  

We are looking for two outstanding individuals for the posts of

**Civil Procedure Rule Committee**

**Lay member with experience in and knowledge of the lay advice sector or consumer affairs**

**Reference number: PAT160068**

 **(please use the above reference in all correspondence)**

**Location:** The role is based in London

**Term of appointment:** Three years

**Time commitment:** Nine committee meetings yearly plus additional sub-committee meetings

**Remuneration:** The role is unremunerated, but reasonable out-of-pocket expenses (including travel) will be payable.

**Expected start date of role:** April 2023

**Closing date for applications is 11am, Monday 14th November**

Applications should be submitted to the Ministry of Justice Public Appointments Team via PublicAppointmentsTeam@justice.gov.uk.

Guidance on how to write a successful application is provided at Appendix 2 below.

Alternative format versions of this candidate information pack are available on request from the Public Appointments Team, contact details as above.

[Twitter](https://twitter.com/mojpublicappts) Follow us to keep up to date with public appointments vacancies.

All public appointments are advertised on the Cabinet Office’s Public Appointments website (<http://publicappointments.cabinetoffice.gov.uk/>) and the Public Appointments Twitter feed (@publicappts).



**1. Introduction**

Dear Candidate,

Thank you for your interest in becoming a lay advice member of the Civil Procedure Rule Committee (Civil PRC). The following pages will tell you more about the Civil PRC’s purpose and the nature of the role of members.

The Civil PRC is a statutory non-departmental public body, sponsored by the Ministry of Justice, which makes rules of court for the Civil Division of the Court of Appeal, the High Court and county court.

We are looking for a member with experience in and knowledge of the lay advice sector or consumer affairs. We are looking for an individual with a strong independence of mind, who have an interest in the broad field of law concerning civil courts and the rule making process.

The Committee is Chaired by Sir Colin Birss as Deputy Head of Civil Justice. He chairs this Committee on behalf of the Master of the Rolls. For potential candidates from the lay advice and consumer affairs sector, please take the time to read Sir Colin’s message to you (below), where he encourages you to apply.

Our recent [annual report](https://www.gov.uk/government/publications/civil-procedure-rule-committee-annual-report-2020) may also be of interest on what we do.

If you have further questions about this post, please contact me at: Amrita.Dhaliwal@justice.gov.uk. If you have questions about the appointment process, you can contact the Public Appointments Team at: PublicAppointmentsTeam@Justice.gsi.gov.uk, or call Jenny Goodwin on 07736612626.

If you believe you have the experience and qualities we are seeking, I hope you will consider applying for this important position.

**Amrita Dhaliwal**

**Head of Civil Procedure Policy, Ministry of Justice**

**Message from Sir Colin Birss, Deputy Head of Civil Justice**

I am delighted to lend my support to this recruitment campaign and to encourage as wide and diverse a range of applicants as possible. The voice of front-line users is critical to the work of the committee.

It is our statutory duty to try to make rules that are both ‘simple and simply expressed’ and to do so with a view to securing a civil justice system that is, ‘accessible, fair and efficient’.

Members who represent the lay advice and consumer affairs sectors play an essential part in our deliberations. They have a strong record of making a real difference. We are extremely fortunate to benefit from active lay member participation and I am determined to make sure this continues.

I am confident that candidates will find the committee to be welcoming, enjoyable, stimulating, and productive - I wholeheartedly encourage you to apply.

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**2. About the Civil Procedure Rule Committee**

The Civil PRC was set up under the Civil Procedure Act 1997 to make rules of court for the Civil Division of the Court of Appeal, the High Court and the County Court. The Civil Procedure Rules set out the practice and procedure to be followed.

In 1998, the first set of rules were made by statutory instrument by the Committee under their new power, hence the rules’ usual citation as the Civil Procedure Rules (1998). These rules came into force on 26th April 1999.

Since that time, the Civil PRC have made over 100 Civil Procedure Rule (amendment) statutory instruments. The Civil PRC also considers Practice Directions and the Pre-Action Protocols.

