



Home Office

# Advisory Council on the Misuse of Drugs

## Appointment of Members

### Information pack for applicants

Reference: HORSR1

The closing date for the receipt of applications is **Friday 1 November, 2013**

This information pack is available in hard copy from:

ACMD Recruitment  
Home Office Science Secretariat  
3<sup>rd</sup> Floor  
Seacole Building  
2, Marsham Street  
LONDON  
SW1P 4DF

Tel: 0207 035 0555

Email: [HOSRSRecruitment@homeoffice.gsi.gov.uk](mailto:HOSRSRecruitment@homeoffice.gsi.gov.uk)



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# The Advisory Council on the Misuse of Drugs

The Advisory Council on the Misuse of Drugs (ACMD) is a non-departmental public body sponsored by the Home Office and established under the Misuse of Drugs Act 1971 to provide independent advice to the Government on drug related issues within the UK.

The ACMD is responsible for keeping under review the situation in the UK with respect to drugs which are being, or appear likely to be, misused and the misuse of which is having, or appears capable of having, harmful effects sufficient to constitute a social problem.

Ministers commission key elements of the work of the Council on an annual basis<sup>1</sup>. The Council also has scope, allowing for Ministerial priorities, to determine its own work streams and offer advice on issues which it thinks relevant.

A working protocol has been developed which supports the respective roles and responsibilities of the Home Office and the ACMD<sup>2</sup>. The working protocol provides a framework under which the Home Office and the Council will engage through the provision and receipt of advice on matters relating to the misuse of drugs.

Much of the Council's work is taken forward by sub-groups commissioned to look at specific issues. Members are encouraged to become involved in these, although participation in them is subject to having the relevant experience and interest in the topic.

The ACMD's Standing Committees are:

## **Novel Psychoactive Substances Committee**

The Committee was set up in response to the emergence of novel psychoactive substances (NPS) that have rapidly and significantly changed the UK drug market. The Committee supports the ACMD in its duty to keep under review and advise on the misuse and harm of NPS in the UK and provides advice to the Home Office to support the delivery of its NPS action plan.

## **Recovery Committee**

Recovery is a core theme of the Government's drug strategy and the Committee supports the ACMD in its task to advise the Government on how people can best be supported to recover from dependence on drugs and alcohol, and how best to prevent drug and alcohol misuse and the harms it causes.

## **Technical Committee**

The Technical Committee supports the ACMD in its role to provide technical advice on classification and scheduling of substances under the Misuse of Drugs Act 1971 and its Regulations.

The ACMD also currently has Working Groups looking at ketamine, cocaine and polysubstance misuse.

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<sup>1</sup> Annual commissioning letter from the Home Secretary, 2012/13 at: <https://www.gov.uk/government/publications/home-secretary-letter-to-the-acmd-on-the-governments-work-priorities-for-2012-to-2013>

<sup>2</sup> Working protocol between the Home Secretary and the ACMD at: <https://www.gov.uk/government/publications/working-protocol-between-the-home-secretary-and-the-advisory-council-on-the-misuse-of-drugs>

## The role of members

The post holders will be expected:

- To attend meetings of the Council. These will number between two and three each year with additional committee and ad hoc working group meetings being arranged as necessary.
- To act corporately with other members of the Council to ensure that it fulfils its responsibilities by providing Ministers with impartial, balanced, objective advice on issues relating to the misuse of drugs.

A member has responsibility for:

- acting in the public interest;
- attending and contributing at ACMD meetings and discussions;
- as appropriate, contribute to the development of the evidence base of subjects being considered and formulating advice;
- examining and challenging, if necessary, the assumptions on which advice is formulated;
- ensuring that the ACMD has the opportunity to consider: the available evidence on a given issue; contrary views; and, where appropriate the concerns and values of stakeholders before a decision is taken;
- sharing in the general responsibility to consider the wider context in which their expertise is employed;
- acting with a presumption of openness; and,
- ensuring that they act in accordance with the Code of Practice for Science Advisory Committees and act in accordance with the ACMD's Code of Practice for members, which includes the Seven Principles of Public Life - the Nolan Principles.

On occasion, ACMD members, especially those chairing Standing Committees and Working Groups, may be asked by the ACMD Secretariat or Home Office Press Office to make a statement to the press or to be interviewed by journalists.

## Required expertise

The ACMD membership has a broad range of expertise and is looking to recruit in the following fields. To deliver in the role, it is **essential** that you meet at least one of the following criteria:

- Expertise in chemistry
- Expertise in criminal law, specifically concerning drug and drug offences through the court system
- Experience in the field of education and prevention, especially around the provision of education and advice and the communication of drug harms to young people.
- Expertise in healthcare, specifically the supply and use of medicines containing controlled drugs under the Misuse of Drugs Regulations. A full working knowledge of this

regulatory framework and its use and compliance in healthcare.

