Request for Expression of Interest for Electoral Commission Board effectiveness review 2023/24

Contract reference: C0145-MP-AX

**PLEASE NOTE: No formal tender response is required for this request for an Expression of Interest (EOI), either as a Technical proposal or as a price submission.**

**PLEASE JUST CONFIRM INTEREST IN BEING CONSIDERED FOR ANY POTENTIAL SUBSEQUENT INVITATION TO TENDER TO THE CUSTOMER CONTACT ON PAGE 6, by 18/05/2023.**

Who we are and what we do

The Commission is the independent body which oversees elections and regulates political finance in the UK. We work to promote public confidence in the democratic process and ensure its integrity.

The Commission Board is comprised of ten commissioners who are nominated with different interests which include the nations of the UK and nominations from political parties. The Board meets ten times a year, with the Executive Team, in attendance and an Independent Adviser to the Board on Equality Diversity and Inclusion. The Board holds more informal events across the country for in-depth focus on relevant issues.

There are two committees of the Board, The Audit and Risk Assurance Committee, (ARAC) and the Remuneration and Human Resources Committee, (RemCo), each Chaired by a commissioner.

The Executive Team consists of the Chief Executive and four Directors, plus the General Council, (Board Secretary), in attendance.

Period of this review

It is the intention to begin the review in early summer 2023 with an interim report in October, and final report in March 2024

**Basis for this Review**

The Electoral Commission has an ongoing commitment to improvement, as part of this we annually undertake an internal review of performance and a commissioner skills and interests audit. This provides us with the opportunity to identify areas of improvement.

Scope of work

To enable the Commission to gain a greater understanding of our strengths, weaknesses and how we can do better the Board has agreed that an independent external Board effectiveness review be undertaken.

Both the Chair and the Chief Executive have a “one team” vision for the Commission to include the Board, the Executive Team and staff.

We anticipate that this effectiveness review will focus on:

* The Board’s understanding of the organisation and its diverse stakeholders, strategic direction and operational environment
* The Board’s ability to set clear strategic objectives and measure the organisation’s performance against those objectives, including the Board’s ability to horizon scan and manage risk Board’s ability to work together and as one team with the Executive Team and staff, including the ability of the Board to draw the best out of the Executive Team and the Executive Team’s ability to support the Board effectively
* The behaviours of Commissioner’s to express views and hear the views of others
* Commissioner’s commitment to the best interests of the organisation, such as its core values and behaviours

Review work methodology

The Board effectiveness review’s methodology is expected to include the following:

* Subject to nondisclosure requirements: Examination of governance documentation, records and Board and Committee reports.
* Subject to nondisclosure requirements: Observation of proceedings of Commission Board and committee meetings.
* Interviews (group and/or individual) with Board members, Executive Team members and wider Commission staff

Other activity as agreed necessary to produce a meaningful assessment

Structure of reports

The expectation of the Board is that there will be an interim internal Board effectiveness review report made available to the Chair and the Chief Executive. This will provide an opportunity to provide feedback to report authors and clarifications as required.

The interim report should have the following main sections:

* Executive Summary: There is a requirement that this section provide a clear and accessible summary of findings and recommendations
* Facts: There is a requirement that this section provide data on all aspects as described in the Scope of Work
* Analysis: There is a requirement that this section provide an in-depth analysis of the data collected and show correlations amongst the various data sets
* Assessment: There is a requirement that this section provide an overview of what processes work well and where there is scope for development; the assessment should be based on and refer to the ‘Facts’ and ‘Analysis’ sections
* Recommendations: There is a requirement that the report provide specific, measurable, achievable, relevant, and time-sensitive, (SMART), recommendations on ways to improve effectiveness of the commission Board
* The Final Report is the concluding work product of the Board effectiveness review, containing the Assessment Report’s findings and analysis and providing SMART recommendations
* Executive Summary: There is a requirement that this section provide a clear and easy to understand summary of findings and recommendations
* Facts: There is a requirement that this section provide data on all aspects as described in the Scope of Work section above
* Analysis: There is a requirement that this section provide an in-depth analysis of the data collected, and show correlations amongst the various data sets and refer back to the interim report as required
* Assessment: This section must provide an overview of what aspects of the Board work well, within the vision of one team, and where there is scope for development. The assessment should be based on and refer to the ‘Facts’ and ‘Analysis’ sections and refer back to the interim report as required
* Recommendations: There is a requirement that the report should provide SMART recommendations on ways to improve the effectiveness of the Commission Board, within the vision of developing one team

Project Timeline

The following dates have been established as potential milestones for the project timeline. The Commission may modify or change this timeline at any time as necessary.

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| Event | Date |
| Observing Commission Board meeting | 26 September 2023 |
| Observing Audit and Risk Assurance Committee meeting | 25 September 2023 |
| Observing Remuneration and Human Resources Committee meeting | 21 September 2023 |
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| Deliverable | Date |
| The Interim Report | October 2023 |
| The Final Report | March 2024 |
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EOI response guidance

Please note that the above criteria is subject to change during the development of any potential Invitation to Tender.

**Right to cancel or vary this EOI**

The Authority reserves the right to:

* Cancel all or part of this EOI at any stage and at any time;
* Amend, clarify, add to or withdraw all or any part of the EOI at any time.

EOI customer contact

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