

**Annex A: PUBLIC APPOINTMENTS MONITORING FORMS**

**Application for the post of Geospatial Commission**

**Co-Chair**

**Title: (Mr/Mrs/Miss/Ms/Other - please specify)**

**Surname:**

**First name:**

**For your application to be considered, please complete these forms and return them to the Cabinet Office with your Curriculum Vitae and supporting letter**

**PUBLIC APPOINTMENTS MONITORING FORM**

All Government Departments aim to provide fair and equal access to public appointments and to ensure that all sectors of society are represented. The questions set out in this form help us to monitor the effectiveness of this policy by gaining a picture of all those applying for and obtaining appointments. All applicants must complete this form.

In addition, we may also be asked to provide information – in summary form only that does not identify individuals - in response to Parliamentary Questions and other public enquiries. In line with Government policy and the provisions of the Data Protection Act, the information you provide will be held confidentially and can only be used if you give us your consent. This form, therefore, includes a question asking whether you are content for this information to be made publicly available.

**This form will be kept separate from the application form** and will not be seen by the selection panel. Assessment of your suitability for the post is made purely on the information you give on the application form and your performance at the interview should you be invited. Appointments are made strictly on merit.

Please tick here if you are content for us to share your CV and contact details​with the Centre for Public appointments in the Cabinet Office​.They will keep this on file and may contact you about other opportunities that may arise in the future. All information will be handled in accordance with the Data Protection Act 1998.

**Conflicts of Interest and previous conduct**

Please give details of any business or other interests or any personal connections which, if you are appointed, could be misconstrued or cause embarrassment to either the Cabinet Office or the [Name of Body].

Any particular conflicts of interest detailed here will not prevent you going forward to interview but may, if appropriate, be explored with you during your interview to establish how you would address the issue(s) should you be successful in your application.

Please also confirm if you have ever been convicted of, or cautioned for, any criminal offence or have been found guilty of professional misconduct, or if any such proceedings are pending. Please give details, including dates and amount of any fine or other penalty imposed. NB successful candidates’ final confirmation will be subject to basic clearance checks, covering confirmation of identity and right to work in the UK, plus a criminal record check.

|  |  |
| --- | --- |
| I confirm I have read and understood the sections in the candidate pack on ‘Standards in public life’ and ‘Political Activity’. |  |

(Please tick the above box)

|  |
| --- |
|  |

**Is this your first public appointment?**

|  |  |  |  |
| --- | --- | --- | --- |
| Yes: |  | No: |  |

**Where did you see this appointment advertised? ……………………………**

**Public Appointments Currently Held**

Please say below if you currently hold any other public appointment posts:

|  |  |  |
| --- | --- | --- |
| **Body** | **Period of Appointment** | **Government Department** |
|  |  |  |
|  |  |  |
|  |  |  |

**Requests for referees**

Please provide names and contact details of two people who may be asked to act as referees for you, at least one of whom must have knowledge of your work relating to your **most recent** professional and/ or voluntary activity. They will be expected to have authoritative and personal knowledge of your achievements in a professional and/or public service capacity.

|  |  |
| --- | --- |
| **Reference 1:** | |
| Name: |  |
| Address: |  |
| Telephone: |  |
| Email: |  |
| **Reference 2:** | |
| Name: |  |
| Address: |  |
| Telephone: |  |
| Email: |  |

Please note that for applicants called to interview, we may approach your referees prior to interview.

**Declaration**

|  |  |
| --- | --- |
| I declare that the information supplied in this application, including that referring to conflicts of interest and previous conduct, is complete and correct to the best of my knowledge. I have also read the information pack and can confirm that I am eligible to be considered for appointment to this body. I also certify that I will immediately inform the Cabinet Office of any changes in circumstances that affect the answers I have given. |  |
|

(Please tick the above box)

Note: If you are successfully appointed to the post, a brief summary of your career/experience and details of your response to the Political Activity Declaration will be included in any announcement of your appointment.

**Political Activity Declaration**

All applicants should complete the question below. Please indicate which of the following activities you have undertaken during the past five years by ticking the appropriate box and providing details of your involvement. Name the party or body for which you have been active. If you have been or are an Independent or have sought or obtained office as a representative of a particular interest group, you should state this.

