

POLITICAL PARTIES, ELECTIONS AND
REFERENDUMS ACT 2000



**THE SPEAKER'S COMMITTEE
ON THE ELECTORAL
COMMISSION**

SECOND REPORT 2023

**Appointment and re-appointment of
Electoral Commissioners**

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The Speaker's Committee

The Speaker's Committee is appointed in accordance with the provisions of section 2 of the Political Parties, Elections and Referendums Act 2000 to perform the functions conferred on it by that Act.

Membership

[Rt Hon Sir Lindsay Hoyle MP](#), Speaker of the House of Commons (Chair)

[Mr Clive Betts MP](#), Chair of the Levelling Up, Housing and Communities Committee

[Felicity Buchan MP](#), Minister of State for Levelling Up Communities, and Minister for Equalities

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[Lee Rowley MP](#), Minister for Local Government and Building Safety

[Cat Smith MP](#)

[Owen Thompson MP](#)

[Mr William Wragg MP](#)

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Electoral Commissioners

1. The Electoral Commission was established by Parliament as a body independent of Government. Both the Chair of the Electoral Commission and Electoral Commissioners themselves are appointed by His Majesty the King, following an Address from the House of Commons. The Speaker's Committee on the Electoral Commission is required by section 3 of the Political Parties, Elections and Referendums Act 2000 (PPERA), as amended by the Political Parties and Elections Act 2009, to oversee the procedure for selecting candidates for appointment to the Electoral Commission. Candidates' names are put before the House of Commons with the agreement of the Speaker.

2. The Commission comprises of:

- up to six 'ordinary' Commissioners who are subject to restrictions on political activity; and who are recruited by competition, under a procedure put in place and overseen by the Speaker's Committee; and
- four 'nominated' Commissioners, who are persons put forwards by the registered leader of a qualifying party for consideration for appointment.¹ Three of the Commissioners are nominated respectively by the three largest parties in the House of Commons. In the case of the fourth nominated Commissioner, the other qualifying parties (the "Smaller Parties") are all invited to nominate candidates for the one post.

On this occasion, two vacancies are due to arise on the Electoral Commission:

- an Ordinary Commissioner, following the end of Rob Vincent's tenure on 31 December 2023, and
- a Nominated Commissioner for the Smaller Parties, following the end of Alexander Attwood's tenure on 31 January 2024.

3. This report provides information about the procedures followed by the Speaker's Committee during the selection of candidates to fill the upcoming vacancies mentioned above.

¹ A qualifying party is a party with two or more Members of the House of Commons at the time of the person's appointment.

Appointment of a Nominated Commissioner for the Smaller Parties

The process

4. In November 2022, the Speaker wrote to the leaders of the qualifying parties to request that they either:

- (a) unanimously agree to put Alexander Attwood forward for re-appointment; or, if not,
- (b) put forward new names of candidates for consideration.

5. Further detail on the process for appointing Nominated Commissioners is included in Appendix 1.

6. The leaders of the qualifying parties initially unanimously agreed to put Mr Attwood forward for re-appointment. However, owing to a new role he was due to take up in due course, Mr Attwood was no longer available for re-appointment.

7. The Speaker therefore wrote again to the leaders of the qualifying parties in February 2023 to seek new nominations. The leaders of the Alba Party, Liberal Democrats, and Plaid Cymru each put forward a candidate. Neither the Co-op Party, the Democratic Unionist Party, nor the Social Democratic and Labour Party put forward a candidate, though the latter backed the candidate put forward by Plaid Cymru.

8. Once the nominations had been received the Speaker appointed a panel to consider the nominees, interview each one, and make recommendations to the Speaker's Committee on who should be appointed. The interview panel was comprised of the following:

- Philippa Helm CB, independent Chair;
- John Pullinger CB, Chair of the Electoral Commission;
- Cat Smith MP, member of the Speaker's Committee for the Electoral Commission; and
- William Wragg MP, member of the Speaker's Committee for the Electoral Commission.

