Dear Applicant

**Recruitment of Lay members of CIPFA’s Investigations Committee and Regulatory Panel**

Thank you for your interest in the role of Lay member of CIPFA’s Investigations Committee/Regulatory Panel.

I enclose an application pack consisting of:

* Role profiles and person specification
* Application form
* Equal Opportunities monitoring form

Please send your completed application form (and Equal Opportunities monitoring form) with a brief covering letter to the Disciplinary Scheme Administrator at CIPFA, 77 Mansell Street, London E1 8AN writing “Recruitment 2022” on the bottom right hand corner of your envelope or, if you application is made by email, please send it to [dsadmin@cipfa.org](mailto:dsadmin@cipfa.org) ensuring that you include “Recruitment 2022” in the title of your email.

Further information about CIPFA’s Disciplinary Scheme can be found at <http://www.cipfa.org/Membership/Conduct-and-Ethics>.

The deadline for applications to be received at this office is **9.00am GMT on 3 January 2023**. Please be aware that no late applications will be considered. Interviews will be conducted remotely on MS Teams on 8-10 and 22 & 23 February 2023.

Yours sincerely

**Helen Kitchen**

**Head of Professional Regulation**

CIPFA

Email: [dsadmin@cipfa.org](mailto:dsadmin@cipfa.org)