

# Public Appointments

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## What is a Public Body?

A public body is an organisation which has a role in the processes of national government but is not a government department or part of one. It operates at arm's length from government and carries out a lot of work on its behalf, particularly in areas where the expertise and understanding of people outside government is needed or desirable. Such bodies are often referred to as non-departmental public bodies (NDPBs) or known previously as 'quangos' (quasi-autonomous non-government organisation). They include:

- **Executive bodies** which carry out operational and regulatory functions, for example: Sport England, English Heritage, and National Lottery Commission.
- **Advisory bodies** which usually advise the Government on specific issues, such as the Advisory Committee on Historic Wreck Sites and the Reviewing Committee on the Export of Works of Art.
- **Public Corporations**, such as the BBC and S4C.

## How are appointments made?

The Secretary of State makes most appointments to the (non-executive) boards of the public bodies. In some cases Ministers make recommendations to the Prime Minister who may in turn advise Her Majesty the Queen. Candidates for a vacancy come from a number of sources including: a database of people registered with the DCMS Public Appointments Unit; registers held by other Government Departments; and nominations from the bodies themselves.

Vacancies are advertised on the DCMS website, [www.culture.gov.uk](http://www.culture.gov.uk), the Cabinet Office website at [www.publicappts-vacs.gov.uk](http://www.publicappts-vacs.gov.uk) and [www.justdosomething.net](http://www.justdosomething.net), (a website for those interested in public service). We advertise some vacancies in national newspapers or in publications aimed at particular target audiences.

## How many appointments are made?

DCMS has responsibility for about 580 public appointments. Most are part-time (1-2 days a month) and unpaid, although appointees can claim reasonable expenses.

## What is involved?

The Cabinet Office leaflet **Guidance on Codes of Practice for Board Members of Public Bodies** explains the role of trustees in more detail and is available on [www.culture.gov.uk/public-appointments](http://www.culture.gov.uk/public-appointments). Role specifications for actual vacancies can be found on the DCMS website.

## What is the time commitment required?

In the list of Major Public Bodies which follows, there is an indication of how much time would be involved for each position. However, for most appointments preparation time is also required, e.g. for reading papers prior to meetings.

## Qualities required

Most of the public bodies sponsored by DCMS are national bodies and many have a high public profile. Widely different experience and qualities may be required for different tasks but there are some common factors. We often need people with a proven track record of achievement in certain areas, but we also frequently look for contributions from people from other walks of life who have the enthusiasm and ability to bring a fresh perspective to our public bodies.

We detail exactly what is needed from an appointee in a role specification particular to each role, but competencies that we regularly look for include: accountability, profile/credibility, team working, communication skills and judgement.

We welcome applications from people with experience in the public, private or voluntary sector or in community work. Many appointments also call for particular skills and experience – for example finance, accountancy, law, IT, marketing, communications, media and PR, consumer interests, local government, education, management, fundraising and committee work.

## The DCMS Public Appointments and Honours Unit (PAHU)

PAHU maintains a database of suitable people willing to be considered for public appointment. Their details, experience and attributes are recorded and they are then considered alongside others for any suitable vacancies that arise. People on the database are reviewed regularly to ensure that the information we hold is as up to date as possible. You can put yourself forward for inclusion on the database by completing our Registration Form and returning it with a current CV.

## Equal opportunities

It is Government policy that people taking on public appointments should be selected on merit and, as far as possible, public body boards should reflect the make up of society. DCMS is always keen to hear of well-qualified candidates from under represented groups, including those from minority ethnic backgrounds, women, or disabled people.

We have set ourselves challenging targets for levels of representation. Further information on this can be found in the Cabinet Office publication *Annual Report on Diversity*. This is also available on the Internet at [www.publicappointments.gov.uk](http://www.publicappointments.gov.uk).

## Commissioner for Public Appointments

The post of Commissioner for Public Appointments, currently held by Dame Rennie Fritchie, was created in 1995 in response to a recommendation of the Nolan Committee on Standards in Public Life. The Commissioner is independent of Government and is responsible for monitoring, regulating and advising Departments on appointments procedures. The key principles established by the Commissioner, to which the DCMS is fully committed, are Ministerial responsibility; appointment on merit; independent scrutiny; equal opportunity; probity; openness and transparency; and proportionality (procedures should be appropriate for the post in question). The Commissioner is able to investigate and deal with complaints and can be contacted on 020 7276 2625 or email [ocpa@gtnet.gov.uk](mailto:ocpa@gtnet.gov.uk).

