



Department  
of Health

## **Member of the Review Body on Doctors' and Dentists' Remuneration (DDRB)**

### **Information pack for applicants**

**Closing date:           Midday on 20 February 2017**

**Reference no:           A16-76**



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## **SECTION 1 – The Role**

### **1.1 Role and Responsibilities of Members of the Review Body on Doctors' and Dentists Remuneration (DDRDB)**

#### **Introduction**

Ministers are seeking to make a Member appointment to the board of the DDRDB. Members play a key part in making recommendations to Government.

#### **Role and Responsibilities of the Member**

To play a key part in assessing the evidence of the Government, organisations representing the NHS, and organisations representing NHS doctors and dentists, and making annual recommendations to the Government on the remuneration of doctors and dentists. Specifically, to:

- use your own experience and expertise to contribute to the effective understanding, analysis and challenge of evidence from stakeholders and wider sources relevant to the remit
- monitor developments in the NHS and bring insights on the issues facing the NHS to Review Body discussions
- work collaboratively and constructively with colleagues to develop shared thinking on the overall approach and key recommendations; and to help shape the draft report
- effectively represent the DDRDB in meetings with stakeholders (oral evidence and informal contacts) and with DDRDB staff on visits to Trusts and Health Boards.

#### **Qualities required for the role of Member to the DDRDB**

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 think strategically and to exercise sound judgement on complex and sensitive issues
- ability to analyse and interpret detailed information, for example detailed policy proposals or statistical information
- be able to gain respect and keep the confidence of others including Ministers and senior Government officials through effective communication and influencing skills
- be able to demonstrate a sound understanding and commitment to public service values.

## **Remuneration**

- Members will be remunerated at the standard rate of £300 per meeting
- 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 a Member of the DDRB, in line with travel and subsistence policy and rates for the DDRB. A copy of the policy and rates can be obtained from DDRB.

## **Time commitment**

- 15 meetings per year
- DDRB mostly meets on a Monday – every fortnight between September–March and there is a visits programme that runs from late spring to early summer.

## **Location**

London or other

## **Tenure of office**

Ministers determine the length of the appointment, which can be for up to a maximum of 4 years.

## **Accountability**

Members are appointed by the Secretary of State and are accountable to the Secretary of State via the Chair for carrying out their duties and for their performance.

For further information regarding the DDRB and the role of Member please contact:

### **Ffiona Hesketh**

Tel: 0207 211 8291

Mob: 07500 027467

Email: [Ffiona.Hesketh@beis.gov.uk](mailto:Ffiona.Hesketh@beis.gov.uk)

## **1.2 Doctors' and Dentists' Remuneration (DDRB) role and responsibilities**

### **Body Role and Responsibilities**

The Review Body on Doctors' and Dentists' Remuneration (DDRB) is independent, and is responsible for:

- making recommendations on the pay of doctors and dentists taking any part in the NHS across the UK, a remit covering over 200,000 staff (headcount) and a pay bill of around £17 billion
- conducting research on pay and related matters
- visiting Trusts and Health Boards to meet staff and managers to gather information and views on pay and related issues.

The Review Body may also be asked to consider other specific issues.

When reaching its recommendations, the Review Body is required to take careful account of the economic and other evidence submitted by the Government, staff and professional representatives and others. In assessing the evidence, the Review Body is required to consider:

- the need to recruit, retain and motivate doctors and dentists
- regional/local variations in labour markets and their effects on the recruitment and retention of doctors and dentists
- the funds available to the health departments as set out in the government's departmental expenditure limits
- the government's inflation target
- the overall strategy that the NHS should place patients at the heart of all it does and the mechanisms by which that is to be achieved
- the legal obligations on the NHS, including anti-discrimination legislation regarding age, gender, race, sexual orientation, religion and belief and disability.

The Review Body recommendations and reports are submitted to:

- The Prime Minister and the Secretary of State for Health
- The First Minister and the Cabinet Secretary for Health, Wellbeing and Sport in Scotland
- The First Minister and the Minister for Health and Social Services in the National Assembly for Wales
- The First Minister, Deputy First Minister and the Minister for Health, Social Services and Public Safety of the Northern Ireland Executive.

The secretariat is provided by the Office of Manpower Economics.

## Section 2: How to Apply

### 2.1 Making an application

Thank you for your interest in the appointment of Member to the DDRB.

To make an application please email your:

- Curriculum Vitae
- Supporting Letter; and completed
- Monitoring Form to:

[appointments.team@dh.gsi.gov.uk](mailto:appointments.team@dh.gsi.gov.uk) – please quote **Ref: A16-76** in the subject field.

If you are unable to apply by email you may send your application by post to:

Mrs Lynn Slater, Department of Health, Room 1N09  
Quarry House, Quarry Hill, LEEDS, LS2 7UE

Applications must be received by **midday on 20 February 2017**.

