



**UK Statistics  
Authority**



**ADMINISTRATIVE DATA RESEARCH NETWORK BOARD**

**BACKGROUND INFORMATION AND ROLE SPECIFICATION**

**NON-EXECUTIVE MEMBERS  
/ LAY MEMBERS**

**February 2014**

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# **1. The Administrative Data Research Network Board**

## **Background**

Administrative data are data about individuals that are routinely collected for operational purposes in the delivery of government services, but that also have the potential to be used for economic and social research and policy making.

An Administrative Data Task Force was formed in December 2011 with the aim of improving access to and linkage between government administrative data for research and policy purposes. The Task Force reported in December 2012 and recommended the establishment of an Administrative Data Research Network (ADRN)<sup>1</sup>.

The Government responded to the Task Force in June 2013, accepting the report's recommendations and committing to an initial investment, via the Economic and Social Research Council (ESRC) within the current Government spending review period.

As recommended by the Task Force, the UK Statistics Authority will be the reporting body to the UK Parliament for the ADRN. The Authority will seek assurance for the robust performance and governance of the Network from an ADRN Board established for this purpose.

## **Objective**

The ADRN Board will promote and safeguard the linkage of administrative data for research and policy purposes that serve the public good. It will provide assurance to Parliament and the public, through the Board of the UK Statistics Authority, about achievement of the Network's core purpose: to facilitate linkage of routinely collected administrative data, thereby stimulating opportunities for innovative research and policy making.

## **Role and responsibilities**

The ADRN Board will guide the strategic direction for the Network and will report and provide assurance to the Board of the UK Statistics Authority. The ADRN Board is responsible for providing independent assurance that the Network is delivering against its core objectives and is being developed, managed and maintained in a way that maximises its benefit to researchers and policy makers, taking account of the project scope and resources. It will also provide advice to the ESRC on these matters.

The ESRC is accountable for the infrastructure and management of the Network. The ESRC Chief Executive Officer is the Accounting Officer for the Network and holds executive responsibility for it.

The ADRN Board may request such advice and information from the ESRC and the Network as it requires in order to fulfil its responsibilities consistent with these terms of reference.

Specifically, to discharge its responsibilities, the ADRN Board will:

- i. *Guide the strategic direction of the Network* and oversee its development to provide assurance that the infrastructure is established and maintained in ways that serve the public good, and, that the Network functions as a coherent whole;
- ii. *Agree the principles and policies for access to the Network*, identifying and resolving any high-level issues which inhibit access to the Network;
- iii. *Provide oversight of standards and performance of the Network*, including reviewing the progress, usage, quality and performance of the infrastructure, the strategic risks to meeting the Network's objectives and the actions to mitigate these risks;
- iv. *Provide oversight of the Network's public engagement and communications strategy*, advice on engaging with data owners and related infrastructure investments, and advice on opportunities to engage with other administrative data infrastructures or

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<sup>1</sup> <http://www.esrc.ac.uk/collaboration/collaborative-research/adt>

- investments* in the UK and internationally;
- v. Provide advice on opportunities for *sustainability and future development of the Network*, including extensions to scope and resources within and beyond current funding commitments;
  - vi. *Formally review the operation of the Network* after two years of its operation and make recommendations to the ESRC and the UK Statistics Authority;
  - vii. *Provide a report to the Board of the UK Statistics Authority* after the end of each financial year describing what the ADRN Board has done during the year, what it has found during the year, and what it intends to do in the next financial year. It will also provide advice to the ESRC.

## **Membership**

The ADRN Board will include the following members.

- i. Chair ADRN Board (Professor David Hand, Non-Executive Director, UK Statistics Authority)
- ii. Deputy Chair ADRN Board (Professor Peter Elias, Strategic Adviser to the ESRC)
- iii. One senior official each from the UK Statistics Authority and the ESRC
- iv. Representatives for the national statistical agencies in Northern Ireland, Scotland, Wales, and from the Office for National Statistics
- v. Officials from large data owning government departments
- vi. The Director of the Administrative Data Service, *ex officio*, on behalf of the ADRN directors
- vii. Lay members (1 or more)
- viii. Non-executive members as the Chair may wish to appoint (3 or more members)

## **2. Role specifications**

### **2a. The role of a non-executive member**

#### **Responsibilities**

We are looking to appoint at least three non-executive members. Non-executive members of the ADRN Board work with the Chair, Deputy Chair, and fellow members to ensure that the Board provides independent assurance that the ADRN is delivering against its core purpose. They ensure that their specialist skills and expertise are brought to bear in the best interests of the Board, working effectively with other members.

