

**COMMISSION FOR EQUALITY
AND HUMAN RIGHTS**

TRANSITION TEAM

**SECONDMENT
OPPORTUNITIES**

JUNE 2006

CEHR TRANSITION TEAM
SECONDMENT OPPORTUNITIES
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CEHR TRANSITION TEAM

SECONDMENT OPPORTUNITIES

INTRODUCTION

The CEHR Transition Team is undertaking a programme of work in advance of the appointment of the CEHR Chair, Commissioners and Chief Executive later this year. Our aim is to produce options for the incoming Board to assist in the decision-making process around organisational design, human resource planning, infrastructure, governance and strategic direction for the new Commission. This is supported and complemented by the work of the Communications and Project Planning Teams as well as work on service continuity in relation to the functions of the Commission for Racial Equality, the Disability Rights Commission and the Equal Opportunities Commission. The work of secondees will contribute to the overall work of the transition programme and will help to inform the work of the organisational design consultants who are shortly to be appointed.

WORKING WITH THE TRANSITION TEAM

We are keen to involve staff from the existing Commissions and representatives from the new strands in our work programme and are offering the chance to work alongside Transition Team members developing options for the CEHR.

Subject to available resources there are a number of secondment opportunities on offer. These will run until the end of November 2006 when we expect the CEHR Board and Chief Executive to be in place. After this it will be for the new Board and CEO to decide how they wish to take the transitional work forward and secondments will be reviewed at this point and may be extended.

Details of the secondments that may be available begin at page 6.

The length of the project and time commitment required are flexible. While the overall aim of the secondment programme is to bring strand expertise to the transition process, secondees may also get the opportunity to become involved in a number of work

areas depending on identified need, an individual's interests and expertise and the resources available. However, at this point we cannot be specific about the part time or full time nature of secondments or their length until we know the levels of interest, the overall cost and the skills, expertise and time allocations available.

We are seeking to appoint policy specialists from the equality strands and human rights and the job role for these secondees is set out in Section 1. However, secondees may also have the opportunity to assist with other work in the areas of strategic direction and service delivery, communications, governance and infrastructure depending on identified need, the individual's interests and expertise and the time available. These are described in Sections 2 – 5. If you are interested in these areas remember to say this in your application and provide evidence in support.

PLEASE NOTE THAT ALL SECONDMENTS WILL BE SUBJECT TO THE FOLLOWING CONDITIONS:

- a) the financial capacity of the CEHR Transition Programme
- b) the approval of the employing organisation
- c) secondee availability during the July - November period
- d) we will, of course, consider off site and flexible working arrangements; however, in order to ensure effective team working secondees would be expected to spend a reasonable amount of the secondment period working with the Transition Team in London
- e) some travel in Great Britain may be necessary

THE APPLICATION PROCESS

This is in four stages:

1. First of all review the secondment opportunities and identify which of them interests you and how your experience matches what is required.
2. Discuss the opportunity and the terms and conditions of the secondment (see Appendix 1) with your line manager to see if your employer would release you if you were selected and, if

- so, what time commitment you could offer and when you could start.
3. If you want more information at this point contact the Transition Team member with overall responsibility for the project area. These are:
 - a) Strategic Direction and Service Delivery - Sheila Rogers, sheila.rogers@dti.gsi.gov.uk or 02072153976
 - b) Communications - Paul Vousden, paul.vousden@dti.gsi.gov.uk or 02072153082
 - c) Governance - Jo Greasley, joanna.greasley@dti.gsi.gov.uk or 02072156685
 - d) Infrastructure - John Whiterow, john.whiterow@dti.gsi.gov.uk or 02072155581
 4. Complete the application and monitoring forms (Appendices 2 and 3) and forward them to Hannah Lockley at hannah.lockley@dti.gsi.gov.uk no later than **Monday 17 July**
 - ¹. Be sure to send a copy of your completed application form to your line manager.

Your application will be assessed against the evidence you provide in your application form. Applications will be shortlisted against that evidence and the criteria listed under each project heading. Those who are shortlisted will be invited to an interview with the project lead and another member of the Transition Team.

If you are successful you will be informed in writing and asked to confirm, by return, your availability and proposed start date. You should also include confirmation from your employer that s/he is prepared to release you.

