



# Non-Executive Directors of the Health Services Safety Investigations Body (HSSIB)

## Information pack for applicants

**Closing date: Midday on Thursday, 2nd February 2023**

**Reference no: VAC-1759**



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# Section 1 – The Role

## Introduction from Ted Baker, Chair of the Health Services Safety Investigations Body (HSSIB).



Dear Applicant,

Thank you for your interest in joining the board of the newly created Health Services Safety Investigation Body.

The Health and Care Act (2022) has given us a unique and ground-breaking role to investigate safety events in health services in England and to make recommendations that will make care safer for patients. Healthcare is complex and we will be taking a novel system-based approach to understanding why things go wrong. We will not apportion blame or liability. This approach has been successful in making other high-risk industries safer. We will take the lessons learnt in these other sectors and bring them to health services.

Our recommendations will need to be authoritative, built on the best safety expertise and our independence. While this independence will be crucial, we must also be transparent and consultative. We must understand the experience of people providing care and people receiving care. This must start with our board and Non-Executives from a range of backgrounds and expertise will be essential for us to get this right.

Our mission will be to support health services to provide care for patients that is as safe as possible.

I do hope you will consider applying to join our board.

**Ted Baker**  
Designate Chair of HSSIB  
January 2023

## 1.1 Role description and person specification

### Role Description

The Secretary of State for Health and Social Care is looking to appoint up to 5 Non-Executive Directors for the Health Services Safety Investigations Body (HSSIB).

The primary role of the Non-Executive Directors is to support the Chair in developing the strategy and culture of the new body, whilst providing the organisation with an external perspective, challenge and oversight. This will ensure that HSSIB has the ability to operate effectively as an independent investigation body, achieve the balance of maintaining adequate focus on the day-to-day operations while providing the necessary attention to strategic issues, and meets its key organisational purpose of improving safety through effective and independent investigations that don't apportion blame or liability. The key responsibilities of the Non-Executive Directors of HSSIB are:

- for the performance of HSSIB and for putting in place appropriate financial controls and ensuring compliance throughout the organisation
- working with the Chair and the Executive Board members, to develop HSSIB's strategy to ensure that it carries out its statutory responsibilities and delivers its mandate, meeting its targets and objectives, and ensuring that the Executive Team is held to account for doing so
- ensuring the board reinforces the values of the organisation by setting a high standard for ethics and responsible business, and by maintaining and enhancing HSSIB's reputation as an open and independent body, which puts the interests of the public and patients first
- contributing to the meetings of the Board, taking an active part in discussions, providing counsel, advice, challenge and support to the Executive Team; contributing to an environment of constructive debate on key issues in order to build consensus
- ensuring that the Executive Team develops and maintains strong working relationships with the Department of Health and Social Care, its other arms-length bodies and other stakeholders
- promoting the work of HSSIB, with an understanding of the value of strategic communication and engagement and to play a part in representing HSSIB, alongside the Chief Executive, the Chair and the wider Executive team
- contributing across a range of specific areas, including: setting and maintaining an appropriate clinical agenda for HSSIB; ensuring the Board listens to the patient voice; ensuring appropriate financial controls are in place, and risks are managed accordingly; contributing to the change management agenda; ensuring that best practice is followed in all workforce and leadership policies and behaviour
- joining and in some cases chairing, the following HSSIB board sub-committees: audit and risk, remuneration and nomination, learning and performance and patient/family experience

In addition, for the Non-Executive Director who is the Audit and Risk Committee Chair:

- you will ensure the effective functioning of the Audit and Risk Committee, which is responsible for providing assurance that HSSIB manages its financial resources effectively and efficiently; has appropriate financial controls in place; oversees management procedure for the identification and management of risk and achieves high quality financial reporting
- you will Chair the Audit and Risk Management Committee in accordance with HSSIB's corporate governance framework, demonstrating robust risk management skills and strong financial acumen.

## **Person specification**

### **Essential Criteria**

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.

