



Department  
of Health &  
Social Care

**NICE** National Institute for  
Health and Care Excellence

# Non-Executive Director National Institute for Health and Care Excellence

Information pack for applicants

**Closing date: Midday on Thursday 2 January 2025**  
**Reference no: VAC-7397**

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# Section 1 – The Role

## 1.1 Introduction from Sharmila Nebhrajani OBE, Chair of NICE

Dear Candidate,

Thank you for expressing an interest in the Non-Executive Director roles on the NICE Board.

Since NICE was established in 1999, we've delivered vast amounts of guidance. More than many other health technology assessment bodies across the globe. But health and care has changed rapidly since we were created. Digital health technologies, with the potential to transform healthcare, are constantly emerging. Evidence-based healthcare is evolving. The amount of health and care data has grown exponentially, and the healthcare system is facing unprecedented workforce and capacity pressures.

The life sciences sector is a jewel in our country's crown that stretches from world leading research in our universities and institutes to a flourishing industrial sector encompassing drugs, devices, diagnostics, med-tech, data and more. To help practitioners and commissioners get the best care to patients fast, while ensuring value for the taxpayer, we must work with our partners in the health and social care system to support this sector as we actively contribute to the Government's health and economic growth missions, so that advances for patients in the future can be assured.

We're therefore taking measures to adapt and our Board has a central role in successfully implementing our vision for change.

We are continuing to ensure we maintain our independence, transparency and rigour, but are focusing on improving the relevance, timeliness, usability, and demonstrable impact of our guidance as we evolve our priorities and approach to meet the changing needs of our users and the emerging 10 year NHS Plan.

We will deliver these aims by:

- Providing high quality, timely advice, including in key areas of new innovation. We are seeking to improve the time taken to develop and update our guidance by aligning and digitising our guidance producing processes and introducing continuous improvement methods. We are exploring opportunities to improve our assessment of value in areas such as health inequalities and piloting ways to assess value in the late stage of the innovation lifecycle.
- Ensuring our advice is relevant to people and communities and the health and care system, by prioritising topics for NICE guidance through criteria on which we have consulted with the public and agreed with system partners, and sustain the growth in our HealthTech programme, aiming to link it into a seamless pathway from regulation to funding.
- Improving the useability of our advice by incorporating relevant Technology Appraisals about new medicines and HealthTech in our guidelines and making the right advice easier to find.

- Increasing the impact of our advice by working with partners to increase the uptake of NICE's recommendations and expanding the ways in which people and communities can contribute to our guidance.

The Board will help the organisation to navigate these challenges. To do this, we need individuals with a range of specific technical skills but equally important are an intellectual curiosity, a deep commitment to improving health and care in England and a desire to contribute to collective deliberations that will ensure that NICE is fit for the challenges ahead.

Thank you for taking the time to apply and I look forward to meeting you in due course.

Sharmila Nebhrajani OBE  
Chair of NICE

## 1.2 Role description and person specification

### Role Description

Ministers are seeking to make 3 appointments to the board of National Institute for Health and Care Excellence (NICE).

As a Non-Executive Member, you will:

- contribute to the development of the Institute's objectives, ensuring that they are appropriately reflected in its plans, and assist in monitoring progress towards meeting these objectives
- contribute to the governance of the Institute by ensuring that the Institute's senior management team is held to account for the performance of the organisation, and help ensure that the Institute meets the highest possible standards in its conduct
- provide counsel, advice and support to the executive team, playing the role of 'critical friend' where necessary. Draw to the attention of the Chair or the Chief Executive any matters that may adversely affect the Institute's reputation
- with other members of the Board, ensure the establishment and maintenance of good working relationships with NICE's key stakeholders and, when required, act as an ambassador for the Institute to its stakeholders
- sit alongside 4 independent panel members to hear 1-2 appeals against NICE's technology appraisal and highly specialised technologies guidance each year
- when required, act as a member of one or more of the Board's sub-committees (Audit, Remuneration) and, as required, take part in the appointment of the Chief Executive and other Directors.

## 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 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

- an ability to contribute effectively on the board of a high-profile, national organisation supporting its strategic development, and providing scrutiny, support and challenge to the executive team
- sound judgement, based on an ability to consider complex and often sensitive issues, from an informed and balanced viewpoint
- a high-level understanding of and a commitment to the role of NICE in supporting quality outcomes for patients and service users across the health and social care system in England
- expertise in one or more areas of NICE's work: health economics, health and care, digital health, medical technology, guidance or publishing

Applications are particularly welcomed from those with a background in one or more of the following areas:

- Health economics
- Nursing or allied health care professions
- Commissioning, especially through integrated care systems

## Remuneration and status of appointment

- £7,883 per annum
- 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 NICE. 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 NICE.
- 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

## National Institute for Health and Care Excellence information pack for applicants

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

Main office:

