

Useful Contacts and Further Information

1 CENTRAL GOVERNMENT

1.5 Cabinet Office, Public Appointments Unit

The Public Appointments Unit is responsible for public appointments policy and the management of the new vacancy website, www.publicappts-vacs.gov.uk. The unit also undertakes project work on aspects of public appointments, for example developing best practice in appointments, improving outreach and diversity.

Public Appointments Policy, Vacancy website and outreach work

Mrs Elaine Webber
Head of the Public Appointments Unit
Room 1.7
Admiralty Arch
The Mall
London SW1A 2WH
Tel: 020 7276 2492 Fax: 020 7276 2488
E-mail: elaine.webber@cabinet-office.x.gsi.gov.uk
Website: www.publicappointments.gov.uk

Public Appointments Policy, Best Practice Guidance and outreach work

Mrs Belinda Brown
Senior Policy Advisor
Room 1.7
Admiralty Arch
The Mall
London SW1A 2WH
Tel: 020 7276 1043 Fax: 020 7276 2488
E-mail: belinda.brown@cabinet-office.x.gsi.gov.uk
Website: www.publicappointments.gov.uk

A general e-mail address has been set up for the PAU for comments, queries, and in particular, all amendments to "Making and Managing Public Appointments – A Guide for Departments":

public.appointments.unit@cabinet-office.x.gsi.gov.uk

Publications

Public Appointments – Play a Part in Public Life. Frequently Asked Questions.

Public Appointments – Play a Part in Public Life. Public Newsletter.

Public Appointments – Play a Part in Public Life:

General Leaflet

Diversity Leaflet

Disability Leaflet.

Delivering Diversity in Public Appointments – Annual Report.

Guidance on Codes of Practice for Board Members of Public Bodies and Model Code of Practice for Board Members of Advisory NDPBs.

1.6 Cabinet Office, Agencies and Public Bodies Team

The team deals with organisational structure and accountability issues for setting up, running and closing down executive agencies and non-departmental public bodies.

Mr Ken Ball

Cabinet Office

Room 1.15

Admiralty Arch

The Mall

London SW1A 2WH

Tel: 020 7276 2469

Fax: 020 7276 2493

E-mail: kenneth.ball@cabinetoffice.x.gsi.gov.uk

E-mail: apbt@cabinetoffice.x.gsi.gov.uk

Website:

http://www.civilservice.gov.uk/improving_services/agencies_and_public_bodies/index.asp

Publications

Non-Departmental Public Bodies: A Guide for Departments (2004).

Public Bodies

Guidance for Reviewing NDPBs

Next Steps Agencies, Trading Funds and NDPBs – Guidance on Annual Reports 2003.

How to classify public bodies.

1.7 Department of Trade and Industry: Women and Equality Unit

The Women and Equality Unit is happy to initiate contact with women's organisations on behalf of departments seeking candidates for specific appointments. It will also advise on job/person specifications.

Women and Equality Unit
Department of Trade and Industry
35 Great Smith Street
London SW1P 3BQ
Tel: 0845 001 0029.
E-mail: info-womenandequalityunit@dti.gsi.gov.uk
Website: www.womenandequalityunit.gov.uk

Publications

Business Case for Diversity and Equality, 2003
Ethnic Minority Women in the UK, 2002
Equality and Diversity – Making It Happen, 2002
Get a (Public) Life: How to run seminars for public appointments, 2002
Equality in Practice, 2000
Women and Men in the UK, Facts and Figures, 2000
Voices: A Report on Government's Consultation with Women, 1999
Listening to Women: Qualitative Research, 1999
Women's Attitudes to Combining Paid Work and Family Life, 1999
Delivering for Women: Progress so far, 1998
Women's Social Attitudes: 1983 to 1998

1.4 Home Office, Race Equality Unit

The Race Equality Unit is responsible for race relations policy and legislation and helps promote equal opportunities to other Home Office policy areas in outside agencies.

