



Department
of Health



Food
Standards
Agency
food.gov.uk

Deputy Chair and 3 Non-Executive Members of the Food Standards Agency

Information pack for applicants

Closing date: Midday on 27 February 2017

Reference no: FSA16-01



Follow us on Twitter [@appointmentsdh](https://twitter.com/appointmentsdh)

Contents

	Page
Letter from Heather Hancock	3
Section 1: The Role	
1.1 The roles of Deputy Chair and Members	4
1.2 The role and responsibilities of the Food Standards Agency	8
Section 2: How to Apply	
2.1 Making an application	12
2.2 The selection process	15
2.3 Eligibility criteria	18
2.4 How we will manage your personal information	19



Introduction from Heather Hancock

Thank you for taking the time to consider applying for a non-executive role with the Food Standards Agency (FSA).

The FSA is charged by law with ensuring the delivery of safe food and protecting the interests of consumers in relation to food. We are in fact a UK Government Department, but an unusual Department. We have no Minister in charge day to day but we are accountable to the Westminster Parliament, the Welsh Government and the Northern Ireland Assembly through Health Ministers. All Board members are expected to act in the interests of all consumers. The FSA works closely with its equivalent body in Scotland, Food Standards Scotland.

We work in Europe and are the UK competent authority for food safety. With a modest budget from the HM Treasury and Devolved Administrations in Wales and Northern Ireland and around 1,000 staff we are firmly established as the reliable provider of sound advice on food safety to the Westminster Government, the Welsh Government, the Northern Ireland Assembly and the public, and a trusted protector of the consumer through effective regulation and enforcement.

This is an exciting and challenging time for the FSA. We have an ambitious Strategy for 2015 to 2020 to fulfil our vision of food we can trust and to continue to put consumers first in everything we do <http://www.food.gov.uk/about-us/about-the-fsa/strategicplan>. By 2020 we plan to have completed a full transformation of the current regulatory regime for the 600,000 or so food businesses we cover. With a refreshed, modernised, agile and risk-based system, we will be in good shape to respond to the opportunities and demands of the UK's exit from the EU, and new international trade arrangements. The non-executive Board is ultimately accountable for the delivery of our strategy.

It is vital we attract individuals genuinely enthused by the scale of our challenges ahead and committed to helping us achieve our vision. If you join us, your work will have an impact on the health and quality of life of everyone across the country.

In this pack you will find additional briefing on the FSA, details of the roles, together with details of how you can apply. We are not asking you to fill in a long application form but to provide us with the basics, your CV and cover letter setting out how you meet the personal specifications.

I look forward to receiving your application.

Heather Hancock Chair, Food Standards Agency

SECTION 1 – The Role

1.1 Role and Responsibilities of the Deputy Chair and Members of the Food Standards Agency

Introduction

Ministers are seeking to make four appointments to the board of the Food Standards Agency; a Deputy Chair and three Members. These appointments are key to the board and come at an exciting and challenging time for the FSA.

Role and Responsibilities of the Deputy Chair and Members

Responsibilities of Non-Executive Board Members

- To ensure the FSA discharges its statutory duties in line with the requirement to protect public health and consumer interests in relation to food
- To set and to reinforce the FSA's core values through the development and monitoring of strategic objectives, plans and policies
- To represent the FSA and its values in communications with key stakeholders
- To monitor the performance of the Executive in meeting agreed objectives and targets, including: the delivery of services; continuous improvement; financial performance, and risk management
- To assist with the appointment of the Chief Executive
- To play an effective part in Board meetings, discussions and decisions, and work towards shared success
- To participate as a member or chair of one or more of the Board Committees: Business, and Audit and Risk Assurance
- To act in the public interest at all times, not as a representative of the interests of any particular sector, and without regard to any personal interests
- To give approximately 30 days per annum to the FSA and to travel to meetings across the country. In addition, Board members are expected to read widely to develop personal skill and ensure effectiveness in the role.

Board members receive advice and support from the Executive in respect of their duties and are provided with background information in order to carry out their responsibilities. There is a dedicated secretariat to support the Board. The FSA Board is moving to a paperless operation.