SECONDMENT TERMS AND CONDITIONS

These are set out in detail in Appendix 1.

¹ The monitoring information is for this purpose only and, on receipt, will be separated from the application form. It will form no part of the assessment process.

TRANSITION TEAM SECONDMENT OPPORTUNITIES

1.0 POLICY AND ADVICE SPECIALISTS (7 secondments)

We are seeking to appoint a secondee from each of the equality strands and human rights. These secondments will bring strand specific knowledge and expertise to the Transition Team and will assist with the development of options for the incoming board in a range of areas included in the strategic direction and service delivery project as well as advice to the Transition Team generally. The secondments will also provide secondees with the opportunity to work with others on a cross-strand basis.

Job Role:

Applicants will:

In relation to gender, age, religion and belief, sexual orientation, disability and human rights, assisting in the development of options for strand specific and cross-strand policy priorities for the CEHR; assessing the evidence base and working with strand representatives externally and the CEHR Scotland and Wales Co-ordinators.

In relation to race, working with colleagues to inform and advise on race equality issues across the range of public policy areas, including cross-strand work.

In relation to all areas, taking account of the implications and potential implications of the Equalities Review, the Discrimination Law Review and Government's public service agreement targets.

Acting in an advisory capacity to the Transition Team.

Assisting in the development of the knowledge base for the CEHR, its website and contact centre for a range of customers; identifying gaps in the knowledge base, options for addressing these, including potential partners and providers

Key tasks:

- a) consulting strand representatives, reviewing policy priorities and distilling recommendations and the evidence base
- b) assessing the potential and actual implications of the Equalities Review, the Discrimination Law Review and Government's

- public service agreement targets, identifying areas of convergence and those with the potential for conflict
- c) providing advice and guidance to the Transition Team on strand specific issues
 - d) developing a compendium of existing equality and human rights guidance materials;
 - e) assessing what materials will need to be developed for the CEHR website and contact centre and identifying potential providers
 - f) identifying what training needs will be required for those providing advice and information services for the CEHR, including potential providers and partners
 - g) preparing reports

All applicants should provide evidence of the following:

- a) background, experience and expertise that will enable effective delivery of the tasks set out above
- b) experience in the development of policy in one of gender, disability, race, religion or belief, age (older and/or younger), sexual orientation and human rights
- c) experience and expertise that would enable effective delivery of the tasks set out in Sections 2 – 4, if interested
- d) a clear understanding of the role, remit, duties and functions of the CEHR and of the provisions of the Equality Act 2006
- e) excellent oral and written communication skills
- f) effective consultation and engagement experience with a range of stakeholders
- g) research skills, including through the use of IT
- h) the ability to work collaboratively and as part of a team;
- i) delivering high quality work to tight timescales

2.0 STRATEGIC DIRECTION AND SERVICE DELIVERY

2.1 Advice and information

The CEHR will provide an advice and information service across the range of equality strands and human rights. This will require the development of partnerships with other providers, including those who assist individuals and advise employers and service providers.

Building on work completed to date on developing advice options this project will consider how the CEHR might ensure the transfer of expertise for the provision of second and third tier advice in generally and with attention paid to the specific needs of Scotland and Wales.

The evidence provided in relation to the policy specialist role (Section 1) will be used to assess applications for work on advice and information.

Key tasks:

- a) assessing the likely demand for discrimination advice across all strands against the options identified in transitional work on advice provision
- b) assessing available expertise in relation to advice provision to individuals, employers and service providers
- c) recommending how the CEHR could work with partners to ensure the necessary transfer of expertise and associated quality assurance methods

2.2 Europe and international work

The CEHR will need to consider how it wishes to engage at European and international levels. In consultation with the existing Commissions, the new strands, the DCA and other Government departments and the Northern Ireland Human Rights Commission and the Scotland human rights structures, this project will set out options for the Board, identifying potential UK, European and international partners and opportunities for engagement. These might include relationships with other equality and human rights bodies and prospective EU and other legislation relevant to the Commission's remit.