Bruce Gill
Home Office
Allington Towers
19 Allington Street
London SW1E 5EB
Tel: 020 7035 5423 Fax: 020 7035 5399
E-mail: bruce.gill@homeoffice.gsi.gov.uk
Website: www.homeoffice.gov.uk

Publications

Race Equality: The Home Secretary's Employment Targets, January 2003

Race Equality in Public Services, November 2002
Race Relations (Amendment) Act 2000: Proposals for
Implementation, February 2001.

1.5 The Information Commissioner's Office

The Information Commissioner's Office enforces and oversees the Data Protection Act 1998 and the Freedom of Information Act 2000.

Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Tel: 01625 545 745 Fax: 01625 524 510
E-mail: data@dataprotection.gov.uk
Website: www.informationcommissioner.gov.uk

Publications

Data Protection, 1998 – Introduction, 2000 – 1st Report
Employer/Employee Relationships

1.6 Office of the Commissioner for Public Appointments (OCPA)

The Office of the Commissioner for Public Appointments ensures that all government departments have systems for public appointments which are visible, fair and open and that all appointments within their remit are made on merit and contribute to the development of strong and balanced boards and public bodies.

Office of the Commissioner for Public Appointments
3rd Floor
35 Great Smith Street
London
SW1P 3BQ
Tel: 020 7276 2632 Fax: 020 7276 2633
E-mail: ocpa@gtnet.gov.uk
Website: www.ocpa.gov.uk

Publications

OCPA Code of Practice
OCPA Leaflet for Nominating Bodies

OCPA Review on working with Recruitment Consultants in the Public Appointments Process
A Guide for Independent Assessors in the Public Appointments Process
The Complaints Leaflet
Office of the Commissioner for Public Appointments
Commissioner's Annual Report – Ninth Report 2003-04
MORI Report "Public Perceptions of the Ministerial Public Appointments Process"
Disability, Public Appointments and You

1.7 NHS Appointments Commission

The NHS Appointments Commission can provide advice on the appointment of Chairmen and Non-Executive Members to the NHS.

NHS Appointments Commission
Blenheim House
West One
Duncomb Street
Leeds
LS1 4PL
Tel: 0113 394 2999 Fax: 0113 394 2956
E-mail: info@apcomm.nhs.uk
Website: www.publicappts-vacs.gov.uk

2 DIVERSITY GATEKEEPERS

2.5 Commission for Racial Equality

The Commission for Racial Equality works for the elimination of racial discrimination.

Pam Smith
Commission for Racial Equality
St Dunstan's House
201-211 Borough High Street
LONDON SE1 1GZ
Tel: 020 7939 0144 Fax: 020 7939 0012
E-mail: psmith@cre.gov.uk
Website: www.cre.gov.uk

Publications

Race Equality and Public Procurement, 2003
Annual Report, 2001
Equality in Practice
Equal Opportunities is your Business too
Then and Now – Change for the Better
Strengthening the Race Relations Act

The CRE also provides a list of other publications which is available on their website or can be obtained from their helpline on 0870 240 3697 or e-mail CRE@tso.co.uk

2.6 Disability Rights Commission

David Sindall
Disability Rights Commission
2nd Floor
Arndale House
Arndale Centre
Manchester M4 3AQ
Tel: 0161 261 1829 Fax: 0161 261 1800

Disability Discrimination Act Information Line offer a one stop point for any enquiry about the Disability Discrimination Act 1995 and appointing disabled people. They can be contacted at:

The Disability Rights Commission Helpline
Freepost MID 02164
Stratford-Upon-Avon CV37 9BR
Tel: 08457 622 633 Fax: 08457 778 878

Textphone: 08457 622 644
E-mail: enquiry@drc-gb.org
Website: www.drc-gb.org

Publications

The Disability Act 1995 – A Guide for Everybody
Changing Times (Issue 2)
What it means to you – A Guide for Service Providers, 2003

2.3 Equal Opportunities Commission

The Equal Opportunities Commission is the leading agency working to eliminate sex discrimination.

