

MAYOR OF LONDON

Greater London Authority

APPLICATION PACK

Independent Panel Members

(Independent Element)

Dear Applicant,

Greater London Authority Independent Panel Member positions

Thank you for your enquiry regarding the above position. This applicant pack provides you with information about the Greater London Authority, and specifically the role and responsibilities of the Independent Panel Member with regard to Mayoral Appointments.

The Mayor of London makes a wide range of appointments to both statutory boards, functional bodies, advisory commissions, boards and other positions. The [Protocol on Mayoral Appointments](#) sets out the approach to be followed by the Mayor and GLA when making these appointments: in some cases such as statutory appointments, this process includes the involvement of an independent panel member, known as the 'Independent Element'.

The Independent Element is an important part of ensuring that Mayoral appointments are subject to a fair, open and transparent process. We are now looking to expand our pool of persons deployed as the Independent Element in order to ensure we have a talented pool with a mix of expertise and experience to add value to the appointments process.

In addition, the Mayor has made clear his commitment to recruit or appoint to non-executive boards and advisory panels across the GLA group in a way that better reflects London's diversity. We want to establish a pool of independent panel members who are talented, diverse and committed to the Mayor's ambition to reflect London's diversity in all Board appointments.

If you have any queries regarding the application process or if you require information in an alternative format, please contact Lara Miloszewska at Lara.Miloszewska@london.gov.uk

We look forward to receiving your application.

Yours sincerely

Charmaine De Souza

Assistant Director, HR & OD, Greater London Authority

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1. The Greater London Authority

The Greater London Authority is the devolved regional governance body of London which serves the Mayor of London and the London Assembly. A unique form of local government created to give Londoners more of a say in the way their city works. The Greater London Authority is made up of three distinct parts that represent the capital's interests:

- a Mayor directly elected by Londoners every four years,
- the 25 members of the London Assembly, elected at the same time and
- the staff who support them.

The Mayor of London is the voice of the capital whose job it is to make London a better place for everyone who lives or works here and for those who visit too. The Mayor provides city-wide leadership on everything from transport, policing and fire services to the economy and the environment. The Mayor creates the plans and policies, scrutinised by the Assembly, that aim to improve the lives of Londoners and change the capital for the better. It's also up to the Mayor to champion the interests of London and Londoners all around the world.

2. Mayoral Appointments

The Mayor makes appointments to a number of Boards, including statutory boards and the GLA's functional bodies, such as Transport for London (TfL) and the Mayoral Development Corporations (London Legacy Development Corporation and the Old Oak and Park Royal Development Corporation).

The [Protocol for Mayoral Appointments](#) sets out how the Mayor of London will comply with the Principles of Public Life (Nolan's Principles) and associated best practice when making appointments.

One of the guiding principles the protocol sets out is that, when appointing to the functional bodies and making certain other "statutory" board appointments, the appointments process should be subject to involvement by an 'independent element' or independent person within the process. This is in order to provide a measure of assurance that the Mayor has acted reasonably in making any such appointment.

The Greater London Authority's Assistant Director of Human Resources & Organisational Development (AD of HR & OD) is responsible for ensuring that a suitable person is engaged by the Authority to act in this capacity when necessary.

3. Role Profile: Independent Panel Member

We are looking to establish a pool of approximately 6 – 10 Independent Panel Members who can be deployed as the independent element. Their role, in any appointments process, is to confirm, based on the information available that in their view, the appointments process has been fair, open and transparent in accordance with the Protocol on Mayoral Appointments, and that the Mayor could reasonably make the appointment.

Our Independent Panel Members must be suitably qualified, in terms of senior experience of high profile public sector organisations, and be independent of the Mayor, the London Assembly and the GLA, and not be politically active¹.

Usually Independent Panel Members will participate in the recruitment process at shortlisting and interview stage. However, they have no right of veto in relation to the Mayor's decisions or those of the GLA in relation to procedures.

The Independent Panel Member, in any process of appointment, is not responsible for the decisions taken by the Mayor, the process and procedures used, nor for undertaking the full range of duties that are properly the responsibility of the GLA's officers.