Applicants should provide evidence of the following:

- a) a comprehensive understanding of the European and international context for equality and human rights
- b) a clear understanding of the role, remit, duties and functions of the CEHR and of the provisions of the Equality Act 2006
- c) excellent oral and written communication skills
- d) effective consultation and engagement experience with a range of stakeholders
- e) research skills, including through the use of IT
- f) the ability to work collaboratively and as part of a team;
- g) delivering high quality work to tight timescales

Key tasks:

- a) conducting an overview of EU and international institutions, instruments and legislation relevant to the CEHR's remit
- b) identifying key partners in the UK and internationally
- c) consulting with existing equality bodies and the new strands as well as relevant Government departments and NGOs
- d) preparing a report setting out options for the CEHR's work

3.0 COMMUNICATIONS

The CEHR Transition Team is responsible for internal and external communications in advance of the establishment of the new Commission and has developed a communications strategy and plan to deliver this.

Paragraphs 3.1 - 3.4 set out the types of work that a secondee might expect to be asked to undertake depending on identified need, the individual's interests and expertise and the time available.

Applicants should indicate which area or areas of work they are interested in and ensure that they address each of the tasks identified and provide evidence of how their:

- a) background, experience and expertise will enable effective delivery of the tasks in the areas of work selected

In addition all applicants should include evidence of:

- b) effective stakeholder engagement and consultation methods
- c) excellent written and oral communication skills
- d) the ability to work collaboratively and as part of a team;
- e) delivering high quality work to tight timescales

3.1. Events management

Between now and October a series of proactive and responsive events will take place to deliver a comprehensive programme of stakeholder consultation and engagement across England, Scotland and Wales.

Key tasks:

- a) negotiating and booking venues including ensuring that access needs are met
- b) collating and preparing speaker materials to Transition Team standards
- c) attending and assisting at events, providing help and guidance to participants and ensuring that arrangements are suitable
- d) processing and passing for payment invoices relating to events
- e) acting as a facilitator in consultation discussions

3.2 Stakeholder mapping

The CEHR has a stakeholder base that potentially extends to everyone in England, Scotland and Wales. The new Commission will not have the capacity to engage on an individual level with all those who may have an interest in its work; nevertheless it will need to ensure that it communicates as widely as possible whether through its website, written materials or otherwise. This project will help to draw together information on the range of CEHR stakeholders.

Key tasks:

- a) identifying key stakeholders across the equality strands and human rights
- b) ensuring that contact details are recorded accurately and in such a way as to facilitate searches across a range of criteria
- c) updating database records as necessary
- d) providing reports as required

3.3 CEHR website

An external website has been developed with particular attention paid to the site's accessibility and appropriateness for a broad range of stakeholders. An extranet is also in place for existing Commission staff providing a secure means of communicating with the transition process and to facilitate the exchange of information and feedback mechanisms.

Key tasks:

- a) supporting the Communications Team in the development of the website and extranet
- b) monitoring and updating the website and extranet in a timely manner and to Transition Team standards
- c) consulting with stakeholders on the quality of web-based communications
- d) supporting the Infrastructure Project in relation to the CEHR website

3.4 Media

A media strategy is being developed in consultation with the Department for Communities and Local Government media team. This will support the transition programme timetable and plan for the future independent status of the CEHR, identifying key media opportunities for the Commission in order to raise the profile of the organisation and its Chair and Commissioners.

Key tasks:

- a) identifying media contacts across England, Scotland and Wales
- regionally and nationally - relevant to the development of the CEHR media strategy
- b) assisting in drafting the media strategy and the associated consultation exercise
- c) identifying media opportunities that are appropriate for the equality strands
- d) working with the Department of Constitutional Affairs in relation to the promotion of human rights in England and Wales
- e) consulting with the CEHR Wales and Scotland Co-ordinators in the development of the media strategy

4.0 GOVERNANCE

The aims of this work stream include the development of options for a governance framework for the incoming CEHR Board and the establishment of the three statutory committees of the Commission for Scotland, Wales and disability together with options for other internal committees and consultation mechanisms. Work is also underway to appoint the CEHR Chair, Commissioners and Chief Executive.

Paragraphs 4.1 and 4.2 identify opportunities for secondee involvement in this area of work. It is likely that the secondee would be expected to assist in both areas so applicants should ensure that they provide evidence in relation to each.

