

Role Description

STRICTLY PRIVATE AND CONFIDENTIAL

CDC Group plc

Non-Executive Directors

March 2018



**Department
for International
Development**

Role Summary

Position:	Non-Executive Directors
Company:	CDC Group plc
Reporting to:	Graham Wrigley, Chairman
Location:	London
Website:	www.cdgroup.com

The Organisation

“The best people in the most difficult places”

“Seeing opportunities in challenging environments”

CDC Group plc (“CDC”) was founded in 1948 and is celebrating its 70th Anniversary, making it the world’s oldest Development Finance Institution (“DFI”). CDC was the first DFI, initially established as the Colonial Development Corporation, renamed the Commonwealth Development Corporation in 1962 and CDC in 1999. It is 100% owned by the UK Government (the shareholder) and is part of the Department for International Development’s (“DFID”) portfolio of interventions to promote private sector development. It is a public limited company and its only shareholder is DFID which has an arm’s-length governance model for its shareholding in CDC, mirroring best practice in the private sector. This means CDC’s day-to-day operations and investment decisions are independent of government. Responsibility for the Government’s shareholding in CDC lies with DFID. DFID is advised by the Shareholder Executive which works to improve the performance of government-owned businesses.

CDC’s mission is to support the building of businesses throughout Africa and South Asia, to create jobs and make a lasting difference to people’s lives in some of the world’s poorest places. Specifically, CDC’s objectives are to:

1. Invest in businesses and activities, especially when private investors are reluctant to do so, so as to contribute to sustainable development and economic growth that directly or indirectly benefits the poor, and in particular to create lasting employment opportunities;
2. Demonstrate that profitable, commercially sustainable and responsible investments can be made and/or developed over time in these environments and, where possible, mobilise both direct and indirect private investment in these countries, states or territories; and
3. Realise, and operate in accordance with, the visions, ambitions and directions for CDC in the Strategic Framework 2017-2021. [Click HERE](#)

Businesses in developing countries (where the private sector is weak and jobs are scarce) often struggle to find the investment they need to grow. CDC provides scarce and patient capital to businesses and entrepreneurs in Africa and South Asia, where more than 70% of the world’s poorest people live. CDC’s portfolio of investments is valued at £4.8bn (year end 2016) and includes 1,245 investee businesses with all forms of long-term capital invested directly and through selected funds. Investments are driven by a high calibre team motivated by CDC’s mission. When CDC sells stakes in businesses or redeems loans, the profits are reinvested in other businesses.

In 2016, CDC invested £1.2 billion in promising businesses in developing countries, and, over the last five years, has made an average annual return on its net assets of 12.9% in pounds sterling/7% in US dollars.

CDC's strategy, set in conjunction with DFID, means it only makes investments in Africa and South Asia. It runs highly commercial investment processes because successful, growing businesses also create impact. It aims for its investments to make a lasting difference, and to demonstrate to others that it is possible to invest successfully in hard places. It invests directly by providing equity, debt, mezzanine finance and guarantees to businesses; and also indirectly through supporting fund managers who are aligned with its aims and who invest CDC's capital on its behalf. CDC is highly flexible and works to meet the needs of each business, supporting management to adopt responsible business practices. It provides patient capital with flexible timescales over periods of 10 years or more because value creation and the resultant impact in its markets often take many years to fully materialise. CDC aims to invest where its job creation focus can have greatest impact: in countries where the private sector is weak and jobs are scarce; and in sectors where growth leads to jobs – directly and indirectly – such as manufacturing, agribusiness, infrastructure, financial institutions, construction, health and education.

Central to CDC's ethos is a firm commitment to responsible investment. Its relationships with influential institutions in the worlds of investment, development and responsible business ensure that it is able to learn from and contribute to the important debate around sustainable development. It partners with a number of investors, institutions and other bodies working to foster economic growth in developing countries through the private sector.

The businesses CDC invests in must adhere to its Code of Responsible Investing, which stipulates environmental, social and governance standards that are often above those required by local law.