2nd Floor, 2 Redman Place

London

E20 1JQ

NICE hold 6 board meetings a year. They are open to the public and held in different locations across the country. Upcoming meetings are scheduled for:

Wednesday 19 March 2025

[Public board meetings](#) | [Board](#) | [Who we are](#) | [About](#) | [NICE](#)

## 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 NICE and the role of a NED please contact:

Name: David Coombs

Email: [David.coombs@nice.org.uk](mailto:David.coombs@nice.org.uk)

## 1.3 NICE role and responsibilities

The National Institute for Health and Care Excellence (NICE) is an executive non-departmental public body that works to improve the quality, sustainability and productivity of health and social care. NICE helps practitioners and commissioners get the best care to people fast, while ensuring value for the taxpayer.

To deliver its purpose, NICE produces high quality guidance that is timely, relevant, useable and impactful. Since its establishment in 1999, NICE has developed a reputation as a leader in evidence-based health and social care policy, assessment and decision making for the nation and across the world.

NICE assesses the cost effectiveness of most new medicines through its technology appraisal programme and operates a separate highly specialised technologies programme for the evaluation of a small number of very high-cost drugs for rare diseases. The NHS is legally required to fund drugs recommended by NICE.

In 2023/24, NICE published or updated 188 pieces of high-quality guidance across all of its programmes. It also has a significant portfolio of over 300 guidelines across clinical, public health, and social care.

NICE has a key role in supporting Government priorities for the health and care system and is a key partner in the development of the Government's 10-year plan to radically reform the NHS. It works with the Government and organisations such as NHS England, MHRA and NIHR to support patient access to effective new treatments and ensure the UK remains an attractive place for the life sciences industry.

NICE's remit across health care, public health and social care means it is well placed to provide a system-wide perspective at the national, regional and local levels, including supporting the Integrated Care Systems. Its work is high-profile and is of significant public, media and Parliamentary interest. Further information on NICE and its portfolio of work can be found here: <https://www.nice.org.uk/>

NICE's offices are currently located in Stratford (London) and Manchester, and NICE's total funding for 2023/24 was £88m. The current whole-time equivalent workforce is 815.

Useful links:

[Board | Who we are | About | NICE](#)

[Policies and procedures | Who we are | About | NICE](#)

[standing-orders.docx](#)

## Section 2: The recruitment

### 2.1 Making an application

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

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), we recommend you limit your CV to around 2 pages
- a supporting statement (2 page limit) setting out how you meet the criteria for appointment as set out in the person specification for the role
- 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 Daniel Clemence on 0113 2545335 or Ben Jones on 0113 2546557.

Applications must be received by **midday on Thursday 2 January 2025**.

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

- 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 NICE sets out how individuals are disqualified from appointment as a NICE NED, if they are:

- Chair, or a non-officer member at the NHS Counter Fraud Authority
- Chair or a non-officer member at NHS Resolution (formally known as the NHS Litigation Authority)
- Chair, or a non-officer member at the NHS Business Services Authority; or
- Chair, or a Non-Executive Director of an NHS Trust.
- A Member of the House of Commons

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 Daniel Clemence on 0113 2545335.

## 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, as part of the 'Outside interests and reputational issues' section, information 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 NICE'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.

## 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/government/uploads/system/uploads/attachment_data/file/342222/code_of_conduct_for_board_members_of_public_bodies.pdf)

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

We recommend you limit your CV to around 2 pages. 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.

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 diversity and is committed to equality of opportunity for all and the appointment of disabled people. We are a member of the Disability Confident Scheme, which helps recruit and retain disabled people. All candidates who apply under the Scheme for one of our public appointments and who meet all the essential criteria, will be offered an interview.

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 02 January 2025
- Shortlisting: 05 February 2025
- Interviews: 26 February and 07 March 2025

### 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:

- Helen Lovell Deputy Director, Medicine Regulation and Prescribing, DHSC senior sponsor for NICE (panel chair),
- Sharmila Nebhrajani, Chair of NICE (panel member),
- Sir Hugh Taylor Chair of the Board of Governors of the Health Foundation as an 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 assess 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 and should be invited to

interview. Ministers will then be consulted on the AAP's shortlist. If you have applied under the Disability Confident Scheme and you meet all the essential criteria, then you will 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 other candidates who have been unsuccessful at the interview stage.
- 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.
- 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.
- In some circumstances, Ministers may choose not to appoint any candidate/s and re-run the competition.

## **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 NED of NICE, 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, 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-7937.**

## 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 Ben Jones by emailing

[Ben.Jones1@dhsc.gov.uk](mailto:Ben.Jones1@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

## National Institute for Health and Care Excellence information pack for applicants

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 [DHSC privacy notice - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/61222/dhsc_privacy_notice_-_gov.uk.pdf) and the Cabinet Office's data protection policy for public appointments at [Privacy – Apply for a public appointment – GOV.UK \(apply-for-public-appointment.service.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/61222/privacy_-_apply_for_a_public_appointment_-_gov.uk.pdf)

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 – NICE Legislation Further Information

## SCHEDULE 16

The National Institute for Health and Care Excellence

Membership, appointment, etc.

