

The
Electoral
Commission

Electoral Commissioner, Northern Ireland

Candidate information pack, September 2020



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Welcome letter

Dear candidate

Thank you for your interest in the role of Electoral Commissioner, Northern Ireland.

The Electoral Commission works to promote public confidence in the democratic process and ensure its integrity. After 20 years of work, the Commission is an established and integral part of the electoral system, and public confidence in the main electoral processes remains high.

However, there is absolutely no room for complacency. Our goals have to be met in a rapidly changing and unpredictable external context, where electoral events, planned and unplanned, have been increasingly frequent; the nature of campaigning is moving rapidly in a digital direction; voter expectations about information and accessibility are rising; there are concerns about sources of donations and foreign interference in UK elections; and there are fears about rising intimidation of candidates and campaigners. Public and press scrutiny of what we do is understandably at an all-time high.

Northern Ireland has its own electoral context, reflected in different electoral systems and practices, including historically over transparency for political donations. It also has useful lessons to offer, for example in the need to present specified photo ID before voting in person, which the current UK government plans to extend to the whole of the UK.

To help us with all this, and more, we are seeking a successor to our current Electoral Commissioner, Northern Ireland, whose term of office expires in December 2020. The successful candidate will join nine other Commissioners, working closely with the Chief Executive and four Directors of the Electoral Commission and accountable to Parliaments across the UK. Our Belfast based Commission team will be a key support for the post-holder.

As an Electoral Commissioner you will play a key non-executive role, helping to set the organisation's strategy and monitor its implementation. You will also be an ambassador for the Electoral Commission across Northern Ireland, building strong relationships with key stakeholders, and offering insight into the key democratic and electoral issues affecting Northern Ireland. A strong commitment to independence and impartiality is essential for all our Commissioners.

If confidence in democratic politics matters as much to you as it does to us, and you relish the challenge of regulating this area of public life, we look forward to hearing from you.

Sir John Holmes

Chair of the Electoral Commission

About the Commission

Our role

The Electoral Commission is the independent body which oversees elections and regulates political finance in the UK. We work to promote public confidence in the democratic process and ensure its integrity.

Further information on the work of the Commission can be found on our website www.electoralcommission.org.uk.

Appointment to this role follows a Westminster parliamentary process culminating in a recommendation by the House of Commons to Her Majesty the Queen and appointment by Royal Warrant.

Our vision and goals

Our vision is to be a world-class public sector organisation – innovative, delivering great value and getting right what matters most to voters and legislators.

We plan to achieve this vision through a five year work programme with four goals:

1. To enable the continued delivery of free and fair elections and referendums, focusing on the needs of electors and addressing the changing environment to ensure every vote remains secure and accessible
2. To ensure an increasingly trusted and transparent system of regulation in political finance, overseeing compliance, promoting understanding amongst those regulated and proactively pursuing breaches
3. To be an independent and respected centre of expertise, using knowledge and insight to further the transparency, fairness and efficiency of our democratic system, and help adapt it to the modern, digital age
4. To provide value for money, making best use of our resources and expertise to deliver services that are attuned to what matters most to voters. This goal underpins and supports all of our work

Our values

Making an Impact

Demonstrating our determination and shared passion for doing the best we can for people across Northern Ireland and the UK: using our understanding of the big picture and stakeholder perspectives to help us shape our priorities, think ahead and anticipate change; and working together creatively and flexibly to deliver outcomes that matter to voters.

Engaged

Looking outside the Commission, and proactively developing relationships that give us a deep understanding of our stakeholders and provide opportunities for us to promote the interests of voters in Northern Ireland and across the UK.

Authoritative

Using our expertise and powers confidently, sensitively and proportionately for the benefit of voters and enhancing our reputation as a respected and influential body that deserves to be listened to and taken seriously.

Independent

Taking responsibility for our role as champion of the voter, recognising and balancing the tensions that inevitably arise from our main functions, and behaving with integrity to build public trust and confidence in the way elections and the political finance system work in Northern Ireland and across the UK.

