

TERMS AND CONDITIONS OF APPOINTMENT

COMMISSIONER OF THE UK COMMISSION FOR EMPLOYMENT AND SKILLS

The UKCES is both a non-departmental public body (NDPB) and a company limited by guarantee. As such, its governance arrangements must satisfy Cabinet Office regulations and Companies Act legislation.

The Role of Board Members

Commissioners are normally members of the UKCES Board and Directors of the company. As a Board member, you will have responsibility for contributing your leadership and expertise in promoting the aims of the UKCES and for supporting specific aspects of its work in agreement with the Chair. As a Director, you also have a specific responsibility for ensuring that the UKCES meets its statutory and public accountability commitments

The Chair has overall responsibility for representing the UKCES and is supported by National Commissioners, appointed by the UK Government joint sponsors and Devolved Administrations, in working with Ministers and national public agencies responsible for delivering employment and skills services in each part of the UK. Other Commissioners and Board members have responsibility for supporting the Chair and National Commissioners in this work.

The Chief Executive, as the designated Accounting Officer for the UKCES, is directly and personally responsible to Parliament and the Permanent Secretary of the Department for Innovation, Universities and Skills (the Principal Accounting Officer) for the proper use of resources by the Commission, and for advising Directors on this issue.

Period of Appointment

Your appointment will be on a part-time basis. You are expected to attend all Board meetings whenever possible and to undertake other responsibilities in agreement with the Chair.

In order to maintain the high standards required of positions in the public eye, the Secretaries of State for Innovation, Universities and Skills and for Work and Pensions (the 'Secretaries of State') may terminate appointments if the appointee is convicted of a criminal offence, or where the Secretaries of State believe that the appointee's conduct means that he or she is no longer a suitable person for the office of a Commissioner of the UKCES.

You may be removed from office as a Commissioner before the end of your term of appointment if you have been made the subject of a bankruptcy order.

Should the UKCES be dissolved, restructured or wound up during the period of your appointment, your appointment would, of course, also cease with effect from the date of dissolution or other date agreed with the Secretaries of State.

Conduct

As a member of a public body, you will be expected to abide by the Seven Principles of Public Life developed by the House of Commons Committee on Standards in Public Life¹. You will have a duty regarding conduct, propriety and confidentiality to promote good

governance and the reputation of the UKCES and, as a condition of your appointment, to abide by the **Code of Practice for Commissioners** produced and issued to members by the UK Commission.

You will also be required to declare any personal or business interest which may, or may be perceived to, influence your judgement.

Confidentiality

All papers and information shared with members are provided on a confidential basis, and should not be shared with others without specific approval of the Chair or the providing authority. Where a member feels that their performance as a Commissioner will be enhanced by advice from experienced colleagues, it is permissible to share documents with close confidants providing that they are bound by the same expectations of confidentiality. Members will be accountable for ensuring the appropriate protection of such information.

The Official Secrets Acts 1911 to 1989 apply to all UKCES members. Unauthorised disclosure of any information gained in the course of your appointment, or its use by you or others for personal gain or advancement, could result in your appointment being ended early, or even criminal prosecution.

Political Activity

Members are not normally expected to occupy paid party political posts or hold particularly sensitive or high profile unpaid roles in a political party. A member contemplating such a role should inform the Secretaries of State and the Chair in the first instance.

Otherwise, by exercising discretion, part-time members are free to engage in making political speeches or political activities that are not directly related to the work of the UKCES or which call into question their general public responsibilities. Full time members (if appointed) should abstain from all controversial political activities.

These restrictions do not apply to members who are elected representatives to Parliament, the Scottish Parliament, Welsh Assembly Government and Northern Ireland Assembly, who are local councillors or Peers in relation to their conduct in the House of Lords.

Member's Liability

The Secretaries of State undertake to meet any civil liability which you incur in the course of your duties as a Commissioner provided you have acted honestly, in good faith and not in a reckless manner.

Expenses

You are entitled to claim reasonable expenses while undertaking your duties as a Commissioner.