**1(1)** NICE consists of—

**(a)** at least six members appointed by the Secretary of State (referred to in this Schedule as the “non-executive members”), and

**(b)** at least three but not more than five other members appointed by the non-executive members (referred to in this Schedule as the “executive members”).

**(2)** One of the non-executive members must be appointed as the chair.

**(3)** One of the executive members must be appointed as the chief executive; but the appointment may not be made without the approval of the Secretary of State.

**(4)** The executive members are employees of NICE.

**(5)** Regulations may—

**(a)** prescribe the number of executive members (subject to sub-paragraph (1)(b)), and

**(b)** provide that all or any of the executive members (other than the chief executive) must hold posts of descriptions specified in the regulations.

### Tenure of non-executive office

**2 (1)** The chair and other non-executive members—

**(a)** hold and vacate office in accordance with the terms of their appointments, but

**(b)** may resign office by giving notice to the Secretary of State.

**(2)** The Secretary of State may remove a person from office as the chair or other non-executive member on any of the following grounds—

**(a)** incapacity,

**(b)** misbehaviour, or

**(c)** failure to carry out his or her duties as a non-executive member.

**(3)** The Secretary of State may suspend a person from office as the chair or other non-executive member if it appears to the Secretary of State that there are or may be grounds to remove the person from office under sub-paragraph (2).

**(4)** A non-executive member may not be appointed for a period of more than four years.

**(5)** A person who ceases to be the chair or another non-executive member is eligible for re-appointment.

### **Suspension from non-executive office**

**3 (1)** This paragraph applies where a person is suspended under paragraph 2(3).

**(2)** The Secretary of State must give notice of the decision to the person; and the suspension takes effect on receipt by the person of the notice.

**(3)** The notice may be—

**(a)** delivered in person (in which case, the person is taken to receive it when it is delivered), or

**(b)** sent by first class post to the person's last known address (in which case, the person is taken to receive it on the third day after the day on which it is posted).

**(4)** The initial period of suspension must not exceed six months.

**(5)** The Secretary of State may at any time review the suspension.

**(6)** The Secretary of State—

**(a)** must review the suspension if requested in writing by the person to do so, but

**(b)** need not review the suspension less than three months after the beginning of the initial period of suspension.

**(7)** Following a review during a period of suspension, the Secretary of State may—

**(a)** revoke the suspension, or

(b) suspend the person for another period of not more than six months from the expiry of the current period.

(8) The Secretary of State must revoke the suspension if the Secretary of State—

(a) decides that there are no grounds to remove the person from office under paragraph 2(2), or

(b) decides that there are grounds to do so but does not remove the person from office under that provision.

4 (1) This paragraph applies where a person is suspended from office as the chair under paragraph 2(3).

(2) The Secretary of State may appoint a non-executive member as the interim chair to exercise the chair's functions.

(3) The interim chair—

(a) holds and vacates office in accordance with the terms of the appointment, but

(b) may resign office by giving notice in writing to the Secretary of State.

(4) Appointment as interim chair is for a term not exceeding the shorter of—

(a) the period ending with either—

(i) the appointment of a new chair, or

(ii) the revocation or expiry of the existing chair's suspension, and

(b) the remainder of the interim chair's term as a non-executive member.

(5) A person who ceases to be the interim chair is eligible for re-appointment.

### **Remuneration etc. of non-executive members**

5 (1) NICE must pay to the non-executive members such remuneration and allowances as the Secretary of State may determine.

(2) NICE must pay or make provision for the payment of such pensions, allowances or gratuities as the Secretary of State may determine to or in respect of any person who is or has been a non-executive member.

**(3)** If a person ceases to be a non-executive member and the Secretary of State decides that there are exceptional circumstances which mean that the person should be compensated, NICE must pay compensation to the person of such amount as the Secretary of State may determine.

## **Staff**

**6 (1)** NICE may appoint such persons to be employees of NICE as it considers appropriate.

**(2)** Employees of NICE are to be paid such remuneration and allowances as NICE may determine.

**(3)** Employees of NICE are to be appointed on such other terms and conditions as NICE may determine.

**(4)** NICE may pay or make provision for the payment of such pensions, allowances or gratuities as it may determine to or in respect of any person who is or has been an employee of NICE.

**(5)** Before making a determination as to remuneration, pensions, allowances or gratuities for the purposes of sub-paragraph (2) or (4), NICE must obtain the approval of the Secretary of State to its policy on that matter.

