



Non-Executive Directors of the NHS Business Services Authority

Information pack for applicants

Closing date: Midday on Tuesday, 23 May 2023

Reference no: VAC-5097



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Section 1 – The Role

Introduction from Sue Douthwaite, Chair of the NHS Business Services Authority (NHS BSA)



Business Services Authority

Dear Applicant,

The NHS Business Service Authority is an innovative and forward-thinking Arm's Length Body within the Department of Health and Social Care with IT and digital development at the core of its ambitious strategy.

Its support for the NHS Long Term Plan and key Government priorities is centred around the national agenda on workforce, technology, and prevention. It uses data to inform workforce planning across the NHS, to improve assurance about NHS providers, and to reduce fraud and error. The insights it brings through its internationally recognised analytics team and cutting-edge digital developments is helping it to realise the ambition of being a catalyst for better health.

The NHS BSA is agile and responsive and during the COVID pandemic, for instance, played a leading role on the national stage – rapidly establishing many new services to support citizens throughout the UK and providing NHS organisations and front-line staff with the infrastructure they require during a time of great need. These were delivered in a timely and effective way across the whole of the UK.

The energy with which the organisation has responded, and its highly effective collaboration with key partners, has been recognised nationally, and is setting the tone for the way in which the health and social care system will operate in the future.

There is a strong and empowered executive leadership team driven by a positive organisational culture, operational excellence, and people centric delivery. The Board is a highly engaged and important part of the organisation's business governance. The contribution from its non-executives is central to providing the challenge, support and assurance required for taking the NHS Business Services Authority forward with its ambitious agenda.

Sue Douthwaite
Chair of NHSBSA
May 2023

1.1 Role description and person specification

1.2 Role Description

Ministers are seeking to make up to 3 appointments to the board of the NHS Business Services Authority (BSA).

The NHS BSA is an Arm's Length Body of the Department of Health and Social Care (DHSC), responsible for providing platforms and delivering services which support the priorities of the NHS, Government, and local health economies, and in doing so manages around £39 billion of NHS spend annually. These are delivered nationally and at scale, and by digitising services and utilising leading-edge technology, the business delivers taxpayer value, providing huge savings for the NHS.

As a Non-Executive Director on the NHS BSA Board, you will play a key role in driving continuous organisational improvement and performance, customer focus and service delivery through scrutiny, challenge, fairness, accountability, and effective corporate governance.

This is an opportunity to operate at national level and support the delivery of a wide range of critical business services to the NHS and citizens that have a tangible impact on people's lives. The core responsibilities of the role are as follows:

- Provide an independent view and creative contribution at Board meetings and sub committees in the pursuit of delivering the BSA's strategic vision (to be the delivery partner of choice for the health and care system) and underpinning business plans to support delivery of the DHSC's priorities.
- Monitor and challenge the performance of the BSA's executive management, holding it to account for the delivery of the strategic vision, organisational priorities and business plan objectives, and other central government requirements.
- Build and maintain influential relationships with key partners, building strategic alliances across the health and social care system to improve efficiency and develop value add services ensuring the needs of service users are met.
- Role model the BSA's values (collaborative, adventurous, reliable and energetic) and ensure that the organisation promotes equality and diversity and accessibility for all service users, staff and other stakeholders.

Person specification

The Department of Health and Social Care values and promotes diversity and encourages applications from all sections of the community. The boards of public bodies should reflect the population they are there to serve. Boards also benefit from fresh perspectives, and we are always keen to encourage candidates new to public appointments and with private sector experience to consider applying for our roles.

To be considered, you must be able to demonstrate that you have the qualities, skills and experience to meet all the essential criteria for appointment.

Essential Criteria

- A career record of achievement, with an ability to operate effectively as a Non-Executive Director on the board of a high-profile national organisation.
- An ability to focus on innovation, digitisation, technology, data, culture change, and change management.
- A strong commitment to the BSA's vision and strategy and an appreciation of the needs of the BSA's customers, with a grasp of evolving policy and trends that affect service delivery.
- An ability to guide the BSA's strategic direction, and use sound judgement, based on the ability to consider, and challenge complex issues from an impartial and balanced viewpoint.
- Good communication skills, with the ability to work as part of a team, with a positive and constructive style, challenging management recommendations where necessary.

Desirable Criteria

We would welcome candidates with skills and experience in one or more of the following areas:

Organisational transformation, enabled through digitisation and technology:

- Experience of transforming the way services is delivered, providing end to end digital solutions that are designed with the customer at the centre.

Working with a range of stakeholders and experience of working in Government / the Civil Service or the NHS:

- Knowledge and experience of engaging effectively with a range of stakeholders and working within one or more of central government; government agencies; the civil service; or the NHS.

Public sector pensions:

- Knowledge and experience of public sector pension scheme administration.

Remuneration and status of appointment

- The post is remunerated at £7,883 per annum.
- Remuneration for this role is treated as employment income and will be subject to tax and National Insurance contributions, both of which will be deducted at source under PAYE before you are paid.