Details of CDC's operations can be found on its website: www.cdcgroup.com.

The Positions

CDC is looking to appoint two new Non-Executive Directors ("NEDs"), one with relevant experience to become Chair of the Audit Committee. Candidates must have an appreciation of the organisation's key role in responsible investment, the challenges it faces and an understanding of how to deploy its assets in ways that combine maximum investment impact with a sustainable and robust investment process.

The ideal candidates will have the seniority and calibre to enhance the experience of the current Board.

The current NEDs on the CDC Board represent a broad balance of financial, geographic, private equity and responsible investment experience. Details of the Board members can be found in Appendix I. The Board of CDC, led by the Chair, is responsible to, and held accountable by, the shareholder (DFID) for delivering on the organisation's objectives.

The appointments are subject to regulatory approval by the Financial Conduct Authority and thereafter require annual Board and Shareholder approval at each AGM.

Candidate Requirements

Experience

All candidates will be expected to evidence a passion for development finance as well as an understanding of, and commitment to, CDC's mission. Between them, the two candidates will bring experience and relevant business/investment networks across an extensive range of African geographies; a background in the investing world, private sector commerce, banking (ideally direct lending), project finance and/or relevant fields such as asset management or substantial private equity investments, in emerging markets (primarily Africa, though Asian experience is also relevant). One of the NEDs will need the financial skills, competencies and experience to Chair the Audit Committee. These skills will include deep audit experience, with the ability to demonstrate recent and relevant expertise in accounting and auditing requirements of investment companies and valuation of the kind of investments CDC makes.

More specifically, the two new NEDs will (together) bring diversity and the following skills and experience:

- Deep African experience to bring the 'voice' of Africa to the Boardroom.
- Strong experience of CDC's geographic markets and the challenges and opportunities of executing its mission.
- Senior experience in relevant fields such as asset management or substantial private equity investments, banking (ideally direct lending), project finance or commerce, in emerging markets (Africa).
- Experience/credibility in the development sector would be an additional advantage – through experience with MFI's, DIF's, NGO's, or other development organisations.
- Knowledge of the digital world and insight/experience of government would be useful.
- For the Audit Chair role in particular:
 - Experience of chairing and/or serving on an audit committee will be valuable, and an understanding of a complex myriad of risks and how to control them.
 - Comfortable working closely with the internal audit function, which reports into the Audit Chair.
 - Ability to manage external auditors and changing IFRS standards and requirements.
 - Relevant experience of audit policies, practices, internal controls and valuations of the kind of investments CDC makes in Africa and emerging markets more broadly would be advantageous.

Personal Attributes

Candidates will have a blend of the following attributes:

- An enthusiasm for and be motivated by the private sector developmental mission of CDC and the public service nature of the relationship with CDC's shareholder, DFID.
- A breadth of independent viewpoints with a diverse range of inputs (geography, gender, style) and the ability to raise ideas in a structured, realistic and collegiate manner.
- The balance of 'functional' skills to be able to contribute to the successful development of CDC and its proper governance.
- Proactive enthusiasm to engage with CDC and to represent and build the profile of the organisation externally.
- A questioning mind combined with integrity and sound judgement.
- Ability to quickly build respect and trust, with Board colleagues, the management team and the Shareholder, promoting a culture of openness and helping to drive consensus.

- The time and commitment to dedicate to CDC both as an active and engaged NED in helping develop the business and potentially contributing by chairing and ‘championing’ one of the governance committees.
- An ability to draw on a wealth of experience and to consider a wide range of factors when making decisions.
- The credibility and external networks with organisations involved in the field of development finance, the public, government or financial sectors, to form and maintain productive and enduring partnerships at all levels.
- An understanding of, and compliance with, the seven principles of public life (the Nolan Principles).

Location/Time Commitment

CDC’s offices are located in central London (near Victoria station).

