



Department for
Business, Energy
& Industrial Strategy

Appendix I
Competition and Markets Authority, Chair
Personal Details, Conflicts of Interest and Diversity
Monitoring Form

Personal Details, Conflicts of Interest and Diversity Monitoring Form

Thank you for your interest in the role of Chair of the Competition and Markets Authority. There are three sections to this form and it should take you no longer than 15 minutes to complete. It asks for personal details, diversity information, details on any conflicts of interests you might have, contact information for two referees, and details of any public appointments that you may have previously held.

For us to progress your application, you must submit both of the following documents before 11.00pm, 31st January 2021. You must submit:

- a curriculum vitae; and
- a supporting statement

by email, with the subject **2012-020L CMA, Chair 342** to responses@russellreynolds.com.

Late applications will not be accepted.

We are committed to recruiting public appointees that reflect the diverse communities we serve. The diversity information you provide will help support us ensure that our recruitment processes are fair to all and allow us to attract diverse and talented candidates. You can select "prefer not to say" if you would rather not answer any question.

The answers you provide to Section A will:

- not be used as part of the selection process;
- not be seen by the interview panel;
- only be used by the department, the Commissioner for Public Appointments and the Cabinet Office for statistical purposes. No information will be published which allows any individual to be identified.

The answers provided to Section B may be made available to the panel if you are called for interview.

We thank you in advance for your support.



1. What is your title?
2. What is your first name?
3. What is your last name?
4. What is your correspondence address?
5. What is your email address?
6. What is your preferred contact number?
7. How did you find out about this vacancy?
<input type="checkbox"/> Centre for Public Appointments Website <input type="checkbox"/> The organisations website <input type="checkbox"/> Print or online media <input type="checkbox"/> Personal Network <input type="checkbox"/> LinkedIn <input type="checkbox"/> Other
8. If you selected 'other', how did you find out about this vacancy?
<p>9. Conflicts of Interest</p> <p>If you or a family member have any personal or business interest or potential conflict of interest with the activities of the Body you will be expected to declare this.</p> <p>You will also be required to uphold the standards of conduct established by the Committee of Standards in Public Life, also known as the Nolan Principles (please see last page).</p> <p>Please give details in the box below of any business or other interests or any personal connections which, if you were appointed, could present a conflict of interest holding this role. These could include financial interests or share ownership, membership of societies, activities, associations or employment of a partner or friend in the particular field in which the public body operates.</p> <p>Any potential or actual conflicts of interest detailed here will not prevent you going forward to interview but may, if appropriate, be explored with you during your interview to establish how you would address the issue(s) should you be successful in your application.</p> <p>Do you have any conflicts of interest?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
10. If you do have any conflicts of interest, please explain them and mitigating activities to consider?



<p>11. Please give below the name and contact details of one person who may be asked to act as a referee for you. They will be expected to have authoritative and personal knowledge of your professional achievements / competencies. Please briefly summarise your relationship with the referee. You will need to provide details for a second referee in the next question.</p> <p>The referee will be approached only if you are invited for interview.</p>
<p>12. Please give below the name and contact details of one other person who may be asked to act as a referee for you. They will be expected to have authoritative and personal knowledge of your professional achievements / competencies. Please briefly summarise your relationship with the referee.</p> <p>The referee will be approached only if you are invited for interview.</p>
<p>13. Is this your first public appointment? <i>If you have ever held a public appointment in the past, but no longer do so, please select 'no'</i></p>
<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>14. If you selected 'no' please state any previous Public Appointments you have previously held, when you have held them, and any remuneration you have received for the appointment.</p>
<p>15. Do you consent to BEIS holding your data under these terms?</p>
<p>16. Please provide your electronic signature - (entering your name will be sufficient for your electronic signature).</p>
<p>17. Please provide a brief summary of your career history, set out as follows: your name; current or most recent role; relevant previous roles; board appointments (if applicable); and any highlights or significant achievements. Please spell out acronyms and use plain English.</p> <p><i>The information will be referred to and used internally, but it will not be assessed. The panel will assess your suitability for the role on the basis of your 2-page CV and Covering Letter, both of which must be submitted via email to responses@russellreynolds.com before the deadline. (c. 100 words maximum).</i></p>
<p>18. Do you consent to being contacted about future opportunities? 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. The Department for Business, Energy and Industrial Strategy (BEIS) and the Centre for Public Appointments would like to keep your CV</p>



and contact details on file, and may contact you about other opportunities that may arise in the future. All information will be handled in accordance with the Data Protection Act 1998.

Do you consent to being contacted about future opportunities?

- Yes
 No

Section A – Diversity Monitoring Questions

1. Gender

What is your gender?

- Female
 Male
 I prefer not to say
 I self-identify as _____

2. Disability

Do you have any physical or mental health conditions or illnesses lasting or expected to last 12 months or more?

- Yes
 No
 Prefer not to say

If you answered 'yes' to the above question, does your condition or illness / do any of your conditions or illnesses reduce your ability to carry out day-to-day activities?

- Yes, a lot
 Yes, a little
 No

Disability Confident Scheme

The Disability Confident Scheme has replaced the Guaranteed Interview Scheme. The Department for Business Energy and Industrial Strategy, and its Arms-Length Bodies, are accredited users of the Disability Confident symbol, which signifies organisations which have a positive attitude towards disabled applicants.