- a career record of achievement, with an ability to operate effectively on the board of a high-profile national organisation that operates in a complex system
- an ability to guide HSSIB's strategic direction, and use sound judgement, based on the ability to consider and challenge complex issues from an impartial and balanced viewpoint
- an understanding of corporate governance and a commitment to the principles of public service, with the highest standards of personal propriety in relation to governance, accountability, risk and financial management
- good communication skills, with the ability to work as part of a team, with a positive and constructive style, challenging management recommendations where necessary

In addition, candidates should bring skills and experience in one or more of the following areas:

- Patient experience, or broader patient and family experience and perspective
- Senior Investigator experience
- Digital Technology, experience of successfully rolling out and scaling of new technology with an understanding of the contribution this can make to improving regulation
- Experience of establishing or significantly reforming large organisations through significant transformation, engaging and inspiring staff, patients or customers and other stakeholders
- People management skills

- Strong financial capability, drawn from corporate experience in the private or public sectors, with an ability to chair HSSIB's Audit and Risk Assurance Committee
- NHS landscape and system knowledge and experience. To be able to challenge and guide the organisation through the policy and regulatory space
- Learning and performance experience with the capability to drive forward continuous improvement of the HSSIB Investigation process, ensuring delivery of performance targets and oversight of the development of a professional investigator and the required core skills and curriculum.

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.

## **Remuneration and status of appointment**

- Remuneration is £7,883 per annum as a Non-Executive Director and £13,137 per annum as the Audit and Risk Committee Chair.
- 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 HSSIB. 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 HSSIB.
- 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

National

## Tenure of office

Ministers will determine the length of the appointment, which will be for 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 HSSIB and the role of a Non-Executive Director please contact:

**Tel:** 020 7210 5086

**Email:** Adam.McMordie@dhsc.gov.uk

## 1.2 HSSIB role and responsibilities

The Health and Care Act will establish an independent non-departmental public body to investigate incidents that occur in England during the provision of health care services that have implications for patient safety. They have the powers to investigate these incidents with a view to identifying patient safety risks and facilitating the improvement of systems and practices in the provision of health care services in England.

The Act allows the [Healthcare Safety Investigation Branch](#) (HSIB) to become an independent investigations body known as the Health Services Safety Investigations Body (HSSIB). HSSIB will investigate patient safety incidents that occur in England during the provision of health care in the NHS and extends HSSIB's remit to cover healthcare provided in and by the independent sector independent sector that have implications for the safety of patients. HSSIB will provide advice, guidance and training to NHS bodies, upon request.

The proposed HSSIB provisions are intended to establish an independent non-departmental public body to investigate incidents that occur in England during the provision of health care services that have implications for patient safety. They have the powers to investigate these incidents with a view to identifying patient safety risks and facilitating the improvement of systems and practices in the provision of health care services in England.

- HSSIB's extended remit to cover healthcare provided in the independent sector will enable more thorough investigation into patient safety concerns.
- 'Safe space' and the legal prohibitions on unlawful disclosure will provide greater protection when compared to the mechanism currently used by the investigation branch to protect information gained during an investigation.
- It is expected that NHS organisations will cooperate fully with HSSIB's investigations and benefit from the shared system learning that results.

Increased public confidence:

- HSSIB will be a new arm's-length body and will allow investigations to be carried out independently from the NHS and Government, as provided in the Bill.
- This will give the public full confidence in the HSSIB's investigation processes and ability to deliver impartial conclusions and recommendations.
- Although the Secretary of State may direct HSSIB to undertake investigations, the direction cannot determine the outcome of the investigation.

Culture of learning:

- HSSIB does not assess or determine blame or civil or criminal liability, nor does it dictate whether action needs to be taken in respect of an individual by a regulatory body; instead, HSSIB focuses on system wide learning which can be applied to future health care.
- Increased standards for local investigations, as well as guidance, training and advice provided by HSSIB will enable trust learning at a more local level.

# Section 2: The recruitment

## 2.1 Making an application

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

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 provide:

1. A **Curriculum Vitae** which provides your contact details, details of your education and qualifications, employment history, directorships, membership of professional bodies and details of any relevant publications or awards
2. A **supporting statement** setting out how you meet the criteria for appointment as set out in the person specification for the role
3. Information relating to any **outside interests or reputational issues**.
4. **Diversity information**. This allows us to see if there are any unfair barriers to becoming a public appointee and whether there are any changes that we could make to encourage a more diverse field to apply. You can select "prefer not to say" to any question you do not wish to answer. The information you provide will not be used as part of the selection process and will not be seen by the interview panel.
5. **Disability Confident** – please state if you wish your application to be considered under the disability confident scheme.
6. **Reasonable adjustments** - set out any requests you may have for reasonable adjustments that you would like to the application process (if applicable).

