



Department
of Health

Chair of the NHS Pay Review Body (NHSPRB) Information pack for applicants

Closing date: Midday on Friday 6 January 2017

Reference no: A16-68



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Chair of the NHSPRB (A16-68)

Making an application

Thank you for your interest in the appointment of the chair of NHSPRB. The attached Annexes provide details on the role of the chair and the person specification, the role and responsibilities of NHSPRB 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 quoting the reference in the subject field, or post to: Alex Staples, Department of Health, Richmond House, 79 Whitehall, London SW1A 2NS. Applications must be received by **midday on Friday 6 January**.

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 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 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 NHSPRB and which could lead to a real or perceived conflict of interest were you to be appointed, please provide details in your supporting letter. 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 the NHSPRB or cause wider public confidence to be jeopardised, it is important that you 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. In considering potential issues, you should also reflect on any public statements you have made, including through social media.

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.

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 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 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 Friday 6 January 2017
Shortlisting complete:	Thursday 12 January 2017
Interviews held:	Friday 27 January 2017

Key facts about the post

Location:	London
Remuneration:	£350 per day for preparation and attendance of meetings
Time Commitment:	15 meetings per year

Contacts:

For further information regarding the selection process, please contact:

Alex Staples
 Appointments Team
 Tel: 0207 210 2713
 Email: alex.staples@dh.gsi.gov.uk

For further information regarding the role of the NHSPRB and the role of Chair please contact:

Martin Williams, Director, Office of Manpower Economics
Tel: 020 7211 8109
Email: 07920 212 664

The Department of Health has appointed Odgers Berndtson to provide executive search support to this recruitment campaign. For an informal discussion about the role, please contact:

Carmel Gibbons
Tel: 020 7529 1128
Email: Carmel.Gibbons@odgersberndtson.com

Or Donna Fendick, PA to Carmel Gibbons
Tel: 020 7529 6314
Email: Donna.Fendick@odgersberndtson.com

Please quote reference A16-68 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. If you make an application, 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 NHSPRB

Role and responsibilities of the Chair of the NHSPRB

To play a key part in assessing the evidence of the Government, organisations representing the NHS, and organisations representing NHS staff, and making annual independent recommendations to the Government on the remuneration of all staff paid under Agenda for Change and employed in the National Health Service.

Specifically:

- using your own experience and expertise, contribute to the effective understanding, analysis and challenge of evidence from stakeholders and wider sources;
- monitor developments in the NHS and bring insights on the issues facing the NHS to Review Body discussions;
- working collaboratively and constructively with colleagues, guide the Review Body to agree its overall approach and key recommendations; and to shape the draft report;
- effectively represent the NHSPRB in meetings with stakeholders (oral evidence and informal contacts) and with NHSPRB staff on visits to Trusts and Health Boards.

Qualities required for the role of the NHSPRB Chair

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 effectively chair high level meetings and motivate Review Body members;
- ability to provide strong strategic leadership to the Review Body and guide the work of the independent secretariat, demonstrated by a significant record of achievement in senior leadership roles in a complex organisation;
- ability to think strategically and to exercise sound independent judgement on complex and sensitive issues;
- ability to analyse and interpret detailed information, for example detailed policy proposals or statistical information;
- ability to gain respect and keep the confidence of others, including Ministers, senior Government officials, and representatives of employer and employee interests, through effective communication and influencing skills;
- demonstrate a sound understanding of, and commitment to, public service values.

Remuneration

- £350 per day for preparation and attendance of meetings
- 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 the Chair of the NHSPRB, in line with travel and subsistence policy and rates for the NHSPRB. A copy of the policy and rates can be obtained from NHSPRB

Time commitment

15 meetings per year

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

The NHSPRB chair is appointed by the Prime Minister, and will be accountable to the Secretary of State for Health via a senior Departmental official for carrying out their duties and for their performance.

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 Alex Staples on 020 7210 2713.

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 the NHSPRB, including any business interests and positions of authority outside of the role in the NHSPRB.

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.

NHSPRB role and responsibilities

The NHS Pay Review Body (NHSPRB) is independent, and is responsible for:

- making recommendations on the pay of all staff paid under Agenda for Change (NHS staff pay and grading system) and employed in the NHS across the UK, (with the exception of doctors, dentists and very senior managers), a remit covering around 1 million staff and a pay bill of around £36 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, Trade Unions, representatives of NHS employers and others. In assessing the evidence, the Review Body is required to consider:

- the need to recruit, retain and motivate suitably able and qualified staff
- regional/local variations in labour markets and their effects on the recruitment and retention of staff
- the funds available to the health departments as set out in the government's departmental expenditure limits
- the government's inflation target
- the principle of equal pay for work of equal value in the NHS
- 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 and Wellbeing 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.

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. 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 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 advisory assessment panel will comprise Margaret Scott, Public Appointments Assessor, Office of the Commissioner for Public Appointments; Tim Sands, Deputy Director, Pay Pensions and Employment Services, Department of Health; Martin Williams, Director, Office of Manpower Economics; Will Garton, Deputy Director, Health and Social Care, HM Treasury; and Stella Pantelides as the independent panel member. If for any reason the membership of the panel changes we will be transparent on the change.
- 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 Thursday 12 January the panel will have decided who will be invited for interview on Friday 27 January.
- 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 and 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 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
- 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 panel chair or their nominated representative. Candidates should therefore be prepared for a short time gap between interviews 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 the Secretary of State appointing you as the Chair of the NHSPRB, 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 Alex Staples on 020 7210 2713.

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/Lisa Clayton in the Department of Health by emailing 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

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.