In addition, applicants should provide evidence of the following:

- a) an understanding of the legal and public policy framework and its relationship to the role and remit of the CEHR
- b) an understanding of the legal framework and conditions in the devolved nations as they affect the CEHR
- c) an understanding of issues affecting the disability communities
- d) an understanding of the principles of good governance
- e) excellent oral and written communication skills
- f) effective consultation and engagement experience - inside and outside of Government
- g) research skills, including the use of IT
- h) an understanding of basic financial systems**
- f) the ability to work collaboratively and as part of a team;
- g) delivering high quality work to tight timescales

4.1 Developing and implementing the governance framework

The aim of this work is to ensure that the new CEHR Board has access to the necessary internal governance documents from day one; as well as to identify partner organisations with whom the CEHR may seek to enter into Memoranda of Understanding and options for committee structure.

Key Tasks:

- a) drafting proposals for the Management Statement and Financial Memorandum
- b) developing options for internal governance documents

- c) drawing up draft MOUs for identified partner organisations
- d) developing induction and training materials for the incoming Board
- e) identifying secretariat needs for the incoming board
- f) drafting governance documentation for the statutory committees and consulting as appropriate
- g) researching and drafting proposals for other (advisory) committees and consultation mechanisms

4.2 CEHR Board Appointments

Although the task of recruiting the Board is supported by the executive search agency, Rockpools, the Project Manager will require support from time to time, particularly in recording the deliberations of the selection panels and providing feedback to the unsuccessful candidates.

Key tasks:

- a) providing secretariat support to the Chair and selection panel for the Chair appointment
- b) organising venues, providing papers for the Panel, keeping candidates informed, meeting access needs of candidates and panel members, taking minutes, drafting feedback and liaison with the executive search agency
- c) checking and passing for payment invoices under the contract with Rockpools.

5.0 INFRASTRUCTURE

The Transition Team infrastructure project is concerned with the CEHR's estate, systems and facilities. This opportunity will involve close liaison with the existing equality bodies and their procurement departments. It will also involve the development of a procurement strategy to reduce the current supplier base and appoint common suppliers for the CEHR.

Applicants should provide evidence of how their background and experience will enable them effectively to carry out the duties required. In addition applications should include evidence of the following:

- a) effective stakeholder engagement and consultation methods
- b) negotiation skills
- c) analytical skills
- d) an understanding of procurement processes and good practice
- e) excellent written and oral communication skills
- f) the ability to work collaboratively and as part of a team;
- g) delivering high quality work to tight timescales

Key tasks:

- a) mapping the Disability Rights Commission, the Commission for Racial Equality and the Equal Opportunities Commission procurement processes
- b) developing a catalogue of services provided by third parties and contractual terms, including termination dates
- c) working with colleagues in the Commissions to agree a strategy to reduce the supplier base and the appointment of common suppliers
- d) assisting in the implementation of the supplier reduction programme

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SUMMARY OF SECONDMENT TERMS

This statement sets out the terms of the secondment by *[insert name of seconding body]* of *[insert name of secondee]* (the postholder) to the Commission for Equality and Human Rights Transition Team as *[insert role title/description]*.

This placement with the Commission for Equality and Human Rights Transition Team (CEHR) will be on a *[insert full-time or part-time or other time commitment]* basis. It will commence on *[insert start date]* and continue until *[insert end date]*. During this period the secondee will remain an employee of by *[insert name of seconding body]* and seconded to the CEHR Transition Team.

These terms may be varied following consultation and agreement between the by *[insert name of seconding body]* and the CEHR Transition Team.

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1. Job title, Duties and Location

- 1.1 The period of this placement and secondment with the CEHR Transition Team, as defined above, is agreed by the postholder, the seconding body and the CEHR Transition Team. Whilst on CEHR Transition Team duties, the normal office base for the postholder will be *[insert name of seconding body]*. The postholder may be required to undertake any duties considered appropriate to that role and commensurate with the level of responsibility of that role. Any changes will be fully discussed with the postholder.
- 1.2 The postholder may, on occasions, be required to work at other locations.

