

Independent Non-Executive Director

Chair of Audit and Risk Assurance Committee

Fee: £300 per day

Term: 3 years

Location: Remote working (anywhere in the UK)

Closing date: 23:55 on 6th February 2024

Reference: REQINED24

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Criminal Cases Review Commission

The CCRC reviews complex criminal cases and has investigated some of the most serious miscarriages of justice of the last fifty years.



The
Royal
Courts
of
Justice





Our values

Independence of Casework. Passion & Professionalism. Fairness. Accountability.

The CCRC is the independent public body that finds, investigates and refers potential miscarriages of criminal justice. We deal with cases from magistrates' courts, the Crown Court in England, Wales and Northern Ireland and the Court Martial and Service Civilian Court.

We have the power to obtain material from public and private bodies, including information that would normally be confidential or subject to disclosure restrictions. We have the power to interview witnesses and instruct experts.

We are the **only** people who can send a case back to court for a second or subsequent appeal.

Further information on the CCRC may be found at <https://ccrc.gov.uk/>



About the Criminal Cases Review Commission

Who we are

The CCRC was created by the Criminal Appeal Act 1995 to investigate criminal cases where people believe they have been wrongly convicted or wrongly sentenced.

We can refer a case for a fresh appeal if there is a *real possibility* that the conviction or sentence will not be upheld. Usually, it must be based on some evidence or argument that was not raised at trial or appeal and usually the convicted person must have exhausted the normal appeal process.

We receive over 1,400 applications a year, the majority of which are at the most serious end of the criminal spectrum. There is no time limit on applications to the CCRC. Some of the cases that we deal with date back to the 1970s or earlier.



About the Criminal Cases Review Commission

How we work

We work in the interests of justice, and we are independent. We don't represent the police, prosecution, court or government. We don't represent the person applying for a review of their case. Staying independent helps us investigate alleged miscarriages of justice objectively and impartially.

Fairness and equality are built into everything we do. We make sure that discrimination does not feature in our services. Our commitment is to create an inclusive culture with equal opportunities for all staff. Ongoing training keeps staff up to date on equality issues.



A Message from the Chairman

Thank you for your interest in becoming an Independent Non-Executive Director of the Criminal Cases Review Commission.

From time to time, a criminal case ends with a wrongful conviction or sentence – there might not have been a crime at all, the wrong person might have been convicted, or the process might have failed so significantly that the conviction is unsafe.

At the Criminal Cases Review Commission, we receive over 1,400 applications a year from convicted people who think something went wrong in their case. Our service is free to use, and people can apply to us on more than one occasion if they think new information has come to light. It is our job to review the case and find out whether there is some new information, evidence or argument that might lead to a successful appeal. A case review can take anything from a matter of hours to over a year, depending on the issues, complexity, and availability of

materials. Most of our work relates to cases at the most serious end of the criminal spectrum. We are continuing to see increasing numbers of applications and you might be aware of the Post Office cases. Due to the size and scope of those cases involving sub-postmasters and mistresses, we have seen “the biggest miscarriage of justice in British history”.

This is also an exciting time to join the Commission as we have recently completed a significant information technology and digital transformation project completely upgrading our systems, whilst also undertaking a move to a purpose-built smaller office in central Birmingham and making permanent the arrangements for remote working. We are now looking forward to a new phase of change which is about how we stay ahead of emerging technologies in an everchanging digital and cyber world.

We are replacing one of our three Independent Non-Executive Board Members who is coming to the end of their term, a person who will also Chair our Audit and Risk

Assurance Committee. We want a Non-Executive Board Member who can complement the skills and knowledge of the others, who combines independence of mind with the ability to work as part of a team and who is financially qualified with recent experience of audit committees.

Further information about us can be found on the CCRC's website: <https://ccrc.gov.uk/>

I do hope you will consider applying for this important position.

