

**Council Members Appointment to the British Hallmarking Council**

**Applicants Pack**

**28 July 2015**



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**1. The Council**

The British Hallmarking Council (BHC) is the organisation responsible for supervising hallmarking in the United Kingdom. It is an executive non-departmental public body of the Department for Business, Innovation and Skills (BIS). The BHC was established under the Hallmarking Act 1973 to protect consumer interests in a major UK market by ensuring that there are adequate facilities for hallmarking in the UK. It also advises the Secretary of State for BIS on hallmarking matters and hallmarking legislation. The BHC supervises the hallmarking activities of the four UK assay offices (London, Birmingham, Sheffield and Edinburgh) and also supervises the UK’s hallmarking system, guaranteeing the purity of precious metals to protect the consumer and the trade.

The Council is chaired by the executive-Chairman, Christopher Jewitt, who is appointed by the BHC and performs an operational role very similar to a Chief Executive Officer (CEO) and as such the BHC does not have a CEO. In addition to the Chairman there are eighteen other Council members, ten of whom are appointed by the Secretary of State, six are Assay Office representatives and two co-opted members. Three of the Council are representative of consumer protection and four members are representative of the trade or produce articles of precious metal.

The BHC is funded entirely by the four UK assay offices who split the costs between them.

More information on BHC can be found on their website at:

<https://www.gov.uk/government/organisations/british-hallmarking-council>

**BHC Organisational Structure**

The BHC is sponsored by the National Measurement and Regulation Office, an executive agency of BIS. The Better Regulation Delivery Offic,. BIS, provides sponsorship of the National Measurement and Regulation Office and will act as the BIS representative in the appointment process for BHC members.

**2 The Role of the Council**

Individually Council members contribute to the fulfilment of the function of the BHC as set out on the Hallmarking Act 1973 through their participation at meetings, usually twice a year. In addition, Council members may serve on sub committees if the need arises. Currently there are two sub-committees, the Application Committee and the Technical Committee.

The Council has collective responsibility for the overall performance and success of the BHC. The Council provides strategic leadership, direction, support and guidance. The Chairman is responsible for leadership of the Council and for ensuring its overall effectiveness. The role of the Council Members is to provide independent and constructive challenge.

The Council is responsible for:

* working with the Assay Offices, and Trading Standards departments to ensure that hallmarking law is enforced
* proposing legal changes and advising the Secretary of State for Business, Innovation and Skills
* maintaining the high standards of the UK’s hallmarking facilities
* monitoring the work of the UK assay offices and their established sub-offices (including any sub-offices offshore).

**3 Role Specification and Selection Criteria**

**The Role Specification**

The role of council members is to:

* monitor the working of the UK Assay offices, and their sub-Offices (including offshore sub-Offices)
* provide contributions to the Chairman who advises the Secretary of State on UK’s hallmarking matters and legislation
* support the Assay Offices and Trading Standards Departments in monitoring compliance with, and enforcement of, the Hallmarking Act
* participate in BHC related awareness raising activities
* be actively involved in the Council’s objective to raise awareness of the Touchstone Award by Trading Standards Teams
* support, review and implement the recommendations of the Triennial Review of the BHC
* support fostering of relationships with and between the Assay Offices, the trade, the consumer and Government concerning the market in precious metal articles.

**Person Specification / Selection Criteria**

We are looking for people with experience in organisations or activities involved in the trading or manufacture of articles of precious metals such as jewellery or antiques. Alternatively, be able to bring to bear experience gained in another field of expertise relevant to the work of the Council, for example economics or quality assurance or consumer protection.

Selection Criteria

* Ability to contribute to shaping strategy and policy.
* Ability to contribute to resolving complex and challenging issues, balancing conflicting interests, and implementing consensus decisions.
* Ability to investigate issues, developing own views and making impartial judgments.
* Ability to manage relationships and demonstrate influencing and persuading skills.
* Ability to deliver customer focused services.
* Ability to maintain high standards in quality assurance or accreditation.
* An understanding of public bodies.