The appointment is for an initial three year term subject to annual shareholder and board approval. During the year, there are four two-day board and committee meetings in London; one three-day (including travel time) board trip with board meeting; one strategy day and occasional board or committee conference calls/ad hoc meetings, plus one investment committee process per annum. In addition, the Audit Chair is required to be actively involved in quarterly investment valuation meetings.

It is estimated that the total annual time commitment for the NED-Audit Chair is c.30 days and for the second NED c. 20 days per annum. A detailed induction programme is arranged for new directors.

In addition to this time commitment, the NEDs are expected to be willing and able to provide real reputational and intellectual commitment to CDC. CDC is a high profile company working with parliamentary, press and civil society oversight. Though the CDC independent directors are non-executive, CDC has an “engaged” board which is one of the key pillars of governance allowing it to operate as an independent company. The Board members are expected by the Shareholder to be engaged with both the Shareholder and the CEO and the management team in the development of the strategy for CDC and to provide both independent challenge but also empathetic support and value add to the team in the execution of its mission.

All the board sits on the Nominating Committee. The Audit Chair will also sit on the Risk Committee. All NEDS are invited to serve on one or two additional committees depending on their experience.

The schedule of Board meetings and Committees for 2018 is shown in Appendix II.

Compensation and Expenses

All Non-Executive Directors of CDC are offered an annual fee of £22,000 for their services. Chairs of the Committees are offered an additional £6,000 p.a., to reflect the additional work required.

If you are invited for interview and you need to travel within or to the UK, your reasonable and necessary travel expenses will be reimbursed. If you need to travel from outside the UK, please discuss arrangements with Sapphire Partners in advance.

Terms and Conditions of Appointment

- **Code of Practice** – The selected candidates will need to uphold the standards of conduct set out in the 2012 Code of Practice for Public Appointments to Ministerial Bodies (i.e. the Committee on Standards in Public Life’s Seven Principles of Public Life which are attached as Appendix III).
- **Timing** – The appointments will ideally be made ideally during Q3 2018 and will join the Board as soon as possible thereafter.
- **Remuneration** – An annual fee will be paid of £22,000 including membership of one or two Committees plus £6,000 for Chairing the Audit Committee.
- **Travel** – Unavoidable travel costs, either within the UK or overseas (in line with CDC’s Travel Policy), will be reimbursed.
- **Conflicts of Interest** – Potential conflicts of interest from a financial or business perspective must be declared and discussed at interview.

Appointment Process

Sapphire Partners has been appointed to assist in the recruitment of these posts.

Short listing of candidates will be undertaken by assessing the information provided in candidate CVs and Application Documentation. The short listing will be undertaken by a Selection panel from CDC’s Board against strict criteria. It is expected that applications will be considered in May. A shortlist of candidates from the search process and advertisement applicants whose skills and experience are judged to be most closely aligned to the candidate requirements will be invited to attend a Panel Interview, at CDC, most likely in early June 2018.

Shortlisted candidates may also be invited to have informal discussions with members of CDC’s executive and with representative/s from DFID, to give them a closer understanding of the role and its context. These discussions will not form part of the selection process.

The two Non-Executive Director appointments will be subject to regulatory approval by the FCA.

In order to enable access to as broad a pool of potential candidate and sources across Africa, TheBoardroom Africa is delighted to be supporting Sapphire Partners on this search.

Applications should include the following:

- A short covering note (no more than two A4 sized pages) explaining why this appointment interests you and how you meet the appointment criteria and competencies as detailed in the candidate profile.
- A current CV with educational and professional qualifications and full employment history where possible giving details where applicable, of budgets and numbers of people managed, relevant achievements in recent posts, together with reasons for absence within the last two years.
- Confirmation from you that you are happy for Sapphire Partners or CDC to undertake any necessary background checks, including career, credit and qualifications, or similar, post short list stage.
- Notification of any interview dates you are unable to accommodate within the indicative timetable set out above.
- Your mobile number – and any other useful contact telephone numbers – together with your preferred email address which will be used for all correspondence between us.
- The completed Public Appointments Forms on Diversity and Political Activity contained in Appendix IV and Appendix V.