Transparent

Demonstrating an absolute commitment to openness, ethical behaviour, and clarity, in order to build understanding about what we do, and trust and confidence in how we do it.

Equality, diversity and inclusion

The Commission is committed to equality of opportunity and welcomes applications from all sections of the community.

The Electoral Commission has an active commitment to diversity and inclusion. Whilst we welcome applications from all candidates who can meet the role requirements, we would particularly encourage applications from individuals from black and minority ethnic backgrounds, who are currently under-represented as Commissioners.

As a public body working across the UK, we are keenly aware not only of the imperative to represent the population we serve in all its diversity and richness, but of the positive impact a diverse workforce can have on our organisation, our perspective, and the quality of our decision-making. As such, we would like to take this opportunity to emphasise our interest in excellence wherever it occurs, and our commitment to attracting a diverse field for this important role, including and beyond the protected characteristics.

The changing context

The last few years have seen a lot of changes to our working environment. Key features of this have been a number of complex electoral events (planned and unplanned), and an increased need to maintain public confidence in the integrity of elections in the digital age. The UK now has a government with a comfortable parliamentary majority, as well as a policy and legislative agenda to implement. Meanwhile the Governments in Scotland and Wales are increasingly exercising the powers they now have in the electoral field.

The Coronavirus crisis is for the present and no doubt in the longer term having significant political, social and economic impacts on the UK, as well as its obvious health consequences. These have included the postponement of the 2020 canvass of electors in Northern Ireland as well as polls scheduled for May 2020 in England and Wales. This was a necessary step, but one which presents a challenge to running the canvass next year as well as a particularly wide range of elections in May 2021 across Great Britain.

In Northern Ireland the Assembly and the Executive are fully operational again. And a recent change in the law that we called for means we are able to publish information on how political parties are funded, which is a positive step in enhancing transparency and confidence in the regulatory regime.

All of these matters have an important effect on our work, the work of the wider electoral community, and on voters. We aim to properly discharge the important responsibilities given to us by legislatures and provide support to government initiatives whenever we can to make them work well. We closely support and oversee the electoral community (including candidates, parties and other campaigners), always seeking to improve what we do.

Working across the UK

As a public body that works across all of the UK, we're flexible and proactive in adapting our approach to suit the needs of different governments, legislatures and electorates. Since the Commission was created, we've fully embraced devolution in our areas of responsibility – providing a tailored service to every part of the UK, but drawing strength from our joint expertise in elections and political finance regulation.

Elections in Northern Ireland continue to be an 'excepted matter' and remain under the responsibility of the UK Government. Issues affecting Northern Ireland remain topical. We work in this environment to help ensure that electoral events are well run and to regulate the rules on political finance, bringing as much transparency as the law permits.

Following the Scotland Act 2016, responsibility for Scottish Parliament elections was transferred to the Scottish Parliament in May 2017 (they already had this responsibility for local government elections). The Wales Act 2017 also transferred responsibility for local government and Assembly elections to the National Assembly for Wales, now known as the Welsh Parliament or Senedd Cymru.

These changes mean a further evolution in the ways we report, and are held accountable for, our work in Scotland and Wales. We are working with the Scottish Parliament and the Welsh Parliament to establish and embed this accountability in terms of both budget and operational delivery.

In England, the devolution of power to local government has grown over the last few years, with 'devolution deals' and directly elected mayors.

Over the course of the next five years, we will see further elections for combined authority mayors in England. They will, along with the combined authorities, exercise powers and

functions devolved from Government in areas such as planning, housing, further education and business support.

Further Information

More detailed information on our recent past performance and ambitions for the near to mid-term can be found in our [Annual Report & Accounts 2018/2019](#) and [Interim corporate plan 2020/21 - 2024/25](#).

