



HOUSE OF LORDS

External Member of  
the Management Board

Candidate Pack 2023

INCLUSIVE BOARDS



# A note from the Chair of the House of Lords Management Board

The House of Lords is the second chamber of the UK Parliament, independent from the House of Commons. It shares with the House of Commons the task of making and shaping laws and plays a crucial role in examining bills, questioning government action, and investigating public policy. The House of Lords is made up of approximately 800 Members with experience and knowledge from a wide range of occupations and backgrounds. The people who work for the House of Lords support the House in carrying out its duties, and perform a range of procedural and corporate functions necessary for the running of the House.

As Clerk of the Parliaments, I chair the Management Board, and with my colleagues on the Board we lead colleagues who support and strengthen the House. We also work to preserve one of the best recognised buildings in the world for future generations, whilst keeping this iconic building running safely and securely for the thousands of people on site each day; harnessing talent from diverse backgrounds and creating a pipeline for growth and development; working with Members and our counterparts in the House of Commons to ensure Parliament performs its various functions; and exploiting emerging technologies to support the democratic process.

Underpinning the work that we do and how we deliver are our values of respect, inclusivity, professionalism and responsibility.

We are looking for an exceptional and capable non-executive board member to join our Management Board to provide advice, support and challenge decisions made about the management and delivery of services in the House of Lords. Your outstanding personal and professional experience will inform the Board's strategic thinking. Your independent insight and unique perspective will challenge and support the Board's progress and effectiveness.

If you have the knowledge, skills and time to help us continue to look after the House then we would be delighted to hear from you.



Simon Burton,  
Chair of the Management Board and Clerk of the  
Parliaments

# About the House of Lords, its Governance and Administration

The purpose of the Lords Administration is to support and strengthen the House of Lords. The four central values of the House of Lords Administration are respect, inclusivity, professionalism and responsibility. These inform the behaviours that help to create an inclusive and respectful workplace culture to ensure the best possible service to the House and its Members.

The Board works closely with the House of Lords Commission, the senior member body, to develop, set and approve the strategic business plan, the annual business and financial plans for the Administration. The Commission sets the strategic direction of the Administration on behalf of Members of the House and the Management Board supports and advises the House of Lords Commission. Together they provide the corporate leadership for the House of Lords.

The Board is chaired by the Clerk of the Parliaments, the head of the House of Lords Administration. The other members of the Board are:

- Clerk Assistant (Head of Parliamentary Services)
- Chief Operating Officer
- Finance Director
- Director of HR
- Chief Information Officer and Managing Director of the Parliamentary Digital Service (who also sits on the House of Commons Executive Board, the counterpart to the House of Lords Management Board in the House of Commons)
- Two external members

The Director of Security attends the Board (and also attends the House of Commons Executive Board).

The Board has recently set up a Shadow Board, made up of more junior colleagues from across the Administration, to bring in new and different perspectives to the Management Board's decision making. A representative from the Shadow Board also attends each Management Board meeting.

There are a number of sub-boards of the Management Board. Most of these are bicameral sub-boards of both the House of Lords Management Board and House of Commons Executive Board. They oversee in more detail areas of Parliament concerned with business resilience, information and digital strategy and governance, capital projects, health and safety and safeguarding.

For further information, a briefing is available [here](#).

# Our Commitment to Inclusion and Diversity

Inclusivity is one of our four core values and we believe it is important that all colleagues embrace diversity and work together to improve our culture. We aim to ensure meaningful compliance with our equality duties in every aspect of our work, to demonstrate best equalities and anti-discrimination practice, and to embed equality and fairness into the day-to-day running of our organisation.

We want the House of Lords and its governance and administration to be as fully diverse as the society it serves and as such welcome applications from anyone regardless of age, experience, sexuality, religion/beliefs, disability, ethnicity, heritage, gender, socioeconomic background or other differences.

The House of Lords is deeply committed to inclusive working practices, so during the application process we commit to:

- Making any reasonable or (where possible) alternative adjustments – for example ensuring we have a sign language interpreter organised in advance if you'd like them and/or providing alternative adjustments which fall outside the scope of reasonable adjustments as defined by the Equality Act 2010
- Providing documents in accessible formats readily available to download.

If there is anything else you are concerned about or think we could provide, please let us know.

To learn more about our approach to Equality, Diversity and Inclusion and read our 'Active on Inclusion Strategy 2021-2024' visit our dedicated webpage [here](#).



# About the Role

We are seeking one external member of the House of Lords Management Board.

## House of Lords Management Board

The Management Board makes decisions about the management and delivery of services in the House of Lords within the strategy agreed by the House of Lords Commission. The Management Board supports and advises the House of Lords Commission. Together they provide the corporate leadership for the House of Lords. The Management Board:

- Prepares the strategic plan, business plans, financial plans, annual estimates and annual reports for approval by the Commission.
- Manages the resources agreed by the Commission.
- Supports the Clerk of the Parliaments in the discharge of their functions as Accounting Officer and employer of House of Lords staff.
- Assesses and manages risk—board members have responsibility for managing and responding to each corporate risk—maintaining a system of effective controls.
- Monitors and assesses performance.