Responsibilities of the Deputy Chair

In addition to the responsibilities of a Board member, the Deputy Chair's responsibilities are to:

- Deputise as necessary for the Chair over the full range of their responsibilities

- Act as a conduit between the Board members and the Chair, facilitating effective communication of consensus and opinions; promoting a culture of openness and debate and encouraging the effective contribution of Board members
- Provide support and foster productive relations between the Executive and non-Executive Board members
- From time to time, to assist the Chair in representing the FSA in its dealings with Ministers and externally in meetings with key stakeholders
- Give approximately 44 days per annum, in total, to the FSA and to travel to meetings across the country.

Qualities required for the roles of Deputy Chair and Non-Executive Members

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.

Board members do not represent a particular industry or sector and it is not essential for Board members to have specialist or scientific knowledge of any part of the food chain.

Essential Criteria

- Awareness of consumer interests in relation to food and how the global food system is changing, with a demonstrable commitment to putting the consumer first
- Strong decision making skills, able to assess complex evidence of different kinds, consider risks and benefits and explain the basis for a decision
- Strong strategic thinker, able to help shape the FSA's strategic direction, and link specific decision making to the strategy and bigger picture
- Understanding of how to achieve significant change, operate across complex networks. Able to translate relevant insight into new situations, and anticipate future challenges and opportunities
- Effective communication and interpersonal skills - able to work as part of a team; champion diversity and difference within the FSA; accept collective responsibility and challenge appropriately; and confidently deal with difficult situations sensitively.

In addition, for the Deputy Chair

- The Deputy Chair will evidence the ability to play a leading role in the Board agenda; strengthening board relationships and ensuring the effectiveness of the Board. Has the ability to chair Board meetings of a significant national organisation; act as a role model, and inspire others to achieve goals.

Desirable Criteria

In order to achieve a balanced Board, new members will ideally be able to bring skills and experience in one or more of the following primary areas:

- Experience in complex international business or governmental issues
- Leadership of complex change management
- Insight into public health in relation to food
- Understanding of SME business needs and issues
- A senior scientist

We would also be interested in candidates who bring skills/experience in one or more of the following secondary areas:

- Veterinary experience
- Expertise in data analytics or technological innovation
- Detailed understanding of food safety/food standards
- Local government experience
- Strategic planning

Remuneration

- The Deputy Chair will receive remuneration of £17,474 per annum.
- The Non-Executive Members will receive remuneration of £10,772 per annum.
- 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 Deputy Chair or Non-Executive Member of the FSA, in line with travel and subsistence policy and rates for the FSA. A copy of the policy and rates can be obtained from the FSA.

Time commitment

The time commitment for the Deputy Chair is 44 days per annum.

The time commitment for the Non-Executive Members is 30 days per annum.

Location

Board meetings are held around the country, but at least once a year a meeting is held in either Belfast or Cardiff.

Tenure of office

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

Accountability

The FSA Board is accountable, through Health Ministers to: the Westminster Parliament; the National Assembly for Wales; and the Northern Ireland Assembly. Communications to the Parliaments and Ministers will normally be through the Chair of the FSA. The formal appraisal reporting line for Board members is to the Chair of the FSA.

In addition to the accountabilities of a Board member, the FSA Deputy Chair is also accountable to:

- The Board for actions he or she takes on its behalf, including when acting as the Chair in the Chair's absence, and
- The Chair for actions delegated by him or her.

The FSA Board is an open and transparent decision-making body. Board meetings are held in public, are live streamed and recorded, and policy making and decisions take place in open session.

For further information regarding the roles of the Deputy Chair and the Non-Executive Members and the role of the FSA please contact:

Heather Hancock

Chair of the Food Standards Agency

Tel: 0207 276 8278

Email: heather.hancock@foodstandards.gsi.gov.uk

1.2 FSA role and responsibilities

The statutory role of the Food Standards Agency (FSA) is to protect the health of the public and the interests of consumers in relation to food. Since it was established in April 2000, it has made its mark as a new kind of public authority – independent, proactive, energetic, open about policy and honest about risks.

Whilst the FSA remains the UK competent authority, Scottish Ministers assumed responsibility for functions carried out by the FSA in Scotland from 1 April 2015. The FSA works closely with its equivalent body in Scotland, Food Standards Scotland.

