

# **CANDIDATE INFORMATION PACK APPOINTMENT TO THE POLICE REHABILITATION AND RETRAINING TRUST 2026**

## **CHAIRPERSON AND BOARD MEMBERS**

This Candidate Information Pack has been produced as a guide to help you provide the relevant information when completing the application form to become a Chairperson or Board Member of the Police Rehabilitation and Retraining Trust (PRRT). These documents are only a memorandum and should not be taken as constituting conditions of appointment. The qualities required and details of how to complete the application form are set out within this pack. It is recommended that you read this information carefully before completing the application form.

An e-version of the application form may be obtained from the public appointments section on the Department of Justice's website at [Chairperson and one Board member for the Police Rehabilitation and Retraining Trust \(PRRT\) | Department of Justice](#). This pack and the Application Form can be made available in alternative formats. Candidates are requested to advise of their requirements as soon as possible allowing for the fact that the closing date is **12 noon (UK local time) on Thursday 25 June 2026**.

**Completed applications and monitoring forms must be received in the Department of Justice no later than 12 noon (UK local time) on Thursday 25 June 2026. Late applications will not be accepted.**

# POLICE REHABILITATION AND RETRAINING TRUST CANDIDATE INFORMATION PACK – CHAIRPERSON AND BOARD MEMBERS

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## CONTACTS

If you would like to speak to someone in connection with any aspect of the process or if you require an application pack in a different format such as Braille, large print, audio etc. please contact:

DoJ Public Appointments Unit	Email: <a href="mailto:prrt.appointments@justice-ni.gov.uk">prrt.appointments@justice-ni.gov.uk</a>
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## SECTION 1: OUTLINE OF THE DEPARTMENT OF JUSTICE AND THE POLICE REHABILITATION AND RETRAINING TRUST

### Department of Justice

The Department of Justice (DoJ) came into existence on 12 April 2010 following the devolution of policing and justice powers to the NI Assembly. It was established by the Department of Justice Act (Northern Ireland) 2010 and is responsible for a range of devolved policing and justice functions, as set out in the Northern Ireland Act 1998 (Devolution of Policing and Justice Functions) Order 2010.

The role of the Department is to support the Minister of Justice in working to create a fair, just and safe community where we respect the law and each other.

In addition to its statutory functions, the Department provides resources and a legislative framework for its agencies and arms-length bodies (which together constitute most of the justice system in Northern Ireland). Together with these organisations the Department is responsible for ensuring there is a fair and effective justice system in Northern Ireland and for increasing public confidence in that system.

### Police Rehabilitation and Retraining Trust

The Police Rehabilitation and Retraining Trust (PRRT) is an Executive Non-Departmental Public Body (NDPB) of the DoJ providing psychological therapies, physiotherapy, coaching and development, and training and education programmes (in accordance with assessed needs) to support: police officers who are planning to retire from service, or who have already retired from the Police Service of Northern Ireland (PSNI), or the Royal Ulster Constabulary GC (RUC GC); and others from the Justice family, including the Northern Ireland Prison Service.

The Board members and Chairperson are responsible for the oversight, control and strategic direction of PRRT and governance, at Board level, delivered through Board meetings and Audit and Risk Committee meetings.

Delivery of Board policy and the operational management of PRRT is the responsibility of the Chief Executive (Accounting Officer) who reports directly to the Chairperson and Board.

More information on the PRRT can be obtained from [www.prrt.org](http://www.prrt.org).

## SECTION 2: ROLE PROFILE – CHAIRPERSON AND BOARD MEMBER

### Role of the Chairperson

The Chairperson of PRRT is appointed by the Minister of Justice to ensure PRRT's policies and actions support the wider strategic policies of the Minister; and that PRRT's affairs are conducted with probity. The Chairperson along with other Board members has corporate responsibility for ensuring PRRT fulfils the aims and objectives set by the DoJ and approved by the Minister.

The Chairperson has a particular leadership responsibility and their key function is to ensure the effectiveness of PRRT. The Chairperson undertakes a wide range of activities, such as:

- formulating the Board's strategy;
- ensuring that the Board, in reaching decisions, takes proper account of guidance provided by the Minister or the DoJ;
- promoting the efficient, economic and effective use of staff and other resources;
- encouraging and delivering high standards of regularity and propriety;
- representing the views of the Board to the general public; and
- ensuring that the Board meets at regular intervals throughout the year and that the minutes of meetings accurately record the decisions taken and, where appropriate, the views of individual Board Members.