- You can claim reimbursement for reasonable travel and subsistence costs which are properly and necessarily incurred on official business, in line with the travel and subsistence policy and rates of the NHS BSA. However, these payments are taxable as earnings and will be subject to tax and national insurance, both of which will be deducted at source under PAYE before you are paid. A copy of the policy and rates can be obtained from the NHS BSA.
- This is an office holder appointment and does not attract any benefits under any Civil Service Pension Scheme. You will not be eligible for redundancy pay as you are not an employee. No other arrangements have been made for compensation upon the end of your term of appointment because an office holder who is appointed for a limited duration would have no expectation of serving beyond that period.
- As this is an office holder appointment, you will not become a member of the Civil Service. You will not be subject to the provisions of employment law.

Time commitment

2 to 3 days per month

Location

There are eight board meetings a year usually held in Newcastle. The Chair and the Chief Executive are based in Huddersfield and Newcastle.

Tenure of office

Ministers will determine the length of the appointment, which will be up to 3 years.

The possibility of re-appointment for a further term is at the discretion of Ministers. Any re-appointment is subject to satisfactory annual appraisals of performance during the first term in the post. There is no automatic presumption of re-appointment; each case should be considered on its own merits, taking into account a number of factors including, but not restricted to, the diversity of the current board and its balance of skills and experience. In most cases, the total time served in post will not exceed more than two terms or serve in any one post for more than ten years.

Accountability

Non-Executive Directors are appointed by the Secretary of State for Health and Social Care and are accountable to the Secretary of State via the Chair for carrying out their duties and for their performance.

For a discussion about the role

For further information regarding the role of the NHS BSA and the role of a NED please contact:

Name: Sue Douthwaite

Tel: [REDACTED]

Email: sue.douthwaite@nhs.net

1.2 NHS Business Services Authority role and responsibilities

The NHS Business Services Authority (NHSBSA) is a Special Health Authority and Arms-Length Body of the Department of Health and Social Care. NHSBSA employs around 3000 people, with sites in Newcastle, Wakefield, Fleetwood, Bolton, and Eastbourne. It manages over £36 billion of NHS spend annually. Michael Brodie became Chief Executive Officer of NHSBSA in September 2019 and has developed an ambitious strategy for the business, expanding NHSBSA's focus across the wider health sector to ensure its strategy aligns with the long-term plan and future direction of travel for the NHS and Social Care.

NHSBSA delivers high volume, predominantly transactional services on behalf of the NHS and, since it was formed, has progressively taken on more operational functions. Since 2018, NHSBSA has supported work relating to EU Exit and other services, for example digitisation of the Healthy Food Scheme, NHS Student Support and Vaccine Damage Payments. In response to the COVID pandemic, NHSBSA has been leading over fifty national projects – working closely with its NHS partners to support UK citizens and front-line staff.

NHSBSA's services are broadly split into 3 areas: Primary Care Services, Citizen Services and Workforce Services.

- Primary Care Services include processing around 1 billion prescription items per year for pharmacists who have dispensed prescriptions in England and managing payments to dentists for NHS work in England and Wales, processing around 44 million forms a year. Since 2015 NHSBSA has provided a scanning service, digitising medical records to release space for frontline patient care. It also provides a Provider Assurance service on behalf of NHS England.
- Citizen services include managing NHS student and social work bursaries in England, help with health costs including administering medical exemption certificates, maternity exemption certificates, prescription pre-payment certificates and the low-income scheme. NHSBSA is responsible for administering European Health Insurance Cards and in 2018 took over the full Overseas Health Service from the Department of Work and Pensions.

- Workforce Services - NHSBSA administers the NHS Pension scheme for 2.6 million members and in April 2018 it also took responsibility of the Electronic Staff Record (ESR) and NHS Jobs - the national portal for advertising NHS job vacancies, meaning that it provides the full hire to retire journey for NHS Employees. NHSBSA also provides HR Shared Services to its client base.
- Workforce planning is a key area of NHSBSAs strategy with a number of system developments currently ongoing including development of NHS Jobs (the main job advertisement and recruitment portal for NHS organisations), a smartphone app for NHS Employees called 'NHSLife' and the 'My NHS Pension' self-service portal which provides users quick and easy access to their pension information and the facility to calculate what their pension will be depending on what age they retire.

Over the last two years NHSBSA has developed its data analytics and digital capability to save money for taxpayers and improve how patients can use its services through apps and other on-line services. Between 2013 and March 2019 NHSBSA ran the Pacific Programme, using insight from its data and specialist expertise to release £1bn for reinvestment into the NHS. Identifying health system-wide savings is now embedded in the culture of NHSBSA. This programme has been expanded and aims to save the NHS in excess of £250m – releasing resources for front-line services.

NHSBSA's purpose is to be a catalyst for better health and to use its data and insight to add value to the wider health system. NHSBSA's strategy has been developed to focus more on people and collaboration with key partners. Its strategic ambitions include:

- Transform national platforms which support the career pathway of health and care colleagues
- Help people to live longer and healthier lives, reducing disparities in health and care
- Support the NHS and health and care system to deliver greater efficiencies

Section 2: The recruitment

2.1 Making an application

Thank you for your interest in the appointment of a NED to the NHS BSA.