[Further information on Electoral Commissioners](#)

Job description

Principal responsibilities

As a Commission Board member you will be helping to:

- set the overall strategic direction of the Commission across the UK and ensure delivery of its strategic goals within the statutory framework and with the resources determined by the UK, Scottish and Welsh Parliaments to ensure public confidence in democracy
- set the Commission's priorities and monitor its activity in the areas of both party and election finance and electoral administration – including, for example, approving strategy and expenditure on promotion of public awareness of UK electoral arrangements, and the oversight of the publication of statutory election reports
- from time to time, consider key issues within the Commission's remit – this may include for example matters relating to maintaining compliance with the regulatory framework for political parties and candidates, as well as decisions relating to the conduct of elections and referendums; oversight of statutory schemes such as policy development grants to political parties; and review of the overall framework of performance standards for local authority electoral registration and returning officers in Great Britain.
- ensure efficient and effective use of public funds, that the Commission operates within the limits of its statutory authority to high standards of governance, and that it manages risk effectively
- contribute to the Commission's role as a UK-wide body, understanding the issues faced on a UK-wide level and effectively supporting the work of the devolved governments

You will be an important ambassador for the Commission in Northern Ireland, building relationships with senior political stakeholders, and providing local expertise and knowledge to the Commission on issues in Northern Ireland. As appropriate you may appear before Parliamentary or Assembly Committees, and from time to time as required represent the views of the Commission to the media. You will work closely with the Head of the Electoral Commission, Northern Ireland to develop our strategy, acting as a sounding board for the team.

You may also be asked to:

- serve as a member on the Audit or Remuneration and Human Resources Committees and participate in informal groups from time to time
- perform other related roles or functions which the Commission asks you to discharge personally

Person specification

All candidates are expected to meet the criteria listed below.

You should have an established and well respected personal profile in Northern Ireland and be able to demonstrate substantial knowledge, skills and experience and significant achievement to meet as many as possible of the following criteria:

- proven experience in contributing to the leadership and strategic direction of a complex organisation operating in a political environment, including experience in a non-executive role, reviewing financial and other resource plans, and the ability to scrutinise and challenge from a non-executive perspective
- evidence of excellent interpersonal and communication skills and first-hand experience representing an organisation with a high profile in Northern Ireland to the media or to political stakeholders, and the ability to build and/or maintain strong networks across Northern Ireland on behalf of the Electoral Commission
- demonstrable understanding of the regulatory and political landscape – from either a regulator or regulated perspective – based on excellent analytical ability and a capacity to think clearly about regulatory decisions from a principles-based perspective
- track record operating in an environment subject to significant scrutiny from a range of quarters, including from the regulated community, from politicians, and from the media
- demonstrable understanding of the relevance of equality, diversity and inclusion to the work of the Electoral Commission
- clear evidence of complete integrity and commitment to transparency in decision making, and of independence and objectivity – including the need for the Commission to be perceived as completely unbiased when fulfilling its responsibilities
- highly developed political understanding and awareness including the ability to work closely with colleagues from within political parties and strong understanding of the political environment in Northern Ireland

For this role we welcome candidates whose previous experience has been gained through the private, public or not for profit sector, or from any combination of these.

You must not be disqualified by law from being appointed as an Electoral Commissioner. That would be particularly if, in the last five years, you had been an elected politician (other than a parish or community councillor), an officer or employee of a political party, or a reported donor or lender to a political party. In addition, Electoral Commissioners, other than those nominated by the political parties, once appointed, may not be members of a registered political party. The relevant legislation can be found in section 3(4) of the Political Parties, Elections and Referendums Act 2000 and section 74 and Schedule 1 of the Electoral Administration Act 2006.

Terms and conditions of appointment

Appointment term

Commissioners are normally appointed for an initial term of four years. This appointment is scheduled to begin in January 2021.

Time commitment

This appointment is on a part-time basis, two to three days per month.

Remuneration

The appointment is remunerated on the basis of days worked on Commission business – the current rate of remuneration is £398 per day plus reimbursement of reasonable travel and subsistence expenses actually incurred. No pension arrangements are in force for these positions.

