Bangladeshi
- Asian / Asian British - Chinese
- Asian / Asian British - Indian
- Asian / Asian British - Pakistani
- Asian / Asian British - Any other Asian background, please specify below
- Black / Black British - African
- Black / Black British- Caribbean
- Black / Black British - Any other Black / African / Caribbean background please specify below
- Mixed / Multiple ethnic groups - White and
- Mixed / Multiple ethnic groups - White and Black African
- Mixed / Multiple ethnic groups - White and Black
- Mixed - Any other Mixed / Multiple ethnic background, please specify below
- White - English / Welsh / Scottish / Northern Irish / British
- White - Irish
- White - Gypsy or Irish Traveller
- White - Any other White background please specify
- Other ethnic group - Other please specify below
- I prefer not to say

Specification of other ethnic group: [Click or tap here to enter text.](#)

Age

What was your age group at your last birthday? *

- 16-24
- 25-34
- 35-44
- 45-54
- 55-64
- 65-74
- 75-84
- 85 or older
- Prefer not to say

Sexual Orientation

What is your sexual orientation? *

- Straight / Heterosexual
- Gay or Lesbian
- Other please specify below
- Prefer not to say

If you selected other please specify your orientation here: [Click or tap here to enter text.](#)

Religion or Belief

What is your religion or belief? *

- No religion
- Christian (including Church of England, Catholic, Protestant and all other Christian denominations)
- Buddhist
- Hindu
- Jewish
- Muslim
- Sikh
- Other please specify below
- Prefer not to say

If you selected other please specify your religion here: [Click or tap here to enter text.](#)

Place of Residence

Where is your main place of residence? *

- | | |
|--|--|
| <input type="radio"/> North East | <input type="radio"/> South East |
| <input type="radio"/> North West | <input type="radio"/> South West |
| <input type="radio"/> Yorkshire and Humberside | <input type="radio"/> Wales |
| <input type="radio"/> East Midlands | <input type="radio"/> Scotland |
| <input type="radio"/> West Midlands | <input type="radio"/> Northern Ireland |
| <input type="radio"/> East | <input checked="" type="radio"/> Prefer not to say |
| <input type="radio"/> London | <input type="radio"/> Other |

If you selected other please specify your region here: [Click or tap here to enter text.](#)

Employment

What is your main employment, if any? *

- | | |
|--|--|
| <input type="radio"/> Mostly Civil Service | <input checked="" type="radio"/> Prefer not to say |
| <input type="radio"/> Mostly Private Sector | <input type="radio"/> Mixed |
| <input type="radio"/> Mostly Third Sector | <input type="radio"/> Other please specify below |
| <input type="radio"/> Mostly Wider Public Sector | |

If you selected other please specify your employment here: [Click or tap here to enter text.](#)

Number of Appointments Held

How many other public appointments do you hold? *

This includes all non-departmental public bodies (NDPBs), NHS bodies, parole boards and research councils. It does not include sitting as a school governor or any positions within charities.

- 0
- 1
- 2
- 3
- 4
- 5-9
- 10 or more
- Prefer not to say

Political Activity

The information in this section will be made available to the panel if you are called for interview.

Political activity is defined as being employed by a political party, holding significant office in a party, standing as a candidate for a party in an election, having publicly spoken on behalf of a political party or having made significant donations or loans to a party. Significant loans and donations are those of a size which are reported to the Electoral Commission, in line with a central party's reporting threshold.

Have you undertaken any political activity for a political party in the past five years? *

Yes

No

If you answered yes to political activity.

Please indicate which party / parties your political activity relates to here: [Click or tap here to enter text.](#)

Thank you for completing this form.

Public appointments are made by Ministers, after a fair and open process, based on merit in accordance with the Cabinet Office Governance Code and the Public Appointments Order in Council. By completing this diversity monitoring form you will be helping us meet our public sector equality duty under section 149 of the Equality Act 2012 and section 75 of the Northern Ireland Act 1998. Your personal data will always be treated in confidence and when anonymised with data from other applicants will help compile the Annual Statistical Bulletin of the Commissioner for Public Appointments.

Your responses to questions regarding your gender, if you are disabled, your ethnic group, sexual orientation, your religion or belief, your age, principal residence and professional background will never be made available to the panel considering your application.

This diversity information is collected by government departments managing appointments to the boards of public bodies, on behalf of the Cabinet Office and The Office of the Commissioner for Public Appointments (OCPA). This data will not be connected to your name when it is shared, it is supplied anonymously.

OCPA collects diversity information in order to produce management information about the public appointments process, and the diversity of the field of applicants. It will be published in OCPA's annual report and website, in aggregated form. Departments, including the Cabinet Office, collect this data to enable government to meet its public sector equality duty under section 149 of the Equality Act 2010 and section 75 of the Northern Ireland Act 1998. It will be published in aggregated form. For full information about how we handle your data please see the privacy notice on <https://publicappointments.cabinetoffice.gov.uk/privacy-notice/>

This data is collected and held on the basis that you consented to provide this information to departments alongside your application and you have not given notice that you do not wish for your data to be processed for this purpose.

This data may be held for up to 3 years by OCPA and up to 5 years by the Cabinet Office and the Government Department, who are all co-controllers of the data. This data is shared with Cabinet Office IT suppliers, identified as processors, in order to securely collect and store the data

If you have any questions please contact the department responsible for the role you have applied for. Contact details can be found here:

<https://publicappointments.cabinetoffice.gov.uk/contact-us/>