The Department of Health and Social Care's Honours and ALB Public Appointments Unit is managing this recruitment campaign.

In order to apply, you will need to [create an account](#) or [sign in](#) on the "Apply for a public appointment" website.

Once you are logged into your account, click on 'apply for this role' and follow the on-screen instructions. To apply, all candidates are required to provide:

- a Curriculum Vitae (CV)
- a Supporting Statement
- Equality information
- Information relating to any outside interests or reputational issues

Guidance on what to include in your CV/Supporting Statement and tips for applying can be found in the corresponding sections below and on the public appointment website: [Public appointments - GOV.UK](#).

We will ask you to check and confirm your personal details to ensure your application is accurate.

You will also have the opportunity to make a reasonable adjustment request or apply under the disability confident scheme before you submit your application.

You will also be required to make any declarations related to standards in public life and ensuring public confidence in your Supporting Statement. Further information on this can be found in the relevant section below.

If you are unable to create an account and apply online, or if you have any problems submitting your application online, please contact Karen Dinsdale on 0113 2545414.

Applications must be received by **midday on Tuesday, 23 May 2023**.

The Advisory Assessment Panel reserves the right to only consider applications that contain all of the elements listed above, and that arrive before the published deadline for applications.

In completing an application, please firstly note the following in relation to:

- Disqualification from appointment
- Outside interests and reputational issues: Conflicts of interest
- Outside interests and reputational issues: Political Activity and social media
- Standards in public life and ensuring public confidence.

Disqualification from appointment

The Cabinet Office sets out the following regarding all public appointments:

In general, you should have the right to work in the UK to be eligible to apply for a public appointment. There are a small number of specialist roles that are not open to non-British citizens. Any nationality requirements will be specified in the vacancy details.

The Government expects all holders of public office to work to the highest personal and professional standards. You cannot be considered for a public appointment if:

- you are disqualified from acting as a company director (under the Company Directors Disqualification Act 1986)
- have an unspent conviction on your criminal record
- your estate has been sequestrated in Scotland or you enter into a debt arrangement programme under Part 1 of the Debt Arrangement and Attachment (Scotland) Act 2002 (asp 17) as the debtor or have, under Scots law, granted a trust deed for creditors.

In addition, legislation related to NHS BSA sets out how individuals are disqualified from appointment as a NED, if they are:

- are the Chair, or Member of Monitor (NHSI), the Chair or Member of the NHS Trust Development Authority (TDA), or are the Chairman, Chief Executive, or a non-officer member of: NHS England, another Special Health Authority, an NHS Trust, the National Institute for Health and Care Excellence, NHS Digital, a Local Health Board, Health Education England, the Health Research Authority, or the Chair of a Member of the governing body of a clinical commissioning group
- have within the last five years been convicted of a criminal offence and have been sentenced to a sentence of imprisonment.
- are the subject of a bankruptcy restrictions order or an interim bankruptcy restrictions order, or a debt relief restrictions order or interim debt relief restrictions order
- have within the last five years (other than redundancy) been dismissed from paid employment, or had your appointment terminated at any point on certain grounds from a health service body or have been removed from office as the Chair or a member of a clinical commissioning group.
- are the subject of a national NHS disqualification, or have been refused approval to fill a medical practitioner vacancy and have not been subsequently included in a primary care list, or has been refused from inclusion on a primary care or removed from such a list on certain grounds, or conditionally included on such a list, or you have been suspended/contingently removed
- have been subject to a disqualification order in relation to Company Directors or an order under section 429(2)(b) of the Insolvency Act 1986

- has been removed from office as a charity trustee on certain grounds
- are a member of the NHS Pension Scheme unless you are in receipt of benefits under the Scheme and no longer eligible to contribute.

The above is only intended to act as a summary and you should consider the full legislation, which is attached for your ease at **Annex A** to this document.

When sending your application online, you will be asked to confirm that the information you have provided is true and correct and that you are eligible to apply for a public appointment. As part of this, you will also confirm that you have read any disqualification criteria for the role, and that you are willing to stand down from any other role/s in order to take up appointment. If you are currently disqualified from appointment, please provide further details in your supporting letter.

For further advice please contact Karen Dinsdale on 0113 2545414

Outside interests and reputational interests: Conflicts of interest

Before you apply you should carefully consider if you or a party related to you have any interests which could lead to a real or perceived conflict of interest if you were to be appointed.

When you apply you will be asked to complete four sections on the following:

- Financial interests
- Employment, appointments and other outside roles
- Personal interests
- Any other relevant interests or activity.

You should declare anything relevant that you think may call into question your ability to properly discharge the responsibilities of the role you are applying for or may be perceived as having scope to do so by a reasonable member of the public.