The Chairperson is also responsible for:

- ensuring that all members of the Board, when taking up office, are fully briefed on the terms of their appointment and on their duties, rights and responsibilities, and receive appropriate induction training, including on the financial management and reporting requirements of public sector bodies and on any differences which may exist between private and public sector practice;
- advising the Department of the needs of PRRT when Board vacancies arise, with a view to ensuring a proper balance of professional and financial expertise;
- assessing the performance of individual Board Members. Board Members will be subject to ongoing performance appraisal, with a formal assessment being completed by the Chairperson of the Board at the end of each year. The Chairperson of the Board will also be appraised on an annual basis by the Deputy Director of Policing Policy and Strategy Division;
- ensuring that a Code of Practice for Board Members is in place, based on the Cabinet Office's Code of Practice for Board Members of Public Bodies; and

- ensuring that the other Board Members are kept informed of communications with the Department and Minister on a timely basis.
- leading the business and decision-making process of the Board of Trustees through active involvement in Board meetings;

### Code of Conduct and Accountability

The Chairperson shall act in accordance with their wider responsibility as Chairperson of the PRRT Board – namely to:

- comply at all times with the Code of Practice that is adopted by the Trust and with the rules relating to the use of public funds and to conflicts of interest;
- not misuse information gained in the course of their public service for personal gain or for political profit, nor seek to use the opportunity of public service to promote their private interests or those of connected persons or organisations;
- comply with the Board's rules on the acceptance of gifts and hospitality, and of business appointments; and
- act in good faith and in the best interests of the Trust.

### Chairperson Terms and Conditions:

It is also expected that the Chairperson will attend seminars, functions and other events outside normal office hours.

Time Commitment	Minimum of 12 full days per annum. This is normally one day per month which includes expected attendance at a minimum of seven Board meetings and four Committee meetings per year. Time commitment will include preparation for meetings.
Remuneration	£10,000 per annum.
Allowances	Under regulations PRRT may, with the approval of the Department, pay such allowances as PRRT may determine this includes travel and subsidiaries.
Term of Appointment	Up to four years from the date of appointment. The maximum time a Board member can serve is two terms. Should the Board member wish to be considered for a second term they may be required to reapply for the position through the recruitment process.

It is anticipated that the appointee will take up post in September 2026.

**Performance Assessment** An annual performance assessment will be carried out by the Deputy Director, Policing Policy and Sponsorship Branch, DoJ during the term of appointment.

**Training and Induction** Training and an induction will be provided by the Trust on appointment. The Department will input to this training.

**Location** Meetings will be held at PRRT's head office at Maryfield Complex. Hybrid option is also available.

It is also expected that the Chairperson will attend seminars, functions and other events outside normal office hours.

## Role of the Board Member

Board members of PRRT are appointed by the Department in order to ensure the objectives of the organisation are achieved. They will also decide on the appropriate disbursement of funds and the funding of services commensurate with PRRT's objectives and values.

The Board members' key function is to ensure the effectiveness of PRRT. Members of the Board undertake a wide range of activities, such as:

- establishing PRRT's overall strategic direction within the policy and resources framework determined by the DoJ and any other guidelines or directions issued by the DoJ in respect of the exercise of any individual functions, powers and duties of PRRT
- ensuring the Department is kept informed of any changes that may affect PRRT's direction and performance;
- ensuring statutory or administrative requirements for the use of public funds are complied with, within the limits of its statutory authority and any delegated authority agreed with DoJ and Department of Finance (DoF), and in accordance with any other conditions relating to the use of public funds; taking account of guidance issued by DoJ;
- ensuring that the Board receives and reviews regular financial information concerning the management of PRRT; is informed in a timely manner about any concerns about the activities of PRRT; and provides assurance to DoJ that appropriate action has been taken on such concerns;
- demonstrating high standards of corporate governance at all times, to help the Board address the key financial and other risks facing PRRT;
- developing and adopting an annual business plan and three year corporate plan
- promoting the strategic aims and objectives of PRRT; and
- overseeing the corporate governance, operation and performance of PRRT's business and resources.