¹ Politically active is defined as an individual 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. This is in line with the Cabinet Office's Governance Code on Public Appointments.

i. Role specification

We are seeking candidates from a broad range of backgrounds who can demonstrate:

- a clear commitment to, and achievement in, promoting equality, diversity and inclusion
- significant experience of recruitment and selection at executive or senior management level
- experience of operating at a senior level in high-profile organisations, working with multiple stakeholders
- experience of operating in an environment which is subject to public scrutiny
- understanding of the values and role of the public sector
- an ability to think logically, weigh arguments and provide sound independent judgement
- an ability to uphold standards in an appointments process
- confidence in managing situations sensitively and challenging where appropriate
- an ability to communicate effectively with courtesy and professionalism

Please ensure you demonstrate how you meet the above criteria in your application.

4. Appointment details

i. Terms of appointment

The Independent Element is appointed for 5 years from the date of appointment with a refresh every 2 years to review suitability for the role.

As an Independent Panel Member, you are expected to:

- Abide by the Nolan Principles: Selflessness; Integrity; Objectivity; Accountability; Openness; Honesty and Leadership.
- Attend an induction session at the GLA prior to participating in any appointments process.
- Inform the Head of Recruitment immediately if you are unable to undertake an appointment process that you have committed to. This will allow for a replacement panel member to be engaged.

The appointment may be terminated:

- By the GLA, at any time and for any reason by giving written notification to you, such termination having immediate effect;
- By you at any time by giving one month's notice in writing to the GLA

ii. Time Commitment

As a guide, in a typical campaign for a board member, your time commitment would be approximately 2 days in total, though this is subject to the number of positions being filled.

The overall time commitment will vary: there will be times of significant board recruitment activity, and other times when there is no activity and Independent Panel Members are not required in recruitment.

You will not be obliged to participate in a recruitment exercise: as much notice as possible will be given of recruitment exercises that require an Independent Panel Member, and if you are not available, another member of the pool will be contacted.

The busiest time is typically in the 12 months following a Mayoral Election.

iii. Remuneration/ Expenses

£500 per day inclusive of travel and subsistence. This will be pro rata to equivalent of 7.5 hr working day. This will be paid as Pay as you Earn (PAYE) to the named individual and cannot be paid via a limited company or Personal Services Company.

iv. Start Date

Appointees are expected to be available if required from January 2020.

5. Appointment process

Following assessment of applications against the role specification criteria, shortlisted applicants will be interviewed by a selection panel of GLA officers. Recommendations will be made to the Assistant Director of HR & OD.

Interviews are expected to be held week commencing 02 December 2019. Please indicate your availability in your application.

The GLA promotes an equal opportunities policy. Appointments are made on merit, following a fair and transparent process, and these appointments are governed by Nolan Principles and the Mayor of London's protocol on appointments. Please view our [Protocol on Mayoral Appointments](#) for further details.

London's diversity is its biggest asset and we strive to ensure our workforce reflects London's diversity at all levels. You will be able to demonstrate a clear commitment to, and achievement in, promoting diversity, equality and inclusion. We welcome applications from everyone regardless of age, gender, ethnicity, sexual orientation, faith or disability.

Applications are welcome from people with a disability who are able, either unassisted or with the benefit of reasonable adjustments, to carry out the full range of duties.

i. How to apply

Candidates are invited to apply by submitting an application form, which includes a supporting statement of no more than 1500 words. The statement should provide details of the relevant experience that equips you to serve as an independent panel member, addressing the **criteria listed in the Role Specification**.

Please also include the name and contact details of two referees and any relevant information regarding your eligibility for appointment and any Directorships you hold.

Candidates will also be asked to provide recruitment monitoring information.

Candidates should provide details of any business, or other interests, or any personal connections which, if appointed, could be misconstrued or cause embarrassment to the Mayor or the Greater London Authority. This includes financial interests or share ownership, active connections or memberships of societies or associations.

If you would like to discuss this role, or if you require information in an alternative format, please contact Lara Miloszezewska at Lara.Miloszezewska@london.gov.uk

All data will be processed in accordance with the provisions of GDPR and the Data Protection Act.

The closing date for submission of applications is **Monday 18 November 2019 at 23:59 GMT**

Thank you for taking the time to apply for this role.