Helen Pitcher OBE
Chairman, Criminal Cases Review Commission



About the Role

Title: Independent Non-Executive Director (Chair of Audit and Risk Assurance Committee)

Reports to: Chairman

Eligibility: The successful candidate must hold a recognised CCAB qualification, or equivalent. There must be no employment restrictions, or limit on your permitted stay in the UK.

Term of Appointment: 3 years

Time commitment: 15-20 days per year (includes circa 6 Board meetings, 5 ARAC meetings, and 2 staff events)

Location: Remote working (anywhere in the UK)

Remuneration: £300 daily

The CCRC's role is to find and investigate cases where it is alleged that a miscarriage of justice may have occurred in relation to conviction, sentence or both. The CCRC is entrusted with the exercise of wide-ranging, and sometimes intrusive, statutory powers.

Investigations are usually carried out by CCRC staff, but CCRC can require others, such as the police, to carry out investigations on its behalf.

The Board is responsible for determining and overseeing the overall strategic direction of the Commission. As an Independent Non-Executive Director, you have corporate responsibility to ensure high standards of corporate governance are observed at all times. You will provide external perspective and challenge to the Commission's work, strengthen governance by supporting the Chairman in securing good governance and supporting the Chief Executive in the effective and efficient management and leadership of the Commission and its staff.

The CCRC is a 'remote first' organisation, with a small office located in central Birmingham. Similar to the majority of CCRC staff, the post holder will work from home, attending the office only when there is a business need to do so. There may be occasional meetings in the Birmingham office, London and other locations. Please be aware that this role can only be worked within the UK and not overseas.

The appointment will be for a term of three years. There is the possibility of re-appointment subject to satisfactory performance to a maximum of six years' service.

Board Size and Composition

The CCRC Board comprises 10 members, 4 of which, including the Chairman, are Commissioners. The Chief Executive, Casework Operations Director, and Finance & Corporate Services Director are also Board members as are the 3 Independent Non-Executive Directors. More information on the Board's members can be found on the CCRC website along with other useful information, including the most recent annual report and business plans:

<https://ccrc.gov.uk/>

Diversity of opportunity is something the Commission cares passionately about. We encourage applications from all candidates regardless of ethnicity, religion or belief, gender, sexual orientation, age, disability and gender identity. We particularly welcome applications from women, those with a disability and those from a black or ethnic minority background. We want to explore the widest possible pool of talent for this important appointment.



Job Description

Purpose

The independent Non-Executive Director has the same legal responsibilities to the CCRC as Executive Directors. The Board has its authority delegated to it by the Body Corporate and, in conjunction with the Body Corporate, is responsible for the effective governance and success of the CCRC.

Essentially, the Independent Non-Executive Director (INED) role is to make a contribution to the Board by providing objective and constructive criticism, challenge and support, as appropriate. INEDs are expected to focus on matters reserved to the Board and not stray into executive direction, bringing an independent view to the CCRC.

All Directors are required to take decisions objectively in the interests of the CCRC.

The Board

The board provides leadership to the CCRC within a framework of prudent and effective controls which enable risk to be assessed and managed. It also sets the CCRC's Strategic aims and ensures that the necessary Financial and Human Resources are in place for the CCRC to meet its

objectives, and reviews and holds management to account for delivery and performance against these aims. The Board sets the CCRCs values and standards and ensures that its obligations to all stakeholders are understood and met.