You should tick all relevant categories.

|  |  |
| --- | --- |
| Obtained office as a Local Councillor, MP, Devolved offices, MEP etc |  |
| Stood as a candidate for one of the above offices |  |
| Spoken on behalf of a party or candidate |  |

|  |  |
| --- | --- |
| Acted as a political agent |  |
| Held office such as Chair, Treasurer or Secretary of a local branch of a party |  |
| Canvassed on behalf of a party or helped at election |  |
| Undertaken any political activity which you consider relevant |  |

|  |  |
| --- | --- |
| Made a recordable donation to a political party [[1]](#footnote-1) |  |

|  |  |
| --- | --- |
| None of the above activities apply. |  |

Name of Party for which activity undertaken: ……………………………………

Details of your involvement (please continue on a separate sheet if necessary):

|  |
| --- |
|  |

Note: this form is for monitoring purposes only and therefore will be detached from your application and will only be seen by the selection panel if selected for interview. However, it is appreciated that such activities may have given you relevant skills, including experience gained from committee work, collective decision making, resolving conflict and public speaking. If, therefore, you have had such experience and you consider it relevant to your application for this post, you should include it separately in the main body of your application form.

**DIVERSITY MONITORING FORM**

Public appointments are made on merit in accordance with the Cabinet Office Governance Code. By completing the attached diversity monitoring form you will be helping us meet our public sector equality duty under section 149 of the Equality Act 2012.

Your personal data will always be treated in confidence and when anonymised with data from other applicants.

Your responses to sections 1 – 9 will never be made available to the panel considering your application.

*1. Gender*

What is your gender?

[ ] Female [ ] Male

[ ] I prefer to describe myself as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ] I prefer not to say

*2. Disability*

Do you consider yourself disabled?

[ ] No

[ ] Yes *If yes, how would you describe your disability*? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ] I prefer not to say

*3. Ethnicity*

Please mark the box that most accurately describes your ethnicity:

*Asian* *Black*

[ ] Bangladeshi [ ] African

[ ] Chinese [ ] Caribbean

[ ] Indian [ ] Other Black origin

[ ] Pakistani

[ ] Other Asian origin

*Mixed Ethnic White*

[ ] Of more than one ethnicity [ ] British, Irish or other White Background

[ ] I prefer not to say

*4. Age*

Please tick the age band you fall into:

[ ] 18-25 [ ] 26-35 [ ] 36-45 [ ] 46-55 [ ] 56-65 [ ] 66 or older

[ ] I prefer not to say

*5. Sexual Orientation*

What is your sexual orientation?

[ ] Bisexual [ ] Gay man [ ] Heterosexual [ ] Lesbian [ ] Other

[ ] I prefer not to say

*6. Religion or belief*

What is your religion or belief?

[ ] Buddhist [ ] Christian [ ] Hindu [ ] Jewish [ ] Muslim [ ] Sikh

[ ] Other [ ] No Religion or Atheist

[ ] I prefer not to say

7. *What is your principal place of residence?*

*Please enter the County or City that you live in along with the first part of your postcode e.g. Dyfed SY23;*

*/London SE18*

County/City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post Code [ ] [ ] [ ] [ ]

*8. What is your principal employment, if any?*

*Please describe your main employment and tick the occupational sector box that best describes you:*

Employment \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ] Mostly Civil Service [ ] Mostly Private Sector

[ ] Mostly Third Sector [ ] Mostly wider Public Sector

[ ] Mixed [ ] I prefer not to say

*9. Do you hold any other public appointments?*

[ ] 0 [ ] 1 [ ] 2 [ ] 3 [ ] 4 [ ] 5-9 [ ] 10 or more [ ] prefer not to say

**Only the information provided in section 10 (Political Activity) below will be made available to the**

**panel if you are called for interview.**

*10. Political Activity*

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

[ ] No [ ] Yes

[ ] *If yes, please indicate the activity undertaken and for which party/parties:*

[ ] held office/employment [ ] public speaking [ ] stood for election

[ ] made donations to a party (*if so, please say how much* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

[ ] any other political activity (*if so, please specify­­­* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

Party/Parties*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**Annex B: The Seven Principles Underpinning Public Life**

In 1995, the Committee on Standards in Public Life defined seven principles, which should underpin the actions of all who serve the public in any way. These are:

**Selflessness**

Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or other friends.

