



Foreign &
Commonwealth
Office

NON-EXECUTIVE CHAIR TERMS OF APPOINTMENT

This document sets out your principal terms and conditions of appointment.

Names of parties

.....:

The Foreign and Commonwealth Office ('the Department')

1. Commencement of appointment

Your appointment will begin on

2. Duration

Subject to earlier termination your appointment will be for a fixed period of It will run fromto....

3. Role and Function

- a) You are appointed, subject to security clearance, as the Chair of the Wilton Park Departmental Board, and ex-officio as the Chair of the Wilton Park Advisory Council. Nothing in this agreement is intended, or shall be taken, to have the effect of making you an employee of the Department.
- b) You are appointed to lead both boards, ensuring that together they set, implement and monitor Wilton Park's delivery against its mission and specific targets effectively. Time commitment will be approximately per month including attending meetings and preparation time.
- c) You will have the opportunity to meet regularly with the Senior Responsible Officer for Wilton Park in the FCO, currently..... to reflect on your role, review performance and evaluate the arrangement between you and the FCO.

- d) Subject to clause 8, you may during your appointment do other work and pursue other interests apart from this role.

4. Remuneration

- a) Your remuneration will be
- b) This fee will be reviewed annually. You will be notified in writing of any change to your fee.
- c) In addition to your fee, you will be eligible to claim travel expenses (according to FCO rules and procedures for senior staff) reasonably incurred for travel undertaken as part of your responsibilities. You will need to retain receipts if you intend to claim for travel expenditure.
- d) You should claim your travel expenses retrospectively at the end of each month on the form provided by Public Diplomacy Group and payment will then be made monthly by credit transfer to your bank or building society.

5. Disclosure

- a) Your fee has to be disclosed in the Wilton Park annual report. In entering into this agreement and accepting this appointment you thereby consent to this disclosure.

6. Notice

- a) Either party may terminate this contract for any reason before the expiry of the fixed period by giving three months notice in writing.
- b) The Seven Principles of Public Life are considered to provide good guidance on the standards of conduct expected in this role. Breach of these standards amounting to misconduct could lead to termination of your appointment.

7. Confidentiality/use of official information

- a) This appointment is subject to SC security clearance.
- b) You are required to exercise care in the use of information which you acquire in the course of your duties and to protect information which is held in confidence.

- c) You are also subject to the Official Secrets Act 1989. An explanatory leaflet summarising the provisions of the Act as they affect civil servants (which will also be broadly applicable to you) is attached.

8. Conflicts of interest

- a) You must declare to the Senior Responsible Officer any personal or business interest which may, or may be perceived (by a reasonable member of the public) to influence your judgement in performing your functions and obligations under this agreement. These interests include (without limitation), personal direct and indirect pecuniary interests, and any such interests of your close family members and/or of people living in the same household as you or as your close family members.
- b) You must inform the Senior Responsible Officer in advance of any new appointments that may impinge on your performance of your functions and obligations under this Agreement.
- c) You must inform the Senior Responsible Officer in advance if it is your intention to take up a position in any political party.
- d) It will be your responsibility to withdraw from any discussions where you have any interests that may, or may be perceived to, influence your judgement.
- e) All information on potential conflicts of interest will be held on a Cabinet Office Register and could be disclosed to the public under the Freedom of Information Act. In entering into this agreement and accepting this appointment you thereby consent to this disclosure.

Signed _____

On behalf of the Foreign and Commonwealth Office

_____ Date

Signed _____

_____ Date