Clare Cozens
Equal Opportunities Commission
36 Broadway
London SW1H 0BH
Tel: 020 7960 7415 Fax: 020 7222 2771
E-mail: clare.cozens@eoc.org.uk
Website: www.eoc.org.uk

Publicity

EOC Introduction Leaflet
Promoting Gender Equality in the Public Sector
EOC Annual Report 2002
Towards the Goal of Equality
Facts about Men and Women in Great Britain, 2003
Women and Men in Great Britain: Public and Political Life
Women and Men: The Lifecycle of Inequality

2.4 Women's National Commission

The Women's National Commission is the official independent advisory body that conveys the views of women to the Government. It is made up of member women's organisations drawn from the major political groups, professional associations and voluntary bodies. It represents over 8 million women in the UK

Janet Veitch
Women's National Commission
1st Floor
35 Great Smith Street
London SW1P 3BQ
Tel: 020 7276 2550 Fax: 020 7276 2563
E-mail: janet.veitch@cabinet-office.x.gsi.gov.uk

Website: www.thewnc.org.uk

Publications

Women in Public Life Today: a Guide, 2002

WNC Annual Report, 1997-8

Women, 2000

3 DISABILITY AWARENESS

The following organisations are also willing to offer detailed advice and assistance on recruiting disabled people:

Adult Dyslexia Organisation

336 Brixton Road
London
SW9 7AA

Helpline: 020 7924 9559

Tel: 020 7737 7646

Fax: 020 7207 7796

E-mail: dyslexia.hq@dial.pipex.com

Website: www.futurenet.co.uk/charity/ado

British Council of Disabled People

Litchurch Plaza
Litchurch Lane
Derby
DE24 8AA

Tel: 01332 295 551

Fax: 01332 295 580

Minicom: 01332 295 581

E-mail: general@bcodp.org.uk

British Dyslexia Association

98 London Road
Reading
RG1 5AU

Helpline: 0118 966 8271

Tel: 0118 966 2677

E-mail: info@dyslexiahelpbda.demon.co.uk

Website: www.bda-dyslexia.org.uk

British Epilepsy Association

New Anstey House
Gate Way Drive
Yeadon
Leeds
LS19 7XY

Tel: 0808 800 5050
Fax: 0808 800 5555
E-mail: helpline@bea.org.uk
Website: www.epilepsy.org.uk

British Stammering Association

15 Old Ford Road
London
E2 9PJ

Tel: 020 8983 1003
Fax: 020 8983 3591
E-mail: mail@stammering.org
Website: www.stammering.org

**The Council for the Advancement of
Communication with Deaf People**

Durham University Science Park
Block 4, Stockton Road
Durham
DH1 3UZ

Tel/textphone: 0191 383 1155 (voice and minicom)
Text only: 0191 383 7915
Fax: 0191 383 7914
E-mail: durham@cacdp.org.uk
Website: www.cacdp.org.uk

Diabetes UK

10 Parkway
London
NW1 7AA

Tel: 020 7424 1000
Fax: 020 7424 1001
E-mail: careline@diabetes.org.uk
Website: www.diabetes.org.uk

Employer's Forum on Disability

Nutmeg House
60 Gainsford Street
London SE1 2NY

Tel: 020 7403 3020

Text: 020 7403 0040
Fax: 020 7403 0404
E-mail: efd@employers-forum.co.uk
Website: www.employers-forum.co.uk

Mencap

National Centre
123 Golden Lane
London EC1Y 0RT

Tel: 020 7454 0454
Fax: 020 7608 3254
Website: www.mencap.org.uk

Mind

15-19 Broadway
London E15 4BQ

Mind Infoline London: 020 8522 1728
Outside London: 0345 660 163
Office: 020 8519 2122
Fax: 020 8522 1725
E-mail: contact@mind.org.uk
Website: www.mind.org.uk

Multiple Sclerosis Society

371 Edgware Road
London NW2 6NDI

Tel: 020 8438 0700
Fax: 020 8438 0878
E-mail: info@mssociety.org.uk
Website: www.mssociety.org.uk

