



Mappin House
4 Winsley Street
London W1W 8HF

Mr Peter J Lawrence OBE
Chief Executive, Civil Service Commission
1 Horse Guards Road
London SW1A 2HQ

By email only

14 October 2021

Dear Peter,

Press Recognition Panel Board recruitment

I am writing to inform you of the process to date that the Press Recognition Panel (PRP) has undertaken for the recruitment and selection of a new Chair with effect from 17 June 2022, following the end of tenure for the current serving Chair, David Wolfe QC.

As you are aware, we agreed to appoint Green Park Interim and Executive Ltd for the executive search and selection of two Board members following a competitive tender exercise in 2020. All of the companies that submitted tenders were also invited to provide option prices for the second recruitment cycle in respect of the Chair and two Board members in 2022. At its meeting on 31 August 2021, the Board discussed the recruitment process and noted Green Park had confirmed that the fees remained the same as that quoted in the tender in 2020 with a £1,500 discount for the second Board recruitment phase. The Board noted that the quote had been competitive against the two other companies that had tendered for the work at the time.

Green Park conducted a thorough and robust recruitment process that captured a diverse spectrum of candidates and resulted in the successful selection of two Board members that were appointed by the Board with effect from 3 November 2020. The Board agreed that the organisational knowledge that Green Park had built up would clearly be beneficial and agreed that they should be reappointed, to run the search and selection for the roles of Chair and two Board members. The importance of

diversity at all stages of the recruitment process was reiterated to Green Park as part of the appointment confirmation.

The Board have commenced early action in respect of the Chair's recruitment to provide sufficient phasing and overlap for a robust handover. The Board agreed with the proposed phasing of the Chair's appointment, with the Chair designate appointed early so that they can participate in the appointment's process for the new Board members in summer 2022. The early appointment of the Board members would allow participation in Board meetings with current members to share knowledge and experience. The Charter permits the appointment of up to eight Board members and therefore the phased handover plan remains consistent with the Charter parameters.

As demonstrated in the campaign in 2020, the Board remain committed to ensuring that its recruitment process is demonstrably fair, open and merit based, attracting candidates from a diverse background. Green Park will be implementing a microsite as a dynamic candidate pack and attraction tool on their website - this proved effective in the first recruitment campaign. We will also advertise the vacancy on the PRP website and through social media channels. The advert is scheduled to run from 17 January 2022 to 14 February 2022, with interviews planned for 28 and 29 March 2022. The Senior Independent Board member, Harry Cayton, will chair the Nominations Committee and Selection Panel in respect of the Chair's appointment and the Independent member, Julie Ferguson, will provide specialist guidance as an independent adviser. The serving Chair and an additional Board member will also form part of the Selection Panel.

The Board have agreed that the Chair would chair the Nominations Committee and Selection Panel in respect of the appointment of two Board members, with the Chair designate involved in the final interview process. The Board have agreed that membership for both the Selection Panels should remain consistent as far as possible to ensure a holistic oversight of the appointments.

I trust the above provides sufficient background information at this stage of the recruitment process. Please do let me know if further supporting paperwork or a conversation would be helpful.

My letter and your response will be published on the PRP website in accordance with our policy on openness and transparency.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Susie Uppal', with a small flourish at the end.

Susie Uppal
Chief Executive, Press Recognition Panel