Ability to build collaborative relationships and represent the views of others in the industry.

**Desirable**

* Have knowledge or an interest in wider EU Single Market legislation.
* Have some experience of working or interacting with Government and industry.
* An appreciation of hallmarking policy and practice.

**Skills and personal qualities** (to be tested at interview)

Candidate will demonstrate:

* sound commercial acumen
* confident communicator, articulate with strong oral communication skills
* ability to stay calm under pressure when challenged by others
* ability to uphold the Principles of Public Life.

**4 Terms of Appointment**

**Time Commitment & Remuneration**

Remuneration

The appointments are not remunerated but there is the satisfaction which arises from the contribution the Council makes to the regulation of hallmarking in the UK. You will be reimbursed for travel, subsistence and other reasonable expenses.

Time Commitment

Individual council members would be expected to attend meetings up to three times per year, requiring a minimum of one day’s preparation per meeting. Members may also be asked to work on Council sub-committees as the need arises.

**Length of appointment**

The appointment is made by the Secretary of State for BIS and is for a period of three years with the possibility of reappointment for a second term, subject to satisfactory performance appraisals. A maximum of three terms is possible under the Commissioner for Public Appointment’s Code of Practice.

**Location**

The Council normally meets two or three times a year at one of the four Assay Offices i.e. London, Birmingham, Sheffield or Edinburgh.

**5 The Selection Process and Selection Panel Members**

Applications will be acknowledged shortly after receipt. The provisional time table is as follows:

Closing date: 21 September

Shortlist panel meeting: w/c 5 October

Panel interviews in Teddington: w/c 26 October   
Ministerial decision on whom to appoint: w/c 2 November

Security clearance: w/c 23 November

Appointment to be announced: w/c 14 December

Successful candidate takes up post: 1 January 2016

**Selection panel**

**It is planned that the selection panel members are as follows:**

**Chair** of the panel - Peter Edwards, Assistant Director Legislative Policy National Measurement & Regulation Office

**Representative from the organisation** - Christopher Jewitt, Chairman of the British Hallmarking Council

**Representative from BIS** – Kate Fletcher, Deputy Director, Better Regulation Delivery Office

**Independent panel** **member** – Keith Havelock, retired Intellectual Property Attorney); Commissioner for Oaths

**6 How to Apply**

The applicant pack can be completed electronically and should be submitted by email to [**fiona.birchall@nmro.gov.uk**](mailto:fiona.birchall@nmro.gov.uk)**.** Please ensure that you include “BHC council member appointments” in the email subject box.

**The closing date for applications is midnight Monday 21 September 2015**

Please submit the following documents:

1. a full CV - showing your professional and educational qualifications and the work that you have undertaken in a paid or unpaid capacity, in employment, self- employment and/or community activities, showing any particular responsibilities or achievements that you think are relevant to this application
2. a covering letter (maximum two pages) summarising your proven ability relating to the role specification and selection criteria, including any political activity experience you may have which you think may be relevant to the selection criteria. There is no need to identify the relevant political party in the covering letter
3. a completed copy of the candidate summary form, below, to include:

* an email address and daytime and evening telephone number which will be used with discretion
* the names of two referees who are in a position to comment on you professionally, with an indication of how long and in what capacity they have known you
* a declaration of any public appointments held
* disclosure of any personal or business interests which may be, or may be perceived as, relevant to or in conflict with the BHC
* data protection consent and consent to hold your contact details
* Guaranteed Interview Scheme declaration if applicable
* a completed copy of the equal opportunities monitoring form
* a completed copy of the anonymised monitoring form.

The applicant pack can be made available in an alternative format on request, please email your request to [publicappointmentatpog@bis.gsi.gov.uk](mailto:publicappointmentatpog@bis.gsi.gov.uk)

**7 The Appointment Process and Making a Complaint**

The Department's public appointments processes are conducted in accordance with the Commissioner for Public Appointments Code of Practice, which can be found at: <http://publicappointmentscommissioner.independent.gov.uk/wp-content/uploads/2012/02/Code-of-Practice-20121.pdf>

If you feel your application has not been treated in accordance with the Commissioner's Code of Practice and you wish to make a complaint, you should contact Navdeep Pantal on 020 7215 6246 or email [publicappointmentsatpog@bis.gsi.gov.uk](mailto:publicappointmentsatpog@bis.gsi.gov.uk). If you are not satisfied with the response that you receive from the Department, you can contact the Commissioner for Public Appointments.