INEDs are appointed to the Board to bring:

- Independence of judgement and maintain confidence in the CCRC, both externally and internally
- Impartiality
- Wide experience
- Special knowledge

In terms of personal qualities, INEDs:

- uphold the highest standards of integrity and probity
- support fellow directors in their leadership of the organisation while monitoring their conduct
- question intelligently, debate constructively, challenge rigorously and decide dispassionately
- listen sensitively to the views of others, inside and outside the board

Tasks

The tasks of the Board (which you will be expected to contribute to) are as follows:

- To ensure the CCRC complies with its legal responsibilities and obligations to implement appropriate financial and management policies in line with best practice
- To determine the strategy of the CCRC
- To set the organisation's vision, values and standards
- To ensure that the organisation and structure are appropriate to fulfil the CCRCs core purpose in a timely and efficient manner
- To be mindful of Stakeholder needs and be the guardians of the CCRC reputation
- To ensure the culture and tone of the CCRC promotes the wellbeing of all of the organisation and the values are lived

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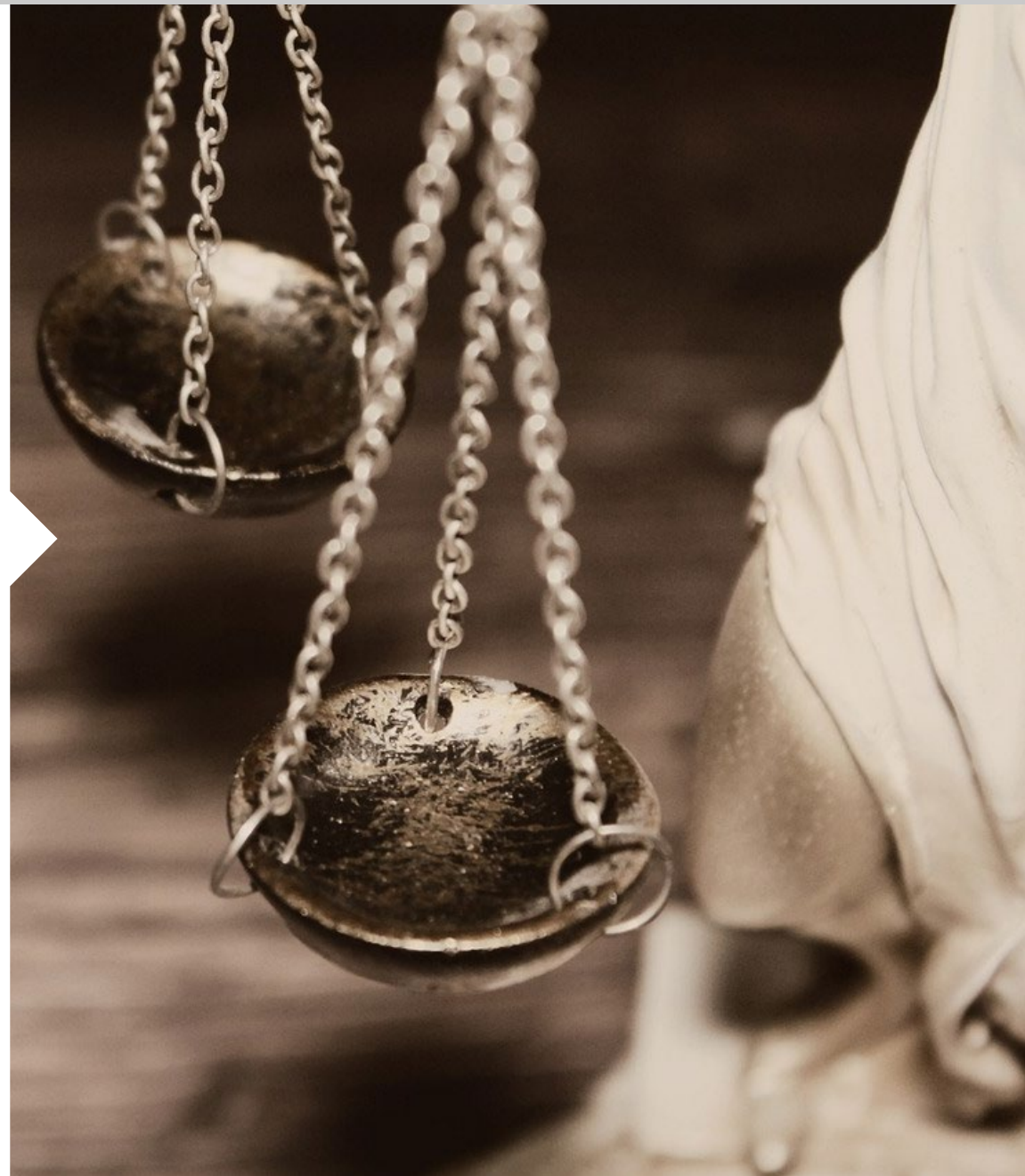
Job Description