Eligibility

As stated in the Political Parties and Elections Act 2000 (PPERA) Part 1 s.3(4), subject to subsection (4A) a person may not be appointed as an Electoral Commissioner if the person:

- (a) is a member of a registered party;
- (b) is an officer or employee of a registered party or of any accounting unit of such a party;
- (c) holds a relevant elective office (within the meaning of Schedule 7); or
- (d) has at any time within the last five years —
 - (i) been such an officer or employee as is mentioned in paragraph (b), or
 - (ii) held such an office as is mentioned in paragraph (c), or
 - (iii) been named as a donor in the register of donations reported under Chapter III or V of Part IV.
 - (iv) been named as a participant in the register of recordable transactions reported under Part 4A.

Nationality

As part of the process applicants will be asked to prove they have the eligibility to work in the UK to fulfil the appointment term.

Code of conduct and confidentiality

Commissioners are required to comply with the [Commission's Code of Conduct](#), including its provisions on confidentiality.

Location

Normally, the Electoral Commissioner, Northern Ireland would need to be able to travel regularly to the Commission's offices in both London and Belfast. Some travel around the United Kingdom could also be required. However, due to the current Coronavirus pandemic all Commission employees are working remotely and Commission Board and Committee meetings are all being held via video conferencing. These arrangements are under regular review and will be updated as the situation changes.

Video conference facilities are available for informal meetings, and use of the Commission's secure email system is also a requirement, to allow the exchange of confidential information. Training is available if needed.

Appointment process

As required in statute, following a fair and open competition, Electoral Commissions are selected by the Speaker's Committee on the Electoral Commission (SCEC), with the agreement of the Speaker of the House of Commons.

The Committee has appointed a selection panel that will undertake the initial sifting and formal interviewing of candidates.

This full membership of the panel is:

- Professor Dolores O'Reilly, Independent Assessor, Commission for Public Appointments Northern Ireland and Chair of the selection panel
- Sir John Holmes, Chair of the Electoral Commission
- William Wragg MP, Speaker's Committee on the Electoral Commission and Member for Hazel Grove
- Christian Matheson MP, Speaker's Committee on the Electoral Commission and Member for City of Chester

The panel will make a recommendation to Mr Speaker and the Speaker's Committee on the Electoral Commission on which candidate it judges best meets the skills, knowledge and experience required for this role.

As required by statute, the Committee will then consult on the name of the preferred candidates with the leaders of all political parties who have two or more seats in the House of Commons.

Once the consultation has been complete, a motion is then put to the House proposing the name of the individual to be appointed. The appointment is formally made by Her Majesty on an address from the House of Commons.

Indicative timetable

Please see the timetable below for indicative dates:

Stage	Date
Closing date for applications	Wednesday 14 October
Shortlist meeting	Week commencing 19 October
Shortlisted candidates notified*	Week commencing 19 October
Opportunity for informal discussion on the role	Post short-listing
Final panel interviews#	2 November

Stage	Date
Full referencing (last 3 years) plus eligibility to work in the UK check	Week commencing 2 November
Recommendation to Speakers Committee / Parliamentary Process	November 2020 – January 2021
Candidate takes up appointment	February/March 2021

Please note that the dates listed are accurate at the time of writing but may be subject to change.

* If you have not heard from us by this date it is likely that your application was unsuccessful on this occasion.

Interviews will take place in Belfast. We will also consider conducting interviews over video conference.

How to Apply

By the closing date of **5pm on Wednesday 14 October 2020**, submit all four of the following by email:

1. Your up to date CV.
2. A supporting statement. Please read the person specification carefully first and highlight how, from any current and previous roles/experience/achievements, you meet the criteria set out. It is acceptable (but not required) for your supporting statement to take the form of examples of specific occasions when you have demonstrated the criteria set out in the person specification. You may also wish to include details of your motivation for this appointment at this time.

