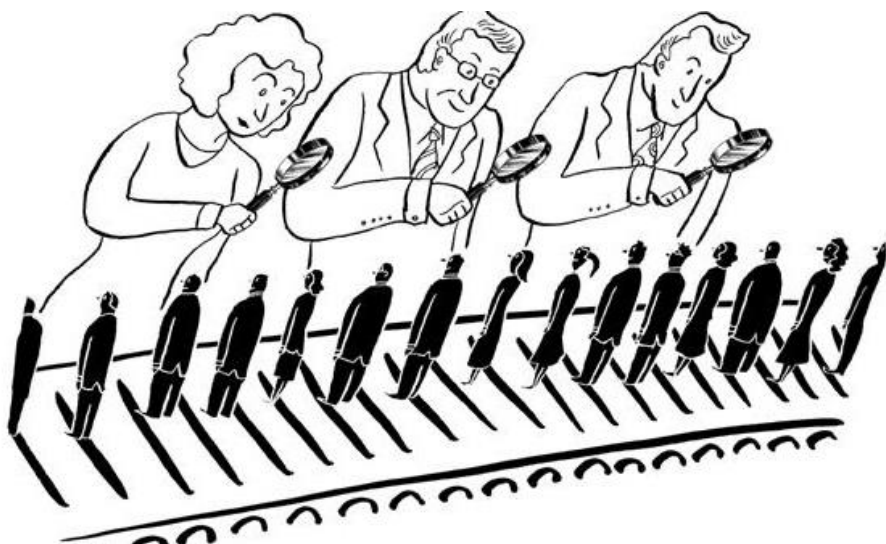


Public Service Commissions

Upholding professionalism,
excellence and standards



One-week professional development workshop
7 to 11 September 2020



ACCREDITED
PROFESSIONAL PROVIDER

BRITISH ACCREDITATION COUNCIL
ACCREDITED SHORT COURSE PROVIDER

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

About the workshop

In a challenging and changing world, the pressures on public services and the individuals who work in them are becoming increasingly demanding. It has never been more important for public sector officials to come together to share experiences and learn from each other. In that spirit we offer this workshop, which explores different approaches to the work of Public Service Commissions, using the UK's experience as an example.

Why a focus on Public Service Commissions?

Effectiveness and efficiency, and the core values of impartiality, integrity, honesty and objectivity are generally regarded as the hallmarks of a modern public service. Public Service Commissions are often the guardian of these core values.

Traditionally, their role might have been to ensure that appointments are made solely on merit following fair and open competition but now PSCs have a much wider responsibility – upholding standards.

It is 160 years since the principle of appointment on merit was applied to the UK Civil Service following the appointment of the first Civil Service Commissioners to oversee recruitment. Different models of regulation were adopted by the Commissioners at different times - some in response to institutional change and some the result of reassessments of risk.

The Commissioners' role was significantly expanded in 1996 when the UK Government introduced the Civil Service Code which formalised the core values of the UK Civil Service. As well as setting up mechanisms for upholding the Code in Ministries and Agencies, the Government 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, the independent regulation of the UK Civil Service by the Civil Service Commission has been further reinforced through the introduction of statutory legislation in 2010.

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

- Roles and responsibilities to be found in Civil or Public Service Commissions
- Different models of regulation
- A core role - effective selection of staff
- Measures to provide public confidence in the work of Civil or Public Service Commissions
- 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 officials responsible for Civil Service reform and efficiency. 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

"It is an honour on behalf of the Project Oversight Committee executives from the Civil Service Agency, Ministry of Finance and Development Planning, the Governance Commission and Liberia Institute of Public Administration, to extend gratitude to you and your team for continuing to foster the relationship we have built over the years and especially for the quality of knowledge you shared with us for the past few days. It has been a beautiful journey learning and sharing through workshop presentations and visits to inspiring organisations in the UK. On behalf of the CSA Director-General and head of the delegation, we again say a big thank you and we are now looking forward to a more engaging partnership in the future."

