



Department
of Health &
Social Care



Blood and Transplant

Non-Executive Director (Clinician) of NHS Blood and Transplant

Information pack for applicants

Closing date: Midday on Tuesday 17 March 2026

Reference no: VAC-8529

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Section 1 – The Role

1.1 Introduction

Comments from Non-Executive Directors (NEDs) of NHS Blood and Transplant (NHSBT).

Professor Charlie Craddock

“It is a privilege, as a member of the NHSBT Board, to contribute to vital strategic discussions relating to the provision of blood, organs and stem cells for NHS patients. I have been continually impressed by NHSBT’s ambition to optimise patient outcomes and donor experience and its growing importance as an innovative and vital component of the UK life Sciences economy. At the same time being a member of NHSBT’s board has provided insights into linked areas of corporate governance, digital infrastructure and business planning of invaluable importance to my broader career development”

Professor Lorna Marson

“It is a privilege to be part of the decision making in NHSBT. I have learnt a huge amount about the portfolio of NHSBT, its challenges and opportunities. I also really enjoy working with the other Board colleagues, who come from a range of different backgrounds, and I have observed and learnt from them with great interest. It is exciting to play a role in the strategic direction of the organisation”.

1.2 Role description and person specification

The Secretary of State for Health and Social Care is looking to make 2 new clinical appointments to the Board of NHSBT.

Role description

As a Non-Executive Director, you will work with the Chair (Peter Wyman), NHSBT’s other non-executives and the Chief Executive and the executive team to govern the activities of NHSBT. With them you will share the corporate responsibility for the decisions of the Board and the performance of the organisation. In particular, you will:

- contribute to the development of strategy, agreeing the goals, business plans and objectives of the organisation, taking into account the policies of the various UK health departments as necessary
- monitor and review performance; ensuring that financial controls and systems of risk management are robust and effective
- help shape an inclusive and high performing culture in NHSBT through engaging with and providing ideas and guidance to the NHSBT team
- demonstrate a commitment to patient safety and to patients and staff being able to properly raise concerns
- represent the Board, as required, at official occasions and visits to NHSBT sites.

Person specification

The Department of Health and Social Care values and promotes diversity. 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 society they serve.

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 strong career track record of significant delivery at a senior level within the private, public or voluntary sectors.
- Ability to operate effectively as part of a team on the board of a national public body, where you provide support, challenge and assurance.
- Sound judgement, with an ability to critically analyse a wide range of information and make evidence-based, strategic decisions.
- Excellent communication and interpersonal skills, with the ability to gain the confidence of colleagues within your organisation and of its stakeholders.
- Skills and experience in at least one of the following:
 - **Clinician with experience in organ transplantation.** In relation to this role, you must have:
 - clinical expertise in solid organ transplantation (SOT)
 - strong clinical expertise, in one or more areas of SOT
 - credibility within the organ donation and transplantation community

In addition, in relation to this role, it is desirable that you have experience in one of the following:

- experience of working nationally in organ donation or transplantation
- understanding and experience of clinical governance locally or nationally
- an appreciation of the importance of research and development

- **Clinician with experience in blood transfusion.** In relation to this role, you must have:
 - strong clinical expertise in the use of blood components.
 - credibility in the transfusion or red cell clinical community and be able to garner clinical views from users of NHSBT components and services.

In addition, in relation to this role, it is desirable that you have experience in one of the following:

- as a haematologist.

- in the governance and running of transfusion in a region or hospital (such as a Regional or Hospital Transfusion Committee Chair).
- in the use of plasma products.

Remuneration and status of appointment

The NHSBT NEDs receive remuneration at the standard rate of £7,883 per annum.

Remuneration for this role is treated as 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 NHSBT. 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 NHSBT.

This is an office holder appointment and as such it is not subject to the provisions of employment law. 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. You will not become a member of the Civil Service and will therefore not attract any benefits under any Civil Service Pension Scheme.

Time commitment

Two to three days per month.

Location

The main office location is Bristol and board meetings are held at different locations in England with one meeting a year in one of the devolved nations.

Future meeting dates are schedule for:

- 24 March 2026
- 19 May 2026
- 21 July 2026
- 29 September 2026
- 01 December 2026
- 26 January 2027
- 23 March 2027

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. There is no automatic presumption of re-appointment; each case is considered on its own merits. Merit will

take into account a number of factors including, but not restricted to, the diversity of the current board, the balance of skills and experience it needs in the future, and the performance of an office holder during their first term. Office holders would only serve more than two terms or a total of ten years in post, by exception.