- Expertise in epidemiology.
- Expertise in social science with an understanding the role of sociology, psychology and anthropology within the field of drug misuse.

**In addition**, you will be able to demonstrate:

- Ability to assess a range of evidence, often from fields outside of your professional expertise, and form a balanced and reasoned opinion.
- Ability to engage in discussions developing policy and strategy and contribute expertise where appropriate.
- Capacity to quickly appreciate the implications for the Government, practitioners, drug (mis)users and the public of developments in the drugs field.
- Working successfully in a professional, community or voluntary capacity on committees or other decision-making groups, and making sound collective judgements.

To deliver in the role, it is **desirable** that you have an in-depth knowledge and up-to-date experience of substance misuse issues in the UK, and recent and relevant experience of the wider issues surrounding substance misuse.

## Remuneration

The position of an ACMD Member is unremunerated. Reimbursement for claims made for allowances (at rates set centrally) for travel and subsistence expenses costs necessarily incurred on Council business will be met.

## Time commitment

Members are expected to attend main Council meetings; these number approximately two/three times a year (meetings, unless otherwise necessary, will be held in London). Additionally, the post-holder shall attend associated committees and ad hoc working groups as needed.

## Tenure

Successful candidates will be appointed for a maximum period of three years. Following the initial term, subject to satisfactory performance and on the agreement of the Home Secretary, the Member may be reappointed for up to two further terms of three years.

Members may at any time resign by notice in writing to the Home Secretary. The Home Secretary may terminate the appointment of Members under certain conditions.

It should be noted that this post is a public appointment, so you are not employed by the Home Office or ACMD. Therefore, such appointments are not subject to the provisions of employment law.

## Diversity and Equality of Opportunity

The appointment will be governed by the principles of public appointment based on merit with independent assessment and transparency of process. Candidates may come from a wide range of background and experience, although the successful candidate will need to demonstrate that they meet all the essential criteria for the post. The Home Office is keen to see applications from groups currently under represented, including women, people from minority ethnic communities and disabled people.

## Interview access scheme

We guarantee to interview anyone with a disability whose application meets the minimum criteria for the post. By 'minimum criteria' we mean that you must provide us with evidence in your application which demonstrates that you generally meet the level of competence required for each criteria defined as "essential". We are committed to appointing and supporting disabled people.

### What do we mean by disability?

The Disability Discrimination Act, 1995 defined a disabled person as someone who has a physical or mental impairment which has a substantial and adverse long-term effect on his or her ability to carry out normal day-to-day activities.

### How do I apply?

If you want to apply under the Interview Access Scheme simply complete the declaration in the Application and Diversity Monitoring form. We will try to provide access, equipment or other practical support to ensure that if you have a disability you can compete on equal terms with non-disabled people.

## How to Apply

All applicants must submit to [HOSRSRecruitment@homeoffice.gsi.gov.uk](mailto:HOSRSRecruitment@homeoffice.gsi.gov.uk):

- Covering letter
- Up to date curriculum vitae
- Completed Application and Diversity Monitoring Form

### Covering letter

Your covering letter should provide evidence of your skills and experience against the essential and desirable selection criteria set out below. Please be clear about the scale and significance of your role/achievement. The evidence you provide against the selection criteria will be used by the selection panel to determine your suitability for the role.

The ACMD membership has a broad range of expertise and is looking to recruit in the following fields. To deliver in the role, it is **essential** that you meet at least one of the following criteria:

- Expertise in chemistry.
- Expertise in criminal law, specifically concerning drug and drug offences through the court system.
- Experience in the field of education and prevention, especially around the provision of education and advice and the communication of drug harms to young people.
- Expertise in healthcare, specifically the supply and use of medicines containing controlled drugs under the Misuse of Drugs Regulations. A full working knowledge of this regulatory framework and its use and compliance in healthcare.
- Expertise in epidemiology.
- Expertise in social science with an understanding the role of sociology, psychology and anthropology within the field of drug misuse.

**In addition**, you will be able to demonstrate:

- Ability to assess a range of evidence, often from fields outside of your professional expertise, and form a balanced and reasoned opinion.
- Ability to engage in discussions developing policy and strategy and contribute expertise where appropriate.
- Capacity to quickly appreciate the implications for the Government, practitioners, drug (mis)users and the public of developments in the drugs field.
- Working successfully in a professional, community or voluntary capacity on committees or other decision-making groups, and making sound collective judgements.

To deliver in the role, it is **desirable** that you have an in-depth knowledge and up-to-date experience of substance misuse issues in the UK, and recent and relevant experience of the wider issues surrounding substance misuse.