## Code of Conduct and Accountability

Individual Trustees shall act in accordance with their wider responsibility as members of the Trust's Board – namely to:

- comply at all times with its Management Statement and Financial Memorandum, the Code of Practice that is adopted by the Trust and with the rules relating to the use of public funds and to conflicts of interest;
- not misuse information gained in the course of their public service for personal gain or for political profit, nor seek to use the opportunity of public service to promote their private interests or those of connected persons or organisations;
- comply with the Board's rules on the acceptance of gifts and hospitality, and of business appointments; and
- act in good faith and in the best interests of the Trust.

## Board Member Terms and Conditions:

Time Commitment	Minimum of 12 days per annum. This is normally one day per month which includes expected attendance at a minimum of seven Board meetings and four Committee meetings per year. Time commitment will include preparation for meetings.
Remuneration	£5,000 per annum.
Allowances	Under Regulations PRRT may, with the approval of the Department, pay such allowances as PRRT may determine, this includes travel and subsidiaries.
Term of Appointment	Up to four years from the date of appointment. The maximum time a Board member can serve is two terms. Should the Board member wish to be considered for a second term they may be required to reapply for the position through the recruitment process.  It is anticipated that the appointee will take up post in September 2026.
Performance Assessment	An annual performance assessment will be carried out by PRRT's Chairperson during the term of appointment.
Training and Induction	Training and induction will be provided by the Trust on appointment.
Location	Meetings will be held at PRRT's head office at Maryfield Complex. Hybrid option is also available.

It is also expected that Board Members will represent the Trust at seminars, functions and other events outside of normal office hours.

## SECTION 3: PERSON SPECIFICATION

### Person Specification – Essential criteria

No specific qualifications are required but candidates should demonstrate that they have the experience and expertise appropriate to the role for which they are applying.

Examples can be drawn from experience gained in areas other than employment - for example, through voluntary work, caring responsibilities or outside interests. It is important to note that applications will be considered against the specific criteria and the criteria will form the basis of the interview.

### Chairperson - Essential Criteria

**Applicants for the position of Chair must demonstrate competence in Essential Criteria 1 – 4. The criteria are all of equal weight. A marking framework with a scale of 1-5 will be used. The pass mark for each criterion is 3.**

- 1. Leadership** – Provides strategic leadership and direction of an organisation effectively and takes responsibility for promoting and supporting an organisation's approach both internally and externally.
- 2. Governance Oversight and Accountability** – Identifies problems and works effectively to reach evidence-based decisions. Demonstrates knowledge and experience of governance and accountability. Scrutinises an organisation's performance, provides effective oversight and manages risks.
- 3. Building Effective Relationships** – Works confidently and collaboratively in a team environment to meet business objectives and develops and maintains co-operative and inclusive relationships externally and internally to achieve results.
- 4. Strategic Thinking & Change Management** – Supports and makes a contribution to the long term direction of an organisation such as organisational change, anticipates emerging issues and takes account of an organisation's internal and external environment.

## Board Member - Essential Criteria

**Applicants for the position of Board Member must demonstrate competence in Essential Criteria 1 – 3. The criteria are all of equal weight. A marking framework with a scale of 1-5 will be used. The pass mark for each criterion is 3.**

- 1. Governance Oversight and Accountability** – Identifies problems and works effectively to reach evidence-based decisions. Demonstrates knowledge and experience of governance and accountability. Scrutinises an organisation's performance, provides effective oversight and manages risks.
- 2. Building Effective Relationships** – Works confidently and collaboratively in a team environment to meet business objectives and develops and maintains co-operative and inclusive relationships externally and internally to achieve results.
- 3. Strategic Thinking & Change Management** – Supports and makes a contribution to the long term direction of an organisation such as organisational change, anticipates emerging issues and takes account of an organisation's internal and external environment.

## What Information Should I Provide?

To assist you more fully in completing the form, each selection criterion is explained in detail, providing examples of the type of information that you may wish to include. *You do not have to use the examples provided. These are included for illustrative purposes only.*

### **Essential Criterion 1 – Leadership (Chair only)**

*By way of practical example(s), provide evidence of strategic leadership, directing an organisation effectively and taking responsibility for promoting and supporting an organisation's approach both internally and externally.*

Examples of the types of evidence that could be provided are outlined below. **You do not have to describe activities which meet each one of these bullet points.**

- Effectively provides strategic direction and develops board strategy.
- Manage competing views and ability to take tough decisions.
- Build and manage relationships with people at all levels.
- Serve and promote an organisation.
- Initiate and promote change for the good of an organisation.
- Encourage and deliver high standards of service in line with organisational values.
- Influence, stakeholders, partners and customers successfully to secure mutually beneficial outcomes.