9. The panel agreed to interview all three candidates on 18 April 2023. The candidate nominated by Plaid Cymru withdrew before the interviews took place.

10. The role description and person specification can be found in Appendix 2.

The recommended candidate

1. The panel's recommendation was that Sheila Ritchie MBE, the candidate nominated by the Liberal Democrats, should go forward for appointment as the Nominated Commissioner for the Smaller Parties. Mrs Ritchie has been active in the Scottish Liberal Democrats for many years, having been elected a councillor for Gordon District Council

in 1988, and eventually becoming leader. Earlier this year she was awarded an MBE for services to politics in Scotland. In 2017 and 2019 she was elected as Convenor of the Scottish Liberal Democrats, and served *ex-officio* on the Liberal Democrats' Federal Board, and strategic steering group. Between July 2019 and January 2020, she was a Member of the European Parliament, serving on the Agriculture and Rural Development and Budgetary Control Committee. An extract from Mrs Ritchie's CV is included in Appendix 3.

2. The panel agreed that Mrs Ritchie demonstrated an understanding of the challenges facing the Commission, and was able to suggest practical solutions to and positive opportunities arising from these challenges. Her responses to the panel's questions were concise, but generally full and considered, and provided clear evidence of her personal contribution in the situations she described. Her answers were particularly strong on strategic leadership, showing a strong appreciation of the responsibilities of a non-executive Board and the appropriate limits on the role of individual Board members. Mrs Ritchie gave strong evidence that she could reach a view independently and defend it energetically, while also being mindful of the views of others and the need to work consensually. She also demonstrated a thorough understanding, and direct experience, of the particular challenges faced by the smaller parties, giving the panel confidence she would be able to represent the smaller party perspective effectively on the Electoral Commission Board. Her strong interest in the role was clear throughout her answers, and she showed a down-to-earth and good-humoured personal style which the panel thought would be effective on the Board. Overall, the panel considered Mrs Ritchie an eminently appointable candidate, who would bring commitment and constructive challenge to the Board.

3. Having considered the panel's report and recommendations at our meeting on 12 June, we agreed to recommend that Mrs Ritchie be put forward for appointment as an Electoral Commissioner, for a three-year term.

4. The panel noted that, at the time of the interviews, Mrs Ritchie was serving as a membership secretary for a Liberal Democrat local party, which would render her ineligible for appointment by virtue of section 3(4) of PPERA. However, since being notified that she is the recommended candidate, Mrs Ritchie has resigned from this position.

Appointment of an Ordinary Commissioner

The process

5. In November 2022, the Speaker also appointed the same panel mentioned in paragraph 8 above to review the recruitment pack, interview candidates and make final recommendations to the Speaker's Committee for candidates to replace Rob Vincent. The panel was asked to provide the Speaker's Committee with the names of candidates who it believed were appointable to the role in form of a ranked list. The recruitment consultants GatenbySanderson (GS) were engaged by the Electoral Commission to support the process.

6. The panel first met in December 2022 to review the recruitment pack and advertisement for the role. The panel revised the role description, person specification and recruitment pack, before they were signed off by the Speaker. The role description and person specification can be found in Appendix 4. The campaign went live on 21 December 2022 and closed on 6 February 2023.

7. Fifty-nine applications were received. The panel met on 21 February 2023 to longlist candidates. The panel decided on a longlist of twelve candidates for initial interviews with GS.

8. The panel met again on 8 March to consider the outcome of these preliminary interviews, and agreed a shortlist of six candidates for final interviews.

9. Panel interviews were held on 28 March on the Parliamentary estate. The panel found that all six interviewed candidates met the requirements and were appointable to the role.

