

GREATER LONDON AUTHORITY

Information Pack

Assistant Director, Scrutiny & Investigation,
London Assembly

Veredus Ref: 1738



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WELCOME MESSAGE

The London Assembly is a unique institution that sits at the centre of London's democracy. The Mayor of London is the most powerful directly-elected politician in the UK and, as such, must be held publicly accountable. The 25 elected members of the London Assembly make sure this happens by scrutinising the Mayor's policies and programmes across policing and crime, transport, housing, planning, the economy, health, the environment and other areas – holding the Mayor to account every day.

Assembly Members are also champions for London, investigating issues that affect everyday life and working to find ways to improve London. Cross-party committees conduct investigations looking at long-term issues facing the capital. And the Assembly is also playing an important role in defining London's future as London embarks on its recovery from COVID-19 – what has been described as its biggest peacetime challenge – as well as its work to meet the other challenges London faces, including those brought about by climate change.

A team of over 100 GLA staff are dedicated to supporting the London Assembly in its work. Led by the Executive Director, Assembly, they bring a diverse range of skills and experience to support Assembly Members, individually and collectively. Our new Executive Director, Helen Ewen, joins us in mid-November.

We are now recruiting to another key, senior role – Assistant Director, Scrutiny & Investigation. Effective scrutiny sits at the very heart of the Assembly's role and we are looking for someone exceptionally well-suited to support elected members in this work and to provide high quality leadership to a team of policy and research professionals.

This is an exciting opportunity to make an impact on the lives of Londoners, to genuinely influence democracy in the capital and to help shape the future of one of the most vibrant and diverse cities in the world.

I would encourage proven leaders who share our values, passion for public service and aspirations to live by exemplary people policies and processes to apply for this role. It is both an outstanding professional opportunity and a chance to make a far-reaching contribution to the people of London.

Best wishes and good luck!

Mary Harpley
Chief Officer, GLA

ABOUT THE GLA AND THE LONDON ASSEMBLY SECRETARIAT

The Greater London Authority (GLA) is the regional governmental body for London. It is made up of the Mayor of London (the Mayor) and the London Assembly and was established on 3 July 2000.

The role of the London Assembly

The London Assembly is a check and balance on the power of the Mayor who is the most powerful directly-elected politician in the UK, with an annual budget of over £19 billion. It is important for Londoners that the Mayor is held accountable for their actions and policies.

25 London Assembly Members (also known as AMs) are elected every four years to do this. They publicly examine the Mayor's policies and programmes through investigations, committee sessions, site visits, public roundtable discussions and at Mayor's Question Time (MQT) and plenary meetings.

The Mayor has oversight of a range of organisations that provide some of London's key services – Transport for London (TfL); the Mayor's Office for Policing and Crime (MOPAC), which oversees the Metropolitan Police Service; and the London Fire Commissioner (LFC), responsible for providing London's fire and rescue service. The London Assembly scrutinises them all on behalf of Londoners.

The London Assembly also scrutinises the work of the Mayor's two regeneration agencies in east and west London – the London Legacy Development Corporation (LLDC) and the Old Oak and Park Royal Development Corporation (OPDC).

As well as examining the Mayor's actions and decisions, Assembly Members are the voice of Londoners and investigate a wide range of issues that are important to the capital.

The powers of the London Assembly

The Greater London Authority Act 1999, which established the GLA, gave the London Assembly three key powers:

1. the power to amend the Mayor's annual budget
2. the power to reject key Mayoral strategies
3. the power to conduct monthly MQTs with the Mayor, and other key deputies such as the Deputy Mayors

The London Assembly also has the power of summons, meaning it can compel key staff of the GLA group to attend before it to answer questions and/or produce documents in their possession.

There is also a research budget to carry out investigations, as well as to evaluate policies and make recommendations to the Mayor about how they could deliver better results for London and Londoners.

A unique body

The London Assembly is unique. Unlike most local authorities and Parliament, the London Assembly as a scrutiny body is elected separately from the Mayor as executive. This means that the London Assembly is wholly independent, with a sole purpose to scrutinise the Mayor, and with the dedicated staff and resource to do so.