Tasks (continued)

- To ensure the processes for selection, appraisal, performance management and development of the people are appropriately executed and the subject of regular review
- To monitor performance
- To be satisfied of the integrity of financial information and feel comfortable that financial controls and systems of risk management are robust and defensible
- To ensure conformity to statutory duties in relation to among other things, accounting policies, taxation, health and safety, employment and the environment
- To ensure effective delegation to the key sub committees of the Board and ensure appropriate terms of reference exist
- To avoid all conflicts of interest

Time Commitment

For INEDs, 15-20 days per annum, including reading and preparation time.



Person Specification

The successful candidate will be able to demonstrate experience of working at Board level with Audit Committees (as a member or an attendee) in either the justice sector, or a large delivery organisation in the private or public sector. The successful candidate must have a proven track record of enabling change and managing risk in a customer facing business and a sound knowledge and experience of good governance at senior levels and/or an understanding of working with government along with undisputed personal integrity.

While knowledge of the justice sector would be beneficial, it is not essential; commercial acumen and insight are equally valuable. The postholder will be a robust and resilient strategic thinker, able to innovate and promote alternative ways of thinking, achieving change and continuous improvement in the delivery of services.

You will be able to demonstrate authority, commitment and consistency whilst acting as an effective team member, motivating and empowering others and inspiring trust and confidence.

As Chair of the Audit Committee, you are expected to:

- Uphold the highest ethical standards of integrity and honesty, demonstrate an understanding of, and commitment to, the value and importance of the [Seven Principles of Public Life](#);
- Use personal and professional skills, experience and judgement with integrity and independence to scrutinise the short- and long-term performance of the Commission;
- Play a full part in enabling the Audit and Risk Assurance Committee to arrive at balanced and objective decisions.

Essential Criteria

Candidates must be able to demonstrate the following:

- Broad business management experience, including experience of the oversight of risk, at board level in a major delivery organisation in the private, public or third sector;
- As the appointed candidate will Chair the Audit and Risk Assurance Committee,

demonstrable experience of the oversight of finance and audit in a major delivery organisation including holding a recognised CCAB qualification;

- Demonstrable experience of building and sustaining relationships with key stakeholders including the ability to respond to and reconcile the differing needs of those stakeholders;
- Exceptional communication skills, high level of personal impact and the ability to effectively chair meetings and to provide leadership, constructive and independent challenge and support to the Board;
- Independence of judgement, the capacity to bring a fresh, external view to decision-making, and an outstanding track record of board level career achievement;
- Ability to analyse complex information, reach practical decisions and to think strategically;
- Ability to understand and deal with issues of a high-profile sensitive casework-based organisation;
- Demonstrable commitment to and an understanding of diversity and equality.



The Seven Principles of Public Life

All candidates for public appointments are expected to demonstrate a commitment to, and an understanding of, the value and importance of the principles of public service. The seven principles of public life are:

Selflessness

Holders of public office should act solely in terms of the public interest.

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.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

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.

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.

Honesty

Holders of public office should be truthful.

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.



Eligibility

There must be no employment restrictions, or limit on your permitted stay in the UK.

We welcome applications from all those who are eligible. [Further information on nationality requirements](#) if you have a question on your eligibility, please contact the CCRC HR Team on:

E: hr@ccrc.gov.uk

T: 0121 233 1473

The successful candidate must hold a recognised CCAB qualification, or equivalent.