The Civil PRC must comprise the following members:

The Head of Civil Justice – The Master of the Rolls

The Deputy Head of Civil Justice

Two or Three Judges of the High Court

One Circuit Judge

One Master of the High Court

One or Two District Judges

Three persons who have a Senior Courts qualification

Three persons who have been authorised to conduct litigation in the Senior Courts

Two members with experience in and knowledge of the consumer and lay advice sector

Day-to-day management of the Committee’s agenda and the programme of work, which springs from it, is undertaken by the Committee secretariat in close consultation with the chair of the Committee. The secretariat is part of a team of policy officials at the Ministry of Justice tasked with managing the Committee’s work.

**3.** **The role of the Civil PRC Member**

**Job Description**

Members of the Committee have collective responsibility for the operation of the Civil PRC. They must:

* Engage fully in collective consideration of the issues, taking account of the full range of relevant factors, including any guidance issued by the Ministry of Justice or by the Lord Chancellor.
* Ensure that its responsibilities under the Freedom of Information Act (including prompt responses to public requests for information) are discharged, agree an Annual Report; and, where practicable and appropriate, hold at least one public meeting a year.
* Respond appropriately to complaints, if necessary, with reference to the Ministry of Justice.
* Ensure that the Committee does not exceed its powers or functions.

Communications between the Committee and the Lord Chancellor will generally be through the Chair. Nevertheless, any Committee member has the right of access to Ministers on any matter which he or she believes raises important issues relating to his or her duties as a Committee member. In such cases the agreement of other members of the Committee should normally be sought.

From time to time issues of a confidential nature may arise during Committee work. The duty of confidentiality obliges members to respect the confidentiality of such work. Confidential information that members obtain during the course of membership of the Committee must not be used for the benefit of own or others use.

**Eligibility**

**There must be no employment restrictions, or limit on your permitted stay in the UK.**

We welcome applications from all those who are eligible.

However, as the Civil PRC was established to carry out an independent function at arm’s length from the Government, we are mindful that appointing someone who is employed by a government department might compromise that independence - or perception of independence - as well as diminishing the confidence of stakeholders and the general public.

If you are in receipt of a salary from a government department and wish to apply, you should expect that - if selected for interview - the Advisory Assessment Panel (AAP) will explore whether any perceived or real conflicts of interest might exist if you were to be appointed and, if so, how this might be managed or mitigated. The latter might include an undertaking to resign from government employment, if appointed, and - if considered appropriate - for there to be an interval between resignation and taking up appointment to the Civil PRC.

Lay members, in accordance with section 2(2)(g) of the Civil Procedure Act 1997, must have experience in and knowledge of the lay advice sector or consumer affairs.

**Essential criteria**

Candidates will be able to demonstrate the following:

* Must have knowledge of and experience in the Lay Advice Sector or Consumer Affairs;
* Interest in the broad field of law concerning civil courts and rule making process;
* Commitment to reflecting the needs of end users in that process;
* Evidence of committee working and relevant inter-personal skills;
* Ability to deal confidently with legal specialists – judiciary and lawyers;
* A commitment to valuing diversity.

**4.** **Other important appointment information**

**Tenure**:Public appointments are offered on a fixed term basis. We do this to ensure that the leadership of our public bodies is regularly refreshed and that the Civil PRC can benefit from new perspectives and ideas.

The appointment will run for three years with the possibility of reappointment for a further term subject to satisfactory appraisal and at the discretion of Ministers.

In line with the Governance Code for Public Appointments, there is a strong presumption that no individual should serve more than two terms or serve in any one post for more than ten years.

**Remuneration and Allowances** The role is unremunerated but reasonable out-of-pocket expenses (including travel) will be payable.

Travel and subsistence allowances may be payable on the same basis as that applicable to civil servants where the post holder is required to travel to other locations or stay overnight in the course of their duties.

**Performance Appraisal:** You will be assessed annually on performance by the Chair of the Committee.

**Standards in Public Life:** Public appointees are required to uphold the Committee on Standards. [Seven Principles of Public Life](https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life--2) You are also expected to adhere to the [Code of Conduct for Board Members of Public Bodies](http://www.gov.uk/government/publications/code-of-conduct-for-board-members-of-public-bodies/code-of-conduct-for-board-members-of-public-bodies-june-2019)

It will be important that a member’s other commitments do not cast any doubt on their ability to act independently and impartially in discharging the role; any potential conflicts of interest must be declared in your application.