Please submit your full application to your contact person at Sapphire Partners (details below).

Sapphire Partners' Contacts

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Diversity

The Government and CDC are committed to diversity and to providing equal opportunities for all, irrespective of race, age, disability, gender, marital status, religion, sexual orientation, transgender and working patterns, and to the principle of public appointments on merit with independent assessments, openness and transparency of process.

CDC's Board Members**Graham Wrigley****Chair**

Graham was appointed Chairman of the Board in the summer of 2013. Ever since visiting Nepal and India in 1981 Graham had wanted to work in international development. So, ten years ago he quit his business career and decided to “retrain” for a new career by completing an MSc in Development Economics at SOAS. Since then, he has worked in a variety of roles with SME and Microfinance organisations in sub-Saharan Africa, Nepal and the poor states of North India, with a personal goal of helping these companies become sustainable and help their countries’ economic development.

Graham’s first career was in business. He was a founder partner of Permira and a member of the firm’s management board as it grew into one of the world’s leading private equity firms, with over \$20bn under management. Prior to that he worked for Bain & Co.

Graham studied Law and Economics at Cambridge University and has an MBA from INSEAD, one of the world's leading business schools, where he is a visiting professor. He also works with several charities, including Sir Edmund Hillary’s Himalayan Trust UK, where he serves as Chairman, and has volunteered for them for over 35 years.

Nick O’Donohoe**Chief Executive Officer**

Nick O'Donohoe joined CDC as its Chief Executive in June 2017 and is also a member of the CDC Board. He was previously a Senior Adviser to the Bill and Melinda Gates Foundation where he specialised in the use of blended finance models to support the work of the Foundation. Prior to joining CDC, Nick co-founded, with Sir Ronald Cohen, Big Society Capital (BSC). He served as its Chief Executive Officer from 2011 to December 2015. BSC is an independent financial institution established by the UK Government as "the world's first social investment bank" and is capitalised with unclaimed UK bank accounts and investment by the largest UK banks.

Previously Nick worked at JP Morgan, latterly as Global Head of Research. He was a member of the Management Committee of the Investment Bank and the Executive Committee of JP Morgan Chase, as well as the senior sponsor for JP Morgan's Social Finance Unit. Nick co-authored "Impact Investments: An Emerging Asset Class", published by JP Morgan and the Rockefeller Foundation in November 2010. Prior to JP Morgan, he spent fifteen years at Goldman Sachs. Nick served as Chairman of the UK Dormant Assets Commission which reported in March 2017. He is also a board member of the Global Impact Investing Network (GIIN) and Deputy Chairman of the Global Steering Group on Impact Investment.

Nick has an MBA from the Wharton School and a BA in Mathematical Economics and Statistics from Trinity College, Dublin.

Clive MacTavish**Chief Financial Officer**

Clive was appointed Chief Financial Officer in September 2015 and has management responsibility for CDC's finance, business services and OD/HR teams. Clive joined CDC after three years at Expedia Inc. where he was CFO of Expedia's Global Lodging Group, comprising websites Hotels.com and Venere.com as well as the Lodging Partner Supply business which secured and managed the supply of hotels for all the Expedia businesses. Prior to Expedia, Clive was Finance Director, EMEA for Dow Jones where he also ran Sales & Marketing and Operations for their consumer media business. This followed over 6 years at the Financial Times where he held a number of roles including Head of

Strategy, Global Financial Controller and Finance Director EMEA. Clive joined the FT from parent company Pearson plc where he worked in their head office on FP&A, M&A and corporate strategy.

Clive started his career with PwC and is a qualified accountant (ACA). He also holds an MBA from Duke University and an MA from Cambridge University.