**Please provide the information at points 3-6 above on the relevant form, or as part of your supporting statement.**

Completed applications should be submitted to [appointments.team@dhsc.gov.uk](mailto:appointments.team@dhsc.gov.uk) – please quote **ref: VAC-1759** in the subject field.

If you are unable to apply by email, please contact Daniel Clemence on 0113 254 5335.

Applications must be received by **midday on Thursday, 2nd February 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
- Conflicts of interest
- 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 HSSIB sets out how individuals are disqualified from appointment as a NED, if they are:

- A member of the House of Commons
- In addition, bankruptcy, current police investigations, unspent criminal convictions or disqualification as a company director may disqualify you from appointment. Please inform us if any of the above apply to you.

For further advice, please contact Daniel Clemence on [Daniel.clemence@dhsc.gov.uk](mailto:Daniel.clemence@dhsc.gov.uk)

## 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 should declare in your Supporting Statement the details of any relevant interests, highlighting any 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.

Conflicts of interest may include, without limitation, any outside personal or business interests (including direct and indirect financial interests, such as shares in a company providing services to government) 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. This should include declaring any political roles you hold or political campaigns you have supported.

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.

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 HSSIB's 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.

## **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 HSSIB 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.

## HSSIB NEDs information pack for applicants

- 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: <https://www.gov.uk/government/publications/board-members-of-public-bodies-code-of-conduct>

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), personal email address and details of any Twitter accounts and LinkedIn accounts, including your Twitter handle/username.
- 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. It will benefit the Advisory Assessment Panel if you can be clear which specific evidence that you provide relates to which criterion. Providing separate paragraphs in relation to each criterion is common practice.

Please also set out details regarding any potential conflicts and/or reputational issues (see above guidance on Conflicts of Interest and 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.**

## Monitoring form

Please complete in full and return the Monitoring form with your CV and Supporting Statement.

The form is split into sections, covering

- A – Disqualification; Conflicts; and Standards in Public Life.
- B – Diversity
- C – Political activity
- D – Reasonable Adjustments
- E – Disability Confident

### **Section A - Disqualification; Conflicts; and Standards in Public Life.**

The form asks to you to confirm and declare any potential issues and directs you to provide further detail in your Supporting Statement. Further guidance on these topics is set out earlier in this information pack.

### **Section B – Diversity**

We encourage applications from talented individuals from all backgrounds and across the whole of the UK. 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 data about applicants' characteristics and backgrounds so that we can make sure we are attracting a broad range of people to these roles and that our selection 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.**

### **Section C – 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 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.

### **Section D - 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 apply you will have the opportunity to request reasonable adjustments to the application process in Section D of the form.

### **Section E - 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 ensure you complete Section E of the Monitoring form.

## 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 Thursday 2nd February 2023
- Shortlisting: mid-February 2023 (TBC)
- Interviews: 14<sup>th</sup>/15<sup>th</sup> March 2023

### 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.

AAP's 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:

- William Vineall, DHSC senior sponsor for HSSIB, as the Panel Chair
- Ted Baker, Chair of HSSIB, as Panel Member
- Professor Jacqueline Dunkley-Bent OBE, National Maternity Safety Champion 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 ("Panel") 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 Panel will assess applications against the eligibility criteria and decide which candidates have best met the criteria, who should be recommended for interview. Ministers will then be consulted on the Panel'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 Panel.
- The Panel will meet again to interview candidates and determine who meets the essential criteria and is therefore appointable to the role. The Panel 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 Panel 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 step 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.

## **Appointment**

On completion of your Declaration of Interests you will receive a letter from Ministers appointing you as a NED of HSSIB, 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 Daniel Clemence in DHSC's Honours and ALB Public Appointments Unit:

Email: [Daniel.clemence@dhsc.gov.uk](mailto:Daniel.clemence@dhsc.gov.uk)

If you choose to apply, please ensure you return your CV, a supporting statement and a completed Monitoring form and we would like to thank you in advance for your time and effort in making an application.

**All applications will be acknowledged by email after the closing date. 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-1759.**

## 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 Permjeet Butler by emailing [Permjeet.butler@dhsc.gov.uk](mailto:Permjeet.butler@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](mailto: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

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. Further information on this is provided in the attached Monitoring form.

## **HSSIB NEDs information pack for applicants**

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.

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