**5.** **Advisory Assessment Panel membership**

**The Panel will be:**

* Amrita Dhaliwal (Panel Chair), Head of Civil Procedure Policy, Civil Justice and Law, Access to Justice, Ministry of Justice;
* Alasdair Wallace, Deputy Director Legal Directorate (Civil and Family Law, Ministry of Justice);
* Lizzie Iron, former Civil PRC lay member;
* Grace Quantock, Independent Panel Member

The AAP Chair will report to Ministers on the outcome of the interviews. However, Ministers are responsible for making the appointments.

**6.** **The appointment process and timeline**

In line with the section 2 of the [Civil Procedure Act 1997](https://www.legislation.gov.uk/ukpga/1997/12/section/2), these appointments will be made by the Lord Chancellor, in consultation with the Lord Chief Justice.

The [Commissioner for Public Appointments](https://publicappointmentscommissioner.independent.gov.uk/) ensures that appointments are made in accordance with the Governance Code and the principles of public appointments. All appointments follow a recruitment process set out in the [Governance Code for Public Appointments](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/578498/governance_code_on_public_appointments_16_12_2016.pdf).

Key stages and timings in the campaign process:

(Interviews will take place remotely. We will write to you if there is any change to this position.)

|  |  |
| --- | --- |
| **APPLICATION**Personal Statement, CV and supporting documents must be sent by the closing date. | 11am Monday 21st November |
| **SIFT** The Panel will meet to assess the applications.Candidates will be informed of the outcome by e-mail approximately 2wks prior to the interview date. | 14th December 2022 |
| **INTERVIEWS**Shortlisted candidates will be interviewed by the Panel. References will be taken before interview. | 31st January 2023 |
| **INTERVIEW RESULTS**Candidates will be informed of the outcome by e-mail..**Candidates will be updated if there are any changes to this timetable.** | March 2023 |
| **ANNOUNCEMENT**Appointments are publicly announced and security checks started | April 2023 |
| **Expected Start Date of Role:**  |  April 2023 |

**Feedback**

Please note that it is not possible to provide specific, individually tailored feedback following the sift stage but we will provide, on request, feedback to those who are interviewed.

**Interviews**

Interviews may take place via MS Teams. If you accept an invitation to interview, we will take two references in advance of the interview. By providing the details of two referees you are consenting to us approaching them in this way.

If you cannot attend an interview on one of the dates shown, please advise us as soon as you can. It may be possible to arrange an alternative date at the discretion of the AAP. **Please note, if travel is required to attend interviews, travel expenses are not reimbursed.** The Lord Chancellor or another Minister may ask to meet each of the candidates before or after interview.

If called for interview, the AAP will explore your experience and expertise to determine whether you meet the essential criteria for the role. You may be asked to deliver a short presentation at the commencement of the interview. This will be confirmed in your invitation to interview letter.

**Security Clearance**

For the successful candidate, confirmation of appointment will be subject to basic clearance checks, covering confirmation of identity and right to work in the UK plus a criminal record check. This will involve completion of several paper and electronic forms and can take up to **five weeks** to process following completion of the forms.

**7.** **How to apply**

**To make an application, please send:**

* **A CV** **(maximum two sides of A4)** detailing your qualifications, employment history and any appointments or offices you hold. Please also provide your preferred contact number and email address.
* **A personal statement (maximum two sides of A4)** providing evidence against the role criteria and your suitability for the post. Please consider the role and criteria carefully in preparing your statements. Information from AAP indicates that applications which offer specific and tailored examples against the criteria, making clear the candidate’s role in achieving an outcome are often the strongest. Structuring the statement around the criteria using relevant headings also aids clarity.

**Guidance on how to write a successful application can be found at (Appendix 2).**

**Supporting Documents form (attached separately on cabinet office website)**

Please also complete and return the Supporting Documents form which seeks the following information:

* Conflicts of interest and previous conduct: If you have any interests that might be relevant to the work of the Civil PRC, and which could lead to a real or perceived conflict of interest if you were to be appointed, please provide details in your supporting documents.