The recommended candidate

10. The panel's recommendation was that Ms Carole Mills should go forward for appointment as an Ordinary Commissioner. Ms Mills' career has been in local government, with recent roles of note including Chief Executive of Derby City Council (2018 – 2020); Chief Executive of Milton Keynes Council (2014 – 2018); and Deputy Chief Executive Officer and Chief Finance Officer with Nottingham City Council (2007 – 2014). Ms Mills now has several non-executive roles including Chair of the Operations Committee and member of the Audit Committee of the social housing provider, Midland Heart (since 2017); and Chair of the Quality and Safety Committee at University Hospitals Coventry and Warwickshire NHS Trust (since 2020). An extract from Ms Mills' CV is included in Appendix 5.

11. The panel noted that Ms Mills had an effective communication style, which enabled her to clearly demonstrate throughout her presentation a strong grasp of the Commission's role and the environment in which it operates. Ms Mills drew on some good examples to evidence an ability to think forensically and strategically about the challenges, risks and opportunities facing organisations. Ms Mills was particularly notable for offering a clear articulation of her long-held passion for elections and genuine enthusiasm for enhancing democratic engagement, despite a relatively unassuming personal style. Overall, the panel considered Ms Mills an eminently appointable candidate who would be dedicated to supporting the Commission to meet its objectives.

12. Having considered the panel's report and recommendations at our meeting on 12 June, we agreed to recommend that Ms Mills be put forward for appointment as an Electoral Commissioner, for a four-year term.

Re-appointment of an Ordinary Commissioner

13. The current term of office of Dame Susan Bruce DBE, an 'Ordinary' Commissioner with special responsibility for Scotland, is due to expire on 31 December 2023. Dame Susan has served as an Electoral Commissioner since 1 January 2017. Her first term expired on 31 December 2020, whereupon she was re-appointed for a further three years. Dame Susan currently holds a number of senior non-executive positions in Scotland spanning both the public and private sector. Before taking on these roles her career was in local government, where she was the Chief Executive of Aberdeen, and then Edinburgh, City Council.

14. At our meeting on 2 November 2022, we discussed a letter from John Pullinger CB, Chair of the Electoral Commission, inviting us to consider re-appointing Dame Susan for a third term. Mr Pullinger included an appraisal of Dame Susan's work as an Electoral Commissioner over both of her terms. Mr Pullinger's appraisal was positive, pointing to Dame Susan's deep knowledge of the political environment in Scotland, and her well-respected position amongst key stakeholders. Mr Pullinger also referenced the contribution Dame Susan has made as the Chair of the Audit & Risk Committee. Mr Pullinger noted that Dame Susan's re-appointment was for a shorter than usual 3-year term, and confirmed that he would be supportive of re-appointing her for a further 3-year term.

15. Having considered Mr Pullinger's appraisal, we concluded that we were content to recommend Dame Susan for a further re-appointment, subject to the statutory consultation with the relevant party leaders.

Statutory consultation and appointment

16. Section 3(2)(b) of the Political Parties, Elections and Referendums Act 2000, as amended, requires that the proposal to appoint a member of the Electoral Commission be the subject of consultation with the registered leader of each registered party to which two or more Members of the House of Commons then belong. The Speaker accordingly wrote to the leaders of the qualifying parties in December 2022 to consult them on Dame Susan's proposed re-appointment. The Speaker also wrote, as a courtesy, to the Presiding Officer of the Scottish Parliament in November 2022 to seek her views on the proposed re-appointment. The Speaker wrote to the leaders of the qualifying parties in June 2023, to consult them on the proposed appointment of Mrs Ritchie and Ms Mills. No objections or concerns to either of the three appointments were received in response to the Speaker's consultations.

17. Appointments to the Electoral Commission are made by His Majesty on an Address from the House of Commons. The Committee invites the House to approve an Address to His Majesty for the appointment of:

- Dame Susan Bruce as an Electoral Commissioner for a three-year term commencing 1 January 2024,
- Mrs Sheila Ritchie as an Electoral Commissioner for a three-year term commencing 1 February 2024, and
- Ms Carole Mills as an Electoral Commissioner for a four-year term commencing 1 January 2024.