# Major Public Bodies

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Below, and on the following pages, we have listed the major Public Bodies sponsored by the Department for Culture, Media and Sport.

## Arts

### Arts Council England (ACE) ([www.artscouncil.org.uk](http://www.artscouncil.org.uk))

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- ACE is the national development agency for the arts in England, distributing public money from Government and the National Lottery. The aim of the Arts Council is to place the arts at the heart of national life, reflecting the country's rich and diverse cultural identity.
- *Some appointments are remunerated.*
- *Time commitment:*
  - *Chair: 1-2 days per week*
  - *Regional Chairs: 30 days per year, National members 12 days per year*

## Heritage

### Advisory Committee on the Government Art Collection ([www.gac.culture.gov.uk](http://www.gac.culture.gov.uk))

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- The Committee advises the Secretary of State, through the Director, on acquisitions policy, purchases for the Collection and commissioning of artists.
- *Appointments are not remunerated.*
- *Time commitment:*
  - *3 meetings a year, each 2-3 hours duration. In addition, members may be asked to attend other specific meetings, visit galleries and artists' studios, attend exhibitions and be available to discuss specific issues, all on an ad hoc basis.*

### Advisory Committee on Historic Wreck Sites

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- The Committee advises the Government on the designating of sites of historic and archaeological importance in UK waters under the Protection of Wrecks Act 1973, and on other issues affecting underwater archaeology.
- *Appointments are not remunerated.*
- *Time commitment:*
  - *3 meetings a year, one half day, two full days. In addition, members may be asked to sit on sub-committees on an ad hoc basis to discuss specific issues, and to attend one annual half day Licensees meeting.*

### Commission for Architecture and the Built Environment (CABE) ([www.cabe.org.uk](http://www.cabe.org.uk))

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- CABE is the champion for architecture in England. Its function is to provide high standards in the design of buildings and the spaces between them. CABE helps and offers advice to all those who create, manage and use the built environment. Through CABE Space, CABE also aims to bring excellence to the design, management and maintenance of parks and public space in our towns and cities.
- *Appointments are remunerated*
- *Time commitment:*
  - *Chair: 1-2 days per week*
  - *Commissioners: 20 days per year*

### English Heritage ([www.english-heritage.org.uk](http://www.english-heritage.org.uk))

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- English Heritage is the Government's principal adviser on the historic environment. It provides strategic advice on the renewal of buildings and historic neighbourhoods; maintains its own properties, and provides conservation advice and grants to owners of other historic property; encourages access to both its own and others' historic property; and arranges educational activities on the significance of the historic environment.
- *Appointments are remunerated.*
- *Time commitment:*
  - *Chair: currently works on a basis of 3 working days per week, but this may be reviewed.*
  - *Commissioners: Variable – between 14 and 40 days per annum according to membership and chairmanship of advisory and other sub-committees.*

### Historic Royal Palaces ([www.hrp.org.uk](http://www.hrp.org.uk))

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- Historic Royal Palaces' responsibilities are to care for, preserve and present to the public, the Unoccupied Royal Palaces which include the Tower of London, Hampton Court Palace, the State Apartments at Kensington Palace, the Banqueting House, and Kew Palace with Queen Charlotte's Cottage.
- *Appointments are not remunerated.*
- *Time commitment:*
  - *Chair: 1.5 days per week*
  - *Trustees: 1 day per month*

### National Heritage Memorial Fund (NHMF) ([www.hlf.org.uk](http://www.hlf.org.uk))

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- The National Heritage Memorial Fund (NHMF) acts as a fund of last resort to defend the most outstanding and important parts of our cultural and natural heritage. In distributing the Heritage Lottery Fund (HLF), NHMF Trustees are aiming to improve our lives by safeguarding and enhancing the heritage which has been important in the formation of the UK's character and identity.
- *Some appointments are remunerated.*
- *Time commitment:*
  - *Chair: 2-3 days per week*
  - *Trustees: 1.5 days per month*