### **Essential Criterion 2 – Governance Oversight and Accountability**

*By way of practical example(s), provide evidence of identifying problems and working effectively to reach evidence-based decisions. Demonstrate knowledge and experience of governance and accountability. Scrutinises an organisation's performance, provides effective oversight and manages risks.*

Examples of the types of evidence that could be provided are outlined below. **You do not have to describe activities which meet each one of these bullet points.**

- Ability to contribute to solving problems, make decisions and oversee the performance of the Board.
- Ability to understand the financial position and oversight arrangements for an organisation.
- Monitor and review progress against organisational objectives and can challenge underperformance constructively, where necessary.
- An ability to identify, evaluate and manage risks which may have an adverse impact on an organisation's performance.
- Understands a Board's role in risk management & accountability.
- Promoting a culture of value for money in spending public funds.
- Can meet financial performance targets and manage competing financial priorities.
- Can interpret financial information, identifying key financial issues to drive efficiency and effectiveness in the use of resources.

### **Essential Criterion 3 – Building Effective Relationships**

*By way of practical example(s), provide evidence of working confidently and collaboratively in a team environment to meet business objectives and developing and maintaining co-operative and inclusive relationships externally and internally to achieve results.*

Examples of the types of evidence that could be provided are outlined below. **You do not have to describe activities which meet each one of these bullet points.**

- An ability to communicate clearly and respectfully with others and to listen to what others say.
- An ability to constructively challenge others where necessary, put across rational arguments and influence others.
- An ability to develop effective working relationships with your fellow Trustees.
- Building of strong professional networks and effective working relationships with others to ensure the continuing success of an organisation.
- Working in partnership to build consensus.
- Supporting an inclusive environment.

#### **Essential Criterion 4 – Strategic Thinking & Change Management**

*By way of practical example(s), provide evidence of supporting and making a contribution to the long-term direction of an organisation, anticipating emerging issues, such as organisational change and taking account of an organisation's internal and external environment.*

Examples of the types of evidence that could be provided are outlined below. **You do not have to describe activities which meet each one of these bullet points.**

- Demonstrate an understanding of an organisation and the environment in which it operates.
- An ability to forward plan while taking into account a wide range of sometimes complex and inter-related issues, with an understanding of the impact of plans and priorities.
- The ability to formulate, prioritise and follow through strategic objectives.
- An ability to identify, develop and successfully implement plans for a change programme.
- An ability to weigh up competing views, assess options and consider reputational risks.
- Able to constructively challenge existing policy and outcomes and develop innovative proposals for change.

## CRITERIA BASED SELECTION PROCESS

Criteria-based selection is currently the most common method of making public appointments in Northern Ireland. What this means is that the onus is on you to provide evidence of workplace or personal performance which demonstrates that you can perform to the specified standard.

Under each of the criteria headings in the application form you are required to provide specific and relevant examples of past behaviour which illustrate how you match the competences being sought. It is not just what you have done – but also *how* you did it.

You can use examples from your working life or your personal life including any private, voluntary or community work in which you are, or have been involved.

It is not sufficient to simply list the various posts that you have held. Assumptions will not be made from the title of your post or the nature of your organisation as to the experience, qualities and skills gained.

You should structure your responses by setting a context for your examples, explain what you were trying to achieve, describe what you actually did and why, indicating your own individual contribution, and outline the outcome or results.

You are strongly advised to read the public appointments guide which is available online at <https://www.executiveoffice-ni.gov.uk/sites/default/files/publications/execoffice/public-appointments-guide.pdf>

Hard copies are also available on request.

The guide suggests the following model to help you structure your examples and express them in a logical manner:-

- Situation:** Briefly outline the situation.
- Task:** What was your objective?  
What were you trying to achieve?
- Action:** What did you actually do?  
What was your unique contribution?
- Result:** What happened?  
What was the outcome?  
What did you learn?

## SUITABILITY FOR APPOINTMENT – SKILLS, KNOWLEDGE AND EXPERIENCE

Successful applicants will not necessarily have followed a traditional career path. These appointments are open to people who have relevant personal experience, or people who, for example, do voluntary or community work, or are involved in trade union activity. Please use section B of the application form to provide practical evidence and examples of what makes you suitable for appointment as Chairperson or a Board member of the PRRT.