Interests may include, (without limitation), any outside personal or business interests, any direct and indirect financial interests (such as shareholdings or share options in individual companies), or any positions of employment, other appointments or other positions of authority, that you or any party related to you have and which may influence your judgement in performing your public appointment or may be perceived by a reasonable member of the public as having scope to do so. A 'party related to you' could include for example (but without limitation) a spouse/partner, a business partner, a close family member or a person living in the same household as you, or a close family member.

Further help and examples of the types of things which you may need to disclose will be given to you on the relevant pages when you create your account and application on the public appointments application system (gov.uk website).

Many conflicts of interest can be satisfactorily resolved and declaring a potential conflict does not prevent you from being interviewed.

If you are shortlisted, the panel will discuss any potential conflicts with you during your interview, including any proposals you may have to mitigate them, and can record that in their advice to Ministers. If Ministers wish to appoint you, an offer of appointment may be subject to you giving up any unmanageable conflicts of interest. Any interests that are deemed manageable will need to be formally declared and may be published in line with NHS BSA organisational policy regarding Declarations of Interest.

Failure to declare a potential conflict of interest may become grounds for withdrawing an offer of appointment. If offered the role, you will also be required to make a Declaration of Interests and to keep the Declaration up to date throughout the tenure of your appointment. The requirement to declare interests will also be included in your Terms and Conditions of appointment. Failure to disclose an interest, subject to the interest and the circumstances, may become grounds during the tenure of your appointment, for suspension or termination of your appointment.

Outside interests and reputational issues: Political Activity and social media

In the same section of your online application, you will also be asked to declare if you have undertaken any political activity for a political party within the last five years and for details of any social media accounts that can be viewed by the public.

Political Activity

Political activity information is primarily for monitoring purposes only, however if you are shortlisted for interview, this information will be shared with the Advisory Assessment Panel. The reason for this, is that it is appreciated that such activities may have given you relevant skills, including experience gained from committee work, collective decision-making, resolving conflict and public speaking. If you have had such experience and you consider it relevant to your application for this post, you should also take the opportunity to include it separately in your Supporting Statement. If possible, you should not, however, identify the relevant political party in your statement.

If you are appointed to this role, please note that any political activity you declare will be published in accordance with the Governance Code on Public Appointments. Political activity is not a bar to appointment, but it must be declared.

Social Media

You can provide up to five public social media accounts and will be asked for the full URL of each. If you apply for a public appointment and are shortlisted for interview, DHSC will conduct appropriate checks, as part of which we will consider anything in the public domain related to your conduct or professional capacity. This may include searches of previous public statements and social media, blogs or any other publicly available information. We ask for information about your social media accounts to make sure these checks are carried out accurately.

Standards in public life and ensuring public confidence

If there are any issues in your personal or professional history that could, if you were appointed, be misconstrued, cause embarrassment to Ministers or the ALB or cause public confidence in the appointment to be jeopardised, **it is important that you bring them to the attention of the Advisory Assessment Panel and provide details of the issue/s in your Supporting statement.**

This should include declaring in your Supporting Statement if:

- you are, or have been, bankrupt or you have made an arrangement with a creditor at any point, including the dates of this
- you are subject to a current police investigation
- there are any previous or pending personal conduct issues where:
 - i) a complaint/ personal conduct issue has either been upheld or partly upheld
 - ii) an investigation that relates at least in part to your personal conduct, is to take place but it is yet to start, or a similar such investigation is underway, but it is yet to conclude
 - iii) a complaint/personal conduct issue is current, but at the time of your application it is yet to be confirmed whether or how it will be investigated further.
- there are any possible reputational issues arising from your past actions or public statements that you have made (including through social media and blogs)
- there are any other matters which may mean you may not be able to meet the requirements of the Code of Conduct for Board Members of Public Bodies. You can access this document at: [Code of conduct for board members of public bodies - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

Alongside your own declaration, we will conduct appropriate checks, as part of which we will consider anything in the public domain related to your conduct or professional capacity. This may include searches of previous public statements and social media, blogs or any other publicly available information. This will be shared with the Panel.

The Panel may explore any issues you have raised or have been identified in Due Diligence checks with you as part of assessing your application.

Failure to disclose relevant information requested could result in an appointment offer being withdrawn or the appointment being terminated, as the person appointed to this role will be expected to demonstrate the highest standards of corporate and personal conduct and in line with standards set out in the Code of Conduct for Board Members of Public Bodies, which includes the Seven Principles of Public Life. As part of agreeing to the terms and conditions of appointment you will be expected to agree to meeting the standards set out in this Code.

CV

Please ensure your CV includes:

- Your full name, title, home address, personal contact telephone numbers (land line and mobile) and personal email address.
- Details of your education and qualifications, employment history, directorships, membership of professional bodies and any relevant publications or awards.
- Contact details for at least two referees. One referee should be the person to whom you are/were accountable in your current/most recent appointment or position of employment. Please indicate the relationship of each referee to you. References will be requested for short-listed candidates prior to interview
- Brief details of your current or most recent post and the dates you occupied this role, and any past or present Ministerial appointments.