### Reviewing Committee on the Export of Works of Art

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- The Committee looks at applications for export licences on cultural items which could be considered to be of national importance. It also makes recommendations to the Secretary of State about policy and procedures in relation to the export control of cultural items.
- *Appointments are not remunerated.*
- *Time commitment:*
  - *Chair: between 15 and 20 days per year*
  - *Members: a maximum of 15 days per year*

### Spoliation Advisory Panel

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- The Spoliation Advisory Panel helps resolve claims from people – or their heirs – who lost cultural objects during the Nazi (1933-45) era and which are now held by UK Collections; particularly items looted from Jewish holocaust victims. The Panel advises claimants and institutions holding the items, as well as the Government.
- *Members receive a daily attendance payment.*

## Treasure Valuation Committee

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- The Treasure Valuation Committee advises the Secretary of State on the fair market value of finds of treasure from England, Wales and Northern Ireland that museums wish to acquire.
- *Appointments are not remunerated.*
- *Time Commitment*
  - *6-8 days per year.*

## Sports

### Football Licensing Authority (FLA) ([www.flaweb.org.uk](http://www.flaweb.org.uk))

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- The FLA is charged with ensuring the implementation of Government policy regarding safety at football grounds hosting league and international matches in England and Wales.
- *Appointments are remunerated.*
- *Time commitment:*
  - *Chair: 1 day per week*
  - *Members: 2 days per month*

### Sport England ([www.sportengland.org](http://www.sportengland.org))

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- Sport England is the major public funded agency responsible for the development of sport in England. Working with a range of partners including governing bodies of sport, sports clubs, local communities and local authorities, its objectives are to increase the numbers participating in sport, retain more people in sport and achieve greater success in sport.
- *Appointments are remunerated.*
- *Time commitment:*
  - *Chair: up to 2 days per week*
  - *Members: negotiable but at least 1 day per month*

### UK Sport ([www.uk sport.gov.uk](http://www.uk sport.gov.uk))

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- UK Sport focuses on high performance sport at the UK level, with the aim of achieving sporting excellence on the world stage. It seeks to do this by supporting winning athletes, world class events and ethically fair and drug free sport.
- *Appointments are remunerated.*
- *Time commitment:*
  - *Chair: average of 2 days per week*
  - *Members: negotiable but at least 1 day per month*

## Libraries, Archives, Museums and Galleries

### Advisory Council on Libraries

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- The ACL advises the Secretary of State upon matters concerned with the provision and use of library facilities.
- *Appointments are not remunerated.*
- *Time commitment:*
  - *3-4 meetings per year (members will need time to study papers).*

### British Library ([www.bl.uk](http://www.bl.uk))

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- The British Library houses, records and maintains the national collection of written material; acts as a library of last resort for other libraries in the country; conducts research into the advancement of librarianship or provides grants for doing so. Its headquarters are at St. Pancras and it also has collections at Colindale and Boston Spa.
- *Appointments are remunerated.*
- *Time commitment:*
  - *Chair 2.5 days per week*
  - *Members 20 days per year*

### Public Lending Right Advisory Committee ([www.plr.uk.com](http://www.plr.uk.com))

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- The Committee advises the Secretary of State and the Public Lending Right Registrar on the Public Lending Right scheme which provides for payments to be made to authors for loans of their books from public libraries.
- *Appointments are not remunerated.*
- *Time commitment:*
  - *Chair: minimum of 4 days per year. However, the Chair is obliged to make additional but specified time commitments to the work of the PLR*
  - *Members: 3 days per year*

### Resource – The Council for Museums, Libraries and Archives ([www.resource.gov.uk](http://www.resource.gov.uk))

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- Resource works for museums, libraries and archives to provide strategic leadership and promote change. It also acts as an advocate and advises on best practice within the sector.
- *The Chair post is remunerated.*
- *Time commitment:*
  - *Chair 2 days per week*
  - *Members 1-2 days per month*

**For museums and galleries, the time commitment varies according to the activity from year to year. None of the appointments are remunerated.**

### British Museum ([www.thebritishmuseum.ac.uk](http://www.thebritishmuseum.ac.uk))

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- The British Museum is one of the most popular museums in the world because of the breadth of its collections, research and scholarship. It illuminates the archaeology, history, arts and culture of the world from prehistory to the present day and houses many antiquities, prints, drawings, coins, banknotes and medals amongst other items.