Wim Borgdorff

Non-Executive Director and Chair of the Risk Committee

Appointed in September 2014, Wim Borgdorff is Senior Advisor and Co-Founder of AlInvest Partners, a private equity investment management firm with €37 billion of fund, co- and secondary investments under management. Wim is a non-executive board member of the Bernard van Leer Foundation, a long-standing Dutch privately endowed charity dedicated to early child development globally. From 2000 to 2013, Wim was Head of Fund Investments at AlInvest Partners which became part of The Carlyle Group in 2011. He is currently a Senior Advisor to the firm and a member of the Investment Committee. In 2008, he defined the AlInvest ESG policies and made AlInvest an early subscriber to the UN Principles for Responsible Investment. Prior to AlInvest, Wim founded ABP Investments' alternative investments unit. Previously he was a Managing Director at ING Real Estate.

Wim received an MSc cum laude from Delft University of Technology and an MBA from Erasmus University Rotterdam.

Valentine Chitalu

Non-Executive Director and Chair of the Audit Committee

Appointed in May 2010, Valentine Chitalu is an entrepreneur in Zambia and southern Africa specialising in private equity and local private sector development. Before becoming an entrepreneur in 2004, Valentine worked for CDC Capital Partners in London and Lusaka, focusing on identifying investment opportunities in southern Africa and portfolio management in Zambia and Malawi. Valentine was formerly Chief Executive Officer at the Zambia Privatisation Agency where he was responsible for the divestiture of over 240 enterprises. He worked for KPMG Peat Marwick in the UK and Meridien Financial Services in Zambia in his early career.

Valentine is Chairman of the Phatisa Group, a US\$300 million private equity fund manager, focussing on the food and housing sectors in Sub-Saharan Africa. Valentine continues to be at the forefront of promoting both local and foreign investment into Africa and he holds several board positions in Australia, South Africa, the UK and Zambia and is a Chairman of Zambian Breweries, MTN (Zambia) Limited and Albidon (Zambia) Limited.

Valentine is a UK qualified accountant and holds a Masters Degree in Development Economics from Cambridge University.

(Valentine has announced his intention to step down from the Board in January 2019).

Sam Fankhauser

Non-Executive Director

Appointed in April 2015, Professor Samuel Fankhauser is Co-Director at the Grantham Research Institute on Climate Change at the London School of Economics. He is also an Associate Director at the economics consultancy Vivid Economics. Previously Sam served as Deputy Chief Economist and Director, Policy Studies, at the European Bank for Reconstruction and Development (EBRD). Prior to that he worked at the World Bank and the Global Environment Facility.

Sam has studied Economics at the University of Berne, the London School of Economics and University College London.

Michele Giddens**Non-Executive Director**

Appointed in December 2014, Michele Giddens is a Partner and Co-Founder of Bridges Ventures, a specialist fund manager dedicated to sustainable and impact investment. She has over 20 years of experience in impact investment and international development finance.

Prior to Co-founding Bridges in 2002, Michele spent eight years with Shorebank Advisory Services (now Enclude). She ran small business lending programmes in Russia, Central and Eastern Europe, advised on microfinance in Bangladesh, the Middle East and Mongolia and worked on the US community development finance sector. In the early 1990s, she was with the International Finance Corporation, the private sector financing arm of the World Bank Group. Whilst there, she worked on international joint venture investments during the process of private sector development in Eastern Europe.

Michele was an Adviser to the Social Investment Task Force and Chair of the Community Development Finance Association (CDFA) between 2003 and 2005. She has recently been appointed as Chair of the UK National Advisory Board to the Global Social Impact Investment Steering Group, as established by the G8.

Michele has a BA Honours in Politics, Philosophy & Economics from Oxford University and an MBA from Georgetown University, Washington, DC.

Keki Mistry**Non-Executive Director**

Appointed in September 2014, Keki is the Vice-Chairman and CEO of Housing Development Finance Corporation in India. HDFC is the biggest bank in India with a market capitalisation of c. £60 billion. HDFC has been a pioneer in the housing finance industry over the last 25 years and has helped provide thousands of Indians with financial assistance to own a home.

Earlier in his career, Keki was a Consultant to CDC to help evaluate the operations of mortgage financial institutions in Asia. He holds a number of directorships in India, including Sun Pharmaceutical Industries Ltd, HCL Technologies Ltd and Torrent Power Ltd.