For further information please visit <https://www.london.gov.uk/what-we-do>

Recent key achievements

The twenty-first year of the London Assembly was spent responding to the devastating impact of COVID-19 shaping the city. Assembly Members stood up for Londoners and held the actions and decisions of the Mayor to account. We asked the difficult questions and embodied diversity and inclusion in all our work.

Meet the Heroes

Thousands of Londoners, from nurses to delivery drivers, put their lives at risk to keep Londoners safe during the pandemic. In March 2020, during the first national lockdown, the London Assembly highlighted the stories of those working on the front line, going above and beyond to help keep Londoners safe. The campaign was called #MeettheHeroes

Blue Plaque to honour Diana, Princess of Wales

Only 132 of London's 944 Blue Plaques honour women in the city. Assembly Members asked Londoners to suggest 100 names of women who they thought deserved the recognition of a Blue Plaque and presented these to English Heritage. We are delighted that Diana, Princess of Wales, has very recently been recognised with an English Heritage Blue Plaque at her former apartment in Colherne Court in Knightsbridge. Londoners nominated Diana as many thought her work should be recognised – her landmine campaign and HIV/AIDS awareness work were truly global and made an enormous difference to countless lives.

Domestic Abusers Register

Since 2017, the London Assembly has lobbied for a register of serial domestic abusers. The introduction of a register would shift focus from dealing with the life-changing effects of domestic abuse after it occurs, towards more action to deal with abusive attitudes and behaviour before it ever happens. The number of victims of domestic violence in London has significantly risen in recent years. New research by the London Assembly showed domestic abuse offences in December grew by a third over the past 10 years. In December 2019, 2,031 domestic abuse incidents with injury were recorded in London compared to 1,554 in 2010. During 2020, in the House of Lords, we supported an amendment to the Domestic Abuse Bill which called for monitoring of serial and serious harm domestic abusers and stalkers. The Assembly is pleased this was passed at report stage.

Credit checks stopping Londoners getting COVID-19 tests

In September 2020, we uncovered that some Londoners could not book or get a home test for COVID-19 as they are invisible on the credit system. To book or get a home COVID-19 test, people had to complete a TransUnion credit check on the Gov.uk website. The Assembly called on the Mayor to raise this with the Government, so it could take concrete steps to ensure that everyone who needs one could access a COVID-19 test, credit history or not.

Teams within the London Assembly

The London Assembly is led by the Executive Director, London Assembly who is responsible for providing overall leadership, strategic and operational advice and expertise to the Assembly to ensure it achieves its objectives of holding the Mayor to account.

There are several different teams within the London Assembly which all work together to help Assembly Members hold the Mayor to account.

Scrutiny & Investigation

The Scrutiny team plans, carries out and writes the reports for the committee investigations which are headed up by Assembly Members. They also plan, brief and deliver the formal committee meetings on a variety of topics over the course of the year. This team also provides substantive policy guidance in order to maximise the impact and effectiveness of the London Assembly holding the Mayor to account. The London Assembly's Research Unit also sits within Scrutiny. This team is data driven and delivers a wide range of research and data analysis for the London Assembly, its committees and Assembly Members.

Committee Services

The Committee Services team supports the work of the London Assembly's committees. They provide clerking support, ensuring that the meetings and papers for the different committees and panels are organised and managed to the highest standards. This includes managing work programmes, scheduling meetings, preparing reports and agendas, drafting accurate records of meetings and the provision of support for different London Assembly workstreams.

Communications

The Communications team advises, plans and executes all external communications materials for the London Assembly and its committees that are of a cross-party nature. This currently includes traditional print and broadcast public relations as well as digital and social media work and the London Assembly pages of the website.

The team undertakes public affairs work with key national, regional and local stakeholders, carries out in-person and virtual events and runs campaigns to raise the awareness of key issues, change legislation or promote the London Assembly. You can follow our work on Twitter, Facebook, LinkedIn, Instagram and YouTube.