### **Geffrye Museum** ([www.geffrye-museum.org.uk](http://www.geffrye-museum.org.uk))

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- The Geffrye Museum contains permanent displays of period rooms which show the development of furniture and domestic interiors in England from 1600 to the present day.

### **Horniman Museum and Gardens** ([www.horniman.ac.uk](http://www.horniman.ac.uk))

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- The Horniman Museum's collection, which comes from all parts of the world, illustrates people, their cultures and environments and includes arts, crafts, music and natural history. The Museum is set in 16 acres of gardens and parks.

### **Imperial War Museum** ([www.iwm.org.uk](http://www.iwm.org.uk))

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- The Museum illustrates and records all aspects of the two World Wars and other conflicts involving Britain or the Commonwealth since 1914. It also includes Duxford Airfield, the Cabinet War Rooms, HMS Belfast, and the Imperial War Museum of the North.

### **Museum of London** ([www.museum-london.org.uk](http://www.museum-london.org.uk))

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- The Museum of London maintains and exhibits collections of the history of London from prehistoric times to the present day, and provides the Museum of London Archaeology Service (MoLAS).

### **Museum of Science & Industry in Manchester** ([www.msim.org.uk](http://www.msim.org.uk))

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- The Museum of Science & Industry in Manchester illustrates the history of industrial and social development and scientific discovery in the Greater Manchester region, including its national and international significance.

### **National Gallery** ([www.nationalgallery.org.uk](http://www.nationalgallery.org.uk))

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- The National Gallery is widely recognised as one of the world's great art galleries. The Gallery's collection comprises the nation's collection of Western paintings from the 13th to the early 20th centuries, representing all the major schools of painting by all the major artists.

### **Natural History Museum** ([www.nhm.ac.uk](http://www.nhm.ac.uk))

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- The Natural History Museum houses over 68 million specimens of animals, plants, fossils, rocks and minerals. These national collections underpin the important research the Museum carries out that benefits the environmental, medical and agricultural sciences. It also includes the Zoological Museum at Tring.

### **National Maritime Museum** ([www.nmm.ac.uk](http://www.nmm.ac.uk))

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- The National Maritime Museum illustrates the importance of the sea, ships, time and the stars and their relationship with people through its pre-eminent collections. It includes the Queen's House and the Royal Observatory at its historic site in Greenwich.

### **National Museums Liverpool** ([www.liverpoolmuseums.org.uk](http://www.liverpoolmuseums.org.uk))

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- National Museums Liverpool aims to promote the public enjoyment and understanding of art, history and science. It does this through 7 museums and galleries and a conservation centre: Liverpool Museum, the Walker Art Gallery, Lady Lever Art Gallery, Sudley House, Merseyside Maritime Museum, Museum of Liverpool Life, HM Customs & Excise National Museum and the Conservation Centre.

### **National Portrait Gallery** ([www.npg.org.uk](http://www.npg.org.uk))

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- The National Portrait Gallery houses a collection of portraits in various media of eminent persons in British History. It is the most comprehensive of its kind in the world.

### **National Museum of Science and Industry** ([www.nmsi.ac.uk](http://www.nmsi.ac.uk))

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- The NMSI incorporates the Science Museum, the National Railway Museum at York, the National Museum of Photography, Film & Television at Bradford and the Wroughton outstation in Wiltshire. Its collections illustrate the history of the development of the physical sciences, technology and medicine.

### **Royal Armouries** ([www.armouries.org.uk](http://www.armouries.org.uk))

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- The Royal Armouries cares for the national collection of arms and armour. It has a major museum at Leeds in addition to its traditional base at the Tower of London and the Museum of Artillery at Fort Nelson, near Portsmouth.

### **Tate Gallery** ([www.tate.org.uk](http://www.tate.org.uk))

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- The Tate houses the national collection of British art from the 16th century to the present day, including the Turner Bequest, and the national collection of 20th century art. The Tate is a family of galleries and comprises Tate Britain and Tate Modern in London, Tate Liverpool and Tate St Ives.

### **Victoria and Albert Museum** ([www.vam.ac.uk](http://www.vam.ac.uk))

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- The V&A aims to provide inspiration, learning and delight for all people by showing contemporary art and design and its historical context. Its collections span costume, furniture, books, watercolours, metalwork sculpture and ceramics. As well as the Museum at South Kensington, which includes the National Art Library, the V&A administers three other London museums: the Theatre Museum at Covent Garden, the National Museum of Childhood at Bethnal Green, and the Wellington Museum at Aspley House.

