

PORTMAN GROUP INDEPENDENT COMPLAINTS PANEL MEMBERS

Information for candidates

The Portman Group

The Portman Group is the dedicated social responsibility organisation for UK drinks producers¹. Our role is:

- To encourage and challenge the industry to promote its products responsibly, mainly through the operation of the Code of Practice on the Naming, Packaging and Promotion of Alcoholic Drinks²;
- To demonstrate leadership on best practice on alcohol social responsibility through the actions of member companies;
- To speak on behalf of members on these issues to inform public opinion and policy.

The Portman Group's Code

The Portman Group's Code of Practice on the Naming, Packaging and Promotion of Alcoholic Drinks has been in operation since 1996. It applies to pre-packaged alcoholic drinks and the promotional activities of drinks producers. The Code covers a drink's name and packaging, press releases, websites, sponsorship, sampling, branded merchandise, advertorials and all other promotional material. It does not apply to alcohol advertising which is regulated by the Advertising Standards Authority.

The Code prohibits the marketing of alcoholic drinks to under-18s; the alcohol content of a drink must be made absolutely clear; its alcoholic strength should not be dominant; it must not encourage rapid or down-in-one drinking; there must be no association with illegal drugs, bravado, aggression or anti-social behaviour; and any suggestion that the drink will lead to sexual success or increased popularity is also banned.

¹ Current member companies are AB InBev, Bacardi Brown-Forman Brands, Beverage Brands, C&C Group plc, Carlsberg UK, Diageo GB, Heineken UK, Molson Coors Brewing Company UK, Pernod Ricard UK

² The Code is available to download from the Portman Group's website:
<http://www.portmangroup.org.uk/assets/documents/Code%20of%20practice%204th%20Edition.pdf>

The Independent Complaints Panel

All complaints made under our Code are heard by an Independent Complaints Panel, currently chaired by Sir Richard Tilt, former Director General of the Prison Service. The Panel's role is to weigh up the arguments put forward by the complainant and the drinks producer; to evaluate these against the rules of the Code; and to decide whether the Code has been breached. The Panel's decisions are published on the Portman Group's website and in an annual Code report.

Positions vacant

There are two current vacancies on the Panel. For one of these vacancies, we particularly welcome applications from those with a health or alcohol services background.

Restrictions on eligibility

Please note that anyone who is or has been directly employed by an alcoholic drinks producer is ineligible to apply for these vacancies.

Commitment required

The Independent Complaints Panel meets a maximum of eight times per year. The meetings take place at the Portman Group's offices in central London. The 2012 meetings are likely to fall on a Thursday and usually start at 12pm. The meetings normally last for no more than one hour. A sandwich lunch is provided.

Duration of term

The successful candidates will be appointed to serve from 1 January 2012 and 1 July 2012 respectively. Members of the Panel serve a maximum of two terms of three years.

Training

There is initial induction training for new Panel members.

Remuneration

Panel members are paid an honorarium of £3k per annum plus the reimbursement of reasonable expenses.

Diversity

It is important that the Panel is widely representative. We welcome candidates of any gender, race, religion and people with disabilities and those who live or work in England, Scotland, Wales or Northern Ireland. Indeed, we

welcome well qualified candidates of any age who are able to devote the necessary time to the work.

Power of appointment

Appointments to the Panel are made by the Chairman following an open recruitment process. In choosing Panel members, the Chairman aims to achieve a complement of skills and background. There is no stereotype. All members of the Panel are different and bring differing experience, knowledge and abilities.

The Chairman's decision on appointments is final and no correspondence will be entered into once the decision is made.

Requirements

Analytical skills and judgement

Candidates should be able to demonstrate experience in analysing arguments and exercising sound judgement.

Communication and listening skills

Candidates should be able to put a case persuasively in a small meeting, while taking on board the perspective of others.

Awareness of alcohol issues

Candidates should be able to demonstrate reasonable awareness and understanding of current issues of concern about alcohol.

Balanced viewpoint

Candidates should have a balanced view of alcohol's role in society and (while recognising that for one of these vacancies we are particularly welcoming applications from those with a health or alcohol services background) should not have any strong leaning or vested interest that might prejudice their decision-making.

Independent thinking

Candidates should be genuinely independent and objective in their thought and approach.

How to apply

Candidates should enclose a CV along with a covering letter explaining clearly how they meet the requirements of this role (above) and send this by e-mail to jbooth@portmangroup.org.uk or by post to:

Henry Ashworth
Chief Executive
The Portman Group
20 Conduit Street
London
W1S 2XW

Applications should be marked 'ICP recruitment' and must be received by **5pm on Monday 31 October 2011**.

Interviews with shortlisted candidates are expected to be held in the week commencing 21 or 28 November 2011.