Supporting Statement

The Supporting Statement is your opportunity to demonstrate how you meet each of the criteria set out in the person specification. You may want to add the essential and/or desirable criteria set out in the role description as subheadings and in your statement and provide evidence underneath these. This will help the Advisory Assessment Panel to see how your skills and expertise relate to the role.

Please also set out details regarding any reputational issues (see above guidance on Standards in Public life).

Please ensure your full name, the role to which you are applying and the corresponding reference number for the post are clearly noted at the top of your Statement.

Please write all acronyms in full first, limit your statement to two pages and type or write clearly in black ink.

We will commission a pre-assessment of candidate applications which will then be provided to the Panel for consideration and to inform the shortlisting process. By applying, you are agreeing to your application being shared with another party for pre-assessment. It is the responsibility of the panel to determine who it believes best meet the criteria for the role, and who should be invited to interview.

You must inform the Department if, *during the application and assessment process*, your circumstances change in respect to any information that has been or should have been provided by you in your application.

Equality Information

You will be asked to complete questions on equality information when completing your application online. If you have previously created an account, the responses from that

previous application will be saved. You will have the opportunity to review and edit your responses before you submit an application.

We encourage applications from talented individuals from all backgrounds and across the whole of the United Kingdom. Boards of public bodies are most effective when they reflect the diversity of views of the public they serve, and this is an important part of the Government's levelling up agenda.

We collect equality information, including information about applicants' characteristics and educational and professional backgrounds so that we can make sure we are attracting a broad range of people to these roles and that our recruitment processes are fair for everyone. Without this information, it makes it difficult to see if our outreach is working, if the application process is having an unfair impact on certain groups and whether changes are making a positive difference.

The data you provide is used to produce anonymised management information about the diversity of applicants. You can select "prefer not to say" to any question you do not wish to answer. **The information you provide will not be seen by the Advisory Assessment Panel.**

Reasonable Adjustments

We are committed to making reasonable adjustments to make sure applicants with disabilities, physical or mental health conditions, or other needs are not substantially disadvantaged when applying for public appointments. This can include changing the recruitment process to enable people who wish to apply to do so.

Some examples of adjustments are:

- ensuring that application forms are available in different or accessible formats
- making adaptations to interview locations
- allowing candidates to present their skills and experience in a different way
- giving additional detailed information on the assessment process to allow candidates time to prepare themselves
- allowing support workers, for example sign language interpreters
- making provision for support animals to attend.

When you complete your application online, you will be given the opportunity to tick a box to request reasonable adjustment(s) to the application process at the "check your answers before sending your application" stage.

Disability Confident Scheme

The Department of Health and Social Care values and promotes diversity and is committed to equality of opportunity for all and to the appointment of disabled people. We are a member of the Government's Disability Confident Scheme. We use the Disability Confident Scheme symbol, along with other like-minded employers, to show our commitment to good practice in appointing people with a disability. The Scheme helps recruit and retain disabled people.

As part of implementing the Scheme, we guarantee an interview to anyone with a disability whose application meets all the essential criteria in the person specification for the role and who has asked that their application is considered under the Scheme. Indicating that you wish your application to be considered under the Scheme will in no way prejudice your application.

What do we mean by a disability?

To be eligible for the Disability Confident Scheme you must have a disability or long-term health condition, which could be physical, sensory, or mental and must be expected to last for at least 12 months. You do not have to be registered as a disabled person to apply under this Scheme.

If you wish to apply under the Scheme, please tick the relevant box at the “check your answers before sending your application” stage of your online application.

2.2 The Assessment Process

We will deal with your application as quickly as possible and will advise you of the likely timetable at each stage.

Planned timetable

- Closing date: Midday on 23 May 2023
- Shortlisting: Thursday 22nd June 2023
- Interviews: Tuesday 18th July & Wednesday 19th July – Face-to-face, location TBC

Advisory Assessment Panel

Advisory Assessment Panels (AAP) are chosen by Ministers to assist them in their decision-making. These include a departmental official and an independent member. For competitions recruiting non-executive members of a board (apart from the Chair), the panel will usually include a representative from the public body concerned.

AAPs perform a number of functions, including agreeing an assessment strategy with ministers, undertaking sifting, carrying out interviews in line with the advertised criteria and deciding objectively who meets the published selection criteria for the role before recommending to ministers which candidates they find appointable. It is then for the minister to decide who to appoint to the role.

The panel will include:

- Melinda Johnson, DHSC Senior Sponsor for NHS BSA as Panel Chair
- Sue Douthwaite, Chair of NHS BSA as Panel Member
- Nigel Trout, as the Independent Panel Member

Assessment

- Ministers are responsible and accountable to Parliament for the public appointments made within their department. As a result, they must be consulted at every stage of the appointments process.
- An Advisory Assessment Panel (AAP) is appointed by Ministers to assist them in their decision making. The role of the Panel is to decide, objectively, which candidates meet the eligibility criteria for the role.
- At the shortlisting meeting the AAP will assess applications against the essential criteria and decide which candidates have best met the criteria, who should be recommended for interview. Ministers will then be consulted on the AAP's recommended shortlist. If you have applied under the Disability Confident Scheme and you meet all the essential criteria, then you will also be invited for an interview.

