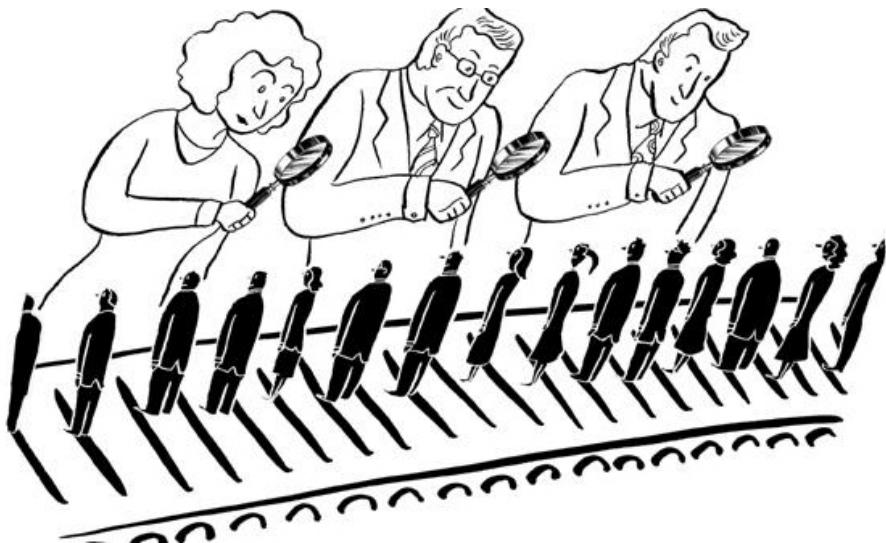


# Public Service Commissions

Professionalism,  
performance – excellence



One-week professional development workshop  
2 to 6 September 2019



BRITISH ACCREDITATION COUNCIL  
ACCREDITED SHORT COURSE PROVIDER

PAI is accredited by the  
British Accreditation Council  
for Independent Further and Higher Education

## About the workshop

Effectiveness in a changing and challenging world underpinned by the core values of impartiality, integrity, honesty and objectivity are generally regarded as the hallmarks of a modern public service. It is often the responsibility of a Public Service Commission to be the guardian of these principles and, in particular, to ensure that appointments are made solely on merit following fair and open competition.

In the 160 years since the principle of appointment on merit has been applied to the UK Civil Service following the appointment of the first Civil Service Commissioners to oversee recruitment, different models of regulation have been adopted by the Commissioners – some in response to institutional change and some the result of reassessments of risk. In addition the Commissioners' role was significantly expanded in 1996 with the introduction of a Civil Service Code which formalised the core values of the UK Civil Service and gave the Commission a role in dealing with concerns from civil servants who feel they are being asked to operate contrary to the Code. In recent years, against the background of major reform, the independent regulation of the UK Civil Service has been further reinforced through the introduction of statutory legislation in 2010.

Our workshop, which is held in central London, uses the experience in the UK and internationally to focus on:

- The differing roles and responsibilities to be found in Civil or Public Service Commissions
- Different models of regulation
- Effective selection of staff
- Measures to provide public confidence in the work of Civil or Public Service Commissions
- Ongoing UK Civil Service reform and the implications for the Civil Service Commission
- The role of Parliament and other Government institutions in upholding high standards
- The scope of legislation covering the civil and public service.

In previous years, our participants have discussed these issues directly with, among others, the First Civil Service Commissioner, the Chair of the Committee on Standards in Public Life, the Chair of the House of Commons Select Committee on Public Administration and Constitutional Affairs and Cabinet Office officials responsible for Civil Service reform and efficiency.

The practical issues surrounding the recruitment, selection, appointment and development of civil and public servants will be covered, as will the main themes being addressed in the UK Government's programme of reforming and modernising the UK Civil Service. The relationship between Public Service Commissions and Ministries and Government Agencies will be explored.

## Who is it for?

The workshop is designed to meet the needs of Public Service Commissioners and their senior staff; Parliamentarians and others involved in the preparation or implementation of a Civil Service law; and senior policy-makers and managers concerned with improving Civil Service efficiency and effectiveness.

## How participants will benefit

The workshop will:

- Enable you to consider in depth the role of Public Service Commissioners, study the evolution of that role in the UK, and discuss topical issues facing Commissioners today
- Give you an opportunity to explore the respective responsibilities of Commissions and Ministries and Agencies in the civil and public service appointment process
- Provide a forum for you to review approaches to drafting and implementing a Civil Service law
- Enable you to study the UK approach to modernising the civil and public services and improving their effectiveness
- Encourage you to share your experiences, review your own challenges, and prepare an action plan to meet those challenges.

*"Facilitators were knowledgeable, focused and well-prepared. The knowledge and experience I have gained will definitely help the PSC to focus on core issues and delegate more powers to Ministries and other relevant levels in the public/civil service."*

Eddie S Amkongo  
Chairperson  
Public Service Commission of Namibia

*"The visits were extremely valuable in complementing the in-house presentations. I have an enhanced understanding of what it means to be a professional, performance driven Public Service Chair."*

Dr Marjorie Thorpe  
Chair of Public Service Commission  
Government of Trinidad and Tobago

## What the workshop will cover

The workshop will include presentations and discussions, and involve sessions with the Commissioner, Parliamentarians and others concerned with the governance of the civil and public service in the UK.

The workshop will also include visits to the key relevant institutions, and will provide ample opportunity for you to share your own experiences and to speak directly to those responsible for policies and decisions in those institutions. Workshop notes, presentations and a range of different materials will be provided on an Android tablet for you to use during the workshop and for future reference and follow up.

You will be asked to work on a relevant case study in small groups and present conclusions. A small element of advance preparation will be necessary as you will also be invited to give a brief presentation about your work and to bring with you any relevant legislation or documentation from your country.

