

Diversity Information and Conflicts of Interest Form

Diversity Information

We encourage applications from talented individuals from all backgrounds and across the whole of the United Kingdom. Boards of public bodies are most effective when they reflect the diversity of views of the society they serve and this is an important part of the Government's levelling up agenda.

We collect diversity data about applicants' characteristics and backgrounds, including information about people's professional backgrounds, so that we can make sure we are attracting a broad range of people to these roles and that our selection processes are fair for everyone. Without this information, it makes it difficult to see if our outreach is working, if the application process is having an unfair impact on certain groups and whether changes are making a positive difference.

When you submit your application, your responses are collected by the Cabinet Office and the government department(s) managing your application. The data is used to produce management information about the diversity of applicants. You can select "prefer not to say" to any question you do not wish to answer. The information you provide in this form will not be seen by the advisory assessment panel who will sift applications and conduct interviews against the advertised criteria.

Our Privacy Notice sets out in more detail how we will use your personal data, and your rights. It is made under Articles 13 and/or 14 of the UK General Data Protection Regulation (GDPR).

The form should only take a few minutes to complete.

We thank you in advance for your support.

Required fields are marked with a *

About me

What is your title? *

What is your first name? *

What is your last name? *

Which appointment are you applying for? *

Required fields are marked with a *

Diversity Questions

Sex and Gender

What is your sex? *

Male

Female

Prefer not to say

Is the gender you identify with the same as your sex registered at birth? *

Yes

No

Prefer not to say

Age

What was your age group at your last birthday? *

16-24

65-74

25-34

75-84

35-44

85 or older

45-54

Prefer not to say

55-64

Place of Residence

Where is your main place of residence? *

Disability and Health Conditions

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

More information on disability can be found on the public appointments website -

<https://publicappointments.cabinetoffice.gov.uk/recording-whether-or-not-you-have-a-disability/>

Yes

No

Prefer not to say

Ethnicity

What is your ethnic group? *

Arab

Asian or Asian British - Indian

Asian or Asian British - Pakistani

Asian or Asian British - Bangladeshi

Asian or Asian British - Chinese

Asian or Asian British - Any other Asian background

Asian or Asian British - Prefer not to say which Asian background

Black, African, Caribbean or Black British - African

Black, African, Caribbean or Black British - Caribbean

Black, African, Caribbean or Black British - Any other Black, African or Caribbean background

Black, African, Caribbean or Black British - Prefer not to say which Black, African or Caribbean background

Mixed or multiple ethnic groups - White and Black Caribbean

Mixed or multiple ethnic groups - White and Black African

Mixed or multiple ethnic groups - Any other Mixed or Multiple ethnic background

Mixed or multiple ethnic groups - Prefer not to say which Mixed or Multiple background Other

Other ethnic group - Any other ethnic group

Other ethnic group - Prefer not to say which other background

White - English, Welsh, Scottish, Northern Irish and British

White - Irish

White - Gypsy or Irish Traveller

White - Any other White background

White - Prefer not to say which white background

Prefer not to say

Religion or Belief

What is your religion or belief? *

No Religion

Christian (including Church of England, Catholic,
Protestant and all other Christian denominations)

Buddhist

Hindu

Jewish

Muslim

Sikh

Prefer not to say

Sexual Orientation

What is your sexual orientation? *

Heterosexual or straight

Gay or Lesbian

Bisexual

Other, please specify below

Prefer not to say

Employment

What is your principle employment? *

Employee

Looking after family

Retired

Self-employed with employees

Self-employed / freelancer without employees

Sick

Student

Unemployed

Prefer not to say

Required fields are marked with a *

Occupational Sector

What is your occupational sector? *

| | |
|---------------------|-------------------|
| Civil service | Not working |
| Private sector | Other |
| Voluntary sector | Prefer not to say |
| Wider public sector | |

Profession

What is your profession? *

| | |
|--------------------------------------|-------------------------|
| Commercial | Planning |
| Communications | Planning Inspectors |
| Corporate Finance | Policy |
| Counter Fraud | Project Delivery |
| Digital, Data and Technology | Property |
| Economics | Psychology |
| Finance | Science and Engineering |
| Human Resources | Security |
| Inspector of Education and Training | Social Research |
| Intelligence Analysis | Statistics |
| Internal Audit | Tax |
| Knowledge and Information Management | Veterinarian |
| Legal | International Trade |
| Medicine | Unknown |
| Operational Delivery | Not applicable |
| Operational Research | Prefer not to say |
| Other | |

Educational Qualifications

Please state your highest level of qualification *

GCSEs or equivalent

Degree level or above

AS, A level or equivalent

No qualifications

Apprenticeship

Prefer not to say

NVQs or equivalent

Professional Qualifications

Do you hold a professional qualification? *

Yes

No

Prefer not to say

Number of Appointments Held

How many other public appointments do you hold? *

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.

0

4

1

5-9

2

10 or more

3

Prefer not to say

Conflicts of interest

Holders of public office are expected to adhere to and uphold the [Seven Principles of Public Life](#) and the principles contained within the [Code of conduct for board members of public bodies](#). Applicants and appointees need to abide by these principles and you should consider carefully the following points which may call into question your ability to meet the standards set out in these Codes or to properly discharge the responsibilities of the role you are applying for:

- any outside interests that you may have, such as shares you may hold in a company providing services to government
- any possible reputational issues arising from your past actions or public statements that you have made
- any political roles you hold or political campaigns you have supported

You will need to answer relevant questions in relation to these points when making an application. Many conflicts of interest can be satisfactorily resolved and declaring a potential conflict does not prevent you from being interviewed. If you are shortlisted for an interview, the panel will discuss any potential conflicts with you during that interview, including any proposals you may have to mitigate them and record that in their advice to ministers.