The FSA is led by a Board of up to 12 non-executive members, including the Chair and Deputy Chair. Collectively, all Board members share responsibility for the whole FSA. The Chair and Deputy Chair are appointed by the Secretary of State for Health acting jointly with the appropriate Ministers in Wales and Northern Ireland. One Board member is appointed by Welsh Ministers, and one member by Northern Ireland Ministers. In Wales and Northern Ireland there are Food Advisory Committees which act as a route through which information and advice relevant to their country's FSA interests is relayed to the Board. A Board member chairs each of these committees. The remaining FSA Board members (up to eight) are appointed by the Secretary of State for Health. The appropriate authorities consult each other before appointments are made. There are no specific geographical qualifications for these roles.

The FSA remit covers food and feed safety regulation and policy across the whole food chain (from 'farm to fork'). We work to protect consumers by improving the safety of food and by giving honest, clear information. Machinery of Government changes in October 2010 led to nutrition policy and nutritional labelling in England and Wales being transferred from the FSA to the Department of Health and Welsh Assembly Government (now Welsh Government) respectively, these responsibilities being retained within the FSA in Northern Ireland. Also as part of these changes, responsibility for other non-safety related food labelling and composition work was moved to the Department for Environment, Food and Rural Affairs in England. The FSA continues to be responsible for these areas in Wales and Northern Ireland.

We are also an enforcement authority. We have staff who work in every [meat plant](#) across England, Wales and Northern Ireland to check that the requirements of the regulations are being met. We work closely with Local Authority Environmental Health Officers and Trading Standards Officers in 387 local authorities to ensure food from the over 570,000 food premises across England, Wales and Northern Ireland is safe and accurately labelled.

We work closely with a very wide range of stakeholder groups to improve food safety at every step of the food chain. We have won recognition for restoring the trust of UK consumers in the way food safety is regulated.

Further reading:

Our Annual Report and Consolidated Accounts for 2015/16 are available at:
<https://www.food.gov.uk/sites/default/files/fsa-consolidated-accounts-2015-2016.pdf>

The FSA's requirement for the Board

Board and Governance

The FSA Board is responsible for overall strategic direction, including ensuring that the FSA fulfils its legal obligations so that its decisions or actions take proper account of scientific advice, the interests of the consumer and other relevant factors. The FSA's Advisory Committees for Wales and Northern Ireland advise the FSA Board on food safety and healthy eating issues, particularly those relevant to each country.

Some key aspects of the Board's role and responsibilities are to:

- Represent the public interest and ensure that the organisation puts consumers first.
- Set the strategic direction for the FSA within a framework of prudent and effective controls which enable risk to be assessed and managed
- Take decisions on key issues of principle and policy, including those in which advice is to be given to Ministers.

The day-to-day management of the FSA is exercised through the Executive Management Team, led by the Chief Executive. The headquarters of the FSA are in London, York, Belfast and Cardiff. The FSA employs around 1,000 staff and utilises the services of some 500 agency workers. The FSA's staff are UK civil servants, accountable through the Chief Executive to the Board. Board members are not employees of the FSA.

Difficult decisions

The decisions that the Board has to take involve difficult judgements sometimes in the face of uncertainty and/or incomplete information. Some may have a significant impact on the market position and future prosperity of companies, with employment and economic implications. Decisions may be finely balanced, with different interest groups making representations on both sides of the argument.

Meetings held in public

As part of the FSA's commitment to being open, accessible and transparent the Board meets in the open and publishes Board meeting agendas, papers and decisions so that it is clear to interested parties and the public on what basis it has taken its decisions and what evidence it has taken into account in reaching them. This is unless there are particular reasons why something cannot be considered in public. For example, since the FSA leads for the UK Government in negotiations on matters of food and animal feed law in Europe, discussions on the approach to be taken in those negotiations are held in private.

The FSA holds four Board meetings a year. Any interested member of the public or press can attend. These meetings are also broadcast live on the Internet and can be viewed on demand at: <http://www.food.gov.uk/about-us/how-we-work/our-board/board-meetings>.