All Assembly meetings are open to the public. They are broadcast on both the website and YouTube, so that Londoners can see and hear exactly what is being done on their behalf: www.london.gov.uk/mediacentre/london-assembly or www.youtube.com/user/LondonAssembly.

Party Groups

Once elected, Assembly Members join together to form a party group. Typically, but not always, membership of that Group will reflect an Assembly Members' membership of a national political party. Officers within these groups provide support to Assembly Members relating to the work of their political groups.

There are currently four political groups represented on the London Assembly: Labour, Conservative, City Hall Greens, and the Liberal Democrats. Each Group has a slightly different structure, dependent on budget and staffing levels.

The GLA

The GLA is led by its Chief Officer, Mary Harpley, and its Corporate Management Team (CMT). The Executive Director, Assembly is a member of the Corporate Management Team.

The GLA has approximately 1,300 staff.

In addition to the Assembly Secretariat, dedicated to supporting the Assembly and Assembly Members, and the Mayor's Office, dedicated to supporting the Mayor, there are five further directorates:

- Communities and Skills
- Good Growth
- Housing and Land
- Resources
- Strategy and Communications

The GLA is committed to improving the diversity of its workforce in order to better represent the communities that we serve. While we have made much progress on equality, diversity and inclusion, we recognise that we have more work to do.

The GLA is currently based at City Hall, close to Tower Bridge, but will move at Christmas 2021 to its new home at The Crystal in the Royal Docks area of east London, with additional central London office space at the London Fire Brigade's HQ on Union Street, close to Southwark and Blackfriars stations. Assembly Members and Assembly staff will be based at the new City Hall.

Our Smart Working policy expects that most staff will work remotely for 2-3 days a week and that no GLA role will operate on a fully-remote basis. All staff will therefore be expected to be able to attend meetings in person at either office location as required, and senior managers in particular will need to provide regular face-to-face leadership and opportunities for collaboration to their teams. All Assembly meetings are held in person.

The GLA has a strong track record in supporting and developing its workforce, and can offer a flexible, supportive, and challenging environment in which to work.

ABOUT THE ROLE

Job Description

Job title: Assistant Director (Scrutiny & Investigation)

Grade: 15

Directorate: London Assembly Secretariat

Unit: Scrutiny & Investigation

Job purpose

1. To lead an effective Member-led scrutiny and investigation process, ensuring that the scrutiny work of the Assembly is of the highest possible quality, given its centrality to the role of the Assembly and its reputation.
2. To develop and manage a comprehensive and co-ordinated programme of scrutiny reviews to support Assembly Members to:
 - influence the development of the Mayor's strategies, decisions and policies;
 - monitor and review performance and service delivery of the GLA and its Functional Bodies;
 - to promote the well-being of London.
3. To develop and lead an outstanding Scrutiny & Investigation function, maximising capacity and focusing on outcomes, as well as ensuring value for money for the Assembly.
4. To use feedback from London government stakeholders, the media and the public, to demonstrably enhance the impact of the London Assembly.
5. As a member of the Directorate's Management Team, to play a full role in the on-going leadership and development of staff and the effective management of the Assembly's resources.
6. To play a full role as a member of the GLA's Senior Leadership Team.

Principal accountabilities

1. Build strong relationships with the Assembly, staff of the GLA and external organisations, to ensure effective delivery of the scrutiny and investigation processes.
2. Develop a scrutiny and investigation framework and supporting protocols to facilitate effective review of the complex and wide-ranging functions of the GLA and its Functional Bodies.
3. Develop, in collaboration with Members, an annual work programme for scrutiny and investigation processes in line with the GLA's priorities.
4. Ensure effective forward planning and develop performance management systems which focus on outcomes and monitor progress against the decisions taken by the Assembly.
5. Develop and maintain an effective quality assurance framework for the team's work.
6. Develop and maintain a culture of learning and continuous improvement.
7. Ensure that the team works collaboratively across the GLA and with external agencies, including London boroughs, business and voluntary organisations, to support the scrutiny process.
8. Realise the benefits of London's diversity by promoting and enabling equality of opportunities and promoting the diverse needs and aspirations of London's communities.
9. Manage staff and resources in accordance with the GLA's policies and Code of Ethics and Standards.