Accountability

NHSBT NEDs are appointed by the Secretary of State for Health and Social Care and are accountable to the Secretary of State via the NHSBT Chair for carrying out their duties and for their performance.

For a discussion about the role

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

Name: Peter Wyman, NHSBT Chair

Tel: 07711 776128

Email: Peter.Wyman@nhsbt.nhs.uk

1.3 NHS Blood and Transplant role and responsibilities

NHSBT is a unique organisation playing a critical infrastructure role in the UK healthcare system. It was formed in 2005 by bringing together the National Blood Service and UK Transplant, NHSBT is accountable for collecting, manufacturing and supplying blood to meet the needs of the NHS and for supplying organs, tissues and stem cells that save and improve the lives of patients. These are lifesaving products that can only be provided thanks to the generosity of donors and their families. NHSBT also provide a range of related diagnostic and therapeutic services. They employ over 6,400 people across the UK, with a total revenue of over £650 million. NHSBT is a healthcare organisation within the NHS that has front-line services offering care for donors and patients.

The 2025/26 Business Plan aligns with the DHSC Outcome Delivery Plan and the Secretary of State for Health and Social Care's priorities.

- NHSBT will play a vital role in supporting reductions in waiting times for emergency, cancer and elective treatments through the provision of blood components underpinned by a stronger donor base and modernised operations. NHSBT remain committed to enhancing financial efficiency, supporting NHS provider organisations in meeting cost-saving and productivity targets.
- NHSBT also have a role in transforming healthcare through *Change NHS: helping to build a health service fit for the future*.
- As part of the 10 Year Health Plan for England, NHSBT aim to position its work as a key enabler of the NHS' success. It is focussed on influencing the health plan in four key areas:
 1. Systemic changes that shift the dial on reducing the organ and tissue transplant waiting list
 2. A transformation in the way it speaks to the public about donation
 3. Support for more innovation – create new treatments and services at scale for NHS patients and help the UK to become more self-sufficient in blood and tissue products
 4. NHS-wide interoperability on blood supply to increase efficiency, productivity, safety and resilience

Further information on NHSBT's plans are included in [response to the 10-Year Health plan](#), which are aligned to the organisational Strategy and Business Plan for 2025/26.

NHSBT is guided by the following values:

- Care for donors, their families, the patients they serve, and their people
- Expert at meeting the needs of those who use their service and those who operate it
- Provide quality products, services and experiences for donors, patients and colleagues



They have key 5 priorities, as below:

Our ambition is to save and improve even more lives

To deliver this we will:

 <p>Grow and diversify our donor base to meet clinical demand and reduce health inequalities</p>	 <p>Modernise our operations to improve safety, resilience and efficiency</p>	 <p>Invest in people and culture to ensure a high performing, inclusive organisation</p>	 <p>Drive innovation to improve patient outcomes</p>	 <p>Collaborate with partners to develop and scale new services for the NHS</p>
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Our vision: a world where every patient receives the donation they need

Diversity and Inclusion

NHSBT is committed to championing and promoting Equality, Diversity, and Inclusion. Improving the diversity of our workforce and donors is a key priority for the organisation. NHSBT is working hard to ensure that they better serve the reflections the communities that they serve. For more information, please see [Diversity and inclusion - NHS Blood and Transplant \(nhsbt.nhs.uk\)](https://nhsbt.nhs.uk/diversity-and-inclusion).

NHSBT's strategy

NHSBT's strategy sets out how they will deliver against their mission, while adhering to both their core purpose and values. The strategy is summarised via their 5 key priorities and describes what they will do to achieve each of these priorities and how they will know when they have succeeded. For full details of their strategy, please read the [Strategy document](#).

Section 2: The recruitment

2.1 Making an application

Thank you for your interest in the role of NED of NHSBT.

The Department of Health and Social Care's Public Appointments Team 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. This is a central, online recruitment platform managed by the Cabinet Office, which candidates use to apply for public appointments with any government department or a body which they sponsor.

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 ask that 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](#).

You will be asked 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 Zubeda Seedat on 0207 210 5352

Applications must be received by **midday on Tuesday, 17 March 2026**.

The Advisory Assessment Panel reserves the right to only consider applications that contain all of the elements you have been asked to provide, and which are listed above, and that the applications are received before the published deadline.