Given the nature of public appointments, it is important that those appointed as members of public bodies maintain the confidence of Parliament and the public. If there are any issues in your personal or professional history that could, if you were appointed, be misconstrued, cause embarrassment, or cause public confidence in the appointment to be jeopardised, it is important that you bring them to the attention of the Assessment Panel and provide details of the issue/s in your supporting letter. In considering whether you wish to declare any issues, you should also reflect on any public statements you have made, including through social media. The AAP may explore any issues with you before they make a recommendation on the appointment. Failure to disclose such information could result in an appointment either not being made or being terminated.

Conflicts might arise from a variety of sources such as financial interests or share ownership, membership of, or association with, particular bodies or the activities of relatives or partners. If you need further advice, please contact Frank Munro at PublicAppointmentsTeam@justice.gov.uk

* Significant Political Activity
* Number of other public appointments held
* Referee details – please give names/contact details of two referees (who will be contacted if you are shortlisted for interview);

**Diversity monitoring form** – Please complete this online form. Information is requested for monitoring purposes only and plays no part in the selection process. It will be kept confidential and will not be seen by the AAP.

**Please send your CV, personal statement and supporting documents to:** PublicAppointmentsTeam@justice.gov.uk **quoting reference PAT160046 in the subject line of your email. We will acknowledge receipt.**

**8.** **Diversity and Inclusivity**

We want to ensure any appointee to the Department’s arm’s length bodies is committed to promoting diversity, in its broadest possible sense. This will include embedding a commitment to the principles of levelling up and championing opportunity for across the organisation, helping to ensure that the organisation is one in which a genuinely diverse range of views can be expressed, without fear or favour.

We encourage applications from all candidates regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

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**Arrangements for candidates with a disability:**

An offer of an interview will be given to candidates with disabilities who meet the minimum selection criteria for the role.

Please go to the “**how to apply**” section of the job advertisement and complete the diversity monitoring form.

**Reasonable Adjustments:**
If you have a disability and require any arrangements or adjustments for any part of the recruitment or selection process, please state clearly on your form and contact Jenny Goodwin on 07736612626 (quote PAT160068 in any correspondence) or by e-mail to; PublicAppointmentsTeam@justice.gov.uk

**Further information can be found via this link:** <https://publicappointments.cabinetoffice.gov.uk/recording-whether-or-not-you-have-a-disability/>

**9.** **Complaints Process**

If you have a complaint about any aspect of the way your application has been handled, we would like to hear from you. In the first instance please write to or e-mail the Public Appointments Team at the e-mail address given below quoting the appropriate reference number.

Maggie Garrett, Ministry of Justice, Head of the Public Appointments Team, ALB Centre of Expertise, Ministry of Justice:

PublicAppointmentsTeam@justice.gov.uk

**Complaints must be received by the Public Appointments Team within 12 calendar months of the issue or the closure of the recruitment competition, whichever is the later.**

We will acknowledge your complaint within two working days of receipt and reply within 20 working days of receipt. We will tell you if we cannot meet this deadline for any reason and provide an expected reply date.

**Taking it further:** If you are still concerned after receiving your reply you can write to:

Commissioner for Public Appointments, Room G/8, Ground Floor, 1 Horse Guards Road,

London, SW1A 2HQ.

The Commissioner for Public Appointments regulates and monitors appointments to public bodies to ensure procedures are fair. More information about the role of the Commissioner, the Governance Code for Public Appointments and the complaints process is available at <http://publicappointmentscommissioner.independent.gov.uk/>

Alternatively, please contact the Commissioner’s office on 020 7271 6729, or 0207 271 3305 for a printed copy of the complaints process.

1. **Checklist**

Please refer to the table below to ensure you send us all the necessary information.

|  |  |
| --- | --- |
| **Documents to be completed and sent** | **Tick**  |
| Your CV *(maximum two side of A4)* |  |
| Supporting Statement *(maximum two side of A4)* |  |
| Supporting Documents form which includes:* Conflicts of Interest and previous conduct;
* Significant political activity
* Number of other public appointments held; and
* Please also supply details of your referees.
 |  |
| Diversity monitoring form (via Microsoft forms link) |  |

1. **Your personal Information**

In accordance with the Public Appointments Order in Council 2019(4)(5), we will process your application in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and the Ministry of Justice’s Information Charter, which can be found at <https://www.gov.uk/government/organisations/ministry-of-justice/about/personal-information-charter>.