Appendix 1: Procedure for the appointment of Nominated Electoral Commissioners

1. Section 3(3) of the Political Parties, Elections and Referendums Act 2000 (PPERA) states that the period of appointment of an Electoral Commissioner requested in a humble Address shall not exceed ten years.
2. Section 3(5) of the Act provides that an Electoral Commissioner may be re-appointed or further re-appointed.
3. It has been the practice of the Speaker's Committee ordinarily to recommend the appointment of Electoral Commissioners for a standard four-year term and, where requested and found appropriate, to recommend re-appointment for a further four-year term, giving an ordinary maximum term of eight years.
4. It has been the practice of the Speaker's Committee to recommend that candidates nominated to represent the 'smaller' parties as nominated Electoral Commissioners should be appointed for a two-year fixed term appointment. This is to enable greater rotation between the 'smaller' parties, if this is desired.
5. While not regulated by the Office of the Commissioner for Public Appointments, the Committee's practice falls within OCPA's guidance that appointments in the public service should not exceed ten years.

Appointments drawn from nominations by the leaders of the three largest nominating parties: Initiation

1. The Speaker writes to the leaders of the relevant Westminster parties advising of the opportunity to nominate and requesting advice as to their intentions in respect of re-nomination, or the presentation of new candidates. This letter will include the role and person specification for appointment as an Electoral Commissioner, and any further advice and guidance which may be required on (for example) the interpretation of the relevant parts of PERA.
2. The party leader will respond accordingly.

(a) If the party leader intends to present new candidates:

1. The Speaker's Committee will appoint an independent panel to manage a closed competition and make recommendations for its consideration. The panel will include:
 - An independent Chair;
 - The Chair of the Electoral Commission;
 - Two or three backbench members of the Speaker's Committee drawn from different parties.

2. The party leader will submit to the Speaker the names and CVs of three candidates, with evidence as to each individual's suitability for appointment, for consideration by the independent panel.
3. The independent panel will interview the candidates and make recommendations to the Speaker's Committee on the merits of appointable candidates. If the panel should decide that it cannot fully recommend any of the candidates put forward by a party leader it may recommend that new nominations should be sought.
4. The Speaker's Committee will consider the panel's report and will select a candidate who may be recommended for appointment to each available post, on the basis of merit.
5. The Speaker will consult the qualifying parties on the names of successful candidates in accordance with s3(2)(b) of PPERA, as amended.
6. Subject to the outcome of the statutory consultation, the Speaker's Committee will report its recommendation to the House, together with responses received to the statutory consultation.
7. The Speaker will ask the Leader of the House to table a motion for An Humble Address for the appointment of the recommended candidate(s). Such motions are normally referred to a delegated legislation committee for debate.
8. If the motion is agreed to by the House, the appointment is completed by Royal Warrant.

(b) If the party leader intends to re-nominate a serving Commissioner

1. The party leader may submit the name of the serving Commissioner alone to the Speaker.
2. The Speaker's Committee will seek such evidence as it considers appropriate, including evidence from the Chair of the Electoral Commission, relating to the Commissioner's effectiveness in post. This may include the Chair's assessment of the Commissioner's performance, measured against agreed objectives through regular appraisal, and measures such as the percentage of Commission meetings attended by the Commissioner, and complaints upheld against the Commissioner.
3. If the Committee is not satisfied as to the appropriateness of re-appointment, the Speaker will write to the party leader requesting that three new candidates be offered.
4. If the Committee is satisfied as to the appropriateness of re-appointment, it will formally agree to recommend the candidate, subject to the outcome of the statutory consultation.
5. The Speaker will consult the qualifying parties on the names of successful candidates in accordance with s3(2)(b) of PPERA, as amended.
6. Subject to the outcome of the statutory consultation, the Speaker's Committee will report its recommendation to the House, together with responses received to the statutory consultation.

7. The Speaker will ask the Leader of the House to table a motion for An Humble Address for the appointment of the recommended candidate(s). Such motions are normally referred to a delegated legislation committee for debate.