In addition, two further two-day retreats are held entirely in closed session. Board meetings are held around the country, but at least once a year a meeting is held in either Belfast or Cardiff.

Board Committees

The Board currently has two Committees: Business, and Audit and Risk Assurance. Board members will be invited to chair or be a member of one or more of these Committees as part of their duties. The Committees each meet four times a year.

Joining the Food Standards Agency Board

“I was delighted to join the FSA Board following an executive career in the food industry. The FSA’s commitment to openness and transparency, together with the absolute reliance on the evidence base in decision making, enables the organisation to achieve public trust. I also have the privilege to work with extremely able and committed colleagues from a diverse range of backgrounds.”

Ram Gidoomal, FSA Board Member, 2014 to date



“I have spent most of my career working in farming or in agriculture and food policy. More recently I have had a close involvement with the NHS and nothing could have emphasised more strongly the importance of safe food, good nutrition and informed choice to both health and well-being. I was therefore thrilled to be appointed to the Board of the FSA. The issues we face are fundamental to consumers throughout England, Wales and Northern Ireland and the good of the consumer is the absolute top priority in every decision we make. It is immensely satisfying to contribute to this work.”

Heather Peck, FSA Board Member, 2014 to date



“I recall the discussions when the FSA was created back in 2000 between newly appointed Board members and the senior executive team which led to the decision that the Board should conduct its business in meetings that were open for any member of the public to view. The openness of Board discussions on all matters of strategy and public policy continues to define the FSA as an organisation.

This openness makes it important for Board members to demonstrate, through what they say and do, the other principles that the organisation has had at its core from its inception:

- independence of thought – having the courage and wisdom to set aside undue political or lobbying pressure and avoid simple expediency;
- being science and evidence-based – probing and challenging to ensure the FSA is an exemplar of evidence-based policy making;
- enforcing food law fairly – recognising the responsibilities we have in law and the need to be proportionate, focusing our activities on the areas of greatest risk and, above all
- putting the consumer first – acting as an informed lay jury, addressing the difficult and testing questions that consumers would want answered, and working with the executive team to meet the organisation’s statutory objective of protecting public health from risks relating to food and protecting consumers’ interests.

Openness continues to provide a challenge to Board and executive alike, individually and collectively. The executive team, from top to bottom, needs a strong Board that has the insight to set a clear strategic direction, to make sound policy decisions that withstand open public scrutiny and debate, and then support and urge us on as we turn strategy into action.”

Steve Wearne, Director of Policy, FSA



Section 2: How to Apply

2.1 Making an application

Thank you for your interest in the appointments of the Deputy Chair and three Non-Executive Members to the Food Standards Agency.

The Department of Health's Appointments Team is managing this recruitment campaign on behalf of the FSA. To make an application please email your CV, a supporting letter and completed monitoring forms to:

appointments.team@dh.gsi.gov.uk – please quote ref: FSA16-01 in the subject field.

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

Holly Wainwright, Department of Health, Room 1N09, Quarry House, Quarry Hill, Leeds, LS2 7UE

Applications must be received by **midday on 27 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 FSA 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 FSA 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.

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 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:

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

For further information regarding the roles of the Deputy Chair and the Non-Executive Members and the role of the FSA please contact:

Heather Hancock
Chair of the Food Standards Agency
Tel: 0207 276 8278

Email: heather.hancock@foodstandards.gsi.gov.uk

Please quote reference FSA16-01 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 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.

Timetable:

- Closing date: Midday on 27 February 2017
- Shortlisting complete: 16 March 2017
- Interviews held: 10, 11 and 12 April

The selection panel will be:

- Heather Hancock - Chair, Food Standards Agency
- Helen Shirley-Quirk – Director, Department of Health
- Tim Bennett – Deputy Chair, Food Standards Agency (Standing down 31 March 2017)
- Claire Holt – Independent Panel Member

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

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 10, 11 and 12 April.
- 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, 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 the Deputy Chair or a Member of the FSA, 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 Holly Wainwright on 0113 254 6135.

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 and the FSA, value and promote 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

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 Permjeet Butler in the Department of Health by emailing permjeet.butler@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

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 Holly Wainwright on 0113 254 6135.

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.