Further details on the Commissioner's complaints procedure can be found at: <http://publicappointmentscommissioner.independent.gov.uk/what-we-do/complaints-and-investigations/>

**8 Conflicts of Interest**

If you or a family member have any personal or business interest or potential conflict of interest with the activities of the Council you will be expected to declare this. Any conflict will not prevent you going forward to interview, but may be explored with you during the selection process.

9 Political Activity

You are asked to provide details of any significant political activity that you have undertaken within the past five years. Political activity in itself is no bar to appointment. To allow the panel to explore such activity with the candidates in the context of their ability to perform in the role, you should declare any significant political activity. This information will only be provided to the panel for those applicants selected for interview and if you are successfully appointed to the post, details of your response will be included in press releases announcing your appointment.

10 Diversity and Equal Opportunities

The Commissioner for Public Appointments has a legal responsibility to promote diversity and equality of opportunity in the procedures for making public appointments. He is committed to working with Government Departments to ensure they have the capacity to attract the widest field of candidates and to make the best possible appointments.

All applicants are asked to complete an anonymised Diversity Monitoring Form used for data gathering information only in order for the Commissioner to check whether Departments are recruiting from the widest possible pool.

BIS is committed to the principle of public appointments on merit with independent assessment, openness and fairness of process and providing equal opportunities for all.

**11 Guaranteed Interview Scheme**

Under the Guaranteed Interview Scheme if you are a disabled applicant (as defined under the Equality Act 2010) and you meet the minimum criteria for the role, you will be selected for interview.

If you wish to apply under the Guaranteed Interview Scheme, please download the declaration at: [*https://www.gov.uk/government/uploads/system/uploads/attachment\_data/file/61188/gis.pdf*](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/61188/gis.pdf)and submit it in with your application

**12 Applicants Summary Form**

**Contact Details**

**POSITION APPLIED FOR:**

**Council Member Appointments to the BHC**

Full Name (including initials and title):

Address for correspondence:

Contact details

Telephone (day):

Telephone (evening):

Email:

**References**

Please give below the name and contact details of two people who may be asked to act as referees for you. They will be expected to have authoritative and personal knowledge of your professional achievement / competencies. The referees will be approached only if you are invited to interview.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Referee 1**  Name:  In what capacity, and over what period of time, has this individual known you?  Phone:  Email address:  I give my consent to contact the above referee before the interview: yes / no | | **Referee 2**  Name:  In what capacity, and over what period of time, has this individual known you?  Phone:  Email address:  I give my consent to contact the above referee before the interview: yes / no | | |
| **Declaration of Public Appointments Held**  *Is this your first public appointment? Yes No*  *If no, please detail other public appointments currently or previously held and any remuneration – please state:* | | | | |
|  | | | | |
| **Body** | **Government Department Sponsor** | | **Term of Appointment** | **Remuneration** |
|  |  | |  |  |
|  |  | |  |  |
|  |  | |  |  |
|  |  | |  |  |

**Potential or Actual Conflicts of Interest**

Please list below any business or other interests or any personal connections which, if you are appointed, could present a conflict of interest holding an Executive Director role. These could include financial interests or share ownership, membership of societies, activities, associations or employment of a partner of friend in the particular field in which the public body operates.

Any potential or actual conflict 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. If there are no potential conflicts of interest, please write “**none**”.

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**Data Protection:**

The Data Protection Act requires that those providing monitoring information must give their consent to it being used, even though the individuals are not identified.

Please tick the box below to show that you give your consent for information you provide to be used, anonymised, for publication of monitoring data and in responses to parliamentary questions and other public enquiries.