8. If the motion is agreed to by the House, the appointment is completed by Royal Warrant.

Appointments drawn from nominations by the leaders of the smaller nominating parties: Initiation

1. The Speaker writes to the leaders of the relevant Westminster parties advising of the opportunity to nominate and requesting advice as to their intentions in respect of re-nomination, or the presentation of one or more new candidates. This letter will include the role and person specification for appointment as an Electoral Commissioner, and any further advice and guidance which may be required on (for example) the interpretation of the relevant parts of PPERA.

2. The party leaders will respond accordingly. Where a party leader wishes to offer one or more candidates for appointment the name, CV and evidence of suitability for appointment for each candidate should be submitted to the Speaker.

If only one nomination is received, not being the current Commissioner, or if more than one nomination is received:

1. The Speaker's Committee will appoint an independent panel to manage a closed competition and make recommendations for its consideration. The panel will include:

- An independent Chair;
- The Chair of the Electoral Commission;
- Two or three backbench members of the Speaker's Committee drawn from different parties

2. The independent panel will interview the candidates and make recommendations to the Speaker's Committee on the merits of appointable candidates. If the panel should decide that it cannot fully recommend any of the candidates put forward it may recommend that new nominations should be sought.

3. The Speaker's Committee will consider the panel's report and will select a candidate who may be recommended for appointment. The decision will be made on the basis of merit. If there are two candidates of broadly equal merit, the Committee may also have regard to the desirability of rotating the post between the nominees of different party leaders.

4. The Speaker will consult the qualifying parties on the name of the successful candidate in accordance with s3(2)(b) of PPERA, as amended.

5. Subject to the outcome of the statutory consultation, the Speaker's Committee will report its recommendation to the House, together with responses received to the statutory consultation.

6. The Speaker will ask the Leader of the House to table a motion for An Humble Address for the appointment of the recommended candidate(s). Such motions are normally referred to a delegated legislation committee for debate.
7. If the motion is agreed to by the House, the appointment is completed by Royal Warrant.

If only one nomination is received, being the current Commissioner:

1. The Speaker's Committee will seek such evidence as it considers appropriate, including evidence from the Chair of the Electoral Commission, relating to the Commissioner's effectiveness in post. This may include the Chair's assessment of the Commissioner's performance, measured against agreed objectives through regular appraisal, and measures such as the percentage of Commission meetings attended by the Commissioner, and complaints upheld against the Commissioner.
2. If the Committee is not satisfied as to the appropriateness of re-appointment, the Speaker will write to the party leaders requesting that new candidates be offered.
3. If the Committee is satisfied as to the appropriateness of re-appointment, it will formally agree to recommend the candidate, subject to the outcome of the statutory consultation.
4. The Speaker will consult the qualifying parties on the name of the successful candidate in accordance with s3(2)(b) of PPERA, as amended.
5. Subject to the outcome of the statutory consultation, the Speaker's Committee will report its recommendation to the House, together with responses received to the statutory consultation.
6. The Speaker will ask the Leader of the House to table a motion for An Humble Address for the appointment of the recommended candidate(s). Such motions are normally referred to a delegated legislation committee for debate.
7. If the motion is agreed to by the House, the appointment is completed by Royal Warrant.

Appendix 2: Nominated Commissioner for the Smaller Parties - Role description and person specification

Role specification

Electoral Commissioners are responsible for:

- Setting the overall strategic direction of the Commission across the UK and ensuring 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.
- Setting the Commission's regulatory priorities and monitoring its regulatory activity in the areas of both party and election finance and electoral administration. This includes the oversight of the publication of statutory election reports.
- Considering from time to time key issues within the Commission's remit – including 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 reviewing of the overall framework of performance standards for local authority electoral registration and returning officers.
- Ensuring the efficient and effective use of public funds and that the Commission operates within the limits of its statutory authority to high standards of governance, and that it manages risk effectively.
- Contributing to the Commission's role as a UK-wide body and understanding the issues faced on a UK-wide level, and effectively supporting the work of the devolved governments.
- Serving as a member on the Audit or Remuneration and Human Resources Committees if required and participating in informal reference groups from time to time.
- Performing any other roles or functions which the Commission asks them to discharge personally.