We will use your supporting statement to understand how your experience and knowledge fits what we are looking for (shortlisting process).

3. The name and contact details of at least one referee whom we may contact straight away in relation to your suitability for this appointment.
4. The three forms that we require (see below) completed and signed (e-signature is acceptable).

Required forms and included in this pack: our **Political Activity Declaration Form** (Annexes A&B), **Equal Opportunities Monitoring Form** (Annex C) and **Declaration of External Interests and/or Financial Interests** (Annex D).

Please make your submission to Jennifer Hartland:
JHartland@electoralcommission.org.uk

By submitting your documents to us you are agreeing that we may share these with members of the Speaker's Committee on the Electoral Commission, the recruitment panel members, officials of parliament and Commission staff involved in this recruitment and selection process and for that purpose.

You will receive an email in response to confirm your submission to us has been safely received.

Queries

For questions relating to the recruitment/selection process please contact Jennifer Hartland, Commission Head of HR, in the first instance via email (JHartland@electoralcommission.org.uk). This includes if you have any special need or a disability which may have an impact on the process.

For questions relating to the context or content of the role please contact Cahir Hughes, Head of Electoral Commission Northern Ireland in the first instance via email (CHughes@electoralcommission.org.uk).

Annex A

Resignation / Termination

As the appointment is by Royal Warrant for a term of office, should the appointee wish to resign from the role before the end of the term of office, request for the consent of Her Majesty is required.

In addition there are a number of matters which would cause early termination of a Commissioner's appointment and candidates should be aware of these. They are set out in the Political Parties, Elections and Referendums Act 2000 – at Schedule 1, paragraph 3(3) and (3A) as follows:

(3) Subject to sub-paragraph (3A) an Electoral Commissioner shall cease to hold office on the occurrence of any of the following events—

(a) he consents to being nominated as a candidate at a relevant election (within the meaning of Part II) or to being included in a registered party's list of candidates at such an election;

(b) he takes up any office or employment in or with –

(i) a registered party or any accounting unit of such a party,

(ii) a recognised third party (within the meaning of Part VI), or

(iii) a permitted participant (within the meaning of Part VII);

(c) he is named as a donor in –

(i) the register of donations reported under Chapter III or V of Part IV,

(ii) any quarterly or weekly report delivered to the Commission under section 95A or 95B,

or

(iii) in any statement of donations included in a return to the Commission under section 98 or 122;

(ca) he is named as a participant in the register of recordable transactions reported under Part 4A;

(d) he becomes a member of a registered party.

Other grounds in PPERA which will give rise to a recommendation to remove from office:

(a) failure to discharge the functions of office for a continuous period of at least 3 months

(b) failure to comply with the terms of appointment

- (c) conviction of a criminal offence
- (d) being an undischarged bankrupt or if your estate has been sequestrated in Scotland and you have not been discharged
- (da) a moratorium period under a debt relief order applies in relation to you (under Part 7A of the Insolvency Act 1986)
- (e) you have made an arrangement or composition contract with, or have granted a trust deed, for creditors
- (f) being otherwise unfit to hold office or carry out its functions.

Annex B

Political Activity

Under the terms of the Political Parties, Elections and Referendums Act a person may not be appointed as a Commissioner for the Electoral Commission if they:

- a) Are an officer or employee of a registered party or of an accounting unit of such a party
- b) Hold or have at any time in the last five years held office (for example Chair, Treasurer or secretary) of a registered party or of an accounting unit of such a party
- c) Are a member of a registered party
- d) Hold or have at any time in the last five years have held an elective office as a Member of Parliament, Member of the European Parliament (including the combined region), Member of the Scottish Parliament, Member of the National Assembly for Wales, Member of the Northern Ireland Assembly, Member of any local authority in the UK, including the Common Council of the City of London, but excluding a parish or community council, Member of the Greater London Authority or Mayor of London or a local authority elected mayor
- e) Have at any time in the last five years been named in the Commission register of recordable donations (by reasons of having donated sums of £7,500 or more to a registered political party or members' association, or sums of £1,500 or more to a party accounting unit or regulated individual)
- f) Have at any time in the last five years been named as a participant in the Commission register of recordable transactions which contains borrowing reported by political parties, regulated donees, third parties and permitted participants

Commissioners will be required to conduct themselves so as not to raise any questions as to the political impartiality of the Commission. In particular, active political involvement, whether at a national or local level, could be regarded as incompatible with the need for the Commission to be seen as completely impartial.

