

Find your purpose



CHAIR OF CPS BOARD/LEAD NON-EXECUTIVE BOARD MEMBER (LNEBM)

Reference: 17655

Closing Date: 23:59 24th February 2025

Thank you for your interest in joining the Crown Prosecution Service (CPS) as Chair of CPS Board/Lead Non-Executive Board Member (LNEBM).

The CPS sits at the heart of the criminal justice system (CJS), working with partners to help keep the public safe. We prosecute criminal cases that have been investigated by the police and other investigative organisations in England and Wales. Our duty is to make sure that the right person is prosecuted for the right offence, and to bring offenders to justice wherever possible. These offences include all types of serious crime including murder, rape, burglary, terrorism, domestic abuse and multi-million-pound fraud cases. We also work across borders to tackle cybercrime, human trafficking, and drugs smuggling, and use our powers to confiscate the proceeds of crime at home and abroad.

As DPP, I have identified the following priority areas for the CPS during my tenure:

- Reducing delays in the criminal justice system
- Improving outcomes in rape, serious sexual offences and domestic abuse cases
- Improving the experiences of victims in the CJS
- Improving the quality of CPS casework
- Driving continuous improvement, enhanced collaboration, and increased capability

By joining the CPS Board, you will help me deliver these priorities. I hope you will be inspired to make a positive difference to the communities we serve and to wider society.

I will look forward to working with you on the CPS Board.



Stephen Parkinson
Director of Public
Prosecutions

Julie Lennard

Director General - Chief Operating Officer



Julie Lennard
Director General - Chief
Operating Officer

I am delighted that you are considering joining the CPS Board as our new Chair/Lead Non-Executive Board Member.

In November 2024, I joined the CPS as Director General - Chief Operating Officer (COO). One of my first priorities as COO is to ensure we have the best people to drive CPS forward, with a Board that provides exceptional support, advice and oversight to our teams as they work to transform and enhance the services we offer.

The CPS is a diverse and inclusive employer committed to fostering a culture where everyone can thrive. We are seeking an outstanding Chair/Lead Non-Executive Board Member, with strong non-executive credentials gained within a high-profile organisation, and the ability to provide informative and independent views, share external insight, and expertly challenge CPS business acumen by demonstrating good business methodologies.

You will have a strong understanding of governance in the public sector, as well as the ability to operate strategically and build proactive and collaborative relationships across a broad range of internal and external stakeholders. As Chair/Lead Non-Executive Board Member, you will play a key role in supporting the CPS as we transform and improve the services we provide.

If you have the skills, experience and the passion to thrive in this environment, then we want to hear from you, and I hope you will apply.

The organisation

Over 7,000 people work for the CPS, across England and Wales in a variety of roles. Almost half of our employees are lawyers, who are responsible for deciding whether to prosecute cases, and represent the Crown in many hearings in the courts. The rest work to assist prosecutors preparing cases for court, or in other professions including operational delivery, finance, human resources, communications, policy, and digital and technology services. The CPS Board agrees the strategic direction and priorities for the CPS and provides a forum for constructive challenge on proposals and the implementation of decisions by the DPP and the executive team. It plays a key role in ensuring that the organisation is equipped to provide a professional, efficient and high-quality service.

Context

The CPS faces many challenges, most of which require joint working across the Criminal Justice System to address. This includes continued operational improvement and tackling court backlogs, developing an improved service for victims and reducing victim 'attrition', maintaining performance on Rape and Serious Sexual Offences (RASSO) cases, improving quality of casework, financial pressures from increased prosecution costs and advocate fees and wider economic challenges on headcount, recruitment and retention of skilled staff across the CPS professions (but particularly those with legal skills) as well managing an aging workforce, and replacing a case management system (CMS) that is more than 20 years old.

The CPS Board

The CPS Board provides strategic leadership and is collectively responsible for delivering our organisational objectives. It plays a key role in ensuring that the CPS is equipped to provide a professional, efficient and high-quality service.

The CPS Board is chaired by the Chair/Lead Non-Executive Board Member. Board membership is as follows:

- Stephen Parkinson - Director of Public Prosecutions
- Julie Lennard – Director General - Chief Operating Officer
- TBC – Director General – Legal Delivery
- Steve Buckingham – Chief Finance Officer
- Dr Peter Kane - Non-Executive Board Member
- Dr Subo Shanmuganathan - Non-Executive Board Member
- Kathryn Stone - Non-Executive Board Member

The Ministerial Strategic Board (MSB)

The Ministerial Strategic Board (MSB) is a joint CPS/Attorney General's Office Board. It was formed in March 2019 as part of the [CPS/AGO Framework](#). The MSB's overarching aim is to oversee the strategic direction for the CPS and jointly hold the CPS to account for the delivery of its strategic objectives. The MSB is chaired by the Attorney General. Membership comprises the Solicitor General, Director of Public Prosecutions, CPS Director Generals, the CPS Lead Non-Executive Board Member and the Director General of the Attorney General's Office. The MSB meets four times a year and the minutes from this meeting can be found on [gov.uk](#).