More important appointment information

Tenure

Appointments are made for a term of three years. This ensures that the leadership of public bodies is regularly refreshed and the CCRC can benefit from new perspectives and ideas. The appointments will run for a three-year term with the possibility of reappointment for a further term, up to a maximum of six years' service. Reappointments are dependent on the needs of the Commission at the time.

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More important appointment information

Political Activity

Members of the CCRC will need to show political impartiality during their time on the CCRC and must declare any party-political activity they undertake in the period of their appointment.

Due to the nature of the CCRC it is not appropriate for members of the CCRC to occupy paid party-political posts or hold sensitive, senior or prominent positions in any political organisation. Nomination for election to political office, for example the House of Commons, the Northern Ireland Assembly, Scottish Parliament, the European Parliament, is not considered compatible with membership of CCRC.

Subject to the foregoing, members are free to engage in political activities, provided that they are conscious of their general responsibilities and standards for public life and exercise proper discretion.

The Political Activity Declaration will be kept separate from your application and will only be seen by the selection panel prior to interview.

If you are successfully appointed to the post, details of your response to the Political Activity Declaration will be included in any announcement of your appointment.

Conflict of Interest

You will be required to declare any conflict of interest that arises in the course of CCRC business and must declare any relevant business interests, positions of authority or other connections with commercial, public or voluntary bodies. Any actual or perceived conflicts of interest will be fully explored by the panel at short listing or interview stage. More generally, there are five issues most frequently encountered that could lead to real, or apparent, conflicts of interest:

- Financial interests or share ownership – for example, holding shares in a firm that is considering applying or has licensed body status in relation to Alternative Business Structures could be a particular area of concern;
- Expertise or activity in particular areas, that whilst not precluding appointment may be perceived by the public as a conflict of interest – for example, it is especially important that associations with legal firms are explored fully;
- Membership of some societies or organisations – for example, dealings with the legal and financial sectors will need to be explored fully;
- Rewards for past or future contributions or favours;
- The activities, associations and employment of relatives or partners.

Further advice about conflicts of interest can be obtained by contacting Esther O'Neill in the first instance:

E: hr@ccrc.gov.uk

T: 0121 233 1473



Remuneration, Allowances and Abatement

Remuneration:

- Remuneration for the post will be a non-pensionable fee of £300 per day with an expected time commitment of 15 - 20 days per year, which includes reading and preparation. The exact time commitment is to be agreed with the Chairman. If you receive a full salary from the public purse, then you will not receive any remuneration for this appointment; this will be abated. Remuneration will be disclosed in the Commission's annual report and accounts, in accordance with the HM Treasury Resource Accounting Manual.

Tax position of Independent Non-Executives

- Fees will be subject to national insurance contributions and tax via the CCRC payroll. The CCRC cannot appoint a company to the position, therefore the appointment is an individual one, with the postholder taxed as an office holder.

Expenses

- Reasonable travel expenses and subsistence will be reimbursed in accordance with CCRC policies.

Performance Appraisal

- The performance of Independent Non-Executives is reviewed annually. This will be carried out by the Chairman in each year of appointment.



Application Process

Before you start your application, please ensure you meet the 'security' and/or 'eligibility' requirements and are happy with the details regarding the location, hours of work and other sections laid out in this document.

To apply:

1. Employment History

A CV (maximum two sides of A4) detailing your education, professional qualifications and full employment history and a supporting letter of no more than two sides that evidences how you meet all the criteria. Please ensure you include preferred daytime, evening and mobile telephone numbers, as well as a preferred e-mail address, which will be used with discretion.

2. Personal Statement

A personal statement (maximum two sides of A4) providing evidence against the role criteria and your suitability for the post. Please provide examples of where your knowledge and experience matches the essential criteria required for the role. Your supporting letter should provide specific and detailed examples to demonstrate how you meet the criteria (including what you did to achieve a specific result).