2. Appointment date

- 2.1. The period of placement and secondment will commence on *[insert start date]* and continue until *[insert end date]*.
- 3. Continuous service**
- 3.1 The postholder's employment with the seconding body remains continuous during the period of the secondment.
- 3.2 During this period the employment entitlements (e.g. annual leave, occupational sickness and maternity or paternity schemes) that are dependent on length of service, will continue in accordance with current policy and practices of the seconding body.
- 4. Salary**
- 4.1 The salary of the postholder during this period will be as provided in their contract of employment and whilst undertaking CEHR business. The seconding body will be reimbursed for these amounts and any reasonable overheads on presentation of quarterly invoices to CEHR Transition Team.
- 5. Pension**
- 5.1. During the secondment period the seconding body will enable the postholder to continue in their current pension scheme for the duration of the secondment. Pensionable pay during this period will be as provided in their contract of employment. The seconding body will be reimbursed for these amounts as part of monthly invoices to CEHR Transition Team for salary and reasonable overheads.
- 6. Performance Review**
- 6.1 Continuation of this secondment is subject to satisfactory performance. Performance of the postholder's duties for the CEHR Transition Team will be reviewed on an ongoing basis against the achievement of agreed objectives. This information will be shared with the seconding body.
- 7. Hours of work**
- 7.1 The working hours for the postholder's secondment with the CEHR Transition Team will be in accordance with the relevant arrangements in place in the seconding body. Working within the guidelines of the Working Time Regulations 1998, the postholder may, from time to time, be

expected to work those hours reasonably required for the full performance of this role and responsibilities during the secondment.

- 7.2. The actual hours of work on the CEHR Transition Team business will be determined in consultation with the CEHR Programme Director, as appropriate. If required to work on public or statutory holidays, as defined in the relevant terms and conditions of service, the postholder will be entitled to overtime payments, where appropriate under their current contractual terms, or an equivalent amount of time off in lieu at a time agreed with the CEHR Programme Director.

8. Annual leave

- 8.1 The annual leave of the postholder during the period of the secondment will be in accordance with the relevant annual leave arrangements specified in terms and conditions of service of the seconding body.

9. Public Holidays

- 9.1 Entitlement to public and statutory holidays during the period of the placement and secondment will be in accordance with the relevant arrangements specified in terms and conditions of service of the seconding body.

10. Sickness absence

- 10.1 During the period of the placement and secondment to the CEHR Transition Team, the sickness absence arrangements applying to the postholder will be in accordance with the relevant terms and conditions of service of the seconding body.
- 10.2 Any likely sickness absence by the postholder during the secondment period should be reported to the CEHR Programme Director, as appropriate. If the attendance of the postholder during the period of the placement and secondment gives cause for concern, the CEHR Programme Director may require the postholder to undergo a medical examination by the seconding body occupational health service or a physician nominated by the seconding body occupational health service and paid for by the CEHR Transition Team.

11. Business Travel

- 11.1. During the secondment, the postholder will be entitled to receive payment for reasonable business travel expenses whilst on CEHR Transition Team business in accordance with the relevant terms and conditions of service of the seconding body.

12. Conduct and Discipline

- 12.1 The CEHR Transition Team expects the highest standards of integrity and conduct from all those who work for it and with it.
- 12.2 Whilst on placement and secondment to the CEHR Transition Team, the postholder must not discuss confidential matters outside the organisation without the express permission of the CEHR Programme Director, as appropriate, unless the information is in the public domain.
- 12.3 The postholder is expressly prohibited from accepting a gift or bequest from any person to whom a service is provided during the course of this secondment with the CEHR Transition Team.
- 12.4 Breaches of conduct will be considered in the first instance by the CEHR Programme Director and, in appropriate cases, may be referred for further action in accordance with the relevant terms and conditions of service of the Disability Rights Commission .
- 12.5 This secondment may be terminated by the CEHR Programme Director, as appropriate, giving one month's notice.

13. Health and Safety at work

- 13.1 During the secondment, the postholder will be expected to take reasonable care for their own health and that of others who may be affected by their acts and omissions at work whether working at home or office-based. No smoking is permitted on work premises.

CEHR TRANSITION TEAM
SECONDMENT OPPORTUNITIES
APPLICATION FORM

Please note: Be sure that you address all of the tasks and criteria required in Section 1 for your area of expertise. If you are also interested in working on any of the other areas set out in Sections 2 – 5 then tell us which ones they are in below and include evidence in support.