In completing an application, please firstly note the following information set out below, 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:

To hold the role of NED of NHSBT you need a right to work in the UK.

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, which includes this role, 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 NHSBT sets out how individuals are disqualified from appointment as a NED, if they:

- 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 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 with a health service body, or had your tenure of office as the chairman, a member, a director or a governor of a health service body other than a clinical commissioning group terminated on certain grounds 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 conditionally included on a primary care list or removed from inclusion on a primary care list on certain grounds, or you have been removed from such a list on certain grounds or suspended or have been contingently removed from a primary care list.
- 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, removed from being concerned in the management or control of any relevant body or removed from a senior role of a registered social landlord.
- if you are the Chair (member, officer, director or governor) of NHSBT you cannot be the chair or non-office member of the NHS Counter Fraud Authority
- If you are the Chair, chief executive or non-officer member of NHS BT you cannot be a chair or non-officer member of the NHS BSA.

Circumstances in which an individual may not be considered for appointment also include:

- if you have been appointed to NHSBT as a Board member and served a total of 8 years
- if you are a member of the House of Commons
- you cannot be a Chair of an NHS Trust if you are a chair, member, director or employee of NHS Blood and Transplant. You can however be a NED of an NHS Trust if you are a chair, non-officer member of NHS Blood and Transplant.

The above is only intended to act as a summary of the legislation and you should consider the relevant sections of the legislation in full, which are 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 the appointment. If you are currently disqualified from appointment, please provide further details in your supporting letter.

For further advice, please contact Daniel Clemence on Daniel.Clemence@dhsc.gov.uk

Fit and Proper Person Test

Non-Executive Directors of NHS Blood and Transplant hold positions of significant public responsibility. It is therefore essential that those appointed are able to maintain the confidence of the public, patients, and NHS staff.

The Fit and Proper Person Requirements are set out in the Health and Social Care Act 2008 (Regulated Activities) Regulations 2014. Please see **Annex B**. The Department of Health and Social Care is required to ensure that individuals appointed to these roles meet these requirements.

Full Fit and Proper Person checks will be undertaken for candidates at offer stage, prior to any appointment being confirmed.

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.

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 Advisory Assessment 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.

If offered the role, you will be required to make a Declaration of Interests, which will need to include mitigations approved by the Department, for managing any potential conflicts of interest. Failure to declare a potential conflict of interest may become grounds for withdrawing an offer of appointment.

You will also be required 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.

Subject to the particular interest, you may also be required declare the interest to NHSBT for inclusion on their published Register of Member Interests.

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 and which meets the criteria for being politically active, as set out in the guidance when applying online, 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 reserve the right to consider anything in the public domain which may relate to your need to meet the requirements of the role to which you have applied and to hold public office. 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 NHSBT 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:
 - a complaint/personal conduct issue has either been upheld or partly upheld
 - 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
 - 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: <https://www.gov.uk/government/publications/board-members-of-public-bodies-code-of-conduct>

Alongside your own declaration, we will also conduct due diligence checks, as noted above, on information in the public domain. Your declarations and information from our checks will be shared with the Advisory Assessment Panel, who may explore any issues 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 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 ask that you aim to 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.
- 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 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 potential 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.

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 an 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 to the application process

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 to attend interviews, for example sign language interpreters
- making provision for support animals to attend interviews.

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.

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 Tuesday, 17 March 2026
- Shortlisting: 01 April 2026
- Interviews: 28 & 30 April 2026

Advisory Assessment Panel

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

Advisory Assessment Panels perform a number of functions, including undertaking sifting, carrying out interviews and assessing objectively who meets the published appointment criteria for the role. It is then for the Minister to decide who to appoint to the role.

The Advisory Assessment Panel will include:

- Helen McDaniel, DHSC senior sponsor for NHSBT (panel chair)
- Peter Wyman, Chair of NHSBT (panel member)
- John Forsythe, DHSC Senior Clinical Advisor (panel member)
- Mercy Jeyasingham, a NED of the Medicines and Healthcare products Regulatory Agency as the Independent Panel Member.

Assessment

When the advert has closed, we will commission a pre-assessment of candidate applications which will then be provided to the Advisory Assessment 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. If they wish to, Ministers can see the full list of candidates and provide their views to the Advisory Assessment Panel ahead of shortlisting.