## **Application and Diversity Monitoring Form**

If you are unable to submit the monitoring form electronically, please contact HOSRS Recruitment (0207 035 0555) who will be able to provide a copy of the form in a suitable format.

All applications will be acknowledged by email (or, if requested, by another manner). Your documentation must be received by the appointments team by no later than **Friday 1 November, 2013**.

## **Additional information**

The Application and Diversity Monitoring Form also requests some additional information. Please also tell us if you have:

- ever been convicted of any offence (other than minor motoring offences) which are not spent in accordance with the Rehabilitation of Offenders Act 1974;
- any charges outstanding;
- become bankrupt over the past ten years;
- been dismissed from any office or employment over the past ten years and the reasons for this; and
- ever been disqualified from acting as a company director or in the conduct of a Company ever been a director, partner or manager of a company which has gone into liquidation.

## Conflict of Interests

There is a requirement to declare in the monitoring form any actual, or potential, conflict of interest you may have in being appointed as a member of the Committee.

*What is a conflict of interest?*

Public Appointments require the highest standards of propriety, involving impartiality, integrity and objectivity, in relation to the stewardship of public funds and the oversight and management of all related activities. This means that any private, voluntary, charitable or political interest which might be material and relevant to the work of the body concerned should be declared. It is important, therefore, that you consider your circumstances when applying for a public appointment and identify any potential conflicts of interest, whether real or perceived.

## Standards in Public Life and Code of Conduct

The appointee will be expected at all times to act in good faith and observe the highest standards of impartiality, integrity and objectivity in relation to the conduct of the Council's business.

The successful candidate will be required to subscribe to the *Code of Conduct for Board Members of Public Bodies*. The code can be accessed at [http://resources.civilservice.gov.uk/wp-content/uploads/2011/09/code-of-conduct\\_tcm6-38901.pdf](http://resources.civilservice.gov.uk/wp-content/uploads/2011/09/code-of-conduct_tcm6-38901.pdf)

## Confidentiality/Security Clearance Check

There may be occasion when the post-holder will be required to have sight of papers marked restricted or confidential. There is, therefore, a requirement that the successful candidate will be required to undergo a Home Office security clearance check.

## Appointment process

The appointment process will adhere to Commissioner for Public Appointments Code of Practice. The Code of Practice can be accessed at: <http://publicappointmentscommissioner.independent.gov.uk/wp-content/uploads/2012/02/Code-of-Practice-20121.pdf>

Applications will be assessed by the selection panel. The Panel will consider those candidates who best demonstrate that they meet the stipulated criteria as set out in this information pack.

The selection panel will inform Home Office Ministers of the shortlist before candidates are informed of the outcome. All candidates will be informed of the outcome of the sift stage by email before interviews are conducted.

Interviews are scheduled to take place between 25 – 29th November 2013.



Following interview, the selection panel will recommend to the Home Secretary the candidates they believe best meet the criteria for the role. In considering that advice, the Home Secretary or delegated Minister will make the final decision on the appointment. The post-holder will be accountable (in the first instance) to the Home Office Chief Scientific Adviser.

Should you be unsuccessful, at any stage, you will be notified by the appointments team.

## Role of Commissioner for Public Appointments

In line with Ministerial appointments, the Commissioner for Public Appointments regulates and monitors appointments to public bodies to ensure that procedures are fair and open.

## Complaints Procedure

The Home Office conducts all public appointments in accordance with the principles set out by the Commissioner for Public Appointments in the Code of Practice.

Although every effort is made to ensure that high standards are maintained, we recognise that things can sometimes go wrong. If you have a complaint relating to a Public Appointment process run by the Home Office, you should follow the steps below. Complaints need to be made in writing and should be addressed to:

Home Office  
Public Body Team  
3<sup>rd</sup> Floor Peel  
2 Marsham Street  
London  
SW1P 4DF

Quoting reference: **HOSRS1**

The process for addressing a complaint is broken down into three stages:

### **Stage 1**

Your complaint will be passed to the team that conducted the appointment campaign for response. You should expect a written reply within 15 working days of the letter being received by the department.

### **Stage 2**

If the response provided at stage 1 does not satisfactorily address your complaint, you should again write to the Public Body Team. The department will then make arrangements for it to be reviewed by an independent senior official.

### **Stage 3**

If you are still dissatisfied, you can ask the Commissioner for Public Appointments to investigate your complaint. The process for doing this is set out at

<http://publicappointmentscommissioner.independent.gov.uk/what-we-do/complaints-and-investigations/>

You should only contact the Commissioner once the Home Office process has been exhausted.

## **The Committee on Standards in Public Life The Seven Principles of Public Life**

### **Selflessness**

Holders of public office should act solely in terms of the public interest.

### **Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

### **Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

### **Accountability**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

### **Openness**

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

### **Honesty**

Holders of public office should be truthful.

### **Leadership**

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.