Chair/Lead Non-Executive Board Member

The role of a Non-Executive Board Member (NEBM) is to provide informative and independent views, share external insight, and expertly challenge CPS business acumen by demonstrating good business methodologies.

The postholder will be the Lead Non-Executive Board Member (LNEBM) and Chair of the CPS Board. They will support the Director of Public Prosecutions (DPP) where necessary in an advisory capacity on non-legal casework decisions and operational business delivery matters.

The postholder will also participate in two Board subgroups; the Audit and Risk Assurance Committee (ARAC) and the Remuneration Committee (RemCom). The postholder will meet other NEBMs regularly, ensuring that their views are given due regard at the CPS Board. The LNEBM will also represent the CPS Board at the CPS Ministerial Strategic Board (MSB) and use insight from NEBMs to provide a report as part of the CPS Annual Report & Accounts.

The CPS Board - consisting of NEBMs, the DPP, Director Generals, and the Chief Finance Officer - is an advisory board which agrees the strategic direction and priorities for the CPS. It provides a forum for constructive challenge on proposals and the implementation of decisions by the DPP and the executive team. Its purpose includes oversight of CPS strategy and vision setting, assessing delivery of the strategy, monitoring performance and output, oversight of leadership, talent development, culture, and system leadership. It plays a key role in ensuring that the CPS is equipped to provide a professional, efficient, and high-quality service. The LNEBM will be the main driver in ensuring the CPS Board operates and complies with the CPS Board Operating Framework (BOF). The LNEBM will have the final say on the sign-off on minutes and papers of the CPS Board. The Board meets at least eight times a year.

The CPS ARAC, consists of at least four members, two NEBMs; and two additional Non-Executive members. The LNEBM is always invited but is not a member. ARAC is also regularly attended by the DPP, Director Generals, representatives from the Internal Audit provider, representatives from External Audit, and representatives from HM Crown Prosecution Service Inspectorate (HMCPISI). It has delegated responsibility and authority for advising the Board on key elements of effectiveness linked to risk management, assurance management and the framework of internal control. The ARAC also reviews the comprehensiveness and reliability of assurances provided by internal audit, external audit, and the CPS executive team, and challenges where necessary when gaps in processes are identified and where weaknesses are exposed. ARAC meets four times a year.

RemCom is chaired by a NEBM. The LNEBM is always invited but is not a member. RemCom supports the CPS Board on key elements of effectiveness, ensuring that there are satisfactory systems for identifying and developing leadership and high potential. This also involves scrutinising the incentive structures and succession planning initiatives of the Board and senior leadership. RemCom meets four times a year.

The MSB is chaired by a Law Officer (Attorney General or the Solicitor General). It consists of the DPP, CPS Director Generals, AGO Director General, and the CPS LNEBM. The purpose of the MSB is to oversee the strategic direction of the CPS and to support and hold the CPS to account for the delivery of its strategic objectives. The MSB meets four times a year. In addition, to support the Law Officers in the discharge of their superintendence responsibilities, they will meet with CPS LNEBM for the purpose of obtaining an independent and external perspective on the CPS and its business. These meetings take place at least twice a year.

This is an outstanding opportunity to make a far-reaching contribution to the criminal justice system.

Person Specification

Essential

- Substantial experience of being a Non-Executive Director in a high-profile organisation, including experience of chairing a committee or Board.
- A strong understanding of governance in the public sector, risk management, internal control assurance, and compliance.
- Proven ability to operate strategically and contribute positively to an organisation in a non-executive capacity.
- Strong analytical skills, judgement and decision making.
- Proven ability to build proactive and collaborative relationships with people across and outside the organisation.
- No conflict of interest between your business activities and this non-executive role.

Desirable

- Knowledge of the Criminal Justice System in England and Wales and understanding of the role of the CPS within it.

Job Title

Chair/Lead Non-Executive Board Member

Location

Meetings of the CPS Board tend to take place in London. Travel to other locations may be required. ([Link to CPS Offices](#))

Remuneration

£25,000 per annum, plus reasonable expenses.

Time Commitment

You must commit up to 36 days a year, with a maximum of four days a month. This is a three-year role with a possible extension of up to another three years.

Security Clearance

The successful candidate will be required to obtain SC clearance prior to taking up the appointment.

