



Department  
of Health



Health & Social Care  
Information Centre

## **Chair of the Health and Social Care Information Centre**

### **Information pack for applicants**

**Closing date: Midday on 18<sup>th</sup> March 2016**

**Reference no: E16-78**



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## Chair of the Health and Social Care Information Centre (E16-78)

### Making an application

Thank you for your interest in the appointment of Chair of the HSCIC. The attached Annexes provide details on the role of the Chair and the person specification, the role and responsibilities of HSCIC and the selection process.

To make an application please send a CV, supporting letter and completed monitoring form (attached) to the address below:

[appointments.team@dh.gsi.gov.uk](mailto:appointments.team@dh.gsi.gov.uk) quoting the reference in the subject field, or post to: Holly Wainwright, Department of Health, Room 1N09, Quarry House, Quarry Hill, Leeds, LS2 7UE. Applications must be received by **midday on 18<sup>th</sup> March 2016**.

In making an application please note the following:

### Supporting letter

The supporting letter is your opportunity to demonstrate how you meet each of the criteria set out in the person specification. How you choose to present the information is up to you. However, you should aim to provide specific and detailed examples that demonstrate how your knowledge and experience matches each of the criteria, and which describe what your role was in achieving a specific result. It will also benefit the selection panel if you can be clear which particular evidence you provide relates to which criteria. Providing separate paragraphs in relation to each criterion is common practice.

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 letter.

Please limit your letter to two pages, and type or write clearly in black ink.

### Declaration of interests and ensuring public confidence

If you have any business or personal interests that might be relevant to the work of HSCIC and which could lead to a real or perceived conflict of interest were you to be appointed, please provide details in your supporting letter. Should you be successful in your application, if there is anything in your personal or professional history, that if brought into the public domain, may cause embarrassment or disrepute to the organisation, please provide further details in your supporting letter. Failure to disclose such information could result in an appointment being terminated – refer to the “Disqualification from appointment” section in Annex A.

### CV

Please ensure your CV includes:

- your full name, title, home address, personal contact telephone numbers (land line and mobile) and personal email address
- similar contact details for two referees who will support your application. 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 these roles. Please identify any past or present Ministerial appointments

### **Monitoring form**

Please complete the monitoring form. Diversity monitoring information will not be seen by the panel assessing your application.

### **Guaranteed Interview Scheme**

The Department of Health operates a Guaranteed Interview Scheme (GIS) for disabled people. The Equality Act 2010 defines a person as disabled if they have a physical or mental impairment and the impairment has a substantial and long term adverse effect on their ability to carry out normal day to day activities. Under the GIS a disabled candidate will be selected for interview if they meet the **essential criteria** for the post.

If you wish to apply under the GIS please complete the GIS form and return it with your application.

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

### **Indicative timetable**

Closing date:	Midday on 18 <sup>th</sup> March 2016
Shortlisting complete:	week commencing 21 <sup>st</sup> March
Interviews held:	week commencing 4 <sup>th</sup> April

### **Key facts about the post**

Location: The HSCIC has its main headquarters in Leeds with additional offices in other areas of the country

Remuneration: The remuneration for this role is up to £63k a year

Time Commitment: 2-3 days per week

### **Contacts:**

For further information regarding the selection process, please contact:

Holly Wainwright  
Appointments Team  
Tel: 0113 254 6135  
Email: holly.wainwright@dh.gsi.gov.uk

For further information regarding the role of the HSCIC and the role of the Chair please contact Vicky Cave on Tel: 0113 254 5700, Email: victoria.cave@dh.gsi.gov.uk

Please quote reference E16-78 on all correspondence.

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

## **Feedback**

The Commissioner for Public Appointments would like to find out what you think of the public appointments process. When you have completed the process, the Commissioner would appreciate a few minutes of your time to complete this survey: <http://publicappointmentscommissioner.independent.gov.uk/candidate-survey/>

Your response will be anonymous and will inform the Commissioner's ongoing work with Government Departments to improve the public appointments process.

## **Appointment of the Chair of the Health and Social Care Information Centre**

### **Role and responsibilities of the Chair of HSCIC**

The Chair of the Health and Social Care Information Centre (HSCIC) is a key appointment for the Government.