Contact details:

Name_____

Address_____

Contact telephone number_____

Email address_____

Secondment details:

- 1. In addition to the strand specialist tasks and criteria, in Section 1, please indicate below which other areas of work you are interested in being considered for:**

Strategic direction and service delivery

- advice and information ☐
- litigation and enforcement ☐
- Europe and international ☐

Communications

- Events management ☐
- Stakeholder mapping ☐
- CEHR website ☐

- Media ☐
- Governance**
- Developing governance framework and Commissioner recruitment ☐
- Infrastructure**
- Procurement project ☐

2. Please set out below how your expertise, skills and experience match the key tasks for the project(s) you are applying for. Your application will be assessed on the evidence you provide here.

Strand Policy Specialist (Section 1)

Evidence in relation to other areas of work (Sections 2 – 5) (if applicable)

3. I have discussed my intention to apply for a secondment with my line manager.

☐

4. I would like to be considered on a:

Part-time basis

(please specify)

Full-time basis

Either

These secondments will run from August - November 2006 in the first instance. If selected and approved for a secondment are there any periods when you would be unavailable? Please specify.

My current salary is: £

Signed:

Please forward your completed form to Hannah Lockley at hannah.lockley@dti.gsi.gov.uk no later than Monday 17 July 2006



Monitoring Information

I would be grateful if you could complete and return this form. The information you have supplied will be kept confidential and will only be used to provide an overall profile analysis of the CEHR transition team.

Please choose one option from each of the sections listed below and then tick the appropriate box.

A. Your Age

- ☐ 16 - 25
- ☐ 25 - 34
- ☐ 35 - 44
- ☐ 45 - 55
- ☐ 55 - 65
- ☐ 65+

B. Your Gender

- ☐ Female
- ☐ Male
- ☐ Transgender

C. Your ethnic Group (The options are listed alphabetically)

Asian or Asian British

- ☐ Indian
- ☐ Pakistani
- ☐ Bangladeshi
- ☐ Any other Asian Background, (specify if you wish)

Black or Black British

- ☐ Caribbean
- ☐ African
- ☐ Any other Black Background, (specify if you wish)

Chinese, or other ethnic group

- ☐ Chinese
- ☐ Any other ethnic background, (specify if you wish)

Mixed

- ☐ White and Asian
- ☐ White and Black African
- ☐ White and Black Caribbean
- ☐ Any other Mixed Background, (specify if you wish)

White

- ☐ British
- ☐ Irish
- ☐ Any other white background, (specify if you wish)

D. RELIGION OR BELIEF

Which group below do you most identify with?

- | | |
|-------------------|--------------------------|
| No Religion | <input type="checkbox"/> |
| Bahai | <input type="checkbox"/> |
| Buddhist | <input type="checkbox"/> |
| Christian | <input type="checkbox"/> |
| Jain | <input type="checkbox"/> |
| Jewish | <input type="checkbox"/> |
| Hindu | <input type="checkbox"/> |
| Muslim | <input type="checkbox"/> |
| Sikh | <input type="checkbox"/> |
| Other | <input type="checkbox"/> |
| Prefer not to say | <input type="checkbox"/> |

E. Sexual Orientation

Please indicate whether any of the following apply

- | | |
|-----------------------|--------------------------|
| Bisexual | <input type="checkbox"/> |
| Gay Man | <input type="checkbox"/> |
| Gay Woman/lesbian | <input type="checkbox"/> |
| Heterosexual/Straight | <input type="checkbox"/> |
| Other | <input type="checkbox"/> |

F. DISABILITY

Definition of Disability

The Disability Discrimination Act 1995 protects disabled people. It defines a person as disabled if they have a physical or mental impairment, which has a substantial and long term (i.e. has lasted or is expected to last at least 12 months) and has an adverse effect on the person's ability to carry out normal day-to-day activities.

Do you consider yourself to have a disability according to the terms given in the DDA?

☐ YES

☐ NO

Please state the type of impairment, which applies to you. People may experience more than one type of impairment, in which case you may indicate more than one. If none of the categories apply, please mark **Other** and specify the type of impairment.

☐ Physical impairment, such as using a wheelchair to get around and/or difficulty using their arms

☐ Sensory impairment, such as being blind / having a serious visual impairment or being deaf / having a serious hearing impairment

☐ Mental health condition, such as depression or schizophrenia

☐ Learning disability, (such as Down's syndrome or dyslexia) or cognitive impairment (such as autism or head-injury)

☐ Long-standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy

☐ Other, such as disfigurement (please specify)

Thank You