Patience Coleman-Beyan

Director, Civil Service Reform Directorate

Civil Service Agency,

Liberia

What the workshop will cover

The workshop will include presentations and discussions, and involve sessions with the Commissions, 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. 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 informal 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	<ul style="list-style-type: none">Public sector reformImproving the efficiency and effectiveness of the Civil Service
Day 2	Recruitment in the UK Civil Service <ul style="list-style-type: none">PrinciplesProcesses Civil Service legislation	<i>Visit to the Civil Service Commission and the Office of the Commissioner for Public Appointments</i> <ul style="list-style-type: none">Role and functionsSenior recruitment and monitoring delegated powersUpholding core valuesRegulation 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> <ul style="list-style-type: none">Overview of the work of the Committee	The case study <ul style="list-style-type: none">Introduction <i>Visit to Parliament</i> <ul style="list-style-type: none">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 <ul style="list-style-type: none">Further work by participants	Effective selection of staff: <ul style="list-style-type: none">Exploring the optionsWidening access to public sector positions – encouraging diversity Public Service Commissions: international comparisons
Day 5	The case study <ul style="list-style-type: none">Presentations by participants	Review and closure <ul style="list-style-type: none">Concluding discussionsParticipants' action planningReview, feedback and scope for follow-upPresentation of certificates of attendance

We reserve the right to change the programme as necessary.

Workshop Director

The Workshop Director will be Jim Barron CBE. Jim gained a wide experience of strategic and policy development, delivery, regulation, leadership and change management during the 27 years he worked for the Cabinet Office. He was, at times, Head of Security Division, which included responsibility for setting policy across Government on the conduct and discipline of civil servants and helping to set up the Committee on Standards in Public Life; Head of the Independent Offices, including the Civil Service Commissioners and the Commissioner for Public Appointments; and Chief Executive of the Office of the Parliamentary Counsel, the body of lawyers who draft the bills in the Government's legislative programme. Since leaving the Civil Service in 2016, he has carried out a range of review and inquiry work for Government departments. He also has experience of the private sector having worked in financial services for nine years before joining the Civil Service.

How to apply

Please complete the PAI application form online via our website: www.public-admin.co.uk/booking-form/

You can also complete our hard copy application form. Please contact us at pai@public-admin.co.uk to obtain a copy. Once completed return to Amanda Anderson, Programme Manager, at the same email address.

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.

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 £2,255. It includes tuition, travel to and from the airport in London, travel on scheduled visits which form part of the programme¹, 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 for future reference and follow up. 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 28 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. For cancellations received up to 29 days before the start of the workshop we will refund the tuition fee, minus a charge of £200 to cover our administration costs. For cancellations received within 28 days of the start of the workshop, we will charge the full tuition fee. If you have paid the tuition fee and have subsequently been refused a visa to enter the UK, we will refund the tuition fee, minus a charge of £200 to cover our administration costs, providing you send us the original letter from the British High Commission/Embassy confirming refusal of a visa and providing you have not entered the UK.

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.

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

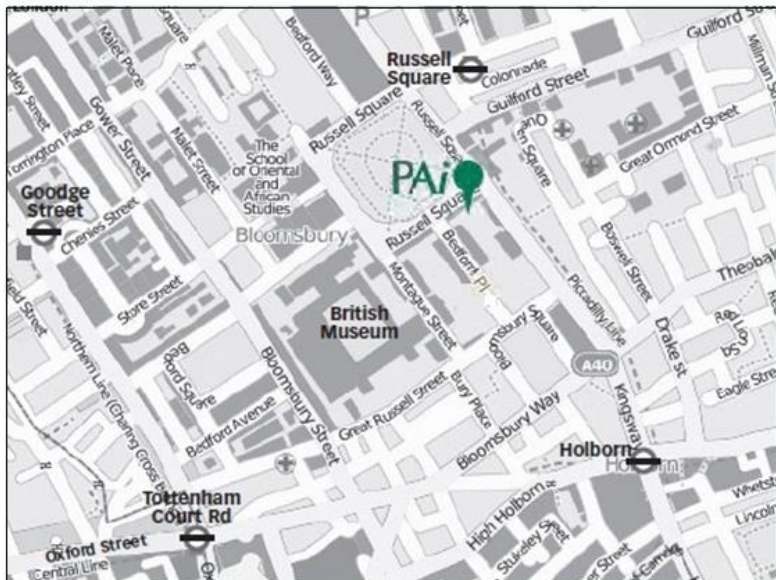
Who we are

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.

Where we are



Public Administration International

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