**Royal Association for Disability and Rehabilitation
(RADAR)**

12 City Forum
250 City Road
London EC1V 8AF

Information Line: 020 7250 3222
Fax: 020 7250 8212
Minicom: 020 7250 4119
E-mail: radar@radar.org.uk

Website: www.radar.org.uk

Royal National Institute for the Blind (RNIB)

105 Judd Street
London WC1H 9NE

Helpline: 020 7388 1266 Fax: 020 7388 2034

E-mail: helpline@rnib.org.uk

Website: www.rnib.org.uk

Royal National Institute for the Deaf (RNID)

19-23 Featherstone Street
London EC1Y 8SL

Information Line: 020 7296 8000

Textphone: 020 7296 8001

Fax: 020 7296 8199

E-mail: informationline@rnid.org.uk

Website: www.rnid.org

SCOPE (for people with cerebral palsy)

Library and Information Unit
6 Market Road
London N7 9PW

Helpline: 0808 800 3333

Fax: 01908 321 051

E-mail: cphelpline@scope.org.uk

Website: www.scope.org.uk

4. OTHER USEFUL CONTACTS

Black Solicitors Network

Zainab Kemsley
The Law Society
113 Chancery Lane
London WC2A 1PL

Tel: 020 7316 5773 Fax: 020 7831 0170

E-mail: zainab.kemsley@lawsociety.org.uk

Website: www.blacksolicitorsnetwork.co.uk

Black Business Association

Clifford Headley
Waltham Forest Business Centre
5 Blackhorse Lane
London E17 6DS

Tel: 020 8523 3330 Fax: 020 8523 3404

E-mail: bba@teleregion.co.uk

Website: www.bba-national.org.uk

European Federation of Black Women Business Owners

Ms Yvonne Thompson
Suite 1
2 Tunstall Road
London SW9 8DA

Tel: 020 7978 9488 Fax: 020 7978 9490

E-mail: info@asap.comms.co.uk

Website: www.efbwbo.net

Society of Asian Lawyers

Mr Aamir Khan
Richards Butler
Beaufort House
15 St Botolph Street
London EC3A 7EE

Tel: 020 7772 5994 Fax: 020 7539 5319

Website: www.societyofasianlawyers.com

5. ETHNIC MINORITY MEDIA

This is a useful section on ethnic minority media contacts which may help when seeking candidates. The following newspapers have been selected because of their readership representation amongst the ethnic minority communities.

African Times Readership: 113,400
Emenike Pio
Whitechapel Technology Centre
65 Whitechapel Road
Whitechapel
London E1 1DU

Tel: 020 7650 2000 Fax: 020 7650 2001
E-mail: africantimes@hotmail.com
Website: www.ethnicmedia.co.uk

Asian Times Readership: 115,000
Isarc Hamza
Whitechapel Technology Centre
65 Whitechapel Road
Whitechapel
London E1 1DU

Tel: 020 7650 2000 Fax: 020 7650 2001
E-mail: asiantimes@hotmail.com
Website: www.ethnicmedia.co.uk

Asian Xpress Readership: 35,000
Aysha Iqbal
303 Bow House
152-159 Bow Road
London E3 2SE

Tel: 020 8981 6333 Fax: 020 8981 6444
E-mail: info@asianxpress.co.uk
Website: www.asianxpress.co.uk

Caribbean Times Readership: 113,400
Ron Shillingford
Whitechapel Technology Centre
65 Whitechapel Road
Whitechapel
London E1 1DU

Tel: 020 7650 2000 Fax: 020 7650 2001
E-mail: caribbeantimes@hotmail.com
Website: www.ethnicmedia.co.uk

Eastern Eye Readership: 175,000
Amar Singh
Whitechapel Technology Centre
65 Whitechapel Road
Whitechapel
London E1 1DU