If the interest is not potentially material to a public appointment then you are not required to declare it. If you are in doubt, please consult the Sponsor Department for further advice.

Financial interests

Do you have any relevant financial interests?

Financial interests may include shareholdings or share options you have in individual companies. Specify the name of the company, nature of their business, percentage and value of your shareholding in each, or the value and terms of your option.

Enter any financial interests you have that could result in an actual or potential conflict of interest or may be perceived as having scope to do so by a reasonable member of the public

Please consider:

- Any shares you hold in a particular company or corporate bonds (whether held directly or indirectly via a PEP or ISA);
- Unit Trusts;
- Personal or stakeholder pensions (including Added Voluntary Contributions);
- Insurance products (including Friendly assurance bonds);
- Bank or building society accounts in excess of £20,000;
- Gilt-edged stocks or National Savings products in excess of £20,000;
- Loans outstanding to particular banks, building societies or consumer credit companies in excess of £5,000;
- Tax allowances that impact on you or your immediate families;
- Whether or not you have been in a dispute of a significant nature with HMRC;
- Any interests held in houses, lands and buildings, other than any home used for your personal residential purposes.

This list is non-exhaustive and is designed to give you an idea of the type of things you may need to disclose in this section.

Do you wish to declare financial interests?

Yes

No

Employment, appointments and other outside roles

Do you hold any other employment, appointment or outside role?

Employment and appointment conflicts may arise due to the interests of the other body you work for or support, or the nature of the work you do for them, or the potential limits your outside activity places on the time you have available to carry out a public appointment role.

Enter any other employment, appointment or outside roles, including voluntary or advisory, that could result in an actual or potential conflict of interest or may be perceived as having scope to do so by a reasonable member of the public. Please include the name of the organisation, the nature of their business, your role, tenure, time commitment and remuneration.

You should include:

- Other organisations that employ you;
- Any consultancy or business that you run;
- Details of any directorships and your role in the company. For example, Chair or Non-Executive Director;
- Details of any charity or charities you are a trustee for;
- Remuneration for any other work;
- Any other interests related to outside roles;
- A reference if you have ever been found in breach of the Business Appointment Rules;
- A reference if you have ever been found in breach of the rules governing the publication of books by former Ministers, Special Advisers and Civil Servants, also known as the Radcliffe Rules;
- Any other public appointments. For example, school Governor, magistrate, reservists, or special constable;
- Membership of a professional body or think tank board;
- Any previous roles that may be relevant;
- Any contract/commercial agreement which you are aware of between the respective organisation and the public body/committee to which you would be appointed, central government or any other organisations connected to the relevant sector.

This list is non-exhaustive and is designed to give you an idea of the type of things you may need to disclose in this section

Do you wish to declare employment, appointments and other outside roles? Yes No

Personal interests

Do you have any relevant personal interests?

Please disclose any interests (in the same categories you have been asked to consider for yourself) that are held by any party related to you that could result in an actual or potential conflict of interest or may be perceived as having scope to do so by a reasonable member of the public.

A 'party related to you' could include for example (but without limitation) a spouse/partner, a business partner, a close family member or a person living in the same household as you or a close family member.

You should include:

- Any other family members working in the same department or same sector or policy field as this role;
- Whether you have a relationship with anyone in an organisation working with your department;
- Whether you have a relationship with anyone in an organisation which supplies, or is looking to supply, goods and services to the department;
- If any of your close family members have any relevant outside interest. For example, any acquaintances or associates who you know to have contractual relationships with the department or who have a substantial interest in policy development connected with the department;
- Any connections with foreign governments.

This list is non-exhaustive and is designed to give you an idea of the type of things you may need to disclose in this section.

Do you have a personal interest to declare?

Yes

No

Other relevant interests or activity

Do you have any other relevant interests or activity?

For example, publications that you have authored or social media activity that might reasonably be perceived as relevant to your responsibilities as an office holder.

Do you have any other relevant interest to declare:

Yes

No

Political Activity

The information in this section will be made available to the panel if you are called for interview.

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 political activity for a political party in the past five years? *

Yes

No

Thank you for completing this form.

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.

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.

We will collect and monitor diversity data, when provided, in order to:

- Understand the diversity of public appointees and to satisfy our public sector equality duty (PSED), and;
- Share anonymised amalgamated diversity data with the Office of the Commissioner for Public Appointments (OCPA) in order that the Commissioner's Annual Report can be produced.

For full information about how we handle your data please see the privacy notice on <https://apply-for-public-appointment.service.gov.uk/privacy>

If you are successful in an application and appointed to a role we will hold your diversity data for a rolling five year period while you are in post and for five years from the date your appointment ends. If you are unsuccessful in your application the diversity data from your application will be held for five years from the date the successful appointee is announced.

If you have any questions please contact the department responsible for the role you have applied for. Contact details can be found here: <https://apply-for-public-appointment.service.gov.uk/contact>

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