Applicants must complete the questions below

This information is required to enable the selection panel to assess whether your involvement in political activity is or has been such as to make you ineligible to be appointed as a Commissioner for the Electoral Commission.

It is important that candidates should provide full details of any political activity within the last five years. It will be for the selection panel to determine whether it is such as to raise doubts as to the eligibility or suitability of the candidate for appointment.

Please indicate which of the following activities you have undertaken during the last 5 years, by ticking the appropriate box and by providing details of your involvement. If you have been or are an Independent or have sought or obtained office as a representative of a particular interest group, you should state this. Please tick all relevant categories.

- Are or have been an officer or employee of a registered party or of an accounting unit of such a party.
- Hold or have at any time in the last five years held office (for example Chair, Treasurer or secretary) of a registered party or of an accounting unit of such a party.
- Are a member of a registered party
- Hold or have at any time in the last five years have held an elective office as a Member of Parliament, Member of the European Parliament (including the combined region), Member of the Scottish Parliament, Member of the National Assembly for Wales, Member of the Northern Ireland Assembly, Member of any local authority in the UK, including the Common Council of the City of London, but excluding a parish or community council, Member of the Greater London Authority or Mayor of London or a local authority elected mayor .
- Have at any time in the last five years been named in the Commission register of recordable donations (by reasons of having donated sums of £7,500 or more to a registered political party or members' association, or sums of £1,500 or more to a party accounting unit or regulated individual.
- Have at any time in the last five years been named as a participant in the Commission register of recordable transactions which contains borrowing reported by political parties, regulated donees, third parties and permitted participants
- None of the above activities apply

Details of any political or campaign involvement within the last five years:

You may be asked about the activities listed above, if any.

Name:	Signature:	Date:
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Annex C

Equality and Diversity Monitoring Form

We ask all our job applicants to complete this form. This form is separate to your job application, will be held by the Commission's Human Resources team and is not provided to the recruiting manager.

Every form that we receive back helps us to gain data to ensure we are meeting our duties as well as our equality objectives. We will use the data for anonymised internal reporting.

Job applied for:	Click or tap here to enter text.			
Date of completing this form:	Click or tap here to enter text.			
Surname:	Click or tap here to enter text.			
First name:	Click or tap here to enter text.			
Age: <i>(please select only one)</i>	Under 18 <input type="checkbox"/>	18-21 <input type="checkbox"/>	22-30 <input type="checkbox"/>	31-40 <input type="checkbox"/>
	41-50 <input type="checkbox"/>	51-60 <input type="checkbox"/>	61-65 <input type="checkbox"/>	66-70 <input type="checkbox"/>
	71+ <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>		
Gender: <i>(please select only one)</i>	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Other <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>
Are you affected by the protected characteristic of gender reassignment? <i>(please select only one)</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>	
Are you married or in a civil partnership? <i>(please select only one)</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>	
Is the protected characteristic of pregnancy and maternity impacting you? <i>(please select only one)</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>	

