

# DISCIPLINARY COMMITTEES

# Application:

# lay committee member

EFFECTIVE FROM SEPTEMBER 2024

**icaew.com/regulatorycommittees**

**Please ensure that you have read the candidate information pack in respect of your specified Committee (s) and are aware of the role and commitment required.**

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| Title: | Forename(s): |
| Middle name(s): | Surname: |
| Address: | Telephone number: |
| Mobile number: |
| Email address:(this will be our main way of contacting you) |
| **Section 2: Further education and/or professional qualifications (if any)** |
| Name of college/university: | Name of college/university: |
| Subject: | Subject: |
| Grade/degree: | Grade/degree: |
| Dates: | Dates: |
| Name of college/university: | Name of college/university: |
| Subject: | Subject: |
| Grade/degree: | Grade/degree: |
| Dates: | Dates: |

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| Section 3: Employment history |
| Please provide below your last four most recent employment details |
| **Employment 1** | **Employment 2** |
| Employment dates: | Employment dates: |
| Company name: | Company name: |
| Company full address: | Company full address: |
| Job title: | Job title: |
| Job description: | Job description: |
| **Employment 3** | **Employment 4** |
| Employment dates: | Employment dates: |
| Company name: | Company name: |
| Company full address: | Company full address: |
| Job title: | Job title: |
| Job description: | Job description: |

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| Section 4: Which committee are you applying for and why |
| Please select which committee (s) you are applying for:**Tribunals (including Fitness to Practise) Committee:** [ ] **Appeal (including Review) Committee:** [ ] **Conduct Committee:** [ ] Please explain why you are interested in becoming a member of your specified Committee (s) and what contribution you feel that you can make to it/them (maximum 400 words). |

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| Section 5: Abilities and experiences |  |
| Having familiarised yourself with the competencies required for the role and the role description (provided in the information pack), please give us at least one example of your ability/experience in each of these areas. Your answers should demonstrate how you meet the essential competencies detailed or the relevant transferrable experience you believe will ensure you meet those competencies (maximum 400 words per competence). |
| Working effectively as part of a team |
| Assessing evidence, analytical skills and making decisions |
| Demonstrating an understanding of Equality, Diversity and Inclusion |
| Experience and/or understanding of the accountancy profession and/or professional regulation |
| Reflective practice |
| **Use of technology:** ICAEW operates their committees on paperless basis, using the programme Diligent to share all committee meeting packs. Three quarters of the meetings are held remotely via zoom. Therefore, it is expected that committee members can confidently navigate technology to operate on the committee. |
| Are you able to manage and use technology as the primary mode of communication and as a means for reviewing documentation? | [ ] yes [ ] no |
| **Commitment to attendance of meetings and two committee training days per year:** The Committee has a set number of meeting dates each year. Meeting and training dates are provided as far in advance as possible. As a result members are expected to attend all meetings and training. |
| Will you be able to commit to all the meetings and training days required (subject to exceptional and unforeseen circumstances)? | [ ] yes [ ]  no |

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| Section 6: Entitlement to work in the UK |
| To comply with the Immigration, Asylum and Nationality Act 1996, we are required to ask you to verify your entitlement to work in the UK. There is a mandatory UK residency requirement. Permission to live and work in the UK is compulsory due to the nature of the work conducted by the Committee. |
| Do you reside in the UK?  | [ ] yes [ ]  no |
| Are you legally entitled to work in the UK? | [ ] yes [ ] no |
| Do you need a visa or work permit to work in the UK? | [ ] yes [ ] no |
| If Yes, please give details including expiry date and any restrictions: |

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| Section 7: Criminal convictions |
| Have you ever been convicted of a criminal offence? (Declaration subject to the Rehabilitation of Offenders Act 1974 – please do not disclose spent and/or protected convictions or cautions. To find out what this means please go to [https://www.nacro.org.uk/resettlement-advice-service/support-for-individuals/disclosing-criminal-records/rehabilitation-offenders-act/)](https://www.nacro.org.uk/resettlement-advice-service/support-for-individuals/disclosing-criminal-records/rehabilitation-offenders-act/%29) | [ ] yes [ ] no  |
| If Yes, please give details: |

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| Section 8: Disciplinary Findings  |
| Have you ever been subject to any adverse regulatory or disciplinary findings? Is there any other regulatory or disciplinary involvement we should be aware of? | [ ] yes [ ] no |
| If Yes, please give details  |