Person specification

It is desirable that, in common with other Commissioners, nominees for the post of nominated Commissioner should be able to demonstrate substantial successful experience and/or understanding of:

- Contributing to the leadership and strategic direction of a complex organisation with multiple stakeholders operating in a political environment. This could include experience in a non-executive role, or as an elected member of a local authority.
- Understanding the regulatory environment, from a regulator or regulated perspective.
- Operating in an environment where decisions taken by the organisation are under constant scrutiny, from the regulated community and from the media.
- Corporate governance, including reviewing financial and other resource plans.
- Equality and diversity and an understanding of its relevance to the work of the Electoral Commission.

In addition, nominees for the post of nominated Commissioner should be able to demonstrate that they have:

- Highly-developed political understanding and awareness including the ability to work closely and productively with colleagues from other political parties.
- Excellent analytical ability and in particular the ability to think clearly about regulatory decisions from a principles based perspective.
- The ability to apply regulatory frameworks in and to a political environment.
- The ability to scrutinise and challenge from a non-executive perspective, including the ability to comment on issues involving a wide range of conflicting viewpoints.
- Knowledge of key corporate governance issues including those with particular relevance to the work of the Commission.
- Excellent interpersonal and communication skills with the ability to win the confidence of colleagues and operate as a team player.
- Complete integrity and a commitment to transparency in decision making and a knowledge of, and commitment to, the principles of public life.

Appendix 3: Extract from Sheila Ritchie's CV

Employment

February 2020: retired

July 2019 - January 2020: Member of the European Parliament

August 1994 to July 2019: Partner, director then consultant, Grant Smith Law Practice, Aberdeen

August 1979 to August 1994: Apprentice, Solicitor, Solicitor then Partner, in 3 Aberdeen legal firms.

Appendix 4: Ordinary Commissioner - Role description and person specification

The role of the Commission

The Electoral Commission is the independent body which oversees elections and regulates political finance in the UK. The Commission was set up in 2000 and reports to the UK, Scottish and Welsh parliaments.

The Commission comprises 10 Commissioners, four of whom are nominated by political parties. This vacancy is for one of the six ordinary Commissioners recruited by open competition.

The Commission works to promote public confidence in the democratic process and ensure its integrity by:

- enabling the 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;
- regulating political finance – taking proactive steps to increase transparency, ensure compliance and pursue breaches of the law; and
- using our expertise to support and advocate for changes to our democracy, aiming to improve fairness, transparency and efficiency.

Description of the role

The Commission Board member will help 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;
- 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 parliaments;
- set the Commission's priorities and monitor its activity – 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 the regulatory framework for political parties and candidates, 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;

- 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.

And asked to:

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

Person specification

Previous Board membership experience is not a requirement for this role, though candidates will need to demonstrate their ability to work at this level in a non-executive capacity.

All eligible candidates are expected to meet the essential criteria listed below:

- Experience in contributing to the senior leadership of a significant organisation, in the private, public or voluntary sectors, operating in a complex environment, setting strategic direction, reviewing financial and other resource plans, and demonstrating the ability to scrutinise and challenge at Board level in a non-executive capacity.
- Ability to provide visible and authoritative leadership, and to act with independence, confidence, integrity, transparency and credibility in a highly scrutinised environment.
- Excellent interpersonal and communication skills, with the ability to act as a supportive team member who can work well with fellow Commissioners, staff of the Commission and others.
- A track record of supporting positive equality, diversity and inclusion outcomes in an organisation, and an understanding of the relevance of EDI to the Electoral Commission's work.
- Excellent analytical ability and a capacity to think clearly about regulatory decisions from a principles-based perspective.
- Understanding of the political context in which the Electoral Commission operates.

