



# Taxation Disciplinary Board Chair

Role Information Pack  
September 2023

# The TDB and its Board

The TDB is an independent body established to handle complaints and disciplinary matters involving the members and students of the Chartered Institute of Taxation (CIOT) and the Association of Taxation Technicians (ATT). The current Chair, Susan Humble, will be stepping down from the role in February 2024 following a successful and transformational four years in post.

Its objectives are to conduct the investigative, disciplinary and appeals process in an efficient and effective manner and to ensure that the standards of professional conduct set by the participating bodies for their members are followed; that the reputation of those bodies and their members is maintained; and that the public may have confidence in the standard of service provided to them.

## The TDB

1. Operates a fair system acting with regard to the public interest
2. Supports and maintains the high professional standards of the CIOT and ATT
3. Handles complaints impartially, and effectively
4. Operates economically
5. Has procedures and policies which are open and easy to understand
6. Has published simple guidance for complainants and members, which may be downloaded from the TDB web site [www.tax-board.org.uk](http://www.tax-board.org.uk)

The Scheme is administered by the Board of Directors of the TDB. The TDB's legal form is The Taxation Disciplinary Board Limited, a company limited by guarantee whose members are the ATT and the CIOT. The Board of Directors has a wide range of experience in the accountancy and tax professions.

The Chair and one additional lay director are appointed through an open and independent process. The two other directors are appointed by the ATT and CIOT who each appoint a director of the TDB.

# Description of the role

## The Chair Will

1. Chair meetings of the Board (usually quarterly)
2. Lead the strategic direction of the Board and initiate proposals for new policies affecting the TDB
3. Represent the concerns and interests of the TDB in very occasional senior-level meetings with HMRC and/or through consultation responses
4. Ensure that the TDB operates in an efficient and cost-effective manner
5. Consider and approve proposals and draft documents submitted by the TDB's Executive & Strategy Officer
6. Contribute to discussion of issues on which guidance is required by the TDB's panels and the approval of such guidance
7. Consult with the other Board Directors on key strategic or sensitive issues
8. Advise the TDB team on policy or technical matters
9. Participate in the recruitment and selection of new panel members

# Person Specification

## Suitable Candidates Will Need

1. Significant knowledge and understanding of professional regulation/disciplinary tribunals and a willingness to become fully involved in the area.
2. Commitment to public protection, maintaining and improving professional standards in the public interest.
3. Recognition of the need for the TDB's disciplinary functions to operate independently of the CIOT, ATT and any future participants in the Scheme.
4. Awareness and understanding of the CIOT's Professional Conduct in Relation to Taxation (PCRT) and Professional Rules and Practice Guidelines (PRPG) which apply to professional regulation and discipline.
5. Experience of initiating strategic and policy development.
6. Some familiarity with the tax services industry, the tax profession, and the work of a tax professional in practice and in industry and commerce.
7. Previous experience of chairing at a senior level.
8. The ability to work as part of a small team and collaborate fully with other Board members.

# Role of the Chair

## Officeholder Title

Taxation Disciplinary Board Chair

## Contract

The service contract will be for a fixed term of 3 years with a second term being possible by agreement between the parties, as set out in the Articles of Association and the Rules of the Scheme. The role will commence in February 2024 with a handover with the current Chair during January.

## Time Commitment, Remuneration and other Terms and Conditions

The remuneration for this position is an honorarium allowance of £550 per day (£375 for up to 4 hours), and other work (shorter meetings, etc.), will be paid at a rate of £100 per hour, up to a maximum of £550 per day. The expected time commitment is one day per week. Any work over and above will need to be agreed by ATT/CIOT in advance.

The usual place of work will be the Chair's own premises; most meetings will take place via Microsoft Teams. Occasional meetings will be held at the ATT/CIOT's offices.

There are no other benefits although the ATT/CIOT would be happy to discuss anything that the Chair may feel they need to fulfil their duties in the role.

## Guidance Notes for Applicants

Thank you for considering working with us. These notes are designed to help you through our application process. However, if you have any questions regarding the process that are not covered here, please do not hesitate to contact Rakhi Patel (HR Operations Lead) at [rpatel@ciot.org.uk](mailto:rpatel@ciot.org.uk). Likewise, if you have any questions about the role, you may contact Helen Whiteman (CIOT, CEO) at [hwhiteman@ciot.org.uk](mailto:hwhiteman@ciot.org.uk) or Jane Ashton (ATT, CEO) at [jashton@att.org.uk](mailto:jashton@att.org.uk)

If you require a reasonable adjustment, please notify us as soon as you are shortlisted so we can accommodate your needs.

You will be advised during the interview when you may expect to hear the outcome.

Successful candidates will be required to provide their original qualifications, proof of the right to work in the UK and the details of two referees before they take up their role.

You can apply by submitting a cover letter detailing how you meet the person specification and an up to date CV via email to Sharon Jepson at [sjepson@ciot.org.uk](mailto:sjepson@ciot.org.uk) by 27 October 2023. Applications are due by 5pm on the closing date.

We look forward to receiving your application.

The Chair will be appointed through a two-stage interview process. If you are invited to interview you must confirm your attendance by the deadline stated in the invitation email. If you do not do so we will assume you are no longer interested. If there is to be a presentation or exercise you will be informed of this in advance. The first stage interviews will be held online on either 7 or 8 November 2023, and the final stage interviews will be held on 15 November 2023 at the ATT/CIOT's London offices.