3. Supporting Documents

Please also complete and return the supporting documents listed on the following page.

Applications should be submitted to the CCRC HR Team at hr@ccrc.gov.uk, no later than **23:55** on **6th February 2024**. We will acknowledge receipt. **Late submissions will not be accepted.**

Please contact the HR Team if you have any queries regarding the application process. The HR inbox is monitored Monday-Friday and any queries will be passed to the relevant individual to respond to you as soon as possible. You can also reach the team by telephone on 0121 233 1473.



Application Process

Supporting Documents

Attached to this document you will find two Supporting Document forms. Please click the headings below to open the documents. Please complete both and send to hr@ccrc.gov.uk along with your CV and personal statement.

INED Recruitment Supporting Documents:

- **Conflicts of interest and Previous Conduct:** You should declare any actual or potential conflict of interest or anything which might cause embarrassment should you be appointed. Conflicts might arise from a variety of sources such as financial interests or share ownership, membership of, or association with, particular bodies or the activities of relatives or partners. Please fill in the conflict of interest declaration section honestly. If you need further advice, please contact hr@ccrc.gov.uk
- **Significant Political Activity:** Please declare if you have undertaken any significant political activity for a political party in the past five years.
- **Requests for Referees:** Please give names and contact details of two referees who will be contacted if you are shortlisted for interview.

INED Recruitment Supporting Documents - Diversity form:

- **Diversity Monitoring form:** Information is requested for monitoring purposes only and plays no part in the selection process. It will be kept confidential and will not be seen by the panel. Although completing the diversity monitoring form is voluntary, it would greatly help the CCRC build a world class organisation and recruit people who are as diverse as the society we represent.

Please send your CV, personal statement and supporting documents to: hr@ccrc.gov.uk quoting reference REQINED24 in the subject line. We will acknowledge receipt.



Application Process

Disability Confident Scheme

We are a member of the Government's Disability Confident scheme. We use the Disability Confident scheme symbol, along with other like-minded employers, to show our commitment to good practice in employing people with a disability. The scheme helps recruit and retain disabled people.

As part of implementing the scheme, we guarantee an interview for anyone with a disability whose application meets the essential criteria for the role, set out in the advert, and who has asked that their application is considered under the scheme. Indicating that you wish your application to be considered under the scheme will in no way prejudice your application. By 'minimum criteria,' we mean that you must provide evidence which demonstrates that you meet the level of competence required under each of the essential criteria, as set out in the job-advert.

When you apply you will have the opportunity to select if you would like your application considered under this scheme.

Reasonable Adjustments

We are committed to making reasonable adjustments to make sure applicants with disabilities, physical or mental health conditions, or other needs are not substantially disadvantaged when applying for public appointments. This can include changing the recruitment process to enable people who wish to apply to do so. Some examples of reasonable adjustments are:

- ensuring that application forms are available in different or accessible formats.
- making adaptations to interview locations.
- allowing candidates to present their skills and experience in a different way.
- giving detailed information on the selection / interview process in advance to allow candidates time to prepare themselves.
- allowing support workers, for example sign language interpreters.
- making provision for support animals to attend.



Assessment and Interview

Assessment and Interview

The selection panel will include:

- **David West, MoJ Representative, Panel Chair**
- **Helen Pitcher OBE, CCRC Chairman**
- **Paul Smith, MoJ NED**
- **Rachel Tranter, Independent Panel Member**

We expect interviews will take place early to mid May 2024. It may not be possible to offer alternative dates for assessments or interviews. You are therefore asked to note the [timetable](#), exercising flexibility through the recruitment and selection process, in order to meet the dates given.

You may be asked to start the interview with a short presentation; you will be informed a few days in advance. If you accept an invitation to interview, we may take two references in advance.