- If you apply under the Disability Confident Scheme and you are not shortlisted for interview, we can provide a summary of the assessment of your written application, if you choose to request feedback. However, we regret that due to the volume of applications received, we are only able to offer feedback to candidates who have been unsuccessful at the interview stage.
- Once the shortlist has been agreed by Ministers, you will be advised (by e-mail) whether you have been shortlisted. Those shortlisted will be invited to an interview. Interviews will be conducted either face-to-face, in central London or by video/ teleconference. We will confirm arrangements to shortlisted candidates in due course.
- If you are invited to interview and are unable to attend on the set date, then an alternative date can only be offered at the discretion of the AAP.
- The AAP will meet again to interview candidates and determine who meets the essential criteria and is therefore appointable to the role. The AAP may invite you to make a brief presentation at the start of the interview and will go on to question you about your skills and experience, including asking specific questions to assess whether you meet the criteria set out for the post. The AAP will also explore with you any potential conflicts of interest or any other issues arising from your personal and professional history which may impact on an appointment decision (see section 2.1 for further details).
- Details of the panel's assessment of interviewed candidates are provided to Ministers, including whether they have judged a candidate to be appointable to the role. It is then for Ministers to decide who should be appointed. In some circumstances, Ministers may choose not to appoint any candidates and re-run the competition.
- Ministers may choose to meet with candidates before making a decision. Candidates should therefore be prepared for a short time gap between interview and a final appointment decision being made. Candidates who have been interviewed will be kept informed of progress.
- Once the decision on the appointment has been made, interviewed candidates will be advised of the outcome of their application, including whom they may approach for feedback, if they wish. We appreciate it takes a lot of time and effort to apply for roles, and prepare for and attend an interview, and that feedback is a valuable part of the process.

Offer of appointment

If you are successful, you will be contacted by Officials to inform you of the offer and to confirm if you would be willing to accept. If you would, then the next steps will be to ask you to complete a Declaration of Interests form, which will be required to be signed-off by you and a senior official and for DHSC to conduct baseline security checks.

Baseline Personnel Security Standard (BPSS) checks are conducted on candidates prior to appointment and your role will be offered subject to these checks being completed. The BPSS is a recognised standard within government for the screening of individuals. The checks will require you to initially provide three forms of documentation to the Honours and ALB Public Appointments Unit to verify your identity, and then provide further personal data, by completing an online form. The link to complete this form will be sent separately to you.

Appointment

On completion of your Declaration of Interests and baseline security checks, you will receive a letter from Ministers appointing you as a Non-Executive Director of NHS BSA, which will confirm the terms and conditions on which the appointment is offered.

Announcement

All public appointments are announced on GOV.UK. The announcement is required to include the length of your appointment, the remuneration for the role and whether you have declared any political activity. We will share the draft announcement with you before it is made.

Queries

For any queries about your application status or the selection process, please contact Karen Dinsdale in DHSC's Honours and ALB Public Appointments Unit:

Email: Karen.Dinsdale@dhsc.gov.uk

If you choose to apply, we would like to thank you in advance for your time and effort in making an application.

You will receive an automated email to confirm your application has been submitted successfully. Following the closing date, you will receive a further email from DHSC's Honours and ALB Public Appointments Unit which will confirm next steps in the selection process. If you have not received your application ID reference number within 3 working days of the advertised closing date, please contact us quoting reference VAC-5097.

Governance Code on Public Appointments and the Commissioner for Public Appointments

The Governance Code on Public Appointments, published by the Cabinet Office, sets out the principles that should underpin all public appointments. The Governance Code can be found at:

<https://www.gov.uk/government/publications/governance-code-for-public-appointments>

The regulation of public appointments against the requirements of the Governance Code is carried out by the Commissioner for Public Appointments.

The Commissioner provides independent assurance that public appointments are made in accordance with the principles set out in the Code. The Commissioner is appointed by the Queen and is independent of the Government and the Civil Service. Further information about the role of the Commissioner is available from:

<http://publicappointmentscommissioner.independent.gov.uk>

If you are not completely satisfied

The Department of Health and Social Care will aim to process all applications as quickly as possible and to treat all applicants with courtesy. If you have any complaints about the way your application has been handled, please contact Steve Howell by emailing Steve.Howell@dhsc.gov.uk

If after receiving a comprehensive response from the Department you are still concerned, you can write to the Commissioner for Public Appointments. Please contact:

The Commissioner for Public Appointments
1 Horse Guards Road
London SW1A 2HQ
Tel: 0207 271 8938
Email: publicappointments@csc.gov.uk

2.3 How we will manage your personal information

Your personal information will be held in accordance with the General Data Protection Regulation. You will not receive unsolicited paper or electronic mail because of sending the Department of Health and Social Care any personal information. No personal information will be passed on to third parties for commercial purposes.