Keki is a fellow of The Institute of Chartered Accountants of India.

Laurie Spengler**Non-Executive Director**

Appointed in July 2016, Laurie Spengler is President and CEO of Enclude, a global advisory firm dedicated to building inclusive, sustainable and prosperous local economies.

Laurie has over 25 years' experience in strategy and transaction services, specifically capital raising, M&A, and private equity transactions. She has developed a particular expertise in structuring and launching investment vehicles that align different types of capital to allow operating enterprises, financial institutions and funds to generate positive social, environmental and development outcomes while delivering appropriate financial returns.

Previously, Laurie was founder and CEO of Central European Advisory Group. She also worked as an attorney at White & Case. Among her active board engagements are the Executive Committee of the Aspen Network of Development Entrepreneurs and she has recently been appointed to the UK National Advisory Board to the Global Social Impact Investment Steering Group, as established by the G8. She is also a Member of the Council on Foreign Relations.

Laurie has a JD from Harvard University and an undergraduate degree from Stanford University.

Appendix II

Schedule of Board and QSM Meeting Schedule for 2018

Thursday 19 April	
Risk Committee	1100-1300
Audit and Compliance Committee	1305-1505
Development Impact Committee	1510-1710
Staff Social Gathering	1715-1815
Board Dinner	1830-2130
Friday 20 April	
Informal Breakfast Meeting	0830-0915
People Development and Remuneration Committee	0930-1100
Board (including working lunch)	1100-1700
Private NED Meeting	1700-1700
Wednesday 9 May	
QSM (Q1 and Statutory AGM by short notice)	1300-1600
Thursday 5 July	
Audit and Compliance Committee	1130-1230
Risk Committee	1235-1405
Development Impact Committee	1410-1610
People Development and Remuneration Committee	1615-1715
Nominations Committee	1720-1750
Board Dinner	1830-2130
Friday 6 July	
Informal Breakfast Meeting	0830-0915
Board (including working lunch)	0930-1530
Annual Shareholder Meeting	1530-1730
Private NED Meeting	1730-1800
Wednesday 11 July	
QSM (Q2)	1300-1600
Monday 24 to Thursday 27 September	
Board Trip (including short Board Meeting)	
Friday 5 October	
Telephonic Audit and Compliance Committee	0930-1030
Wednesday 21 November	
People Development and Remuneration Committee	1200-1330
Development Committee	1340-1540
Risk Committee	1540-1710
Audit and Compliance Committee	1710-1830
Thursday 22 November	
Board Strategy Discussion	0930-1730
Board Dinner	1830-2130
Friday 23 November	
Informal Breakfast Meeting	0830-0915
Board (including working lunch)	1100-1700
Private NED Meeting	1700-1730
Wednesday 28 November	
QSM (Q3)	1300-1600

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 take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or other friends.

Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership

Holders of public office should promote and support these principles by leadership and example.

Appendix IV

Political Activity Declaration

All applicants should complete the question below. Please indicate which of the following activities you have undertaken during the past five years by ticking the appropriate box and providing details of your involvement. Name the party or body for which you have been active. 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. You should tick all relevant categories.

Obtained office as a Local Councillor, MP, Devolved offices, MEP, etc.	
Stood as a candidate for one of the above offices	
Spoken on behalf of a party or candidate	
Acted as a political agent	
Held office such as Chair, Treasurer or Secretary of a local branch of a party	
Canvassed on behalf of a party or helped at election	
Undertaken any political activity which you consider relevant	
Made a recordable donation to a political party ¹	
None of the above activities apply.	

Name of Party for which activity undertaken:

Details of your involvement (please continue on a separate sheet if necessary):

Note: this form is for monitoring purposes only and will therefore be detached from your application and will only be seen by the Selection Panel if selected for interview. However, it is appreciated that such activities may have given you relevant skills, including experience gained from committee work, collective decision making, resolving conflict and public speaking. If, therefore, you have had such experience and you consider it relevant to your application for this post, you should include it separately in the main body of your application form.

