



# HOUSE OF LORDS

Appointment of External Member of  
the House of Lords Commission and  
the Chair of Audit & Risk Assurance  
Committee

Information for candidates

May 2023

Reference: AAKABB

# An introduction

The House of Lords is the second chamber of the UK Parliament. It is independent from, and complements the work of, the House of Commons. The Lords shares the task of making and shaping laws and checking and challenging the work of the government. It is made up of around 800 members from a variety of professions and walks of life.

The House of Lords Commission, chaired by the Lord Speaker, provides the strategic and political direction for the House Administration. The House of Lords Management Board, chaired by the Clerk of the Parliaments (the most senior official for the House), has strategic responsibility for operating and delivering corporate and parliamentary services in the House of Lords.

A busy administration supports the House in carrying out its day-to-day duties. It is responsible for advising on parliamentary procedure and is politically impartial. It also performs a range of corporate functions, from finance, human resources and catering to property management and archives.

## House of Lords Commission

The House of Lords Commission provides high-level strategic and political direction for the House of Lords Administration on behalf of the House. It agrees the annual Estimate, supervises the arrangements relating to financial support for members and works with the Management Board to develop, set and approve the strategic business plan and the annual business and financial plans for the Administration, and monitors the performance of the Administration against agreed targets.

The Commission is chaired by Lord McFall of Alcluth, the Lord Speaker. The other members of the Commission are:

- The Senior Deputy Speaker: Lord Gardiner of Kimble;
- The Leader of the House and the Leaders of the Labour and Liberal Democrat groups: Lord True, Baroness Smith of Basildon, and Lord Newby;
- The Convenor of the Crossbench Peers: the Earl of Kinnoull;
- The Chairs of the Services Committee and Finance Committee: Baroness McIntosh of Hudnall and Lord Vaux of Harrowden;
- Two backbench members: Lord German and Lord Hill of Oareford;
- Two external members: Nora Senior, and Matthew Duncan (outgoing)

The House of Lords agreed that in order to improve the effectiveness of the Commission in carrying out its role, its membership should include two external members. These members should bring to bear their expertise in managing complex organisations and projects, as well as their own excellent personal integrity, in meeting the challenges and opportunities faced by the House of Lords.

We are now looking for an External Member to join the Commission, to succeed Mathew Duncan. This External Member will also Chair the Audit and Risk Assurance Committee, and sit on the Restoration and Renewal Client Board.

### Audit and Risk Assurance Committee

The Audit and Risk Assurance Committee considers internal and external audit reports and management responses and provides advice to the Clerk of the Parliaments (in his role as the Accounting Officer) and senior management on the effectiveness of internal controls.

Further information on the committee can be found [here](#).

## Restoration and Renewal Client Board

The R&R Client Board, made up of members of both Houses' Commissions, is responsible for making critical strategic choices and recommendations relating to the restoration and renewal of the Palace of Westminster.

Further information on the committee can be found [here](#).

# Person specification

It is essential that in your covering letter you give examples of proven experience against each of the criteria set out below in **Part One** of the person specification. These responses will be developed and discussed with you if you are invited for interview, together with the other criteria in **Part Two**.

## **Part One:**

### *Essential*

- Board-level record of achievement within a complex organisation in any sector
- Understanding of public sector governance and accountability arrangements, and of audit and risk management within a complex environment
- Excellent analytical skills combined with strong decision-making skills that have been tested and proven on complex and sensitive issues
- Exceptional financial acumen, with recent and relevant audit committee experience
- A recognised professional accountancy qualification
- Extensive experience of successfully managing relationships with a range of senior stakeholders, which demonstrates the ability to work in a complex political environment
- Independence from political affiliation and with no commercial link to Parliament

### *Desirable*

- Familiarity with the workings of the House of Lords, and a wider interest and understanding of Parliament

## **Part Two:**

- The highest levels of personal integrity, fairness and independence
- The ability to inspire confidence and respect
- Tact, discretion and excellent interpersonal skills
- The ability to forge relationships of trust while retaining independence of thought
- Respect for Parliament's Values and Behaviour Code and a commitment to inclusive working practices

# Conditions of service

## Remuneration

The external member will be paid a day rate of £600, with an estimated 15 days' work as a Member of the Commission, with additional responsibilities of the Chair of the Audit and Risk Assurance Committee of 15 days. The total estimated remuneration per annum is £22,500. The successful candidate will also be a member of the Restoration & Renewal Client Board.