Conflicts of Interest

If you believe you (or any family member) have any interests that might be relevant (or perceived as relevant) to your ability to undertake this role, please email our search & selection advisers on andra.parvu@veredus.co.uk or laura.Spurgin@veredus.co.uk early in the process. Such interests may be financial or may be related to the relationships you have with specific individuals, organisations or employers. Candidates are asked to disclose potential conflicts of interest at the point of application.

How to Apply

Veredus is acting as an executive search and selection advisor to the CPS on this appointment. Candidates should apply for this role at www.veredus.co.uk/jobs/ quoting reference 17655.

Click on the 'apply' button and follow the instructions to upload a CV, cover letter and conflicts of interest form and complete the online diversity questionnaire*.

The closing date for receipt of application is 23:59 on 24th February 2025.

If you would like to discuss the role confidentially before applying, or require more information about the recruitment process, please Veredus: andra.parvu@veredus.co.uk or laura.Spurgin@veredus.co.uk

Please include a day-time, evening and mobile telephone contact number, and your preferred email address for correspondence in your application, which will be used with discretion.

Your submission should include:

- A CV setting out your career history and experience - up to two sides of A4, and a supporting statement with evidence of your achievements in the areas detailed in the person specification (1,000 words max).
- Notification of any dates you are unable to accommodate within the indicative timetable set out later in this pack. Your co-operation in making yourself available during this time will be much appreciated.
- A completed conflicts of interest form.

Failure to submit all documents will mean the panel only has limited information on which to assess your application against the criteria in the person specification.

*The diversity questionnaire online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.

Due Diligence

Please note that references and open-source due diligence checks (including into social media accounts) may be undertaken for all shortlisted candidates. If shortlisted, you will be asked to complete a candidate information form.

Selection Panel

The selection panel will include:

- **Stephen Parkinson**, Director of Public Prosecutions
- **Julie Lennard**, Director General Chief Operating Officer
- **Doug Wilson**, Director General of the Attorney Generals' Office
- **Claire Bassett**, Independent Member

Longlist

You will receive an acknowledgment of your application through the online process. If you do not receive a notification of your application, please contact: andra.parvu@veredus.co.uk

The panel will then assess your application to select those demonstrating the best fit with the role by considering the evidence you have provided against the essential criteria set out in the 'Person Specification' section. Failure to address any or all of these may affect your application.

The timeline later in this pack indicates the date by which decisions are expected to be made, and all candidates will be advised of the outcome as soon as possible thereafter.

Preliminary discussion

Candidates selected for longlisting will be invited for a preliminary discussion and to follow up any questions raised by the panel at longlist stage with Veredus to further explore their skills and experience.

Shortlist

The panel will review reports on those longlisted and will select a shortlist of candidates whose applications best demonstrate suitability for the role by considering the evidence provided against the essential criteria set out in the Person Specification.

Final Panel

Inputs from all of those steps will then form the basis of a panel interview. Interviews will take place in person in Petty France, London.

Full details will be provided to shortlisted candidates, and we will do our best to arrange the sessions in a way that works for you.

Shortlisted candidates may be invited to participate in an informal one-to-one session with Stephen Parkinson, Director of Public Prosecutions prior to panel interview.

Expected Timeline

We always try and offer as much flexibility as we can, but unfortunately it will not be possible to offer alternative dates for Assessments or Interviews. You are therefore asked to note the below timetable, exercising flexibility through the recruitment and selection process, in order to meet the dates given. Please note that these dates may be subject to change.

The anticipated timetable is as follows:

Assessment	Location	Date
Advert Closes	N/A	23.59 24 February 2025
Longlisting	N/A	28 February 2025
Preliminary Interview with Veredus	Virtual	w/c 3 March 2025
Shortlisting	N/A	14 March 2025
One-to-one sessions	Virtual & in person (London)	w/c 17 March 2025
Final Interviews	In person (London)	25 March 2025

Equality, Diversity and Inclusion in the CPS

Equality, diversity and inclusion is at that heart of how we work at the CPS, both as an employer and as a prosecution service.

We are committed to supporting the principle that everybody should have the same opportunities for employment, development and progression. This should be based on their ability, competence and suitability for the role.

This means that no applicant should receive less favourable treatment on grounds of their ethnicity, gender, sexual orientation, age, marital status, disability, religion, transgender status, family or domestic responsibilities, or working patterns. Also, nobody should be disadvantaged by any specific conditions or requirements, unless it can be justified that these could affect their ability to undertake the role.



Promoting fairness
and performance





Contact us

If you have any general queries or technical problems, please email :

andra.parvu@veredus.co.uk or laura.spurgin@veredus.co.uk