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. It will benefit the Advisory Assessment 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 write all acronyms in full first.

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 the DDRB and which could lead to a real or perceived conflict of interest were you to be appointed, please provide details in your supporting letter.

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.

Given the nature of public appointments, it is important that those appointed as members of public bodies maintain the confidence of the public and Government. If there are any issues in your personal or professional history that could be misconstrued, cause embarrassment to Ministers or DDRB or cause wider public confidence to be jeopardised, it is important that candidates bring them to the attention of the Assessment Panel. The panel may explore any such issues with you before they make a recommendation on the appointment.

Failure to disclose such information could result in an appointment being terminated.

Also, please refer to the Eligibility Criteria for appointment section in Annex A.

Should you be successful in your application, if there is anything in your personal or professional history.

### **Curriculum Vitae**

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 this role. Please identify any past or present Ministerial appointments.

### **Monitoring form**

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

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.

### **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.

#### **Contacts:**

For further information regarding the selection process, please contact:

Lynn Slater, Appointments Team, Tel: 0113 2545336

Email: [lynn.slater@dh.gsi.gov.uk](mailto:lynn.slater@dh.gsi.gov.uk)

For further information regarding the role of the DDRB and the role of Member please contact:

Ffiona Hesketh, Tel: 0207 211 8291 or Mob: 07500 027467

Email: [Ffiona.Hesketh@beis.gov.uk](mailto:Ffiona.Hesketh@beis.gov.uk)

Please quote **Reference A16-76** 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.

## 2.2 The Selection Process

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

Timetable:

- Closing date: Midday on 20 February 2017
- Shortlisting complete: 2 March 2017
- Interviews held: 24 March 2017

The selection panel will be:

- Tim Sands, Department of Health (Senior Sponsor for DDRB)
- Martin Williams, Director of the Office for Manpower Economics
- Paul Curran, DDRB Chair
- Moira Rankin, Independent Panel Member

The Independent Panel Member is independent of both the Department of Health and the DDRB.

The Governance Code on Public Appointments requires all Advisory Assessment Panel members to declare any political activity within the last five years. All panel members have declared that they have not taken part in any political activity within the last five years.

After the closing date for applications:

- the Advisory Assessment 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 Advisory Assessment 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
- your application may be "long-listed", subject to the volume of applications received, before it is passed to the Advisory Assessment Panel for consideration. You should be aware that in this situation, your application might not be considered in full by all of the panel
- interviews will be held on **Friday 24 March 2017**.
- the Advisory Assessment 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 and if you 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 Appointments Team will email 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 Advisory Assessment Panel may invite you to make a brief presentation at the start of the interview and will go on to question you about your skills and experience, including asking specific questions to assess whether you meet the criteria set out for the post
- the Advisory Assessment Panel will also explore with candidates any potential conflicts of interest or any other issues arising from candidate's personal and professional history which may impact on an appointment decision (see section 2.1 for further details)
- candidates who the panel believe are 'appointable', will be recommended to Ministers who will make the final decision. Ministers may choose to meet with shortlisted candidates, before or after interview, 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
- if you are successful, you will receive a letter from Ministers appointing you as a Member of the DDRB, 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 **Section 2.4**.

## Queries

For queries about your application, please contact Mrs Lynn Slater on 0113 2545336.

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

## Diversity and equality of opportunity

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

## Governance Code on 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 Commissioner 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 about the role of the Commissioner is available from <http://publicappointmentscommissioner.independent.gov.uk>

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

The Department of Health aims 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 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 8938  
Email: [publicappointments@csc.gsi.gov.uk](mailto:publicappointments@csc.gsi.gov.uk)

## 2.3 Eligibility Criteria

### Eligibility criteria

There are circumstances in which an individual may not be considered for appointment. They include:

- a) persons who have received a prison sentence or suspended sentence of 3 months or more in the last 5 years
- b) persons who are the subject of a bankruptcy restrictions order or interim order, or a debt relief order or interim debt relief order under Schedule 4ZB to the Insolvency Act 1986
- c) persons who have had an earlier term of appointment with a health service body terminated on the grounds
  - i. that it was not conducive to the interests or good management of the body that the person should continue to hold office
  - ii. that the person failed to attend a meeting of the body on three consecutive occasions
  - iii. that the person failed to declare a pecuniary interest or withdraw from consideration of a matter in respect of which the person had a pecuniary interest
  - iv. of misconduct or failure to carry out the person's duties
- d) anyone who is under a disqualification order under the Company Directors Disqualification Act 1986; or
- e) anyone who has been removed from trusteeship of a charity.

Further advice about the eligibility criteria can be provided by contacting Lynn Slater on 0113 2545336.

## **2.4 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 Advisory Assessment Panel assessing your application at any stage. However, panels may review the political activity response at the interview stage. This in no way acts as a bar to appointment. Further information on this is provided in the attached Monitoring form.

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.