At the shortlisting meeting the Advisory Assessment Panel will assess applications against the essential criteria. It is the responsibility of the Advisory Assessment Panel to determine who it believes best meet the criteria for the role, and who should be invited to interview. 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.

If they wish to, Ministers can see the short list of candidates and provide their views to the Advisory Assessment Panel ahead of interviews.

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, normally 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 Advisory Assessment Panel.

The Advisory Assessment Panel will meet again to interview candidates and determine who meets the essential criteria and is therefore appointable to the role. They may share the opening question with you in advance to allow you to prepare your answer. The Advisory Assessment Panel 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. They 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 Advisory Assessment 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 and to 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 ask you 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. DHSC will also conduct pre-appointment checks.

These checks are conducted on candidates to be appointed, prior to appointment. Your role is only initially offered subject to these checks being satisfactorily completed.

Some of the checks will be run by the department's Public Appointments Team and some will be commissioned by them from the Government Recruitment Service (GRS). Taken as a whole, the checks will include covering the requirements of the fit and proper person test, referred to earlier, and security checks.

The pre-appointment checks cover:

- identity check
- employment history
- references for the last 6 years of your employment
- occupational health assessment (where necessary)
- qualifications
- record of any upheld, ongoing or discontinued disciplinary, complaint, grievance, adverse employee behaviour or whistle-blowing findings
- Disclosure and Barring Service check
- professional registration/revalidation status (where required)
- insolvency check
- declaration of any settlement agreements
- a search of the Companies House register to ensure you are not disqualified as a director
- a search of the Charity Commission's register of removed trustees
- a check with the regulatory body for the NHS and relevant professional bodies where necessary
- social media check
- employment tribunal judgement check
- county court judgement check

Identity checks

The identity checks noted above will require you to initially provide three forms of documentation 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.

References

We will request two types of references as part of our due diligence process:

- those focused on assessing your fit against the person specification and your ability to meet the requirements of the role. To support that, we require that you provide contact details for two referees: one from your current or most recent main employer, and one from another suitably qualified person who can make such an assessment. The contact details of both referees should be included in your CV.

- those related to the fit and proper person test. If you are shortlisted, we will ask at that point that you provide the contact details of HR Directors or equivalent for any organisations you have been employed by or have held a Chair or Non-executive Director position with, in the last 6 years. These references will be focused on conduct: we will ask those organisations to confirm if there were or are any misconduct or grievance processes that we should be made aware of. When we request contact details from you, we will share with you the specific questions we will ask of your former employers, and we will seek your permission to approach them.
- Both sets of references described above will only be collected if you have been offered and are willing in principle to accept the role.

Occupational Health assessment

If you are offered an appointment, as part of standard pre-appointment checks, you will be asked a series of questions to ascertain whether you will need to undertake an Occupational Health assessment prior to being appointed. The Occupational Health assessment will determine whether you are fit to deliver the role and if you would need any reasonable adjustments to do so.

Appointment

On completion of your Declaration of Interests and the pre-appointment checks, you will receive a letter from Ministers appointing you as a NED of NHSBT, 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. A press notice may also be issued.

Queries

For any queries about your application status or the selection process, please contact Daniel Clemence in DHSC's Public Appointments Team:

Email: 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 Public Appointments Team confirming 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-8529.

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 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 Zubeda Seedat by emailing zubeda.seedat@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

Complaints to the Commissioner for Public Appointments must relate to a regulated public appointments process. For further information please see: [Complaints - Commissioner for Public Appointments \(gov.uk\)](#)

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 [DHSC privacy notice - GOV.UK \(www.gov.uk\)](#) 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 Advisory Assessment Panel for the post to which you are applying, so that your CV and supporting letter can be assessed.

The equality 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, Advisory Assessment 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 – NHSBT Legislation Further Information

Disqualification

Note that 'health service body' for the purposes of these regulations means:

(a) a Strategic Health Authority, Special Health Authority, clinical commissioning group, Primary Care Trust, NHS trust, Local Health Board, NHS foundation trust, Community Health Council or the Citizen Voice Body for Health and Social Care, Wales, established under section 12(1) of the Health and Social Care (Quality and Engagement) (Wales) Act 2020,

(b) a Health Board or Special Health Board constituted under section 2 of the National Health Service (Scotland) Act 1978 or the Scottish Dental Practice Board, the Common Service Agency for the Scottish Health Service, Healthcare Improvement Scotland or an NHS trust constituted under, respectively, sections 4, 10, 10A or 12A of that Act,