By providing the details of two referees you are consenting to us approaching them in this way. If you cannot attend an interview on one of the dates shown, please advise us as soon as you can. Please note that we do not pay travel expenses for attendance at interviews although it is anticipated that interviews will be conducted via Teams.

Please note that due to the anticipated high number of applications for this post, **we will only be able to provide feedback to those candidates who are interviewed.**



Application Process

Interview Outcome

Regardless of the outcome, we will notify all candidates as soon as possible. Our aim is to inform all candidates late June 2024.

For the successful candidate, the offer of appointment is conditional on achieving clearance to [Counter Terrorist Check](#) (CTC) level; this will be discussed with candidates at interview. CTC clearance involves confirmation of identity and right to work in the UK, plus a criminal record check which will involve the completion of several paper and electronic forms.

In July 2024 we expect appointments will be announced publicly and security checks completed.



Indicative Recruitment Timeline

The timeline indicates the dates by which decisions are expected to be made, and all candidates will be advised of the outcome as soon as possible thereafter. We will try to offer as much flexibility as we can, but it may not be possible to offer alternative dates for assessments or interviews. You are therefore asked to note the timetable below, exercising flexibility through the recruitment and selection process, in order to meet the dates given.

Please note that due to this appointment being of special interest to the Prime Minister, some timeframes may be expanded due to the requirement to obtain additional approvals within this process. We will keep candidates informed of progress throughout this process. The anticipated timetable is as follows:

Advert Closes	Deadline for all submissions. Please note - late applications will not be accepted.	23:55 on 06/02/2024
Initial Sift	A long-list of candidates will be sent to Number 10 and a high level sift performed by relevant parties and Ministers.	February 2024
Shortlist	The panel and Ministers will agree a final shortlist to take through to interview stage. All applicants will be informed of the outcome.	March 2024
Interview	Interviews are likely to be held remotely via Microsoft Teams. Further information will be provided to shortlisted candidates, including details of any additional assessments.	May 2024
Interview Results	Candidates will be informed of the outcome by e-mail approximately 4 weeks after interviews take place. Updates will be provided if there are any changes to the timetable.	May/June 2024
Appointment	Decisions are made following the interviews. Candidates are notified of the outcome. Appointment letters and security check forms are sent to the successful candidate.	June 2024



Further Information

Your personal information

We will process your application in accordance with the Data Protection Act 1998 and the Ministry of Justice's Information Charter, which can be found at

<https://www.gov.uk/government/organisations/ministry-of-justice/about/personal-information-charter>

How we will handle your application:

- We will acknowledge receipt of your application;
- Your data will be held securely, and access will be restricted to those dealing with your application or involved in the recruitment process.
- We will deal with your application as quickly as possible.
- If, in the view of the panel, you are appointable, your name will be forwarded to the Permanent Secretary for approval.
- If your application is unsuccessful, you will be contacted by e-mail by the CCRC.
- If appointed, your data will be stored for the duration of your tenure and may be shared with the organisation that you are appointed too, unless specifically requested otherwise.

What should I do if I want to make a complaint?

If you feel that you have any complaint about any aspect of the way your application has been handled, we would like to hear from you. Please contact the CCRC:

E: hr@ccrc.gov.uk

T: 0121 233 1473

Complaints must be received by the CCRC within 12 calendar months of the issue or after the recruitment competition has closed, whichever is the later.

Your complaint will be acknowledged within two working days of receipt and answered as quickly and clearly as possible; at the most within 20 working days of receipt. If this deadline cannot be met, we will inform you why this is the case and when you can expect a reply.



Contact us

If you have any specific queries about the role that is not covered by the candidate pack, please contact:

E: hr@ccrc.gov.uk

Twitter: [@ccrcupdate](https://twitter.com/ccrcupdate)

Instagram: [the_ccrc](https://www.instagram.com/the_ccrc)

LinkedIn: [CCRC LinkedIn](https://www.linkedin.com/company/ccrc)

The CCRC are proud to be a Disability Confident employer.