¹ The Political Parties, Elections and Referendums Act 2000 requires the Electoral Commission to publish a register of recordable donations (donations from an individual totalling more than £5000 in any calendar year, or more than £1000 if made to a subsidiary accounting unit such as a constituency association, local branch, women's or youth organisations). These provisions became effective from 16 February 2001.

Diversity Monitoring Form

All Government Departments aim to provide fair and equal access to public appointments and to ensure that all sectors of society are represented. [You are requested to complete an online Equal Opportunities Monitoring Form at the final stage of the online application process.] The questions set out in this form help [us to] monitor the effectiveness of this policy by gaining a picture of all those applying for and obtaining appointments. They also help [us to] monitor how we are complying with equality law.

The Equality Act 2010 protects people from discrimination and promotes equality on the basis of a number of ‘protected characteristics’. We ask for information on your ‘protected characteristics’ in order to help us monitor our performance on equality.

The government’s commitment to widening access to public appointments is set out in the Diversity Strategy which can be viewed at: www.equalities.gov.uk/news/equality_strategy.aspx or obtained from the Government Equalities Office.

We may also be asked to provide information – in summary form only that does not identify individuals in response to Parliamentary Questions and other public enquiries and reports on our equality performance.

In line with Government policy, and in accordance with the provisions of the Data Protection Act 1998, the information you provide will be held confidentially and can only be used if you give us your consent.

The form will be kept separate from your curriculum vitae and supporting letter and will not be seen by the selection panel. Assessment of your suitability for the post is made purely on the information you give on the application form and your performance at the interview should you be invited. Appointments are made strictly on merit. **We hope that this encourages you to complete the form.**

Guaranteed Interview Scheme Declaration

I consider myself to have a disability as defined under the Equality Act 2010, and I would like to apply under the Guaranteed Interview Scheme.	
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(please tick if you wish to be considered for the GIS)

I do require special arrangements should I be called to attend an interview. (Please state any such adjustments below if applicable).

If you do not require special arrangements, please leave blank.

GENDER:

Male Female Prefer not to say

AGE:

66+
 56-65
 46-55
 36-45
 26-35
 25 & under Prefer not to say

DISABILITY:

The Disability Discrimination Act as incorporated in Equality Act 2010 defines a person as disabled if they have a physical or mental impairment which has substantial and long term (i.e. has lasted or is expected to last at least 12 months) adverse effect on their ability to carry out normal day-to-day activities. Adverse effects may arise from external barriers experienced by people with impairments.

When you answer the question, you should not take into account the effect of any medication or treatments used or adjustments made (for example at work or at home) which reduce the effects of impairments. Instead, you should think about the effect the impairment would have if these were not being used or made.

Taking this into account, do you consider yourself to be a disabled person?

Yes: No: Prefer not to say

ETHNIC ORIGIN:

Which group do you identify with? Please tick one box. The options are listed alphabetically.

ASIAN OR ASIAN BRITISH

Bangladeshi
 Chinese
 Indian
 Pakistani

Any Other Asian background (specify if you wish)

BLACK OR BLACK BRITISH

African
 Caribbean

Any Other Black background (specify if you wish)

MIXED

Asian and White
 Black African and White
 Black Caribbean and White

Any other Mixed Ethnic Background (specify if you wish)

WHITE

White

ANY OTHER BACKGROUND

Any other ethnic background (specify below if you wish)

Prefer not to say

SEXUAL ORIENTATION - Do you consider yourself to be:

Bisexual
 Gay man
 Gay woman
 Heterosexual

Other (Please state below)

Prefer not to say

RELIGION AND BELIEF - What is your religion?:

None
 Christian**
 Hindu
 Jewish
 Muslim
 Sikh
 Buddhist

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

Other (Please state below)

Prefer not to say

SECTORAL BACKGROUND - Is your working background?:

Mixed
 Mostly Civil Service
 Mostly private
 Mostly Third Sector
 Mostly wider public sector