It is expected that preparing for and attending each Commission meeting will constitute one day's work. Reasonable travel expenses incurred for attending meetings in Westminster will be reimbursed (subject to travel having been agreed in advance and providing receipts).

## Time commitment

The Commission meets once every six weeks except in August, with further occasional ad hoc meetings throughout the year, including Restoration & Renewal Client Board meetings.

## Term

Appointment will be for three years, with the possibility of extension for a maximum of a further three years, and subject to a review 12 months after the initial appointment.

## Inclusion & Diversity

The House of Lords Administration is committed to increasing diversity and maintaining an inclusive workplace culture. We welcome applications from all qualified candidates regardless of their age, caring responsibilities, disability, gender/sex, gender reassignment/trans status, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sexual orientation and socio-economic status. The Administration will also consider flexible working arrangements and reasonable adjustments.

We particularly welcome applications from groups which are currently underrepresented within the Commission membership, including applicants who identify as Black, Asian and Minority Ethnic, disabled candidates, and candidates who identify as women.

## Conflict of Interest and Political Activity

External members of the Board will be expected not to have any personal, political, or business interests which may conflict with the responsibilities of the post. External members also have to demonstrate complete impartiality during their time of the Board and should not during their time in office undertake any party political activity.

Individuals are ineligible for this role if they are current or former Members of either House of Parliament.

Party political activity includes:

- holding office in a party political organisation;
- speaking in public on matters of national or local political controversy;
- expressing views on political matters in the media, or in books, articles or leaflets or on publicly available social media sites such as Twitter or Facebook;
- being a candidate for election to a local authority or Parliament (including the European Parliament);
- canvassing on behalf of a candidate for election to a local authority, Parliament or a political party;
- attending, in a member or delegate capacity, conferences or functions arranged by party political organisations;
- being involved in campaigning in a national referendum campaign.

If you have undertaken party political activity in earlier periods, this does not disqualify you from applying but should be declared prior to interview – the panel may at interview explore with you any potential for conflict of interests.

Party political activities may have given you relevant skills, including experience gained from committee work, collective decision-making and resolving conflict. If, therefore, you have had such experience and you consider it relevant to your application for this post, you may if you choose include it in your application.

Applicants are required to complete a political activity and conflict of interest declaration. This will only be shared with the panel if the applicant is invited to interview.

## How to apply

Saxton Bampfylde Ltd is acting as an employment agency advisor to the House of Lords on this appointment. Applications should be submitted through Saxton Bampfylde's website. To apply now please click here: <https://www.saxbam.com/apply-now/>, using the code **AAKABB**. Applications should be received by **midday, Wednesday 14 June 2023**.

The external member of the Commission will be selected on the basis of a combination of a written application and interview. All applicants are required to provide the following:

- A CV (maximum two pages) with your full employment history as well as any unpaid or community achievements.
- A short covering letter, of no more than three pages, giving evidence of the strength and depth of your ability to meet the criteria for the role.

Appointment depends on satisfactory references and security checks and where necessary proof of qualifications. The House of Lords (along with Government departments) has to comply with a Baseline Security Standard. The standard requires that we ascertain the identity of the applicant, their right to work in the UK, their employment or academic history over the last three years, and their address history over the last three years.

If you are selected for interview, you will be asked to complete:

- A conflicts of interest form: This should give details of any business or other interests or any personal connections which, if you are appointed, could be misconstrued or pose a risk to the reputation of the Commission or the House. Any particular conflicts of interest detailed here will not prevent you going forward to interview but may, if appropriate, be explored with you during your interview to establish how you would address the issue(s).
- The political activity declaration: This information will only be provided to the panel for those applicants selected for interview.

Candidates will also need to fill in a diversity monitoring form. The diversity monitoring online form will not be shared with anyone involved in assessing your application.

# Saxton Bampfylde

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