All Disability Confident Employers will offer interviews to disabled candidates who meet the minimum requirements for a job or role. By 'minimum' criteria we mean that you must provide



us with evidence in your application that demonstrates that you meet the level of competence required under each of the essential specific qualities and skills sought.

If you consider yourself to have a disability or long-term condition (such as dyslexia, diabetes, arthritis, a heart condition or mental health condition), and want to apply under the Disability Confident scheme please complete the declaration below.

What do we mean by disability?

The Equality Act 2010 defines a person as disabled if they have a physical or mental impairment and the impairment has a substantial and long term adverse effect on their ability to carry out normal day-to-day activities.

Do you consider yourself to be disabled?

Please tick, if appropriate:

I have a disability, or long-term condition, and would like to apply under the Disability Confident scheme.

- Yes
- No

Whether you choose to apply under the Disability Confident scheme or not, you can still ask us to make particular adjustments for you when attending an interview. You can also contact us if you want to discuss the criteria for the role or have questions regarding your application.

More information on disability can be found on the [Public Appointments](#) website.

3. Ethnicity

Please choose one of the following options that most accurately describes your ethnic group or background.

White

- English / Welsh / Scottish / Northern Irish / British
- Irish
- Gypsy or Irish Traveller
- Any other White background, *please describe* _____

Mixed / multiple ethnic groups



- White and Black Caribbean
- White and Black African
- White and Asian
- Any other Mixed/Multiple ethnic background, *please describe* _____

Asian / Asian British

- Indian
- Pakistan
- Bangladeshi
- Chinese
- Any other Asian/Asian British ethnic background, *please describe*

Black African / Caribbean / Black British

- African
- Caribbean
- Any other Black/African/Caribbean ethnic background, *please describe*

Other ethnic group

- Arab
- Any other ethnic background, *please describe* _____
- I prefer not to say

4. Age

What was your age group at your last birthday?

- 16-24
- 25-34
- 35-44
- 45-54
- 55-64
- 65-74
- 75-84
- 85 or over
- I prefer not to say



5. Sexual Orientation

What is your sexual orientation?

- Bisexual
- Gay or lesbian
- Heterosexual
- Other
- I prefer not to say

6. Religion or belief

What is your religion or belief?

- Buddhist
- Christian
- Hindu
- Jewish
- Muslim
- Sikh
- Other
- No Religion or Atheist
- I prefer not to say

7. Main residence

Which region does your main residence fall within?

- North East
- North West
- Yorkshire and Humberside
- East Midlands
- West Midlands
- East
- London
- South East
- South West
- Wales
- Scotland
- Northern Ireland
- Other



I prefer not to say

8. Professional background

Please tick the occupational sector box that best describes your main employment, if any:

- Mostly Civil Service
- Mostly Private Sector
- Mostly Third Sector
- Mostly wider Public Sector
- Mixed
- Other
- I prefer not to say

9. Other public appointments held

This includes all non-departmental public bodies (NDPBs), NHS bodies, parole boards and research councils. It **does not** include sitting as a school governor or any positions within charities.

How many other public appointments do you currently hold?

- 0 1 2 3 4 5-9 10 or more
- I prefer not to say



Section B

Only the information provided in Section B will be made available to the panel if you are called for interview.

10) Significant political activity

Significant political activity is defined as being employed by a political party, holding significant office in a party, standing as a candidate for a party in an election, having publicly spoken on behalf of a political party or having made significant donations or loans to a party. Significant loans and donations are those of a size which are reported to the Electoral Commission, in line with a central party's reporting threshold.

Have you undertaken any significant political activity for a political party in the past five years?

- Yes
- No
- If yes, please indicate for which party/parties, *please describe* _____

Public appointments are made by Ministers, after a fair and open process, based on merit in accordance with the Cabinet Office Governance Code and the Public Appointments Order in Council. By completing this diversity monitoring form you will be helping us meet our public sector equality duty under section 149 of the Equality Act 2012 and section 75 of the Northern Ireland Act 1998. Your personal data will always be treated in confidence and when anonymised with data from other applicants will help compile the Annual Statistical Bulletin of the Commissioner for Public Appointments.

Your responses to questions regarding your gender, if you are disabled, your ethnic group, sexual orientation, your religion or belief, your age, principle residence and professional background will **never** be made available to the panel considering your application. This diversity information is collected by government departments managing appointments to the board of public bodies, on behalf of the Cabinet Office and The Office of the Commissioner for Public Appointments (OCPA). This data will not be connected to your name when it is shared, it is supplied anonymously.

OCPA collects diversity information in order to produce management information about the public appointments process, and the diversity of the field of applicants. It will be published in OCPA's annual report and website, in aggregated form. Departments, including the Cabinet Office, collect this data to enable government to meet its public sector equality duty under section 149 of the Equality Act 2010 and section 75 of the Northern Ireland Act 1998. It will be published in aggregated form. For full information about how we handle your data please see our [privacy notice](#).

This data is collected and held on the basis that you consented to provide this information to departments alongside your application and you have not given notice that you do not wish for your data to be processed for this purpose. This data may be held for up to 3 years by OCPA, Cabinet Office and the Government Department, who are the co-controllers of the data. This



data is shared with Cabinet Office IT suppliers, identified as processors, in order to securely collect and store the data.