When we ask you for personal information, we promise we will:

- Only ask for what we need, and not collect too much or irrelevant information
- Ensure you know why we need it
- Protect it and insofar as is possible, make sure nobody has access to it who shouldn't
- Ensure you know what choice you have about giving us information
- Make sure we don't keep it longer than necessary
- Only use your information for the purposes you have authorised

We ask that you:

- Provide us with accurate information
- Inform us as soon as possible of any changes or if you notice mistakes in the information, we hold about you

The Department of Health and Social Care will process personal data relating to you in accordance with: the Department of Health and Social Care data protection policy at <https://www.gov.uk/government/publications/dhsc-privacy-notice> and the Cabinet Office's data protection policy for public appointments at <https://apply-for-public-appointment.service.gov.uk/privacy>.

If you apply for a post, we will share some of the information you provide with the members of the selection panel for the post to which you are applying, so that your CV and supporting letter can be assessed.

The diversity information you provide will not be used in the selection process and will therefore not be shared with the Advisory Assessment Panel assessing your application at any stage. However, panels may review the political activity response at the interview stage. This in no way acts as a bar to appointment.

The Commissioner for Public Appointments regulates and monitors appointments to public bodies to ensure procedures are fair. The Department of Health and Social Care is required by the Commissioner for Public Appointments to retain information about the people who apply for public appointments within his remit and make this information available to him for audit purposes, if requested to do so. Information you provide in your application may therefore be made available to the Commissioner for Public Appointments and the Commissioner's auditors on a confidential basis to help fulfil either the Commissioner's formal complaints investigation role or for audit purposes.

Annex A – NHS Business Services Authority - Legislation Further Information

Disqualification

1. A person shall be disqualified they are:
 - a. the Chairman, Chief Executive, or a non-officer member of NHS England
 - b. the Chair, Chief Executive, or a non-officer member of another Special Health Authority
 - c. the Chair, Chief Executive, or a non-officer member of an NHS Trust,
 - d. the Chair, Chief Executive or a non-officer member of the National Institute for Health and Care Excellence,
 - e. the Chair, Chief Executive, or a non-officer member of a Local Health Board
 - f. the Chair, Chief Executive, or a non-officer member of Health Education England
 - g. or the Chair, Chief Executive, or a non-officer member of the Health Research Authority

2. Persons cannot hold office as a chair or non-officer member of the NHS Counter Fraud Authority if they are also a chairperson, member, officer, governor, or director with, or is employed by, or contracted in any capacity to provide services to NHS Business Services Authority.

3. A person shall also be disqualified if they have within the preceding five years been convicted in the United Kingdom of any offence or been convicted elsewhere of any offence which, if committed in any part of the United Kingdom would constitute a criminal offence; and they have been sentenced to a sentence of imprisonment (whether suspended or not); and neither the conviction has been quashed nor the sentence reduced to a sentence other than a sentence of imprisonment (whether suspended or not) on appeal.

A person will also be disqualified for appointment if:

4. They are the subject of a bankruptcy restrictions order, an interim bankruptcy restrictions order, a debt relief restrictions order, or an interim debt relief restrictions order under Schedule 4ZB to the Insolvency Act 1986.

5. They have been dismissed within the previous five years, otherwise than by reason of redundancy, from any paid employment with a health service body.

6. They are a person whose tenure of office as the chairman, a member, a director, or a governor of a health service body other than a clinical commissioning group has been terminated on the grounds:
 - a. that it was not in the interests of the health service body or of the health service that he should continue to hold the office,

- b. of non-attendance at meetings,
 - c. of non-disclosure of a pecuniary interest, or
 - d. of misbehaviour, misconduct, or failure to carry out his duties
7. They are a person who has been removed from office as the chair or a member of the governing body of a clinical commissioning group.
8. They are:
- a. the subject of a national NHS disqualification
 - b. or have been refused nomination or approval to fill a vacancy for a medical practitioner and was not subsequently nominated or approved or included in a primary care list
 - c. or have been refused admission to a primary care list on certain grounds and have not subsequently been included in a primary care list
 - d. conditionally included in a primary care list
 - e. or have been removed from a primary care list on certain grounds and have not subsequently been included in such a list
 - f. contingently removed from a primary care list
 - g. suspended from a primary care list or treated as so suspended by virtue of regulation 6(2) of the Abolition of the National Health Service Tribunal (Consequential Provisions) Regulations 2001 or Regulation 6(2) of the Abolition of the National Health Service Tribunal (Consequential Provisions) Regulations 2002 and in this sub-paragraph any reference to a provision in the Act includes a reference to the provision corresponding to that provision in legislation relating to Scotland and Northern Ireland.
 - h. subject to a disqualification order under the Company Directors Disqualification Act 1986, the Companies (Northern Ireland) Order 1986 or to an order made under section 429(2)(b) of the Insolvency Act 1986 (disabilities on revocation of administration order against an individual).
9. They have been:
- a. removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commissioners or the High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which they were responsible or to which they were privy, or which they, by their conduct, contributed to or facilitated, or
 - b. removed under section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990 (powers of Court of Session to deal with management of charities) from being concerned in the management or control of any body.
10. They are a member of the NHS Pension Scheme unless they are in receipt of benefits under the Scheme and are no longer eligible to contribute to the Scheme.