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| Section 9: Please provide two professional references |
| Name:Position:Company:Address:Telephone number:Email address: | Name:Position:Company:Address:Telephone number:Email address: |

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| Section 10: Declaration |  |
| To the best of my knowledge and belief, the information given in this form is correct. I understand that if I am appointed and this information is inaccurate, my appointment is liable for termination. |
| Signature: | Date: |
| Please tell us where you heard about this vacancy: |
| [ ] ICAEW website[ ] Referral from ICAEW Employee/Committee memberPlease give name of employee/committee member: | [ ] LinkedIn[ ] Other (specify) |
| Please provide any additional information here: |

# Committee Membership Diversity Monitoring Form

The process of determining who sits on our committees is core to our strategy. We are aiming, as one of our five strategic themes, to “strengthen the profession by attracting talent and building diversity”.

ICAEW values and respects diversity and inclusion and strives in all its activities to take account of and reflect the interests of all the people it serves. To enable us to promote this, we need to monitor and understand the background of the people who populate both our workforce and governance structure to ensure that our decisions, policies and practices are inclusive. Further information on our diversity and inclusion policy can be found here [Diversity and Inclusion | ICAEW](https://www.icaew.com/insights/diversity-and-inclusion)

In order to track whether we are making progress on diversity we ask that you answer the questions below. We strongly believe that understanding the diversity within our committee structure, and tracking it over time, will allow us to build diversity and inclusion and in turn, will increase the effectiveness of our committees.

This information will only be used for the purpose of obtaining a diversity profile of committees.

**Data protection:** Information about how your data is used and the basis for processing is provided in the privacy notice here: [Privacy notice | ICAEW policies | ICAEW](https://www.icaew.com/icaew-policies/privacy-notice)

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| Age group - please select as appropriate: |
| Under 24 [ ]  | 25-34 [ ]  | 35-44 [ ]  | 45-54 [ ]  |
| 55-64 [ ]  | 65-74 [ ]  | 65-74 [ ]  | 65-84 [ ]  |
| 85+ [ ]  | Prefer not to say [ ]  |

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| Do you have a disability as defined by the Equality Act 2010?Definition of disability under the Equality Act 2010 - GOV.UK (www.gov.uk) |
| Yes [ ]  (if yes, please state disability) | No [ ]  | Prefer not to say [ ]  |

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| Ethnic origin - please select as appropriate:[List of ethnic groups - GOV.UK (ethnicity-facts-figures.service.gov.uk)](https://www.ethnicity-facts-figures.service.gov.uk/style-guide/ethnic-groups) |
| **Asian or Asian British** | **Black, Black British, Caribbean or African** | **Mixed or multiple ethnic groups** |
| Indian [ ]  | Caribbean [ ]  | White and Black Caribbean [ ]  |
| Pakistani [ ]  | African [ ]  | White and Black African [ ]  |
| Bangladeshi [ ]  |  | White and Asian [ ]  |
| Chinese [ ]  |  |  |
| Any other Asian Background [ ]  | Any other Black, Black British or Caribbean background [ ]  | Any other Mixed or multiple ethnic background [ ]  |
| **White**  | **Other ethnic group** |  |
| English, Welsh, Scottish, Northern Irish or British [ ]  | Arab [ ]  |  |
| Irish [ ]  | Any other ethnic group (please state) [ ]  |  |
| Gypsy or Irish Traveller [ ]  | Prefer not to say [ ]  |  |
| Roma [ ]  |  |  |
| Any other White background [ ]  |  |  |

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| Gender - please select as appropriate: |
| Male [ ]  | Female [ ]  | Transgender [ ]  |
| Non-binary [ ]  | Prefer not to say [ ]  | Option not listed (please state) |

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| Marital Status - please select as appropriate: |
| Married [ ]  | Widowed [ ]  | Divorced/separated [ ]  | Single [ ]  |
| Civil partnership [ ]  | Long-term partner [ ]  | Prefer not to say [ ]  | Option not listed (please state) |

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| Religion - please select as appropriate: |
| Atheist [ ]  | Christian [ ]  | Muslim [ ]  |
| Buddhist [ ]  | Jewish [ ]  | Hindu [ ]  |
| Sikh [ ]  | Prefer not to say [ ]  | Option not listed (please state) |

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| Sexual Orientation - please select as appropriate: |
| Heterosexual [ ]  | Homosexual [ ]  | Bisexual [ ]  |
| Pansexual [ ]  | Asexual [ ]  | Prefer not to say [ ]  |
| Option not listed (please state) |