Non-executive members represent and act as advocates for the Board and the Network with key internal and external stakeholders (including within Government, the wider research community and the private and third sector). They will also contribute to annual reviews of the effectiveness of the Board; and to a review of the operation of the Network after two years of its operation, helping to shape recommendations to the ESRC and the UK Statistics Authority based on the findings of these reviews.

#### **Specialist skills and expertise**

Collectively, the ADRN Board will aim to have members with the following specialist skills and expertise:

- Relevant social science and/or health research expertise.
- Relevant data security expertise.
- Experience of managing or linking data.
- Research ethics, governance and legal expertise.
- Management of major scientific infrastructures or resources.
- International expertise in data infrastructure.

Applicants for non-executive member roles are asked to indicate which of the above specialist skills and expertise they possess (this may be more than one of the above).

### **2b. The role of a lay member**

#### **Responsibilities**

We are looking to appoint at least one lay member. The role of a lay member is to ensure that the interests of the public, who provide data to government, are properly considered by the Board. The lay member should act as a critical friend to the Board, and ask challenging questions, such as “what difference will this discussion, decision, policy etc, make to the public?”

#### **Skills and expertise**

Lay members are not necessarily expected to have particular specialist knowledge of the use of administrative data, but will need to be able to pick up issues, follow a technical discussion, and ensure that the public interest is at the heart of the discussions and decisions of the ADRN Board.

## **2c. General competencies**

All non-executive and lay members would benefit from the following general competencies:

- Board/Committee skills, including an ability to contribute to discussions to gain a consensus that takes into account a variety of views.
- Strategic skills, including an ability to analyse complex issues and to think clearly, strategically and laterally, extracting the essence of an argument from papers or presented evidence.
- Influencing and communication skills, including an ability to develop and maintain relationships with groups with disparate views and agendas.
- Team working and collaboration skills, including an ability to work with other members and to participate in robust debate, challenging constructively the opinions of others, and working to achieve a shared consensus.

### **3. Terms and Conditions of Appointment**

#### **Time Commitment**

The ADRN Board will meet at least quarterly in its first two years, This represents a commitment of around 6 to 8 days per year. Preparation for and attendance at meetings comprise the majority of this commitment.

#### **Timing of the Appointments**

The successful candidates will be appointed by the end of March 2014. Four meetings are scheduled for 2014/15, with the first meeting on 14 April 2014.

#### **Location**

Meetings will usually take place at the UK Statistics Authority, 1 Drummond Gate, London, SW1V 2QQ. On occasion, the Board may hold its meetings at one of the four Administrative Data Research Centres across the UK, or at the Administrative Data Service at the University of Essex.

#### **Remuneration**

The role is not remunerated. All reasonable travel and subsistence costs will be reimbursed.

#### **Period of appointment**

Periods of appointment will be between two, three and four years. The possibility of renewal for a further similar period will be available.

#### **Conflicts of Interest**

Candidates should not have other interests that would be likely to conflict with their responsibilities as members of the Board. Please declare any potential conflict of interest as early as possible in the selection process and also disclose information or personal connections that, if you were appointed, might be open to misperception.

#### **4. Recruitment process and application instructions**

The recruitment process is being undertaken by the UK Statistics Authority, in conjunction with the ESRC.

To apply for the role of non-executive member or lay member, please submit an up-to-date copy of your CV, along with a covering letter that addresses the criteria set out in the role specification, using examples to demonstrate how you meet the general and specific requirements.

Please also provide the names, positions, organisations and contact details for two referees, one of whom should be your current or most recent employer. If you do not wish us to approach your referees without your prior permission, please state this clearly.

The CV, covering letter, contact details and details of referees should be sent by email to [authority.enquiries@statistics.gsi.gov.uk](mailto:authority.enquiries@statistics.gsi.gov.uk)

The closing date for applications is 10:00pm on Sunday 9 March 2014.

Shortlisted candidates will be invited for an informal discussion with the Chair of the ADRN Board and others, to be held during the week commencing 17 March 2014.

#### **Diversity Policy**

The UK Statistics Authority is committed to providing equal opportunities for all, irrespective of race, age, disability, gender, marital status, religion, sexual orientation, transgender and working patterns and to the principle of public appointments on merit with independent assessments, openness and transparency of process. This appointment will be carried out in full compliance with these principles.