Cessation of disqualification

11. Where a person is disqualified on the following grounds:
- a. They have been dismissed within the previous five years, otherwise than by reason of redundancy, from any paid employment with a health service body.

- b. They have been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commissioners or the High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which he was responsible or to which he was privy, or which he, by his conduct, contributed to or facilitated; or
- c. Removed under section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990 (powers of Court of Session to deal with management of charities) from being concerned in the management or control of any body.

12. They may, after the expiry of two years beginning on the date on which they were dismissed (or, as the case may be, removed), apply in writing to the Secretary of State to remove the disqualification, and the Secretary of State may direct that the disqualification shall cease. Where the Secretary of State refuses an application to remove a disqualification no further application may be made by that person until the expiry of the period of two years beginning with the date of the application and this paragraph shall apply to any subsequent application.

13. Where a person is disqualified on that basis that they are a person whose tenure of office as the chairman, a member, a director, or a governor of a health service body other than a clinical commissioning group has been terminated on the grounds that:

- a. it was not in the interests of the health service body or of the health service that they should continue to hold the office
- b. of non-attendance at meetings
- c. of non-disclosure of a pecuniary interest; or
- d. of misbehaviour, misconduct, or failure to carry out their duties

14. The disqualification shall cease on the expiry of the period of two years beginning on the date of the termination of his tenure of office or such longer period as the Secretary of State specifies when terminating their period of office, but the Secretary of State may, on application being made to them by that person, reduce the period of disqualification.

Notice and Termination

15. The chairman or a non-officer member may resign from that office at any time during the term of that office by giving notice in writing to the Secretary of State.

16. Where the Secretary of State is of the opinion that it is not in the interests of, or conducive to the good management of, the Authority or of the health service that the chairman or non-officer member should continue to hold office, the Secretary of State may forthwith terminate their tenure of office by giving him notice in writing to that effect.

17. If the chairman or a non-officer member fails to attend three successive meetings of the Authority the Secretary of State shall forthwith terminate that person's tenure of office unless satisfied that:

- a. the absence was due to a reasonable cause; and
- b. the person in question will be able to attend meetings of the Authority within such a period as the Secretary of State considers reasonable.

18. Where a person has been appointed to be the chairman or a non-officer member, and they become disqualified for appointment, they shall notify the Secretary of State in writing of such disqualification.

19. Where it comes to the notice of the Secretary of State that at the time of their appointment or later a person was so disqualified, the Secretary of State shall forthwith declare that the person in question was not duly appointed and notify them in writing to that effect, and upon receipt of any such notification, their tenure of office, if any, shall be terminated and they shall cease to act as chairman or non-officer member.

20. If the chairman or a member has any pecuniary interest, direct or indirect, in any contract, proposed contract or other matter and is present at any meeting of the Authority at which the contract, proposed contract or other matter is the subject of consideration, they shall at the meeting and as soon as practicable after its commencement, disclose their interest and shall not take part in the consideration or discussion of the contract or other matter or vote on any question with respect to it. If it appears to the Secretary of State that the chairman or a non-officer member has failed to comply with this, they may forthwith terminate that person's tenure of office by giving them notice in writing to that effect.

Suspension

21. The Secretary of State may suspend an appointee from office while the Secretary of State considers whether:

- a. to remove the person from office as a result of the Secretary of State being of the opinion that it is not in the interests of, or conducive to the good management of the Authority or of the health service that the chairman or non-officer member should continue to hold office; or if it appears to the Secretary of State that the chairman has failed to comply with paragraph 20 above; or
- b. the person has become disqualified for appointment under paragraphs 1 to 10 above or was so disqualified at the time of appointment.

22. The Secretary of State must give notice in writing to the appointee of the decision to suspend and the suspension takes effect on receipt of such notification.

23. A notice may be given in person, in which case the appointee is treated as receiving it when it is delivered; or sent by first class post to the appointee's last known address, in which case the appointee is treated as receiving it on the third day after the day on which it was posted.

24. The initial period of suspension must not exceed 6 months.

25. The Secretary of State may review the appointee's suspension at any time.

26. The Secretary of State must review the appointee's suspension if requested in writing by the appointee to do so but need not carry out a review less than 3 months after the beginning of the initial period of suspension.

27. Following a review, the Secretary of State may revoke the suspension; or suspend the appointee for another period of not more than 6 months from the expiry of the current period.

28. The suspension must be revoked if at any time the Secretary of State decides that there are no grounds to remove the chairman or non-executive member from office under paragraphs 16 or 20; that there are such grounds but does not remove that person from office as chairman or non-executive member under these provisions; or the person is not disqualified for appointment under paragraphs 1 to 10.

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www.gov.uk/dhsc

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