## Programme outline

	AM	PM
Day 1	Welcome and introductions Overview of institutional framework Participants' informal presentations	<i>Visit to the UK Cabinet Office Efficiency and Reform Group</i> • Public sector reform • Improving the efficiency and effectiveness of the Civil Service
Day 2	Recruitment in the UK Civil Service • Principles • Processes Civil Service legislation	<i>Visit to the Civil Service Commission and the Office of the Commissioner for Public Appointments</i> • Role and functions • Senior recruitment and monitoring delegated powers • Upholding core values • Regulation of ministerial appointments to public bodies
Day 3	Balancing Commission independence with its role in supporting good governance <i>Visit to the Committee on Standards in Public Life</i> • Overview of the work of the Committee	The case study • Introduction <i>Visit to Parliament</i> • The House of Commons Select Committee on Public Administration and Constitutional Affairs
Day 4	Civil Service human resource policies: a practical viewpoint The case study • Further work by participants	Effective selection of staff: exploring the options Public Service Commissions: international comparisons
Day 5	The case study • Presentations by participants	Review and closure • Concluding discussions • Participants' action planning • Review, feedback and scope for follow-up • Presentation of certificates of attendance

We reserve the right to change the programme as necessary.

## **Language**

The workshop is conducted in English. You will need to have a good working knowledge of the language.

## **Location and arrival arrangements**

The workshop is based in central London. We can arrange travel to and from one of the London airports into central London if you let us have your flight details in good time. The cost of airport transfers is included in the fee.

## **Fees**

The fee for the workshop will be £2,230. It includes tuition, travel to and from the airport in London, travel on scheduled visits which form part of the programme<sup>1</sup>, presentation material and other documentation. It also includes a sim enabled Android tablet for you to use during the workshop and take home with you. We also provide a light lunch and refreshments during each working day as part of the fee.

## **Other costs**

Airfares and daily travel to and from the workshop venue are not included. Our workshops are non-residential and you are responsible for your accommodation costs. We can help you with booking hotel accommodation so please let us know if you would like us to advise you or make a reservation. We suggest that you should allow approximately £160 per day for a modest standard of hotel (for example, three-star), local travel in the UK, meals (apart from a light lunch on working days) and other incidental expenses.

## **Value Added Tax**

We do not have to charge UK Value Added Tax (VAT) if you can provide written confirmation from your government or its accredited representative that you are “employed by the government in furtherance of its sovereign activities.” In all other cases, we will have to charge VAT (currently 20%) in addition to the fee.

## **Ways to pay**

You, or your government agency, can pay by bank transfer or by cheque, made payable to Public Administration International. We accept payment by credit or debit card but there is a surcharge for this way of paying. Please contact us if you would like to pay by credit or debit card.

## **Discounts**

We offer a 10% reduction on the full tuition fee if we receive payment no later than 21 days before the first day of the workshop. If we receive payment after that, we will charge the full tuition fee.

## **Cancellation**

If you have to cancel your booking, you must let us know in writing and we will acknowledge in writing your cancellation.

## **Substitutions and transfers**

If you have booked a place on a workshop and are not able to attend, we will accept an appropriate substitute at any time without penalty but our normal terms and conditions will apply. Also, it is possible to transfer to a future workshop but only one transfer is permitted. Please get in touch with us and we will advise you about transfers.

*Please see our website for our full terms and conditions. If you would prefer a hard copy of our full terms and conditions please let us know.*

*<http://www.public-admin.co.uk/terms-and-conditions-for-booking/>*

## **Insurance**

We advise you to arrange travel and health insurance cover before you leave your home country.

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<sup>1</sup>Travel to and from the airport in London and on scheduled visits in the programme are provided at cost.

## **Workshop Director**

The Workshop Director will be Barry Forrester. Organisational design and the management of change were at the core of Barry's long career in the UK Civil Service. His experience included formulating proposals for a new government agency and then, as its first HR Director, establishing personnel policies and procedures from scratch. This was followed by a role in the Cabinet Office as Head of Conditions of Service and as the UK Government representative on the Public Management Committee of the OECD. Finally, as principal policy advisor to the UK Civil Service Commissioners, he was involved in redesigning their approach in the context of Civil Service reform.

Today, Barry speaks regularly about the UK Civil Service, and has given advice to overseas Governments on Civil Service recruitment and independent regulation.

Barry was made an OBE in the 2010 Queen's Birthday Honours list.

## **Who we are**

PAI (Public Administration International) specialises in management consultancy, training and development services for organisations in, and associated with, the public sector worldwide. We provide advice and support for governments going through political, economic, structural and legislative change. Our extensive network of associates includes practitioners, academics and independent consultants. Our key objectives are promoting good governance and good practice in delivering public services. This workshop is one of a number of specialist UK-based professional development workshops designed to meet the needs of public services worldwide.

We pride ourselves on our:

- High quality, practical advice and support for our clients
- Professionalism and integrity
- Ability to offer excellent value for money
- Sound experience and track record internationally
- Networks and partnerships across the world
- Flexible, collaborative approach
- Friendliness and focus on putting people first.

## **How to apply**

Please complete the PAI application form and post, fax or email it to Clare Walters, Programme Manager, at the address on the bottom of the page.

You can also apply online via our website [www.public-admin.co.uk](http://www.public-admin.co.uk)

If you would like to discuss this workshop, any of our other international workshops or our consultancy services, please contact Claire Cameron, Director.

We also have extensive experience of designing tailor-made training (from one day to two or three weeks) which can be run in your own country or in the UK to meet the specific needs of groups or individuals at all levels within your organisation. Please contact us if you would like further information.

## **Where we are**



## **Public Administration International**

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