(c) the Dental Practice Board constituted under section 37(1) of the Act

(d) the Commission for Healthcare Audit and Inspection,

(da) the National Institute for Health and Care Excellence,

(db) the Health and Social Care Information Centre,

(e) the Health Protection Agency,

(f) the Secretary of State,

(fa) NHS England;

(g) the Northern Ireland Central Services Agency for Health and Social Services established under the Health and Personal Social Services (Northern Ireland) Order 1972,

(h) a special health and social services agency established under the Health and Personal Social Services (Special Agencies) (Northern Ireland) Order 1990,

(i) a Health and Social Services Board constituted under the Health and Personal Social Services (Northern Ireland) Order 1972,

(j) a Health and Social Services trust established under the Health and Personal Social Services (Northern Ireland) Order 1991,

(k) the Department of Health, Social Services and Public Safety for Northern Ireland;

(l) the Care Quality Commission;

(m) Health Education England; and

(n) the Health Research Authority;

1. A person shall be disqualified for appointment as the chairman or as a non-officer member if they have within the preceding five years:
 - (a) 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
 - (b) been sentenced to a sentence of imprisonment (whether suspended or not); and
 - (c) 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.

They will also be disqualified if:

2. They are the subject of a bankruptcy restrictions order, an interim bankruptcy restrictions order, a debt relief restrictions order or interim debt relief restrictions order under Schedule 4ZB to the Insolvency Act 1986.
3. They have been dismissed within the previous five years, otherwise than by reason of redundancy, from any paid employment with a health service body.
4. 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.
5. 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.
6. 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 were not subsequently nominated or approved or included in a primary care list
 - (c) Conditionally included in a primary care list
 - (d) Have been removed from a primary care list and has not subsequently been included in such a list
 - (e) Contingently removed from a primary care list
 - (f) 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, or, as the case may be, the provision corresponding to that provision in legislation relating to Scotland and Northern Ireland
 - (g) 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)

- (h) Or have been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commissioners of 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
- (i) Or have been removed under s7 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
- (j) Removed as a director, trustee or committee member of a registered social landlord or a private registered provider of social housing.

7. Where a person is disqualified on the following grounds:

- (a) They have been dismissed within the previous five years, other than by reason of redundancy, from any paid employment with a health service body or
- (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) They have been 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; or
- (d) They have been removed as a director, trustee or committee member of a registered social landlord or a private registered provider of social housing,

They may, after the expiry of two years beginning on the date on which they were dismissed or 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.

8. Where a person is disqualified on account of them being 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 interest 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 his duties

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 his period of office. However, the Secretary of State may, on application being made to him by that person, reduce the period of disqualification.

9. Further circumstances in which an individual may not be considered for appointment also include:
- (a) If you have been appointed to NHSBT as a Board member and served a total of 8 years
 - (b) A member of the House of Commons
 - (c) You cannot be a Chair of an NHS Trust if you are a chair, member, director or employee of NHSBT. You can however be a NED of an NHS Trust if you are a chair, non-officer member of NHS Blood and Transplant.
 - (d) You cannot hold office as a chair or non-officer member of the NHS Counter Fraud Authority if you are chairperson, member, officer, governor or director with, or is employed by, or contracted in any capacity to provide services to NHS Blood and Transplant.
 - (e) You cannot hold office as the Chair or non-officer member of the NHS Business Services Authority if you are the chair, chief executive or non-officer member of NHSBT.

Notice and Termination

10. 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.
11. Where the Secretary of State is of the opinion that it is not in the interests of, or conducive to the good management of, NHSBT or of the health service that the chairman or non-officer member should continue to hold office, the Secretary of State may forthwith terminate his tenure of office by giving them notice in writing to that effect.
12. If the chairman or a non-officer member fails to attend three successive meetings of NHSBT 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 NHSBT within such a period as the Secretary of State considers reasonable.
13. Where a person has been appointed to be the chairman or a non-officer member, and they become disqualified from appointment under the paragraphs 1 to 7 above, they shall notify the Secretary of State in writing of such disqualification.
14. Where it comes to the notice of the Secretary of State that at the same time of their appointment or later, a person was disqualified for appointment, 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, his tenure of office, if any, shall be terminated and they shall cease to act as chairman or non-officer member.

15. 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 NHSBT 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 his 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 him notice in writing to that effect.