The Chair of The Health and Social Care Information Centre will:

- continue to build on the reputation of the HSCIC as the trusted source of authoritative data and information relating to health and care, so that it plays a fundamental role in driving better care, better services and better outcomes for patients as part of the Government's reforms;
- ensure that the HSCIC's affairs are conducted with probity, and that the board's policies and actions support the HSCIC in the discharge of its functions and duties efficiently and effectively;
- set an example of integrity and ethical leadership for the entire organisation, ensuring the board assesses the values of the organisation and sets a high standard for ethics and responsible business, establishing the HSCIC's reputation as an open and independent body, which puts the interests of the public and patients first;
- ensure the effective recruitment, induction and development of new non-executive directors and the continuous development of the Board's capability;
- chair the board and its meetings; planning the agenda and determining the quality, quantity and timeliness of information from management; developing the organisations priorities and creating an environment for constructive debate on key issues;
- ensure that the HSCIC has established effective corporate governance arrangements, providing advice to Parliament, the Secretary of State and feedback to the Department of Health when it periodically reviews the HSCIC;
- ensure that strategic and relevant operational issues, including the work of the risk and audit committee, are discussed by the board in a timely manner and with appropriate information to support their decisions;
- ensure that the board and the HSCIC observe the Secretary of State for Health's policies and priorities, including the requirements of the Code of Conduct for Board members of public bodies and any other regulations and orders issued by the Secretary of State concerning the conduct of the HSCIC;
- ensure that the Board puts policies in place to secure the effective management and development of its staff, that it is clear about the values it holds as an organisation and communicates them effectively to the Institute's staff and to its external partners; and

- with the Chief Executive and other members of the leadership team, ensure the establishment and maintenance of good working relationships with a range of key stakeholders including the Department of Health, the NHS England, NHS Improvement, CQC, Public Health England, the wider NHS, local authorities, public and independent sector providers, the media and the main patient and public constituencies. Through this, develop, maintain and promote the work of the HSCIC, the NHS Constitution, and the wider reputation of the NHS.

### **Qualities required for the role of The Chair of HSCIC**

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**

- Ability to lead a board and drive major change within complex organisations and establish a successful organisational culture and values.
- Senior board level experience in a complex organisation and be able to lead, motivate and develop excellent working relationships to achieve shared goals
- Ability to operate creatively and with flexibility in a statutory framework whilst leading the development of the organisation as a cost effective model drawing on your experience in the private or public sector.
- An effective public communicator with the ability to convey complex issues clearly and compellingly, and the ability to command the respect of all key stakeholders.
- An understanding of how information and the use of information technology can transform health and care services - for all citizens, professionals, and for the broader sector including research and the UK economy.

#### **Remuneration**

- the remuneration for this role is up to £63k a year for a time commitment of between 2-3 days per week
- remuneration is taxable, and subject to National Insurance contributions, both of which will be deducted at source under PAYE before you are paid. Remuneration is not pensionable
- you may claim travel and subsistence expenses, which are properly and necessarily incurred in carrying out your role and responsibilities as Non-Executive Director of the HSCIC, in line with travel and subsistence policy and rates for the HSCIC. A copy of the policy and rates can be obtained from HSCIC

#### **Time commitment**

2-3 days per week

#### **Tenure of office**

The Secretary of State determines the length of the appointment, which will be for up to a maximum of 4 years.

## **Accountability**

This Chair is appointed by the Secretary of State and is accountable to the Secretary of State via a senior Departmental official for carrying out their duties and for their performance.

## **Disqualification from appointment**

There are circumstances in which an individual may not be considered for appointment. For more information on the disqualification criteria, please refer to the full document at: <http://www.legislation.gov.uk/uksi/2005/500/regulation/3/made>

Further advice about disqualification for appointment can be provided by contacting Holly Wainwright on 0113 254 6135.

## **Conflict of Interests**

You should particularly note the requirement for you to declare any private interests which may, or may be perceived to, conflict with the role and responsibilities as the Chair of HSCIC, including any business interests and positions of authority outside of the role in HSCIC.

If appointed, you will also be required to declare these interests on appointment which will be entered into a register which is available to the public.

## **Standards in public life**

You will be expected to demonstrate high standards of corporate and personal conduct. All successful candidates will be asked to subscribe to the *Code of Conduct for Board Members of Public Bodies*, you can access this document at: <http://www.bl.uk/aboutus/governance/blboard/Board%20Code%20of%20Practice%202011.pdf>

## **Diversity and equality of opportunity**

The Department of Health values and promotes diversity and encourage applications from all sections of the community.



## **The Health and Social Care Information Centre role and responsibilities**

The overall purpose of the HSCIC is to provide leadership of and accountability as the trusted national provider of high quality information, data and IT systems for health and social care, enabling people to make informed decisions and achieve the best possible health and wellbeing outcomes.

The Health and Social Care Information Centre (HSCIC) was set up as an Executive Non Departmental Public Body (ENDPB) in April 2013. It has responsibility for activity with a value in excess of £1 billion and employs around 2000 staff in 19 different locations across England.

Data and information will drive the transformation of care services across England and the HSCIC will be a pivotal new driving force for that transformation as the key information and technology partner at the heart of the new health and care system. The HSCIC is already a world leader in the production of open data and will continue to be the national centre of expertise and innovation in information management. The ambition is for the HSCIC to build on this role so it becomes the equivalent of the Office for National Statistics (ONS) for health data and the world leader in the application of technology in health and care, by being at the forefront of driving technological change in the NHS.