Key contacts

| | |
|----------------------------|---|
| Accountable to: | Executive Director – London Assembly |
| Accountable for: | 24 staff and financial resources allocated to the job |
| Principal contacts: | Assembly Members, the Mayor, senior managers of the GLA and its Functional Bodies, local and central government, other public sector organisations, business & voluntary sector organisations and representatives of the diverse Greater London community |

PERSON SPECIFICATION

It is important that, through your CV and supporting statement in your application, you give evidence and examples of proven experience of each of the following selection criteria in PART ONE as far as you are able to. Candidates progressing to the longlisted stage will also be assessed against the criteria in PART TWO.

PART ONE - Experience

1. Proven track record of successfully leading a Scrutiny/Investigation function or equivalent within a comparable setting.
2. Substantial knowledge and understanding of current legislation and developments relating to scrutiny, governance, ethics, probity and standards issues in local government.
3. Experience of working with elected members, ideally on a cross-party basis.
4. A proven track-record in people leadership, developing diverse teams in challenging and changing circumstances.

PART TWO Behavioural competencies

Stakeholder focus

Consulting with, listening to and understanding the needs of those our work impacts and using this knowledge to shape what we do and manage others' expectations.

Indicators of effective performance

- Adapts objectives and the GLA's public facing position based on the context behind stakeholder needs and requests
- Builds the GLA's reputation as an organisation committed to meeting the needs of Londoners
- Manages partner organisations' and Londoners' expectations of the GLA by anticipating and influencing changing priorities
- Instils a culture that encourages GLA staff to think about meeting Londoners' needs first
- Builds the confidence of staff, partner organisations and Londoners by ensuring the GLA delivers quality work

Communicating & influencing

Presenting information and arguments clearly and convincingly so that others see us as credible and articulate and engage with us.

Indicators of effective performance

- Articulates self with credibility and conviction, encouraging buy-in to corporate position
- Influences the thinking of other organisations, encouraging them to deliver in line with the GLA
- Ensures that the organisation communicates inclusively with staff and external stakeholders
- Acts as a credible and convincing spokesperson and negotiator for the GLA
- Instils a corporate commitment to accessible communication

Managing & developing performance

Setting high standards for oneself and others, guiding, motivating and developing them, to achieve high performance and meet the GLA's objectives and statutory obligations.

Indicators of effective performance

- Creates an organisation that learns from experience
- Sets clear organisational objectives, cascading challenging yet achievable deliverables to directorates
- Identifies strategic level performance indicators and communicates these clearly
- Leads and sets an example for desired behaviour and performance for GLA staff
- Instils a culture of high performance and outstanding results where staff are encouraged to perform to their best

Decision making

Forming sound, evidence-based judgements, making choices, assessing risks to delivery, and taking accountability for results.

Indicators of effective performance

- Makes difficult decisions for the long-term benefit of the organisation
- Presents and instils confidence in strategic decision-making
- Consults stakeholders early in critical organisation-wide decisions
- Stands by the decisions and actions of the GLA
- Accepts and promotes accountability for the GLA's decision making
- Ensures the organisation balances effective risk management with the need for timely actions

Research & analysis

Gathering intelligence (information, opinion and data) from varied sources, making sense of it, testing its validity and drawing conclusions that can lead to practical benefits.

Indicators of effective performance

- Exchanges ideas and knowledge with partners, subject-matter experts, and senior stakeholders to foster new research agendas and derive insights for the GLA
- Takes accountability for the quality of intelligence that research and new policy are based upon
- Encourages new and innovative insights from analysis
- Evaluates the feasibility and cost effectiveness of research proposals, stringently assessing whether the research will add real value
- Encourages research with a highly practical focus and maximum impact for Londoners

Problem solving

Analysing and interpreting situations from a variety of viewpoints and finding creative, workable and timely solutions.