How would you describe your race? Please indicate against one of the following

Asian/Asian British		Mixed	
Bangladeshi	<input type="checkbox"/>	White and Black Caribbean	<input type="checkbox"/>
Indian	<input type="checkbox"/>	White and Black African	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>	Asian and White	<input type="checkbox"/>
Chinese	<input type="checkbox"/>	Any other mixed background	<input type="checkbox"/>
Any other Asian background	<input type="checkbox"/>		
Black/Black British		White/White British	
African	<input type="checkbox"/>	British	<input type="checkbox"/>
Caribbean	<input type="checkbox"/>	English	<input type="checkbox"/>
Any other Black background	<input type="checkbox"/>	Irish	<input type="checkbox"/>
		Northern Irish	<input type="checkbox"/>
		Scottish	<input type="checkbox"/>
		Welsh	<input type="checkbox"/>
		Any other White background	<input type="checkbox"/>
Other		Prefer not to say	
Arab	<input type="checkbox"/>		<input type="checkbox"/>
Any other ethnic group	<input type="checkbox"/>		

Religion or belief: Please indicate against one of the following

No religion	<input type="checkbox"/>	Jewish	<input type="checkbox"/>
Buddhist	<input type="checkbox"/>	Muslim	<input type="checkbox"/>
Christian	<input type="checkbox"/>	Sikh	<input type="checkbox"/>
Hindu	<input type="checkbox"/>	Other	<input type="checkbox"/>
		Prefer not to say	<input type="checkbox"/>

Disability: Please indicate against one of the following:

Do you consider yourself to have a disability under the Equality Act 2010?

In the Act, a person has a disability if:

- they have a physical or mental impairment
- the impairment has a substantial and long-term adverse effect on their ability to perform normal day-to-day activities

For the purposes of the Act, these words have the following meanings:

- 'substantial' means more than minor or trivial
- 'long-term' means that the effect of the impairment has lasted or is likely to last for at least twelve months (there are special rules covering recurring or fluctuating conditions)
- 'normal day-to-day activities' include everyday things like eating, washing, walking and going shopping

Yes No Prefer not to say

If you selected "Yes", please give details of any adjustments or support required in the recruitment and selection process.

Click or tap here to enter text.

Sexual Orientation: Please indicate against one of the following

Bisexual	<input type="checkbox"/>	Heterosexual/straight	<input type="checkbox"/>
Gay Woman/Lesbian	<input type="checkbox"/>	Other	<input type="checkbox"/>
Gay Man	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>

Relevant to Northern Ireland appointments only

Community background: Please indicate against one of the following

Roman Catholic background	<input type="checkbox"/>
Protestant background	<input type="checkbox"/>
Other	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

Dependents: Please indicate against one of the following

Do you have dependents?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>
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Annex D

Declaration of External Interests and/or Financial Interests

Name:.....

External interests

Please list here any external interests. You are required to declare all interests which may represent a conflict with your role at the Commission e.g. paid and unpaid external appointments, consultancy, trusteeships, directorships, advisory and voluntary roles.

Financial interests

You are required to declare upon your appointment/engagement to the Commission and at such times that circumstances arise, any financial connection that you or your close family members or associates have that may be connected to the work of the Commission, for example a family member or associate working for a firm that is contracting or bidding for contracts with the Commission. For these purposes a close family member is defined as your spouse, civil partner, partner, children or step children, parents, or any other person with whom you live in an enduring family relationship. For these purposes an associate is defined as someone who is not a family member but with whom you have frequent or significant contact, or shared interests, and where a connection which is not disclosed might give rise to perceptions of a conflict of interest.

Personal financial interests

Family or associate financial interests

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Political interests of family members or associates

In addition to the declaration of political activity you have made, you are required to inform the Commission if a close family member or associate is closely involved with a political party. This is not a bar to your employment/engagement at the Commission but is required as additional protection for you from any perception of bias. Political interests of your family members or associates should be declared here and should include details of the relationship between you together with details of their political interest/association.

(For these purposes a close family member is defined as your spouse, civil partner, partner, children or step children, parents, or any other person with whom you live in an enduring family relationship. For these purposes an associate is defined as someone who is not a family member but with whom you have frequent or significant contact, or shared interests, and where a connection which is not disclosed might give rise to perceptions of a conflict of interest.)

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Your signature:.....Date:.....