Tel: 020 7650 2000 Fax: 020 7650 2001
E-mail: amar@easterneyeuk.co.uk
Website: www.ethnicmedia.co.uk

The Gleaner Readership: 14,000
Michael Oban
Unit 220-223
Elephant and Castle Shopping Centre
London SE1 6TE

Tel: 020 7277 1714 Fax: 020 7277 1734
E-mail: editorial@gleaner.demon.co.uk
Website: www.jamaica-gleaner.com

The Voice Readership: 150,000
Deirdre Forbes
Blue Star House
234-244 Stockwell Road
Brixton
London SW9 9UG

Tel: 020 7737 7377 Fax: 020 7501 9443
E-mail: newsdesk@the-voice.co.uk
Website: www.voice-online.co.uk

6. DEPARTMENTAL CO-ORDINATORS

Cabinet Office (CO)

Mike Lewis
HR, 3rd Floor
Kirkland House
22 Whitehall
London SW1A 2WH

Tel: 020 7276 6223 Fax: 020 7210 0504
E-mail: mike.lewis@cabinet-office.x.gsi.gov.uk
Website: www.cabinet-office.gov.uk

Department for Constitutional Affairs (DCA)

Jane Weston
Senior Staffing and Talent Management Team
Human Resources Directorate
6th Floor, Southside
105 Victoria Street
London SW1E 6QT

Tel: 020 7210 2236 Fax: 020 7210 1621
E-mail: jane.weston@dca.gsi.gov.uk
Website: www.dca.gov.uk

Department of Culture, Media and Sport (DCMS)

Linda Dworowski
Public Appointments and Honours Unit
2-4 Cockspur Street
London SW1Y 5DH

Tel: 020 7211 2303 Fax: 020 7211 2323
E-mail: linda.dworowski@culture.gov.uk
Website: www.culture.gov.uk

Department for Education and Skills (DFES)

Guy Longhorn
Level 1e
Caxton House
6-12 Tothill Street
London SW1H 9NA

Tel: 020 7273 6194 Fax: 020 7273 6067
E-mail: guy.longhorn@dfes.gsi.gov.uk
Website: www.dfes.gov.uk

Department for the Environment, Food and Rural Affairs (DEFRA)

Bill Badger
Delivery Strategy Team
Area 7E
9 Millbank
London SW1P 3JR

Tel: 020 7238 6201 Fax: 020 7238 6497
E-mail: bill.badger@defra.gsi.gov.uk
Website: www.defra.gov.uk

Department of Health (DH)

Joan Arnott MBE
Workforce Directorate
Workforce Capacity
Room 2W05
Quarry House, Quarry Hill
Leeds LS2 7UE

Tel: 0113 254 5917 Fax: 0113 254 5795
E-mail: joan.arnott@doh.gsi.gov.uk
Website: www.doh.gov.uk

Department for International Development (DFID)

Fiona Docherty
AH304
Abercrombie House
East Kilbride
G75 8EA

Tel: 01355 843 257 Fax: 01355 843 450
E-mail: f-docherty@dfid.gov.uk

Website: www.dfid.gov.uk

Department of Trade and Industry (DTI)

Steve Broyd
Room 364
1 Victoria Street
London SW1H 0ET

Tel: 020 7215 6861 Fax: 020 7215 5760

E-mail: steve.broyd@dti.gsi.gov.uk

Website: www.dti.gov.uk

Department for Transport (DfT)

Chris Byrne
17th Floor
Portland House
Stag Place
London SW1E 5LP

Tel: 020 7944 3188 Fax: 020 73533 2216

E-mail: chris.byrne@dft.gsi.gov.uk

Website: www.dft.gov.uk

Department for Work and Pensions (DWP)

Janet Riley
Corporate Services Directorate
Financial Monitoring & Control Branch
Room 505H, Block 5
Government Buildings
Norcross
Blackpool FY5 3TA

Tel: 01253 332 894 Fax: 01253 333 405

E-mail: janet.riley@dwp.gsi.gov.uk

Website: www.dwp.gov.uk

Foreign and Commonwealth Office (FCO)