Indicators of effective performance

- Seeks multiple perspectives to understand the breadth and depth of complex issues
- Produces strategies to solve organisation-wide problems, considering the practical and political concerns associated with the implementation of solutions
- Enables the GLA to continuously improve and innovate in the long term

- Problem solves jointly with others to stimulate innovation
- Turns ambiguous or difficult situations into opportunities

Organisational awareness

Understanding and being sensitive to organisational dynamics, culture and politics across and beyond the GLA and shaping our approach accordingly.

Indicators of effective performance

- Focuses on the needs of Londoners, promoting organisational awareness of how they impact GLA priorities
- Anticipates and responds appropriately and professionally to political pressure, inspiring confidence and trust from politicians
- Shapes senior stakeholders' perceptions of the GLA, using their influence to support the GLA agenda
- Influences Londoners' perceptions of the GLA, using the Media where appropriate
- Leads the organisation by setting the highest standard in upholding integrity and ethical behaviour

Responding to pressure & change

Being flexible and adapting positively, to sustain performance when the situation changes, workload increases, tensions rise or priorities shift.

Indicators of effective performance

- Demonstrates resilience in the face of challenge from staff, media and partner organisations
- Promotes the GLA as a flexible organisation, responding to the changing needs of Londoners
- Shows positivity in the face of external pressure, minimising negative impact
- Drives a culture of continuous improvement
- Sets the direction for organisational development and ensures effective communication of change initiatives

Political Restriction

This job is 'politically restricted' under the Local Government and Housing Act 1989

Working pattern

N/A

Reasonable adjustment

Reasonable adjustment will be made to working arrangements to accommodate a person with a disability who otherwise would be prevented from undertaking the work.

TERMS OF APPOINTMENT

We are seeking candidates from a broad range of backgrounds. 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.

| | |
|------------------------|--|
| Salary: | Up to £112,386 |
| Annual Leave: | 30 days |
| Pension: | Career average pension scheme, |
| Other benefits: | Interest free season ticket loan, interest free bicycle loan and a childcare voucher scheme. |

We are committed to being an inclusive employer and we are happy to consider flexible working arrangements.

HOW TO APPLY

GLA has appointed Veredus as an executive search firm for this appointment and they will manage the campaign.

GLA is committed to being a diverse and inclusive organisation and we welcome applicants from all backgrounds. We are looking for people with a range of skills, experience and knowledge.

To apply for this post, you will need to submit the following documentation, via the Veredus website – www.veredus.co.uk, quoting the reference number: **1738 – Assistant Director, Scrutiny & Investigation, London Assembly** by no later than **9am GMT Monday 1st November 2021**:

1. A **CV** setting out your career history, with key responsibilities and achievements. Please ensure you have provided reasons for any gaps.
2. A **Supporting Statement** (around two pages) outlining how you consider your personal skills, qualities and experience provide evidence of your suitability for the role.
3. A completed **Diversity Monitoring Form** (Annex A). All monitoring data will be treated in the strictest confidence, will not be provided to the selection panel and will not affect your application in any way. If you do not wish to provide a declaration on any of the particular characteristics,

you will have the option to select 'prefer not to say'.

4. A completed **Candidate Supporting Information Form** (Annex B).

Word versions of the Forms can be found on the Veredus website under 1738 Supporting Documentation for ease of completion.

All submissions will receive an automated response. If you do not receive confirmation of receipt when submitting your application, please contact us on 020 7932 4236.

At Veredus, we take care to protect the privacy of our candidates and clients. To read more about how we collect, store and share your data please read our privacy notice which can be accessed here: <https://www.veredus.co.uk/privacy-and-cookies>

Should you encounter any issues with your online application please get in touch with us via:

Further Information

If you have any questions about the role or would like to discuss the post further, please contact our advising consultant at Veredus:

- Antony Harvey on 07716 226020 – Antony.Harvey@veredus.co.uk;
- James Greengrass
James.Greengrass@veredus.co.uk

THE RECRUITMENT PROCESS

Longlist

You will receive an electronic acknowledgment of your application through Veredus.