Suspension

16. The Secretary of State may suspend an appointee from office whilst they consider whether:

- (a) to remove the person from office because it is the opinion of the Secretary of State that it is not in the interests of, or conducive to the good management of, NHSBT 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 or a non-officer member has failed to comply with paragraph 15 above
- (b) the person has become disqualified for appointment under paragraphs 1 to 7 above, or was so disqualified at the time of appointment.

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

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

19. 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.

20. 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.

21. The Secretary of State must revoke the suspension if at any time the Secretary of State decides that:

- (a) there are no grounds to remove the chairman or non-executive member from office as listed above
- (b) there are such grounds but does not remove that person from office as chairman or non-executive member under these provisions; or
- (c) the person is not disqualified for appointment under paragraphs 1 to 7 and/or prohibited from being appointed under paragraph 9 above.

Appointment, Suspension and Termination of vice-chairman

22. In circumstances where the chairman is suspended and a vice-chairman has been appointed, that appointment shall cease to have effect.

23. The Secretary of State may re-appoint the person or appoint another non-officer member to be the vice-chairman.

24. The appointment of a vice-chairman shall be for a period, not exceeding the shorter of:
- (a) the period for which the chairman is suspended; and
 - (b) the remainder of the non-officer member's term as a member of NHSBT.
25. When the period for which a person is appointed as vice-chairman expires, the Secretary of State may re-appoint the person, or appoint another non-officer member as vice-chairman.
26. Any person appointed may at any time resign from the office of vice-chairman by giving notice in writing to the Secretary of State.
27. A notice shall take effect:
- (a) where a date is specified in the notice as that on which the resignation is to take effect, on that date; or
 - (b) in any other case, on the date that the notice is received by the Secretary of State.
28. The Secretary of State may terminate a person's appointment as vice-chairman under paragraphs 23 or 25 if the Secretary of State is of the opinion that it would be in the best interests of NHSBT for another non-officer member of NHSBT to be vice-chairman.
29. If a person resigns from the office of vice-chairman under paragraph 28 or the Secretary of State terminates a person's appointment as vice-chairman under paragraph 28 the Secretary of State may appoint another non-officer member as vice-chairman.

Annex B – Fit and Proper Person Test - Further Information specific to NHSBT

1. The Health and Social Care Act 2008 (Regulated Activities) Regulations 2014 (“the 2014 Regulations”) introduced a fit and proper person test which Non-Executive Directors of NHS Blood and Transplant have to meet because management of the supply of blood and blood derived products is a regulated activity under the 2014 Regulations. The Chair/Non-officer members of NHSBT are required to meet the fit and proper test. In addition to the disqualification provisions set out in regulation 3 of the NHS Blood and Transplant Regulations 2005, the relevant requirements in the 2014 Regulations have to be adhered to. Therefore:
 - a. You warrant that you are a fit and proper person to be appointed to this position and in particular that you meet the fit and proper person requirements laid down in the 2014 Regulations and any subsequent relevant legislation. In particular you warrant that you:
 - i. Are not an undischarged bankrupt or a person whose estate has had sequestration awarded in respect of it and who has not been discharged
 - ii. Are not the subject of a bankruptcy restrictions order or an interim bankruptcy restrictions order or an order to like effect made in Scotland or Northern Ireland
 - iii. Are not a person to whom a moratorium period under a debt relief order applies under Part VIIA (debt relief orders) of the Insolvency Act 1986
 - iv. Have not made a composition or arrangement with, or granted a trust deed for, creditors and not been discharged in respect of it
 - v. Are not included in the children’s barred list or the adults’ barred list maintained under section 2 of the Safeguarding Vulnerable Groups Act 2006, or in any corresponding list maintained under an equivalent enactment in force in Scotland or Northern Ireland
 - vi. Are not prohibited from holding this position by or under any enactment
 - vii. Have not 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 an offence
 - viii. Have not been erased, removed or struck-off a register of professionals maintained by a regulator of health care or social work professionals
 - ix. Have the qualifications, competence, skills and experience which are necessary for this position
 - x. Are not prevented by your health, after reasonable adjustments are made from properly performing tasks which are intrinsic to this position; and
 - xi. You have not been responsible for, been privy to, contributed to or facilitated any serious misconduct or mismanagement (whether unlawful or not) in the course of carrying on a regulated activity or providing a service elsewhere which, if provided in England, would be a regulated activity.

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