

ICAEW Regulatory and Conduct Appointments Committee:

*Application Form: Lay Chair*

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| Section 1: Personal details |
| Title:  | Forename(s):  |
| Middle name(s):  | Surname:  |
| Address: | Contact number:  |
| Email address:  |

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| Section 2: Eligibility |
| To be eligible for this vacancy you need to be lay for all accountancy and legal services matters ie, not a member of the accountancy or legal professions. Further information on what we mean by lay is included in the role profile. |
| Please confirm that you are lay for all accountancy and legal services matters. | Yes [ ]  | No [ ]  |
| Do you have any connection with ICAEW? (If yes, please describe the nature of that connection below.) | Yes [ ]  | No [ ]  |
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| Section 3: Employment history |
| Please provide details of your employment over the last five years. Please add additional boxes if required.  |

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| Employer’s name and full address:  |
| Employment dates:  |
| Job title: |
| Job description:  |

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| Section 4: Why you are applying |
| Please provide a brief explanation on why you are interested in becoming the chair of the Regulatory And Conduct Appointments Committee. |
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| Section 5: Abilities and experience |
| The headings below are the qualities required for this role, as outlined in the role description. Please provide at least two brief examples of your ability/experience in each of these areas.Your answers should demonstrate how you meet the essential criteria and attributes sought or the relevant transferrable experience you possess that will ensure you meet these criteria. |
| The ability to demonstrate the skills of a competent chair, preferably at board level or in a similar role, sound judgement. |
| Knowledge and experience of corporate governance and the operation of boards and committees. |
| The ability to contribute constructively and collaboratively and inspire confidence and respect with a wide range of stakeholders both in formal environments (such as board meetings) and in less formal environments. |
| Experience and understanding of reflective practice and appraisal methodologies. |
| An understanding of equality, diversity and inclusion especially in relation to board appointments. |
| Experience/Insight into professional regulation and/or the accountancy profession and an understanding of the concept of the public interest. |
| An understanding of the accountancy and legal professions and corporate governance. |
| Ability to manage and use technology as the primary mode of communication and as a means for reviewing documentation. |

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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) |

**Note**: Appointment will be confirmed subject to successful reference checks.

# 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 |



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**ICAEW’s regulatory and conduct roles**

Our role as an improvement regulator is to strengthen confidence and trust in those regulated by ICAEW. We do this by enabling, evaluating and enforcing the standards expected by the profession, oversight regulators and government.

ICAEW’s regulation and conduct roles are separated from ICAEW’s other activities through internal governance so that we can monitor, support and take steps to ensure change if standards are not met. These roles are carried out by the Professional Standards Department and overseen by the ICAEW Regulatory Board and oversight regulators including the Financial Reporting Council, Office for Professional Body Anti-Money Laundering Supervision, the Insolvency Service and the Legal Services Board.

We:

* **authorise** firms and individuals to undertake work regulated by law: audit, local audit, investment business, insolvency and probate;
* **support** professional standards in general accountancy practice through our Practice Assurance scheme;
* **provide** robust anti-money laundering supervision and monitoring;
* **monitor** registered firms and individuals to ensure they operate in accordance with laws, regulations and expected professional standards;
* **investigate** complaints and hold ICAEW Chartered Accountants and students, ICAEW-supervised firms and regulated and affiliated individuals to account where they fall short of the required standards;
* **respond** and comment on proposed changes to the law and regulation; and
* **educate** through guidance and advice to help ICAEW’s regulated community comply with laws, regulations and expected professional standards.

­­­­Chartered accountants are talented, ethical and committed professionals. ICAEW represents more than 202,450 members and students around the world. All of the top 100 global brands employ ICAEW Chartered Accountants.\*

Founded in 1880, ICAEW has a long history of serving the public interest and we continue to work with governments, regulators and business leaders globally. And, as a world-leading improvement regulator, we supervise and monitor around 12,000 firms, holding them, and all ICAEW members and students, to the highest standards of professional competency and conduct.

We promote inclusivity, diversity and fairness and we give talented professionals the skills and values they need to build resilient businesses, economies and societies, while ensuring our planet’s resources are managed sustainably.

ICAEW is the first major professional body to be carbon neutral, demonstrating our commitment to tackle climate change and supporting UN Sustainable Development Goal 13.

ICAEW is a founding member of Chartered Accountants Worldwide (CAW), a global family that connects over 1.8m chartered accountants and students in more than 190 countries. Together, we support, develop and promote the role of chartered accountants as trusted business leaders, difference makers and advisers.

We believe that chartered accountancy can be a force for positive change. By sharing our insight, expertise and understanding we can help to create sustainable economies and a better future for all.

charteredaccountantsworldwide.com

globalaccountingalliance.com

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\*includes parent companies. Source: ICAEW member data
March 2023, Interbrand, Best Global Brands 2022