The selection panel will then assess your application to select those demonstrating the best fit with the role by considering the evidence you have provided against the Essential Criteria in the Person Specification section. Failure to address any or all of these may affect your application.

The timeline later in this pack indicates the date by which decisions are expected to be made, and all candidates will be advised of the outcome as soon as possible thereafter.

Candidates selected for longlisting will be invited for an interview with Veredus to further explore their skills and experience.

Shortlist

The selection panel will then select the shortlist to take forward.

Shortlisted candidates will have the opportunity to speak to Mary Harpley prior to the final interview to learn more about the role and the organisation. Please note this is not part of the formal assessment process.

Two references will be taken up for shortlisted candidates in advance of final panel interviews.

Final Panel

You will be asked to attend a panel interview in order to have a more in-depth discussion of your previous experience and professional competence in relation to the criteria set out in the vacancy description, key responsibilities and accountabilities and person specification.

Candidates will be required to give a brief presentation to the panel as part of the interview. The topic will be sent to you in advance.

Full details of the assessment process will be made available to shortlisted candidates.

Various stages of the process may be held remotely dependant on developments with COVID-19 and full details of the assessment process and format will be made available to shortlisted candidates.

Indicative Timeline

Please note that these dates are only indicative at this stage and could be subject to change. If you are unable to meet these timeframes, please let us know in your application letter.

The anticipated timetable is as follows:

| | |
|--|--|
| Application Closing Date | 9:00am GMT Monday 1 st November |
| Longlisting Decision | Tuesday 9 th November |
| Preliminary Interviews with Veredus | After longlisting |
| Shortlisting Decision | Thursday 2 nd December |
| Informal Discussions /Referencing/Assessment | Post shortlisting |
| Final Panel Interviews | Week commencing 13 th December |

Candidates are asked to note the above timetable, exercising flexibility through the recruitment and selection process. It may not be possible to offer alternative dates.

ANNEX A – EQUALITY AND DIVERSITY MONITORING FORM

The intention of monitoring and analysis is to establish if there are different success rates between genders, people of different sexual orientation, ages, different ethnic backgrounds or faiths, and people with disabilities. If there are differences in success rates it will enable action to be taken to ensure that no group is treated unfairly. Your answers will be treated confidentially and will not affect your application in any way.

Personal Details:

| | |
|------------------|---|
| Age: | 16-24 <input type="checkbox"/> 25-34 <input type="checkbox"/> 35-44 <input type="checkbox"/> 45-54 <input type="checkbox"/> 55-64 <input type="checkbox"/> 65+ <input type="checkbox"/> |
| Sex: | Male <input type="checkbox"/> Female <input type="checkbox"/> Prefer not to say <input type="checkbox"/> |
| Gender Identity: | Which of the following do you feel you most identify with? Man <input type="checkbox"/> Woman <input type="checkbox"/> Prefer not to say <input type="checkbox"/> Prefer to self-describe (please specify if you wish) |
| | Do you identify as trans? Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to say <input type="checkbox"/> |
| | Is your gender identity the same that you were assigned at birth? Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to say <input type="checkbox"/> |
| Working Pattern: | Part time <input type="checkbox"/> Full time <input type="checkbox"/> Job Share <input type="checkbox"/> Other..... |

Ethnic origin: Please tick against one of the following:

| | | | |
|---------------------------------------|--------------------------|---------------------------------------|--------------------------|
| Asian or Asian British | | Mixed | |
| Bangladeshi | | White and Black Caribbean | |
| Indian | <input type="checkbox"/> | White and Black African | <input type="checkbox"/> |
| Pakistani | <input type="checkbox"/> | Asian and White | <input type="checkbox"/> |
| Any other Asian background | <input type="checkbox"/> | Any other mixed background | <input type="checkbox"/> |
| Please specify below if you wish..... | <input type="checkbox"/> | Please specify below if you wish..... | <input type="checkbox"/> |
| | | | |
| Black or Black British | | White | |
| African | | British | <input type="checkbox"/> |
| Caribbean | <input type="checkbox"/> | English | <input type="checkbox"/> |
| Any other Black background | <input type="checkbox"/> | Irish | <input type="checkbox"/> |
| Please specify below if you wish..... | | Scottish | <input type="checkbox"/> |
| | | Welsh | <input type="checkbox"/> |
| | | Any other White background | <input type="checkbox"/> |
| | | Please specify below if you wish..... | |
| | | | |
| Chinese or Other ethnic group | | Prefer not to say | |
| Chinese | | | |
| Any other | <input type="checkbox"/> | | <input type="checkbox"/> |
| Please specify below if you wish..... | <input type="checkbox"/> | | |
| | | | |