**Integrity**

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

**Objectivity**

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

**Accountability**

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

**Openness**

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

**Honesty**

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

**Leadership**

Holders of public office should promote and support these principles by leadership and example.

**Annex C: Conflicts of Interest**

**What is a conflict of interest?**

Public Appointments require the highest standards of propriety, involving impartiality, integrity and objectivity, in relation to the stewardship of public funds and the oversight and management of all related activities. This means that any private, voluntary, charitable or political interest which might be material and relevant to the work of the body concerned should be declared.

There is always the possibility for real or perceived conflicts of interest to arise. Both are a problem, as the perceived inference of a conflict may, on occasions, be as damaging as the existence of a real conflict. It is important, therefore, that you consider your circumstances when applying for a public appointment and identify any potential conflicts of interest, whether real or perceived.

**Surely a perceived conflict is not a problem, as long as I act impartially at all times?**

The integrity of the individual is not in question here. However, it is necessary for the standing of the individual and the board that members of the public have confidence in their independence and impartiality. Even a perceived conflict of interest on the part of a board member can be extremely damaging to the body’s reputation and it is therefore essential that these are declared and explored, in the same way as an actual conflict would be. The fact that a member acted impartially may be no defence against accusations of potential bias.

**What should I do if I think I have a conflict of interest?**

You will find a section on conflicts of interest in the application form for you to complete. This asks you to consider and declare whether or not you have a real, or perceived, conflict. If you are unsure if your circumstances constitute a possible conflict, you should still complete this section, in order to give the Selection Panel as much information as possible.

**If I declare a conflict, does this mean I will not be considered for appointment?**

No - each case is considered individually. If you are short listed for interview, the Panel will explore with you how far the conflict might affect your ability to contribute effectively and impartially on the Board and how this might be handled, if you were to be appointed. For example, it may be possible to arrange for you to step out of meetings where an issue is discussed, in which you have an interest. However, if, following the discussion with you, the Panel believes that the conflict is too great and would call into question the probity of the Board or the appointment; they can withdraw your application from the competition.

**What happens if I do not declare a known conflict, which is then discovered by the Department after my appointment?**

Again, each case would be considered on its merits, but the Department may take the view that by concealing a conflict of interest, you would be deemed to have breached the Seven Principles of Conduct Underpinning Public Life and may terminate your appointment.

**What happens if I do not realise a potential conflict exists?**

This situation may arise where the applicant is not familiar with the broad range of work which a body covers and therefore does not realize that a conflict might exist. In some cases, the Panel, with their wider knowledge of the body, might deduce that there is a potential conflict issue, based on the information on employment and experience provided by the candidate in the application form. They will then explore this at interview with the candidate.

**What happens if a conflict of interest arises after an appointment is made?**

This could arise for two main reasons. The first is that the member’s circumstances may change, for example, they may change jobs and in doing so, a conflict with their work on the board becomes apparent. The second is where a member is unfamiliar with the range of the work of the body, but after appointment, it becomes clear that a conflict exists where none had been envisaged during the appointment process.

In both cases, the issue should be discussed with the Chair of the board and the Chief Executive of the body concerned, in consultation with the Sponsoring Department, to decide whether or not the member can continue to carry out their role in an appropriate manner and each case is considered individually.

It may be that the conflict is such that it would be impractical for the member to continue on the board, if they would have to withdraw from a considerable amount of the body’s routine business. In such, cases, the member may be asked to stand down from the body.

**Areas where a conflict could arise**

There are five main issues, which could lead to real, or apparent, conflicts of interest. These are:

* Relevant pecuniary or other interests outside the organisation;
* Relationships with other parties/organisations which could lead to perceived or real split loyalties;
* Pending Government Policy could give unfair personal advantage to people with allied business interests – for example access to privileged information – trade secrets;
* Perception of rewards for past contributions or favours;
* Membership of some societies or organisations.

1. The Political Parties, Elections and Referendums Act 2000 requires the Electoral Commission to publish a register of recordable donations (donations from an individual totalling more than £5000 in any calendar year, or more than £1000 if made to a subsidiary accounting unit such as a constituency association, local branch, women’s or youth organisations). These provisions became effective from 16 February 2001. [↑](#footnote-ref-1)