For example, you may be a member of a School Board of Governors and developed ideas and made recommendations for school fund raising (Strategic Thinking, Governance Oversight and Accountability). You may have experience of managing a sports team (Leadership, Building Effective Relationships). You may be a committee member of a local community group with input to forward planning or have played an important role in organising a key event (Strategic Thinking, Building Effective Relationships, Leadership).

The information you provide should enable an assessment to be made of the extent to which you meet the various criteria. The information will be used for sifting and may be referred to at interview.

When completing the application form you should write about **your role** and what **you** have done individually, or your role as a team member. You will need to ensure there is relevance between the examples used and the selection criteria. In addition, you should bear in mind the following points:

- use language which is simple and easy to understand in your examples to describe what **you** have done;
- use **actual** examples, rather than ‘how you **would** do something’;
- use examples from either your working or personal life including any private, voluntary, community or trade union work you are, or have been, involved in;
- avoid statements that describe your personal beliefs or philosophies – focus on specific challenges and results; and
- **describe what you did** and how you behaved – if your example includes activities undertaken by a team, **focus on your role** and not that of the team as a whole.

It is not sufficient simply to list positions you have held.

## SECTION 4: APPLICATION AND SELECTION PROCESS

Completed application forms can be submitted in a variety of ways.

By email to:

[prrt.appointments@justice-ni.gov.uk](mailto:prrt.appointments@justice-ni.gov.uk)

Or post or deliver by hand to:

PRRT Recruitment  
Knockview Buildings  
Block 3  
Stormont  
Belfast  
BT4 3SG

no later than: **12 noon (UK local time) on Thursday 25 June 2026.**

Applicants are reminded that email is not a secure medium and that anyone who has any concerns about information security may submit their application and monitoring information questionnaire in hard copy format.

Please note that, to ensure equality of opportunity for all applicants:

- CVs, letters, or any other supplementary material in place of, or in addition to, completed application forms will **not** be accepted;
- If completing the application online you must use **Arial font size 12**. The layout of the application form should not be changed or altered in any way. **Any attempt to alter the form will render your application invalid and it will be excluded from consideration;**
- Applicants must comply with the word limits that have been set for relevant sections of this form. **400 words should be provided for each criterion.** Any words over this limit will not be made available to the selection panel.
- Applications will not be examined until after the closing deadline. Applicants should ensure that the form is fully completed before being submitted;
- Applicants invited for interview **will not** be eligible for reimbursement of travelling expenses;
- Successful candidates will be asked to complete a Political Activity Questionnaire form. The Committee on Standards in Public Life recommended that all candidates for public appointments be asked to declare any significant political activity (including office holding, public speaking and standing for election) that they may

have undertaken in the previous five years. The question only asks for information that is already in the public domain; and

- If you are successful and are appointed to serve on the Board of the PRRT, some information on your completed application form will be made public at the time of the announcement. This will include a brief summary of your career/experience; length of the appointment; remuneration; details of any other public appointments held with any related remuneration received; and your response to the political activity question.

## Disability Requirements

Please let us know if you require any reasonable adjustments, due to disability, to enable you to complete any part of the assessment process. Any information provided will be used for this purpose only and will not form any part of the selection process. Should you be successful, you will be asked to outline any adjustments you consider necessary in order for you to carry out the role effectively.

## Selection Process

A selection panel consisting of two Departmental officials and an Independent Assessor will assess your application form against the essential criteria. Applications will be anonymised at the sifting stage.

The selection panel will reach a decision as to whether or not you meet each criterion on the basis of the evidence you supply on the application form. Only those applicants assessed as meeting the essential criteria will be eligible to proceed to the next stage of the selection process.

When assessing each application against the selection criteria, panel members will use a marking frame of 1-5, for each criterion, to determine how an applicant's skills, knowledge and experience meets each of the criteria.

Candidates for Chairperson must achieve an aggregate score of 12 out of a possible 20 marks to progress to interview. Candidates for Chairperson must also score a minimum of 3 marks for each criteria.

Candidates for Board member must achieve an aggregate score of 9 out of a possible 15 marks to progress to interview. There is a minimum pass mark of 3 for each Trustee criterion.

Applications which clearly do not meet one or more of the essential criteria will not be considered for interview. A record will be taken of any criterion met and not met which will be used to provide feedback to the applicant.

In the event that shortlisting to prepare a list of candidates for interviewing is needed only those candidates with a minimum score of 3 for each criterion will be shortlisted.