### Wallace Collection ([www.wallacecollection.org](http://www.wallacecollection.org))

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- The collection comprises of paintings, furniture, ceramics, arms and armour and other works of art bequeathed to the nation by Lady Wallace in 1897. The trustees aim to safeguard the collection, making it accessible and understandable.

## Tourism

### England Marketing Advisory Board

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- EMAB provides advice and guidance to Ministers and to VisitBritain (below) on the domestic marketing of England as a tourist destination. It identifies priorities for England's domestic marketing strategy and promotes this strategy, as well as finding partners in the public and private sectors to support English tourism.
- *Appointments are remunerated.*
- *Time commitment:*
  - *Chair: 1 day per week*
  - *Members: 1-2 days per month*

### VisitBritain ([www.visitbritain.com](http://www.visitbritain.com))

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- VisitBritain was created on 1 April 2003, bringing together functions of the English Tourism Council and the British Tourist Authority. VisitBritain is the Government sponsored tourism body responsible for promoting Britain as a tourist destination overseas and taking the strategic lead in the domestic marketing of England. It works in partnership with the national tourist boards of Scotland, Wales and Northern Ireland.
- *Appointments are remunerated*
- *Time commitment:*
  - *Chair: 2 days per week*
  - *Members: 2 days per month*

## Regional Cultural Consortiums

- The eight Regional Cultural Consortiums (one in each of the English regions outside London) co-ordinate the cultural and creative interests of the region, promote them collectively within the region and advise regional partners, including the Regional Development Agency, and the Secretary of State. The Chairs of the consortiums are appointed by the Secretary of State. All other appointments are made within the region.
- *Appointments are not remunerated.*
- *Time commitment:*
  - *Chair: around 2 days per month.*

## Broadcasting and Media

### BBC ([www.bbc.co.uk](http://www.bbc.co.uk))

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- The BBC is a public corporation providing radio and television as public services, home and abroad. It also provides an internet service.
- *Appointments are remunerated.*
- *Time commitment:*
  - *Chair: 4 days per week*
  - *Deputy Chair: 1.5 days per week*
  - *National Governors: 2 days per week*
  - *Governor: 1.5 days per week*

### Office of Communications (OFCOM) ([www.ofcom.org.uk](http://www.ofcom.org.uk))

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- The new communications regulator OFCOM came into being following legislation in July 2002. Following the Communications Act, 2003, it will take on its full regulatory powers at the end of 2003. These powers include the functions of the existing broadcasting regulators that will cease to exist: the Broadcasting Standards Commission, the Independent Television Commission, the Radio Authority. It will also subsume the powers of the Radiocommunications Agency and the Office of Telecommunications.
- OFCOM, a public corporation, will regulate the whole communications sector including telecommunications, and will aim to: further the interests of consumers; secure optimal use of radio spectrum; ensure a wide range of TV and radio services are available in the UK; protect the public from offensive or potentially harmful effects of broadcast media; and safeguard people from being unfairly treated in TV and radio programmes. OFCOM appointments are made jointly by the Secretaries of State of the Department of Trade and Industry and the Department for Culture, Media and Sport.
- *Appointments are remunerated.*
- *Time commitment:*
  - *Chair: 4 days per week*
  - *Deputy Chair and Members: 2 days per week*

### S4C ([www.s4c.co.uk](http://www.s4c.co.uk))

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- S4C, the Welsh Fourth Channel Authority, is a public corporation providing television broadcasting for the fourth channel in Wales. As a public service it looks to inform, educate and entertain and a significant proportion of its programmes are in the Welsh language. S4C is both a broadcaster and a regulator.
- *Appointments are remunerated.*
- *Time commitment:*
  - *Chair: 3 days per week*
  - *Members: 1 day per week*

### UK Film Council ([www.filmcouncil.org.uk](http://www.filmcouncil.org.uk))

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- The Film Council is responsible for taking forward in parallel the two prime objectives of Government film policy: to develop film culture by improving access to and education about the moving image, and to help develop a sustainable domestic film industry. The Film Council will be responsible for all DCMS funding for film, both grant-in-aid and Lottery (apart from the National Film and Television School, whose remit is wider than just film).
- *Appointments are not remunerated.*
- *Time commitment:*
  - *Chair: 4-6 days per month*
  - *Members: 2-4 days per month*