Candidates should be able to demonstrate that they meet at least one of the following desirable criteria:

- A track record of success as a senior executive or non-executive in a commercial or business environment with experience of operating under significant scrutiny.
- First-hand experience representing an organisation with a high profile to the media and/or to political stakeholders through complex or contentious issues, and the ability to build and/or maintain strong relationships across the stakeholder community on behalf of the Electoral Commission.

- Experience and strong understanding of operating in a regulated landscape – from either a regulator or regulated perspective.
- Previous experience as an Electoral Registration Officer, Returning Officer or Deputy Returning officer, or Monitoring Officer, or some other significant involvement at senior level in the administration of electoral processes.

Terms and conditions

Appointment term

Commissioners are normally appointed for an initial term of four years, with the possibility of re-appointment (and further re-appointment for a maximum tenure of up to 10 years). This appointment is expected to begin in January 2024.

Time commitment

This appointment is on a part-time basis, with an expected time commitment of two to three days per month.

Remuneration

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

Nationality

Applicants must be able to prove they are eligible to work in the UK.

Code of conduct and confidentiality

Commissioners are required to comply with the Commission's Code of Conduct, including its provisions on impartiality and confidentiality.

Location

Board meetings are normally held in the Commission's London office, with occasional meetings held around the UK. Some travel around the United Kingdom may also be required. Video conference facilities are available for 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.

Statutory eligibility

As stated in section 3(4) of the Political Parties and Elections Act 2000 (PPERA), Part I, section 3(4), a person may not be appointed as an Ordinary Commissioner if the person:

- b) is a member of a registered party;
- c) is an officer or employee of a registered party or of any accounting unit of such a party;
- d) holds a relevant elective office (see below); or
- e) 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 [elective] office, or
 - iii) been named as a donor in the register of donations reported under Chapter III or V of Part IV, or
 - iv) been named as a participant in the register of recordable transactions reported under Part 4A.

Relevant elective office means the office of—

- member of the House of Commons;
- member of the Scottish Parliament;
- member of the National Assembly for Wales;
- member of the Northern Ireland Assembly;
- police and crime commissioner;
- Mayor of London or elected mayor; or
- a member of
 - any local authority in any part of the UK, excluding a parish or community council;
 - the Greater London Assembly.

Candidates are asked to provide information relating to the statutory requirements, for the purposes of confirming that they are not disqualified.

Further requirements

Commissioners are required to conduct themselves so as not to raise any questions as to the impartiality of the Commission. There may be roles or offices, in addition to those covered by the statutory exclusions above, which it would be inappropriate for the appointed person to hold. This includes, for example, roles or offices which are directly

regulated by the Electoral Commission – such as Returning Officers. Candidates holding such roles or offices may apply, but they would need to be relinquished by the point at which the successful candidate is formally appointed.

There may also be additional personal, political or financial interests which are not covered by the statutory requirement, but which may have a bearing – or be perceived to have a bearing – on candidates' impartiality or objectivity. Candidates are asked to disclose any such interests.

If candidates require any further information about these exclusions and requirements, or would like to discuss potential roles or interests which might be relevant, please contact Gatenby Sanderson.

Appendix 5: Extract from Carole Mills' CV

Employment

2020 - present: Non-Executive Director, University Hospitals Coventry and Warwickshire NHS Trust

2017 - present: Non-Executive Director, Midland Heart

2018 - 2020: Chief Executive, Derby City Council

2014 - 2018: Chief Executive, Milton Keynes Council

2013 – 2014 and 2008 – 2012, NCC - Deputy CEO, Corporate Director – Resources (CFO): Nottingham City Council

2012: Acting CEO, Nottingham City Council

2007 - 2008: Corporate Director Resources (CFO), Nottingham City Council

2003 - 2007: Executive Director of Resources (CFO), Walsall MBC

2002 - 2003: Acting CFO, Walsall MBC

1986 - 2002: Various roles in Metropolitan Local Government

1983 - 1986: Coventry Health Authority

1981 - 1983: Coventry Building Society

Voluntary roles

2022 - present: Trustee, Lichfield and Hatherton Canals Restoration Trust