The panel reserve the right to consider either increasing or decreasing the required aggregated pass mark by one mark at a time until a sufficient pool of applicants eligible for interview is in place.

Applicants who are dissatisfied with the panel decision or who have any queries in relation to non-selection for interview you should write to DoJ at the address above within 10 working days from the date on the letter notifying you of the outcome of the sift process. All correspondence will be acknowledged by return.

Should the outcome of the enquiry result in the applicant being invited for interview, the Department will make the necessary arrangements.

## Interview

It is anticipated that the interviews will be held week commencing 3 August 2026 and will be face to face.

Each question will be marked out of a total of five. The overall pass mark will be twelve for the role of Chair and nine for role of Board Member, respectively, and you must attain a minimum of three marks per question.

Applicants whom the selection panel assess as not deemed suitable for appointment will be advised of the panel's decision following interviews.

Applicants whom the selection panel assess as suitable for appointment and whose names are being considered for selection will be advised of this following the interview.

When a Minister makes appointment to the PRRT, Ministerial choice is a key element of public appointment process. That enables Ministers to indicate if they wish to have the names of candidates suitable for appointment presented in a ranked (strict merit order) or unranked (alphabetical) list.

A list of those found to be successful at interview will be drawn up, as an unranked list along with a candidate summary. This will provide an objective analysis of each candidate's skills and experience, based on the information provided by each candidate during the appointment process and the Panel's assessment of that candidate.

Individuals that are to be appointed to the PRRT will be invited to indicate if they accept the appointment.

The appointment will be formally confirmed in writing and confirmation of acceptance of the post and the Terms of Appointment are required, subject to successful security clearance.

All other interviewees will be advised in writing of the outcome of their interview once the appointment process has been completed.

A reserve list will be retained to cover any unforeseen vacancies that arise within twelve months from the date of the first appointment. Interviewees will be advised if they are on a reserve list.

## Timetable / Timeframe

The deadline for receipt of applications in all cases is **12 noon (UK local time) Thursday 25 June 2026**. Applications will be individually date stamped and the time of receipt formally recorded and acknowledged. **It is the responsibility of the applicant, taking into account their chosen method of delivery, to ensure that sufficient time is allowed for their application to arrive with the Department on or before the deadline. Late applications will not be accepted.**

Please ensure that posted applications bear the correct amount of postage as any shortfall may lead to a delay in delivery, causing you to miss the deadline. Applicants who send their application electronically are also required to meet the deadline for receipt in this office. To ensure equality of opportunity for all, applications will not be examined until after the closing deadline.

The eligibility sift is expected to take place week commencing 9 July 2026.

Interviews are expected to be held week commencing 3 August 2026 in Knockview Buildings, Stormont Estate, Belfast.

## Feedback

The DoJ is committed to ensuring that the process used is fair and in accordance with the principles of the Office of Commissioner for Public Appointments (NI) Code of Practice. The Department is committed to providing feedback in respect of decisions taken at sift stage as well as at interview. The Chair of the Interview Panel will be responsible for providing feedback in respect of decisions taken.

## Canvassing

Applicants must not contact or seek support for an application from a member of the Interview Panel or any official involved in this recruitment campaign. Canvassing, either directly or indirectly will disqualify you from appointment.

## Data Protection

As much of the information involved in the appointment process will be of a personal nature, the provisions of Data Protection legislation will be followed.

To ensure that you, the candidate, are aware of how and why your personal information is to be used, and with whom it may be shared, a 'privacy notice', as required by legislation, is included in the application form for your information and reference.

## Disqualifications

The Police Rehabilitation and Retraining Trust Regulations (Northern Ireland) 2014 set out the basis upon which members cease to hold office or may be removed as well as the grounds on which someone is disqualified from membership. In summary, the arrangements are that the Chairperson or a Board Member shall cease to hold office if they resign by giving one month's notice in writing to the Department or they become disqualified for membership of the Board.

The Department may remove a person from office as Chairperson or as a Board member, by giving one month's notice in writing, if satisfied that the person:

- (a) has been convicted of a criminal offence;*
- (b) has become bankrupt or made a composition or arrangement with his or her creditors;*
- (c) has failed to comply with the terms of his or her appointment; or*
- (d) is otherwise unable or unfit to discharge the functions of a Chairperson or Board member.*

## Probity And Conflicts Of Interest

'Probity and Conflicts of Interest – A Guide for applicants' is attached at **Annex A** at the end of this Candidate Information Pack.