### National Lottery, Education and Gaming

#### Community Fund ([www.community-fund.org.uk](http://www.community-fund.org.uk))

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- The Community Fund is responsible for distributing the funds allocated for charitable expenditure from the National Lottery. The Fund is able to make grants to organisations established for charitable, benevolent or philanthropic purposes.
- *Some appointments are remunerated.*
- *Time commitment:*
  - *Chair: 2 days per week*
  - *Members: 2-5 days per month*

### National Endowment for Science Technology and the Arts (NESTA) ([www.nesta.org.uk](http://www.nesta.org.uk))

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- NESTA is a UK wide body working in partnership with business, educational institutions and professional bodies. Its objectives are to help talented individuals reach their potential, to help turn inventions or ideas into products or services which can be effectively exploited and to raise public awareness of science, technology and the arts.
- *The Chair's appointment is remunerated.*
- *Time commitment:*
  - *Chair and trustees: 2 days per month*

### National Lottery Commission ([www.natlotcomm.gov.uk](http://www.natlotcomm.gov.uk))

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- The Commission is there to ensure that the National Lottery is run with all due propriety, protect the interests of participants and, subject to these two duties, maximise the amount of money available for good causes.
- *Appointments are remunerated.*
- *Time commitment:*
  - *Chair: 6-8 days per month*
  - *Commissioners: 2-3 days per month*

### New Opportunities Fund (NOF) ([www.nof.org.uk](http://www.nof.org.uk))

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- NOF is a UK wide body responsible for distributing grants for health, education and environment initiatives. It works in partnership with organisations in the public, private and voluntary sectors on the design and delivery of its initiatives.
- *The Chair's appointment is remunerated.*
- *Time commitment:*
  - *Chair: 2 days per week*
  - *Members: 4-6 days per month*

### The Gaming Board for Great Britain ([www.gbgb.org.uk](http://www.gbgb.org.uk))

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- The Gaming Board for Great Britain is the regulatory body for casinos, bingo clubs, gaming machines and society and local authority lotteries in Great Britain. Its statutory functions are: to ensure that those involved in gaming and lotteries are fit and proper to do so and to keep gaming crime free; to ensure that gaming and lotteries are run fairly and in accordance with the law; and to advise the Secretary of State on developments in gaming and lotteries so that the law can respond. The Government have announced, in the proposed Gambling Bill, that the Board will be replaced by a new Gambling Commission with wider powers and procedures
- *The Chair post is remunerated.*
- *Time commitment:*
  - *Chair: 3 days per week*
  - *Members: 2 days per week*

### Horserace Betting Levy Appeals Tribunal

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- The Appeals Tribunal is appointed for England and Wales to hear appeals by bookmakers against individual levy liability assessments made by the Horserace Betting Levy Board.
- *Members receive a daily attendance payment.*

### Horserace Betting Levy Board ([www.hblb.org](http://www.hblb.org))

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- The Levy Board's role is to assess and collect monetary contributions from bookmakers via the levy, which it then distributes to racing for the improvement of horseracing, breeds of horses and the advancement of veterinary science and education.
- *Appointments are remunerated*
- *Time commitment:*
  - *Chair: 3 days per week*
  - *Members: 1-2 days per week*

### Horserace Totalisator Board ([www.tote.co.uk](http://www.tote.co.uk))

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- The Tote was founded in 1928 for two purposes: to enable race-goers to bet by means of a totalisator (i.e. horserace pool betting) of which it has the exclusive licence; and to raise money for racing.
- *Appointments are remunerated*
- *Time commitment:*
  - *Chair: Up to 4 days per week*
  - *Members: 2-3 days per month*

### Alcohol Education and Research Council (AERC) ([www.aerc.org.uk](http://www.aerc.org.uk))

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- The AERC administers the Alcohol Education and Research Fund, a charitable foundation funding education and research projects and novel forms of help to those with drinking problems. The Council seeks to raise awareness of alcohol issues, and to make a positive difference to the way society understands and uses alcohol.
- *Appointments are not remunerated.*
- *Time commitment:*
  - *Chair: 12-14 days per year*
  - *Members: 12-14 days per year*