## **Committees**

**7 (1)** NICE may appoint such committees and sub-committees as it considers appropriate.

**(2)** A committee or sub-committee may consist of or include persons who are not members or employees of NICE.

**(3)** NICE may pay such remuneration and allowances as it may determine to any person who—

**(a)** is a member of a committee or sub-committee, but

**(b)** is not an employee of NICE,

whether or not that person is a non-executive member of NICE.

## **Procedure**

**8 (1)** NICE may regulate its own procedure.

**(2)** But regulations may make provision about procedures to be adopted by NICE for dealing with conflicts of interest of members of NICE or members of a committee or sub-committee.

**(3)** The validity of any act of NICE is not affected by any vacancy among the members or by any defect in the appointment of a member.

### **Exercise of functions**

**(9)** NICE may arrange for the exercise of its functions on its behalf by—

- (a)** a non-executive member;
- (b)** an employee (including an executive member);
- (c)** a committee or sub-committee.

### **General powers**

**10 (1)** NICE may do anything which appears to it to be necessary or expedient for the purposes of, or in connection with, the exercise of its functions.

**(2)** But, except as provided by paragraph 11(3), NICE has no power to borrow money.

**(3)** NICE may do any of the following only with the approval of the Secretary of State—

- (a)** form, or participate in the forming of, companies,
- (b)** invest in companies (whether by acquiring assets, securities or rights or otherwise),  
and

**(c)** provide loans and guarantees and make other kinds of financial provision to or in respect of companies.

**(4)** The approval of the Secretary of State may be given for the purposes of sub-paragraph (3) subject to such conditions as the Secretary of State thinks appropriate.

**(5)** In this paragraph “company” has the same meaning as in the Companies Acts (see section 1(1) of the Companies Act 2006).

### **Finance**

**11 (1)** The Secretary of State may make payments to NICE out of money provided by Parliament of such amounts as the Secretary of State thinks appropriate.

(2) Payments made under sub-paragraph (1) may be made at such times and on such conditions (if any) as the Secretary of State thinks appropriate.

(3) The Secretary of State may lend money to NICE on such terms (including as to repayment and interest) as the Secretary of State may determine.

## **Reports**

**12 (1)** As soon as practicable after the end of each financial year, NICE must prepare an annual report on how it has exercised its functions during the year.

**(2)** NICE must—

**(a)** lay a copy of the report before Parliament, and

**(b)** once it has done so, send a copy of it to the Secretary of State.

**(3)** NICE must provide the Secretary of State with such other reports and information relating to the exercise of NICE's functions as the Secretary of State may require.

**(4)** In this paragraph and paragraph 14 "financial year" means—

**(a)** the period beginning on the day on which section 232 comes into force and ending on the following 31 March;

**(b)** each successive period of 12 months.

## **Accounts**

**13 (1)** NICE must keep proper accounts and proper records in relation to the accounts.

**(2)** The Secretary of State may, with the approval of the Treasury, give directions to NICE as to—

**(a)** the content and form of its accounts, and

**(b)** the methods and principles to be applied in the preparation of its accounts.

**(3)** In sub-paragraph (2) a reference to accounts includes NICE's annual accounts prepared under paragraph 14 and any interim accounts prepared by virtue of paragraph 15.

**14 (1)** NICE must prepare annual accounts in respect of each financial year.

**(2)** NICE must send copies of the annual accounts to the Secretary of State and the Comptroller and Auditor General within such period after the end of the financial year to which the accounts relate as the Secretary of State may direct.

**(3)** The Comptroller and Auditor General must—

**(a)** examine, certify and report on the annual accounts, and

**(b)** lay copies of them and the report before Parliament.

**15 (1)** The Secretary of State may, with the approval of the Treasury, direct NICE to prepare accounts in respect of such period or periods as may be specified in the direction (“interim accounts”).

**(2)** NICE must send copies of any interim accounts to the Secretary of State and the Comptroller and Auditor General within such period as the Secretary of State may direct.

**(3)** The Comptroller and Auditor General must—

**(a)** examine, certify and report on any interim accounts sent by virtue of sub-paragraph (2), and

**(b)** if the Secretary of State so directs—

**(i)** send a copy of the report on the accounts to the Secretary of State, and

**(ii)** lay copies of them and the report before Parliament.

### **Seal and evidence**

**16 (1)** The application of NICE’s seal must be authenticated by the signature of the chair or of any employee who has been authorised (generally or specifically) for that purpose.

**(2)** A document purporting to be duly executed under NICE’s seal or to be signed on its behalf must be received in evidence and, unless the contrary is proved, taken to be so executed or signed.

### **Status**

**17(1)** NICE must not be regarded as the servant or agent of the Crown or as enjoying any status, immunity or privilege of the Crown.

**(2)** NICE’s property must not be regarded as property of, or property held on behalf of, the Crown.

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