The Health and Social Care Act 2012 sets out the HSCIC's responsibilities, which include:

- collecting, analysing and presenting national health and social care data
- setting up and managing national IT systems for transferring, collecting and analysing information
- publishing a set of rules (called a Code of Practice) to set out how the personal confidential information of patients should be handled and managed by health and care staff and organisations
- building up a library of 'indicators' that can be used to measure the quality of health and care services provided to the public
- acting to reduce how much paperwork doctors, nurses and care workers have to complete by ensuring that only essential data is collected, and that collecting the same information twice is avoided
- helping health and care organisations improve the quality of the data they collect by setting standards and guidelines to help them assess how well they are doing
- creating a register of all the information that is collected and produced, and publishing that information in a range of different formats so that it will be useful to as many people as possible while safeguarding the personal confidential data of individuals

Further information on the HSCIC's statutory functions and duties is set out in the attached link: <http://www.legislation.gov.uk/ukpga/2012/7/part/9/chapter/2/enacted>

### **The selection process**

The Department of Health's Appointments Team will deal with your application as quickly as possible and will advise you of the likely timetable at each stage. After the closing date for applications:

- the panel will assess candidates' CVs and supporting letters to determine who it believes best meet the criteria for the role, and who will be invited to interview. The panel will rely only on the information you provide in your CV and letter to assess whether you have the skills and experience required. Please ensure that you provide evidence to support how you meet all of the essential criteria
- the selection panel will be chaired by a Libby Watkins, Public Appointments Assessor and will also include Una O'Brien (DH Permanent Secretary) and an independent panel member.
- your application may be "long-listed", subject to the volume of applications received, before it is passed to the shortlisting panel for consideration. You should be aware that in this situation, your application might not be considered in full by all of the panel.
- we anticipate that by 24<sup>th</sup> March the panel will have decided who will be invited for interview during week commencing 4<sup>th</sup> April.
- the panel will select for interview only the strongest applicants who it feels have demonstrated that they best meet the criteria set out in the person specification. However, if you have applied under the GIS and you meet all of the essential criteria, then you will also be invited for interview
- if you are invited to interview we will aim to provide you with as much notice as we can of the interview date. If you are unable to attend on the set date then an alternative date can only be offered at the discretion of the panel
- the Appointments Team will write to let you know whether or not you have been invited to be interviewed. It is our intention that interviews will take place in a central London location
- if invited to interview, the panel will question you about your skills and experience, asking specific questions to assess whether you meet the criteria set out for the post
- candidates who the panel believe are 'appointable', will be recommended to the Secretary of State who will make the final decision. The Secretary of State may choose to meet with appointable candidates before making a decision. If he does, he will meet all candidates and in the presence of the Public Appointments Assessor or their nominated representative. The time taken between interview and a final appointment decision being made can sometimes take a number of weeks. Candidates who have been interviewed will be kept informed of progress.

- if you are successful, you will receive a letter from the Secretary of State appointing you as the Chair of HSCIC, which will confirm the terms on which the appointment is offered
- if you are unsuccessful at interview, you will be notified by the Appointments Team. We appreciate it takes a lot of time and effort to apply for roles and that feedback is a valuable part of the process. As a result, the letter will provide the details of who you may approach for feedback on your interview and application, if you so wish
- for further information on how we will manage the personal information that you have provided to us through your application, see Annex D

## **Queries**

For queries about your application, please contact Holly Wainwright on 0113 254 6135.

## **Regulation by the Commissioner for Public Appointments**

The Commissioner regulates and monitors appointments to public bodies to ensure procedures are fair, open and transparent and based on merit. More information about the role of the Commissioner and his Code of Practice is available from <http://publicappointmentscommissioner.independent.gov.uk>

### **If you are not completely satisfied**

DH 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 Charlotte Firth in the Department of Health by emailing [charlotte.firth@dh.gsi.gov.uk](mailto:charlotte.firth@dh.gsi.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 0849  
Email: [publicappointments@csc.gsi.gov.uk](mailto:publicappointments@csc.gsi.gov.uk)

**How we will manage your personal information**

Your personal information will be held in accordance with the Data Protection Act 1998. You will not receive unsolicited paper or electronic mail as a result of sending DH any personal information. No personal information will be passed on to third parties for commercial purposes.

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

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

We ask that you:

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

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

The diversity monitoring information you provide will not be used in the selection process and will therefore not be shared with the selection panel assessing your application at any stage. However, the Commissioner for Public Appointments requires that selection panels review the political activity response at the interview stage. This in no way acts as a bar to appointment. Further information on this is provided in the attached Monitoring form.

The Commissioner for Public Appointments regulates and monitors appointments to public bodies to ensure procedures are fair. The Department of Health 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 in order to help fulfil either the Commissioner's formal complaints investigation role or for audit purposes.