Your data will be held securely, and access will be restricted to those dealing with your application or involved in the recruitment process. Your data may also be shared with the Commissioner for Public Appointments and other relevant government departments, including the Cabinet Office, as part of a complaint investigation or review of the recruitment process. Cabinet Office will handle data in accordance with their Privacy Notice <https://publicappointments.cabinetoffice.gov.uk/privacy-notice>. Your data may also be disclosed as required by law or in connection with legal proceedings.

Your data will be stored for up to two years and processed for the purpose of the recruitment process, diversity monitoring and, if successful, your personal record. If appointed, your data will be stored for the duration of your tenure and may be shared with the organisation to which you are appointed, unless you specifically request us not to.

Should you wish your data to be removed from our records, please contact publicappointmentsteam@Justice.gov.uk.**Appendix 1 - The seven principles of public life**

All candidates for public appointments are expected to demonstrate a commitment to, and an understanding of, the value and importance of the principles of public service. The seven principles of public life are:

**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.

**Appendix 2 –** **Guidance for those applying for an MoJ Public Appointment**

When applying for a public appointment, we require three pieces of documentation: **Your CV, 2. Supporting Statement, 3. Supporting Documents**

This guidance gives some helpful tips on how best to present yourself to the panel who will be reviewing your application. There is no official or ‘correct way’ to write your CV or supporting statement, this is simply a guide that you may wish to refer to or use as a template.

1. **CV**

Here are a few pointers to keep in mind whilst writing or updating your CV:

* **Please write your name at the top;**
* **Do not write more than 2 pages**. We appreciate this may be a challenge and your achievements could spread across several pages. However, please appreciate that the panel may have many applications to assess so brevity would be appreciated.
* **Avoid spelling and grammatical errors**;
* **Tailor it to the position you’re applying for.** Make sure to draw attention to how you have met the essential and desirable criteria throughout your achievements in life. An opening paragraph at the top of the front page would be beneficial;
* **Use an updated CV.** Explain what you are currently doing or what you most recently have done that fits to the role you are applying for, including dates of the positions you have held;
* **Avoid big blocks of solid text.** Using bullet points will help those reading the CV;
* **Always explain what abbreviations stand for;**
* **Only include key information.** The panel do not need to know about your hobbies unless they specifically match the criteria of the role you are applying for. Personal details including name, address, phone number & email address should be included. There is no legal requirement for you to put your age, or any other protected characteristic (under the Equality Act 2010) on your CV.
1. **Supporting Statement**

Your supporting statement is an opportunity to prove to the panel your reasons for applying for the role as well as highlighting your skills and attributes.

* **Do not write more than 2 pages.**
* **Use models to help structure your paragraphs**. There are two models that you may find useful when writing your supporting statements:
	+ **The WHO Model** – **W**hat was your personal role? **H**ow you did it? And what was the **O**utcome? placing emphasis on the successful outcome.
	+ **The STAR approach** – Situation: briefly describe the context and your role, Task: the specific challenge, task or job that you faced, Action: what you did, how and why you did it and Result: what you achieved through your actions.
* **Use the essential criteria as headings.** The essential criteria for roles can be found on the advert on the Cabinet Office website and within the Candidate Information Pack. It is useful to the panel when assessing your application. For example;

**Demonstrate intellectual capacity with the ability to make evidence-based decisions**

You would write a paragraph using evidence from your current role or from recent examples of how you have demonstrated the ability to make evidence-based decisions whilst achieving goals. You would then link this work to the public body you are applying for and how your work directly benefits the ALB and how you can be a part of the its future with your skill set.

1. **Supporting Documents (attached separately on Cabinet Office website)**
* Please fill in the conflict of interest declaration form honestly. If you are asked for an interview, due diligence checks will be performed by a member of the Public Appointments Team.
* Although completing the diversity monitoring form is voluntary, it would greatly help the MoJ to build a world class organisation and recruit public appointees who are as diverse as the society they represent.