The Management Board is responsible for managing change in the House of Lords to increase, protect and drive value for money, improve performance and reduce cost so that the House operates and delivers services more efficiently and effectively.

## Person Specification

Alongside the following criteria, we are particularly interested to hear from candidates with experience and expertise in strategic finance. The ideal candidate will be a qualified financial professional with experience of risk and commercial exposure.

## Experience

- An understanding of strategic finance including the ability to critically assess financial, performance and risk reporting in particular with reference to public sector service delivery.
- Experience of successfully managing relationships in a complex, multi-stakeholder environment.
- Leadership experience in a similarly complex organisation in the public, private or not for profit sector.

## Skills and Attributes

- Excellent analytical skills that have been proven on complex and sensitive issues.
- The ability to support and challenge the board with constructive and independent assessments.
- Demonstrable commitment to equality, diversity and inclusion
- The highest levels of personal integrity, fairness and impartiality as enshrined in the Seven Principles of Public Life, known as the Nolan Principles.
- Strong interpersonal skills including the ability to build relationships with senior stakeholders and fellow board members.
- The ability to act as a critical friend, appropriately supporting and questioning board colleagues.







# Additional Information

## Location

Meetings are typically held in person at the Parliamentary Estate in London. The Management Board takes a flexible approach and remote joining arrangements are available.

## Time Commitment

The Management Board usually meets 15 times a year. No meetings are scheduled in August. It has also delegated some responsibility to several sub boards and groups, on which members may be required to sit. Alongside any ad hoc responsibilities and meeting preparations we anticipate the time commitment to be approximately 15 days per year although some additional days may be offered.

The Non-Executive Member is expected to lead on the annual board effectiveness review, including facilitating a workshop.

## Terms of Appointment

3 years with the potential for extension for a further 3 years up to a maximum of 6 years term. Subject to a review 12 months after the initial appointment.

## Remuneration

£9,000 per annum.



# Additional Information

## 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.

## Pre-appointment Checks

For external candidates, appointment depends on satisfactory references, health and security checks and where necessary proof of qualifications. Successful candidates' publicly open social media profiles will also be checked under this stage of the process and information obtained may be used to review suitability for the job role.



# Additional Information

## Baseline Security Standard

The House of Lords (along with all 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.

Successful candidates will be required to complete pre-employment checks. This includes security vetting to Counter Terrorist Check (CTC) level unless otherwise specified. All successful candidates are required to pass these checks before an offer can be confirmed.

Applicants should be aware that if they have resided outside of the UK for a total of more than three of the last five years, they are not eligible for vetting.

In addition, applicants are required to give a reasonable account of any significant recent periods of time (more than six months) spent abroad. Applicants who have been unemployed or self-employed for over six months in the last three years (whose last three years' employment/academic history are not covered by references) will be asked to provide further documentation to prove their history.

## How to Apply

The recruitment process is being undertaken by Inclusive Boards on behalf of The House of Lords. If you wish to apply for this position, please supply the following by **23.59 18/06/2023**.

- A detailed CV setting out your career history, with responsibilities and achievements.
- A covering letter (maximum 2 sides) highlighting your suitability for the role and how you meet the person specification. Please note that the covering letter is an important part of your application and will be assessed as part of your full application.
- Details of two professional referees together with a brief statement of their relationship to you and over what period of time they have known you. Referees will not be contacted without your prior consent.

If you have any questions or would like to arrange a call to discuss the role please email [HOL@inclusiveboards.co.uk](mailto:HOL@inclusiveboards.co.uk) or call **0207 267 8369**.

Please visit [www.inclusiveboards.co.uk/opportunities](http://www.inclusiveboards.co.uk/opportunities) to apply online or send your CV and cover letter to [HOL@inclusiveboards.co.uk](mailto:HOL@inclusiveboards.co.uk)







# INCLUSIVE BOARDS

## About Us

*Inclusive Boards* is the UK's leading board diversity practice. We have worked alongside over 300 organisations to provide support with Board recruitment, development and governance reviews. We strive to be at the forefront of equity and diversity, and believe that everyone should be represented at Board level. Additionally, we also provide bespoke training sessions on a variety of subjects including personal branding, inclusive recruitment practices and board structures and governance as well as delivering leadership development programmes for underrepresented leaders across a range of sectors.

## Contact us today

Improve diversity on your Board, please don't hesitate to contact us via [hello@inclusiveboards.co.uk](mailto:hello@inclusiveboards.co.uk).

To join a Board, sign up to become a candidate via our website and be notified of the latest opportunities as and when they become available.



[www.inclusiveboards.co.uk](http://www.inclusiveboards.co.uk)



[@InclusiveBoards](https://twitter.com/InclusiveBoards)



<https://linkedin.com/company/inclusive-boards>

