

Public Appointments

Information Pack



Cabinet Office

Foreword

Everyone who serves on a public body is part of a national mission: to make Britain a better place to live. It is a chance to give something back, potentially after a fulfilling career, to do something different and to put hard-won skills to work for the benefit of the public.

Anyone who serves in a public office must do so according to the seven principles of public life: Selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Many people have much to offer in the service of the nation, from the chairman of a public company to the entrepreneur who takes a risk, or the volunteer who devotes every spare hour to a good cause. We are looking for the very best people to apply.



We don't just want people to apply based on what they've done before, but what they have the ability to do in future. We want appointments to our public bodies to reflect the country they serve in a wider range of roles than any other organisation could hope to offer. Whatever your interest, public service has something for you.

Do you care about history? Become a trustee of the world's greatest museums. Arts? Join the board of one of the world's most prestigious galleries. Pushing the frontiers of technology? Support cutting edge companies at Innovate UK. The environment? Join a National Park Authority. Education? Science? Justice? Health? Defence? Regulate exams at Ofqual. Become a director of the National Nuclear Laboratory. Improve the Prison Service as an Inspector. Sit on one of the boards of that great national institution, the NHS. Help in defending the nation by becoming a non-executive at the Ministry of Defence. There is a huge range of opportunities.

So if you have ever thought that you had something to offer or wanted give back, don't wake up one day and ask 'what could I have done to make my country better?' Instead, consider a public appointment, improve the lives of British people and know you have made a difference.

A handwritten signature in blue ink, appearing to read 'Mark' followed by a flourish.

What is a public appointment?

A public appointment is typically to the board of a public body, as Chair or non executive Director.

Public bodies play an important role in public life. There are currently around 4,000 people serving on the boards of our public bodies which span a great range of organisations and institutions across a number of sectors. These include healthcare, defence, the criminal justice system, as well as some of our greatest cultural institutions.

Public appointments vary both in time commitment and remuneration, and are normally for a period of between 3 and 5 years. Appointees are required to provide leadership, strategic direction, independent scrutiny and, in some cases, specialist expertise in important areas of public life.

To be truly effective public bodies must bring together a mix of people with different skills, experience and backgrounds, reflecting the communities they represent and the challenges they face. The Government is committed to attracting a strong and diverse field of candidates to serve on their boards.

Taking on a public appointment provides an opportunity to play a real part in shaping and influencing our society and the decisions that affect all of our lives.

How are public appointments made?

Government Ministers typically make public appointments, although certain roles are appointed directly by HM The Queen and the Prime Minister. All appointments follow a recruitment process regulated by the Commissioner for Public Appointments.

Departments advertise posts on the Cabinet Office website and in some cases recruitment consultants will be employed to assist in finding candidates and receiving applications.

Those interested in a particular role should send in their application to the relevant government department or company leading on the process. Applicants need to submit a CV and expression of interest setting out your qualification for the role and demonstrating how you meet the required criteria.

The appointing Minister is involved throughout the process but will usually agree a panel to oversee the recruitment. Panels vary in size and composition, however each panel comprises a Chair and at least one Independent Member, with no connection to the organisation or the government department.

Panels will shortlist candidates based on the requirements of the job and will invite shortlisted candidates to interview.

The purpose of the interview is to determine whether or not the candidate is capable of carrying out the role and therefore appointable. The panel will conduct the interview and prepare a report for the Minister. The report will include the names of all candidates deemed appointable. The Minister may choose to meet all appointable candidates prior to coming to a final decision.

Unsuccessful candidates can seek feedback on their application.

What is the role of the Cabinet Office?

The Cabinet Office's Centre for Public Appointments provides leadership and guidance to other government departments both to improve the quality of the appointments process and also to widen the pool of candidates applying for vacancies.

The Centre has responsibility for:

- promoting public appointments
- identifying and supporting talent
- improving diversity
- developing policy

All Public Appointments are advertised on the Cabinet Office's Public Appointments website: <http://publicappointments.cabinetoffice.gov.uk/>

Many are featured in the Public Appointments newsletter which is published fortnightly on our website and the Public Appointments Twitter feed: [@publicappts](https://twitter.com/publicappts)

Members of the Centre for Public Appointments are also available to provide guidance and to answer any queries on the appointments process and the roles available.

The Centre for Public Appointments can be contacted at:

Address: Centre for Public Appointments
Cabinet Office
70 Whitehall
London
SW1A 2AS

Email: publicappointments@cabinetoffice.gov.uk
Web: <http://publicappointments.cabinetoffice.gov.uk/>
Or follow us on Twitter: [@publicappts](https://twitter.com/publicappts)