Mary Brunton
Personnel Policy Unit (PPU)
Room 2/80, Old Admiralty Building
Whitehall
London SW1A 2AF

Tel: 020 7008 0811 Fax: 020 7008 0815

E-mail: mary.brunton@fco.gov.uk

Website: www.fco.gov.uk

Home Office (HO)

Jeremy Mason
Head of the NDPB Advisory Team
Room 915
50 Queen Anne's Gate
London SW1H 9AT

Tel: 020 7273 8181/ 020 7273 2007
E-mail: Jeremy.mason@homeoffice.gsi.gov.uk
Website: www.homeoffice.gov.uk

Her Majesty's Treasury (HMT)

Stephen Wiles
Permanent Secretary's Strategy Team
HM Treasury
Room 2/15
1 Horse Guards Road
London SW1A 2HQ

Tel: 020 7270 5243 Fax: 020 7270 4834
E-mail: Stephen.wiles@hm-treasury.gov.uk
Website: www.hm-treasury.gov.uk

Ministry of Defence

Linda Gore
St Giles Court
1-13 St Giles High Street
London
WC2H 8LD

Tel: 020 7218 5634 Fax: 020 7218 9304
E-mail: dgcphrops-rec1@defence.mod.uk
Website: www.mod.uk

National Assembly for Wales (NAW)

Howell Rees
Public Appointments Unit
Cathays Park
Cardiff
CF1 3NQ

Tel: 02920 826 330 Fax: 02920 823 356
E-mail: howell.rees@wales.gsi.gov.uk
Website: www.wales.gov.uk

National Health Service Appointments Commission

Dr Roger Moore
Cheapside House
138 Cheapside
London EC2V 2BB

Tel: 020 7615 9315 or 0113 394 2951
Fax: 020 7615 9329
E-mail: roger.moore@apcomm.nhs.uk
Call Centre: 0113 394 2999

Northern Ireland Assembly (NIA)

Geoffrey Simpson
Office of the First Minister and the Deputy First Minister
Block E.5, Castle Buildings
Stormont Estate
Belfast BT4 3SR

Tel: 028 9052 3245 Fax: 028 9052 8125
E-mail: geoffrey.simpson@ofmdfmi.gov.uk
Website: www.ni-assembly.gov.uk

Northern Ireland Office (NIO)

Richard Steenson
Room A4.7, Block A
Castle Buildings
Stormont
Belfast BT4 3SG

Tel: 028 9052 2693 Fax: 028 9052 8195
E-mail: richard.steenson@nio.x.gsi.gov.uk
Website: www.nio.gov.uk

Office of the Deputy Prime Minister (ODPM)

Denise Fox
Public Appointments Manager
Equality and Diversity Unit
3/B3, Eland House
Bressenden Place
London SW1E 5DU

Tel: 020 7922 2183 Fax: 020 7944 6879
E-mail: denise.fox@odpm.gsi.gov.uk
Website: www.odpm.gov.uk

Office of Communications (OFCOM)

David Edwards
OFCOM
Riverside House
6th Floor
2A Southwark Bridge Road
London SE1 9HA

Tel: 020 7783 4021 Fax: 020 7634 8845

E-mail: david.edwards@ofcom.gov.uk

Website: www.ofcom.org.uk

Office of Water Supplies (OFWAT)

Andrew Spence
WaterVoice Member Appointments Manager
Centre City Tower
7 Hill Street
Birmingham B5 4UA

Tel: 0121 625 1434 Fax: 0121 625 1444

E-mail: andrew.spence@ofwat.gsi.gov.uk

Website: www.watervoice.org.uk

Scottish Executive

Neil Clement
Public Appointments Team
Area 3G Dockside
Victoria Quay
Edinburgh EH6 6QQ

Tel: 0131 244 5561 Fax: 0131 244 5077

E-mail: neil.clement@scotland.gsi.gov.uk

Website: www.scotland.gov.uk/publicbodies