Candidates will be tested on their responsibilities in relation to probity and conflict of interest during the selection stage of the appointment process.

A further CPANI leaflet is available: [CPANI Guidance on conflicts of interest and complaints](#)

## Pre-Appointment Checks

A security check will be requested for all appointees to CTC level. As this can take a number of weeks, the candidate may be appointed subject to a satisfactory security check. All documentation relating to the security check will be destroyed by the Department once the appointment process has been completed.

A Company Director's disqualification check and a bankruptcy check will also be carried out. In addition, a cross-departmental check will be carried out on the probity and performance of those candidates who currently hold or have held public appointment roles.

**Please note that dates may slip during the pre-appointment checks delaying a start date.**

### Number Of Terms Served

Applicants who have served two terms in the same position on the PRRT Board cannot apply through open competition for a third term. Applicants who apply for a third term will be discounted at the sift stage.

### Double Paying

Applicants who already work in the public sector need to be aware that:

- they may be ineligible for consideration for this appointment if in the Department's view there is a conflict of interest, the perception of a conflict or a potential conflict, between the appointment and their existing commitments;
- where applicable you will be asked to confirm that you have permission from your employer to take up an appointment if one is offered; and
- no-one can be paid twice from the public purse for the same period of time. As a result applicants who already work in the public sector may not be entitled to claim remuneration or travelling expenses for this position if the duties are undertaken during a period of time for which they are already paid by the public sector.

In the interests of minimising the potential for double paying the Department reserves the right to contact your employer regarding your candidature.

### Former Civil Servants

Former civil servants are subject to rules on the acceptance of outside business appointments, employment or self-employment for a period of up to two years after leaving the NI Civil Service. It is recommended that you read Section 8 of the NICS Handbook – Standards of Conduct, Annex 4, via the following link: [Standards of Conduct](#)

### Guaranteed Interview Scheme (GIS)

The aim of the GIS is to provide applicants with a disability the opportunity to demonstrate their abilities beyond the initial application stage. Applicants with a disability who meet or exceed the pass mark set for the criteria at the sift stage will automatically be offered an interview. Their application will not be subjected to any shortlisting which may take place.

## SECTION 5: EQUAL OPPORTUNITIES MONITORING AND COMPLAINTS PROCEDURE

### Monitoring Information

The Equal Opportunities Monitoring Form is for monitoring purposes only. It is required to monitor age, gender, ethnic origin, community background and disability to ensure that equal opportunity measures are effective. It will not be seen by the selection panel. As with all the information contained in the form, it is gathered, maintained and processed strictly in accordance with our Data Protection Registration, for public appointment purposes only.

### Equality And Diversity

Accessibility to appointments is fundamental and the appointments process promotes and demonstrates equality of opportunity and equal treatment to all applicants at every stage of the appointment process.

The DoJ is committed to encouraging a diverse range of applicants for public appointments and to the principle of appointment on merit with independent assessment, openness and transparency of process. Applications are welcomed from all backgrounds regardless of religious belief, gender, disability, ethnic origin, political opinion, age, marital status, sexual orientation, or whether or not you have dependents.

**We particularly welcome applications from women, people under the age of 40, minority ethnic and people with a disability, who are currently under-represented on the TRUST. We also welcome applications from those not currently serving on public bodies.**

All applications for appointment are considered strictly on merit.

### Complaints

Should you wish to make a complaint about any stage of the appointment process you should first direct your concerns, in writing, to:

PRRT Sponsorship Branch  
Knockview Buildings  
Block 3  
Stormont  
Belfast  
BT4 3SG

If after receiving a comprehensive response you are still concerned, you may send your complaint, in writing, to the Office of Commissioner for Public Appointments.

Information on how to go about this is available in the [CPANI Guidance on conflicts of interest and complaints](#)

## Other Information

You will be asked to declare if you:

- have been convicted of a criminal offence (other than minor motoring offences) which is not spent in accordance with the Rehabilitation of Offenders Act 1974;
- are the subject of any current or pending legal, criminal or statutory investigations or actions;
- are you, or have you ever been, subject to the disciplinary process of your employer?
- have been adjudged bankrupt or made a composition or arrangement with your creditors over the past 10 years;
- have been dismissed from any public office over the past 10 years;
- have been disqualified from acting as a company director or in the conduct of a company, or are under investigation in relation to a potential director's disqualification; or
- have been a director, partner or manager of a company which has gone into liquidation, receivership or administration.

