

# The Small Business Commissioner Advisory Board, Members (URN 505)

Candidate Pack

Closing date: **Extended date 01/09/2022**



If you have any questions, require further information, or would like this candidate pack in alternative format, please contact the Campaign Manager, Emma Gully at [publicappointments@beis.gov.uk](mailto:publicappointments@beis.gov.uk)

4 August, 2022



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# SBC Foreword



Dear Candidate,

Thank you for your interest in the role of NED at the office of the Small Business Commissioner (SBC). You may already know about the work of the SBC. This candidate pack will tell you more about how you can play a part in making sure our vital small businesses are paid fairly and fast by their bigger customers.

The SBC runs a dispute resolution service for those small firms that have attempted unsuccessfully to resolve a dispute with a bigger customer and need some assistance. The team also administers the Prompt Payment Code, a voluntary code to which firm sign up and commit to paying their suppliers fairly. We have a role to play in attracting more signatories to the Code, in changing the business to business payment culture in the UK, and in helping small firms find the right help and support for the stage their business is at.

If you have experience of small businesses, such that you understand the vast range of needs of small suppliers from different sectors, backgrounds and geographical areas, and their relationships with their bigger customers, and feel you can help the SBC engage more effectively with firms of all sizes we would like to hear from you.

We welcome applications for individuals of all backgrounds including those from under-represented groups.

Liz Barclay  
The Small Business Commissioner

# The Office of the Small Business Commissioner (SBC)

The Office of the Small Business Commissioner (SBC) is an independent public body set up by Government under the Enterprise Act 2016 to tackle late payment and unfavourable payment practices in the private sector. The SBC covers the whole of the UK - England, Wales, Scotland and Northern Ireland.

The current Small Business Commissioner, Liz Barclay, leads an independent office aimed at empowering small businesses in resolving disputes around unfair payment practices and provides advice, including on how to take action if a payment is overdue.

The Commissioner urges small businesses to use the SBC's complaint investigation service and promises to take action to tackle the worst examples of supply chain bullying.

Further information about SBC can be found [here](#).

# The Role

The role and function of the SBC are vested in the statutory office of the Commissioner. The SBC's Board has an advisory and governance function only and no decision-making or executive functions. The Board's primary purpose is to assist the SBC to discharge their responsibilities on a long-term strategic basis, as set out in the Framework Document governing the relationship between the Department and the SBC.

The SBC has been operating for four years and is about to embark on a period of significant challenge. Not only is the economic outlook different from that of four years ago but it is increasingly difficult for the businesses we serve. The SBC's Board will benefit from having two new Non-Executive Directors with significant experience in supporting a range of organisations through change, and greater understanding of the needs of the smallest of the UK's small and micro businesses which have in the past led the way out of recession, and given the right support at the right time, will do so again.

# Diversity

We are committed to increasing the diversity of our boards and bringing in talent, regardless of its origins. We encourage applications from all candidates regardless of ethnicity, religion or belief, gender, sexual orientation, age, disability or gender identity. We particularly welcome applications from people with ethnicity, gender and disability characteristics currently underrepresented on our Boards.

**Arrangements for candidates with a disability:** As a Disability Confident leader, we guarantee to interview anyone with a disability whose application meets the essential criteria for the post. More details on the criteria can be found in this pack. If you wish to apply through the Disability Confident scheme, you will need to tick that option on the Diversity Monitoring form that you will submit alongside your application.

**Adjustments:** All candidates are entitled to request reasonable adjustments at any stage of the application process. If you would like to discuss reasonable adjustments prior to submitting your application, please contact the campaign manager at [publicappointments@beis.gov.uk](mailto:publicappointments@beis.gov.uk).

# Person Specification

- You will need to be committed to using your own wider experience and knowledge to provide independent oversight of, and support to, the Small Business Commissioner in their strategic planning and decision making. You will use your strong operational experience, particularly in governance and finance, to develop strategy and implementation of policies and procedures, whilst offering impartial advice, constructive challenge and strategic support to the SBC.
- You will be adaptable and inclusive with strong team-working ethics and excellent communication skills. You will have sound knowledge of governance and risk management through your experience of working in the small business sector or a small arm's length body with strategic insight. You will use your experience of managing complexity in finance and procurement when involved with problem solving, audits and other measurement activities. You will also provide advice using your sound judgment and expertise of audit and risk assurance together with your knowledge of risk management systems.