Disability: Please tick against one of the following:

| |
|---|
| <p>Do you consider yourself to have a disability under the Equality Act 2010? In the Act, a person has a disability if:</p> <p>they have a physical or mental impairment the impairment has a substantial and long-term adverse effect on their ability to perform normal day-to-day activities</p> |
|---|

For the purposes of the Act, these words have the following meanings:

'substantial' means more than minor or trivial

'long-term' means that the effect of the impairment has lasted or is likely to last for at least twelve months (there are special rules covering recurring or fluctuating conditions)

'normal day-to-day activities' include everyday things like eating, washing, walking and going shopping

Yes No Prefer not to say

Please describe the nature of your disability

This information is provided for monitoring purposes only – if you need any reasonable adjustments you should arrange these separately.

Religion or belief: Please tick against one of the following:

| | | | |
|-------------|--------------------------|---------------------------------------|--------------------------|
| No religion | <input type="checkbox"/> | Jewish | <input type="checkbox"/> |
| Baha'i | <input type="checkbox"/> | Muslim | <input type="checkbox"/> |
| Buddhist | <input type="checkbox"/> | Sikh | <input type="checkbox"/> |
| Christian | <input type="checkbox"/> | Other | <input type="checkbox"/> |
| Hindu | <input type="checkbox"/> | Please specify below if you wish..... | |
| Jain | <input type="checkbox"/> | | |
| | | Prefer not to say | <input type="checkbox"/> |

Sexual Orientation: Please tick against one of the following:

| | | | |
|-------------------|--------------------------|-----------------------|--------------------------|
| Bisexual | <input type="checkbox"/> | Gay Man/Homosexual | <input type="checkbox"/> |
| Gay Woman/Lesbian | <input type="checkbox"/> | Heterosexual/straight | <input type="checkbox"/> |
| Prefer not to say | <input type="checkbox"/> | Other | <input type="checkbox"/> |

Please indicate which media/journal you saw this position advertised in.....

ANNEX B – CANDIDATE SUPPORTING INFORMATION FORM

| | |
|------------------------------|--|
| POSITION APPLIED FOR: | |
| REFERENCE NO: | |

| | | | | | |
|--|-----------------|--------------------|--|---------------|--|
| PERSONAL INFORMATION: | | | | | |
| SURNAME | | | | | |
| FIRST NAME | | INITIAL(S): | | TITLE: | |
| PERMANENT HOME ADDRESS FOR CORRESPONDENCE (including post code): | | | | | |
| MOBILE and/or HOME TELEPHONE NUMBER(S): | | | | | |
| WORK TELEPHONE NUMBER: | | | | | |
| Can we contact you at work? | Yes / No | | | | |
| EMAIL ADDRESS: (personal and/or work) | | | | | |

| | |
|--|--|
| EMPLOYMENT DETAILS: | |
| MOST RECENT EMPLOYER (ORGANISATION): | |
| MOST RECENT JOB TITLE: | |
| CURRENT REMUNERATION PACKAGE: | |
| NOTICE PERIOD: | |
| AVAILABILITY: | |
| PLEASE GIVE ANY DATES THAT YOU ARE <u>UNAVAILABLE</u> TO ATTEND AN INTERVIEW: | |
| NATIONALITY: | |
| Please indicate your nationality at birth: | |
| Please indicate your current nationality: | |
| Are there any restrictions on your continued residence and/or employment within the UK? | |