## Declaration And Signature

Ensure that you understand the degree of publicity the appointment will attract. Read the declaration statement and provide your signature if you agree to accept the conditions.

## Regulated Appointment

The procedure for this appointment is bound by the Code of Practice issued by the Office of Commissioner for Public Appointments for Northern Ireland. This means that it is based on a fair, open and transparent process that involves independent scrutiny.

## ANNEX A: PROBITY & CONFLICTS OF INTEREST

### Guidance For Candidates

#### Standards of behaviour

There is an expectation that the conduct of anyone appointed to serve on the Board of a public body will be above reproach. Everyone who puts themselves forward for a public appointment must be able to demonstrate their commitment to the maintenance of high standards in public life.

#### The Seven Principles Underpinning Public Life

In 1995, the Committee on Standards in Public Life defined seven principles, which should underpin the actions of all who serve the public in any way. These 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.

As part of the selection process, you will be tested on your commitment to maintaining high standards in public life with particular emphasis on probity issues and conflicts of interest.

### What is a conflict of interest?

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

There is always the possibility for real or perceived conflicts of interest to arise. Both are a problem, as the perceived inference of a conflict may, on occasions, be as damaging as the existence of a real conflict.

No-one should use, or give the appearance of using, their public position to further their private interests. This is an area of particular importance, as it is of considerable concern to the public and receives a lot of media attention. It is important, therefore, that you consider your circumstances when applying for a public appointment and identify any potential conflicts of interest, whether real or perceived.

### Surely a perceived conflict is not a problem, as long as I act impartially at all times?

The integrity of the individual is not in question here. However, it is necessary for the standing of the individual and the board that members of the public have confidence in their independence and impartiality. Even a perceived conflict of interest on the part of a board member can be extremely damaging to the body's reputation and it is therefore essential that these are declared and explored, in the same way as an actual conflict would be. The fact that a member acted impartially may be no defence against accusations of potential bias.

### What should I do if I think I have a conflict of interest?

You will find a section on conflicts of interest in the application form for you to complete. This asks you to consider and declare whether or not you have a real, or perceived, conflict. If you are unsure if your circumstances constitute a possible conflict, you should still complete this section, in order to give the selection panel as much information as possible.

### If I declare a conflict, does this mean I will not be considered for appointment?

No – each case is considered individually. If you are short-listed for interview, the panel will explore with you how far the conflict might affect your ability to contribute effectively and impartially on the Board and how this might be handled, if you were to

be appointed. For example, it may be possible to arrange for you to step out of meetings when an issue is discussed, in which you have an interest. However, if, following the discussion with you, the panel believes that the conflict is too great and would call into question the probity of the Board or the appointment, they can withdraw your application from the competition.

### What happens if I do not declare a known conflict, which is then discovered by the Department after my appointment?

Again, each case would be considered on its merits, but the Department may take the view that by concealing a conflict of interest, you would be deemed to have breached the Seven Principles of Conduct Underpinning Public Life and may terminate your appointment.

### What happens if I do not realise a potential conflict exists?

This situation may arise where the applicant is not familiar with the broad range of work which a body covers and therefore does not realise that a conflict might exist. In some cases, the panel, with their wider knowledge of the body, might deduce that there is a potential conflict issue, based on the information on employment and experience provided by the candidate in the application form. They will then explore this at interview with the candidate.

### What happens if a conflict of interest arises after an appointment is made?

This could arise for two main reasons. The first is that the member's circumstances may change, for example, they may change jobs and in doing so, a conflict with their work on the board becomes apparent. The second is where a member is unfamiliar with the range of the work of the body, but after appointment, it becomes clear that a conflict exists where none had been envisaged during the appointment process.

In both cases, the issue should be discussed with the Chair of the board and the Chief Executive of the body concerned, in consultation with the Sponsoring Department, to decide whether or not the member can continue to carry out their role in an appropriate manner and each case is considered individually.

It may be that the conflict is such that it would be impractical for the member to continue on the board, if they would have to withdraw from a considerable amount of the body's routine business. In such cases, the member may be asked to stand down from the body.

**This guidance should be read in conjunction with the information contained in the leaflet "CPA NI Guidance on Conflicts of Interest, Integrity and how to raise a complaint" which provides examples of the types of issues that may give rise to conflicts of interests.**