I provide my consent:

Electronic signature of the Applicant:

**13 Political Activity Questionnaire**

All applicants for a public appointment should complete the questionnaire below. This question is asked as it enables the monitoring of political activity of candidates for a public appointment. Neither political activity nor affiliation is a criterion for appointment (except where statute dictates specific representation). If you are successful, the information provided will be published with the announcement of your appointment.

Please indicate which of the following activities you have undertaken during the past five years by ticking the appropriate box and by providing details of your involvement. You should tick all relevant categories.

Within the last five years I have been politically active, and as follows:

Obtained office as a Local Councillor, District / County Councillor, MP, MEP, MLA, etc. Please state:

Stood as a candidate for one of the above offices. Please state:

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.

Please state:

Canvassed on behalf of a party or helped at elections.

Please state:

Undertaken any other political activity which you consider relevant, made a recordable donation to a political party[[1]](#footnote-1).

I have not carried out any of the activities listed above in

the last five years (please place a cross in the box)

Name of Party for which activity(s)

was undertaken

Name of the applicant

**14 Anonymised Monitoring form**

Please tick or complete the appropriate boxes. The following information is required for monitoring purposes only and will not be provided to the selection Panel members.

**Date of birth: …………………………………………………………………..**

Male Female Prefer not to say

**Gender:**

**Ethnic origin:**

Please show which group best describes your ethnic origin or descent by ticking only one of the boxes in the right hand column below

|  |  |  |
| --- | --- | --- |
| WHITE | English |  |
| Irish |  |
| Scottish |  |
| Welsh |  |
| White other, please specify |  |
| BLACK | of Caribbean origin |  |
| of African origin |  |
| of other black origin (please specify) |  |
| ASIAN / ASIAN BRITISH | of Indian origin |  |
| of Pakistani origin |  |
| of Bangladeshi origin |  |
| of East African origin |  |
| of Chinese origin |  |
| of other Asian origin (please specify) |  |
| MIXED | Asian and white |  |
| Black African and white |  |
| Black Caribbean and white |  |
| Of any other mixed background |  |

**----------------------------------------------------------------------------------------------**

**Disability**

Many people do not consider themselves to be disabled, however under the Equality Act 2010 you can consider yourself disabled if you have a physical or mental impairment and the impairment has a substantial and long term adverse effect on your ability to carry out normal day to day activities.

Taking this into account, do you consider yourself to be a disabled person?

YES NO

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**Sectoral background - is your career background**

Mostly in the civil service

Mostly in the public sector (not including civil service)

Mostly in the private sector

Mostly in the third sector/charity

Mixture of above, please state:

**----------------------------------------------------------------------------------------------**

**Religion or Belief (optional)**

You may wish to let us know your faith / religion / belief. Please tick against one of the following:

|  |  |  |  |
| --- | --- | --- | --- |
| Agnostic |  | Jewish |  |
| Atheist |  | Muslim |  |
| Buddhist |  | Sikh |  |
| Christian |  | Other please specify: | |
| Hindu |  |
| Humanist |  | Prefer not to say |  |

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**Sexual Orientation (optional)**

You may wish to let us know how you describe your sexual orientation:

Bisexual

Gay man

Gay women

Heterosexual

Prefer not to say

Other, please state:

**----------------------------------------------------------------------------------------------------------------**

**The Seven Principles of Public Life Annex A**

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.

Consistent with the Commissioner’s Code of Practice, applicants will be assessed on merit, and all candidates for public appointment will need to uphold the standards of conduct set out in the Seven Principles of Public Life. These will be tested as part of the selection process and the selection Panel must satisfy itself that all candidates for appointments can meet these standards which 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**

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.

1. The Political Parties, Elections and Referendums Act 2000 requires the Electoral Commission to publish a register of recordable donations (donations from any individual totalling more than £5,000 in any calendar year, or more than £1,000 if made to a subsidiary accounting unit such as a constituency association, local branch, women’s or youth organisation). These provisions became effective from 16 February 2001. [↑](#footnote-ref-1)