# Criteria

For all roles, you must demonstrate the following **essential** criteria:

- Strong operational experience, particularly in governance and finance, development of strategy and implementation of policies and procedures, in order to offer advice and support to the SBC.
- Strong team-working and interpersonal skills to work collaboratively with other board members/SBC staff, and to provide advice and constructive challenge to the SBC.
- Experience of working with or running a small business and/or a small arm's length body.
- Proven ability to work to tight timescales in considering evidence, offering consistency and logical analysis to reach fair judgments based on sound reasoning.
- Considerable experience of business improvement, finance and procurement. Or experience of audit and risk assurance with understanding of risk management systems, procedures for assessing, monitoring and managing risk.



# Terms of Appointment

- **Appointment Term:** An initial period of 4 years. Re-appointment
  - **Remuneration:** £350 per meeting
  - **Time Commitment:** 4 - 5 days per year. Remuneration and expenses are taxable.
  - **Location:** The Council normally meets in Office premises, Birmingham. Meetings currently take place by conference call which is likely to continue unless otherwise agreed.
  - **Nature of Appointment:** This is a Public Appointment by the Secretary of State for Business, Energy and Industrial Strategy. The post holder would be an officeholder and not be an employee of the Department or The Small Business Commissioner.
- Availability:** Successful candidate/s will be encouraged to take up their appointment as soon as possible, following the successful completion of pre-appointment checks and security clearance (at BPSS level).

# How to Apply

Your application is submitted in two parts.

**Both** parts must be submitted **by 23:00 on 01/09/2022** in order for your application to be considered complete. Applications received after this date will **not** be considered.

## **Part one:** CV and Statement of Suitability

- **One document combining a two-page statement of suitability and two-page CV** (no more than four sides of A4 in total). The key to a good application is to give the reader specific information about how you meet the criteria for appointment. Think about your knowledge, skills, experience and personal attributes, and take full advantage of the space available. Provide practical evidence that best demonstrates how you meet the essential criteria
- Save the document as 'Surname, First initial – URN 505 – The Small Business Commissioner'.
- Send to [publicappointments@beis.gov.uk](mailto:publicappointments@beis.gov.uk) with URN 505 – The Small Business Commissioner in the subject heading.

## **Part two:** Diversity Monitoring and Conflict of Interest Form.

- Complete this [form](#).

# Assessment Panel, Process and Timing

**The members of the Advisory Assessment Panel are:**

**Panel Chair and BEIS Representative: Paul Drabwell - Deputy Director, Enterprise, Strategy & Corporate Team, Business Growth Directorate**

**Partner Organisation Representative: Liz Barclay, Small Business Commissioner**

**Independent Panel Member: TBC**

The timelines for this campaign is indicative and subject to change. Please check the advert for any updates.

Advert Closes	01/09/2022
Panel Sift	12/09/2022
Panel Interview	26/09/2022
Candidates notified of the outcome	ASAP
Appointment confirmed	ASAP

# Annex A: Conflicts of Interest and Due Diligence

Public Appointments require the highest standards of propriety, involving impartiality, integrity and objectivity, in relation to stewardship of public funds and the oversight and management of all related activities. This means that any private, voluntary, charitable or political interest that might be material and relevant to the work of the body concerned should be declared.

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 application. 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 Panel may explore issues with you before they make a recommendation on the appointment.

As part of our due diligence checks we will consider anything in the public domain related to your conduct or professional capacity. This will include us undertaking searches of previous public statements and social media, blogs or any other publicly available information. This information may be made available to the Panel and they may wish to explore issues with you, should you be invited to interview.

If you have any queries or would like to discuss further, please contact the BEIS Appointments, Diversity and Talent Team at [publicappointments@beis.gov.uk](mailto:publicappointments@beis.gov.uk).

# Annex B: The Seven Principles Underpinning Public Life

In 1995 the Committee on Standards in Public Life defined seven principles for public life. All candidates for are expected to demonstrate a commitment to, and an understanding of, the value and importance of the principles of public service which are:

1. Selflessness
2. Integrity
3. Objectivity
4. Accountability
5. Openness
6. Honesty
7. Leadership

Further information on the principles of public life can be found [here](#).

# Annex C: Complaints Procedure

If you feel you have reason to complain you should direct your concerns in the first instance to the Public Appointments team ([publicappointments@beis.gov.uk](mailto:publicappointments@beis.gov.uk)) who will make every effort to deal with these and respond to you within 48 hours.

If your complaint is not dealt with satisfactorily, you can find information about the steps you can take under BEIS Complaints Procedure [here](#).