



Department
of Health



1 lay member and 3 NHS managerial members of the Independent Reconfiguration Panel (IRP)

Information pack for applicants

Closing date: Midday on 15 June 2017

Reference no: A16-109



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SECTION 1 – The Role

1.1 Role and Responsibilities of a member of the IRP

Introduction

Ministers are seeking to make four appointments to the Independent Reconfiguration Panel (IRP). This includes 1 lay member and 3 NHS managerial members.

Role and Responsibilities of members

As a member of the IRP, you will work with the Chair and other members using your experience, expertise and knowledge to guide the work of the panel.

You will:

- help the panel to assess contested proposals for changes to health services in England and provide appropriate formal advice to the Secretary of State for Health
- assist in providing ongoing informal advice and support to the NHS, local authorities and other interested parties
- develop and help to disseminate advice on good practice

Qualities required for the role/s of lay member/NHS managerial members

The membership of the IRP is drawn from three groups: Clinical, Managerial and Lay. 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

All candidates should meet the following essential criteria:

- have an understanding of the difficult trade-offs normally involved in complex service change
- be able to show sound judgement in formulating and proposing difficult compromises, including those in which all parties may be dissatisfied
- be able to demonstrate excellent communication skills, with the ability to read and digest lengthy and possibly contradictory documents
- be committed to the principles of public service with the ability to perform duties with absolute integrity

In addition, candidates should also meet the following essential criterion for the membership group:

Managerial members (3 roles)

- have high calibre experience in NHS management, ideally currently or recently employed in the NHS at Chief Executive or Director level

Lay member

- widespread experience of using NHS services and/or representing the views of NHS service users, their families and local communities in general

Remuneration

- IRP members are remunerated at a rate of £140 per day plus travel and subsistence expenses
- 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 Member of the IRP, in line with travel and subsistence policy and rates for the IRP. A copy of the policy and rates can be obtained from the IRP

Time commitment

1 to 2 days per month

Location

London

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 role of the IRP and the role members please contact:

Martin Houghton
Tel: 020 7389 8045
Email: Martin.Houghton@dh.gsi.gov.uk

1.2 IRP role and responsibilities

The Independent Reconfiguration Panel (IRP) provides independent expert advice to the Secretary of State for Health on disputed proposals for changes to clinical services in the NHS in England. The panel also offers ongoing support and guidance to the NHS and other organisations on achieving successful change.

The aim is to ensure that decisions about future service configurations are sustainable and result in improved services for patients. The panel advises on some of the most sensitive issues that directly affect the care people receive from the NHS.

Under the Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013, if a local authority, overview and scrutiny committee, joint committee or sub-committee is not satisfied either that a thorough consultation process has taken place or that the proposal meets the needs of the local community, it may report the matter to the Secretary of State, who will consider the merits of asking the IRP for its advice. If asked for advice, the IRP will carry out an initial assessment, and will decide if a full review should be undertaken. If the referral is deemed to be not suitable for full review, the IRP will explain this to the Secretary of State and advise on further action. If a full review is deemed necessary, the Secretary of State will consider the IRP's advice and make a decision on whether to refer the proposals to the IRP for full review. Once the IRP accepts a referral for full review, the terms of reference and a timetable for providing advice will be agreed.

Further information about the IRP and its role can be found on the IRP website at: www.gov.uk/government/organisations/independent-reconfiguration-panel.

Section 2: How to Apply

2.1 Making an application

Thank you for your interest in the appointment of members to the IRP.

To make an application please email your CV, a supporting letter and completed monitoring form to:

appointments.team@dh.gsi.gov.uk – please quote ref: A16-109 in the subject field.

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

Lisa Clayton, Department of Health, Room 1N09, Quarry House, Quarry Hill, Leeds, LS2 7UE

Applications must be received by **midday on 15 June 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 IRP 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 the IRP, 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 in **Section 2.3**, should you be successful in your application, if there is anything in your personal or professional history.

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.

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:

Lisa Clayton
Appointments Team
Tel: 0113 254 5301
Email: lisa.clayton@dh.gsi.gov.uk

For further information regarding the role of the IRP and the role members please contact:

Martin Houghton
Tel: 020 7389 8045
Email: Martin.Houghton@dh.gsi.gov.uk

Please quote reference A16-109 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 15 June 2017
- Shortlisting complete: 21 June 2017
- Interviews held: 4 & 5 July 2017

The selection panel will be:

- William Vineall, DH senior sponsor for IRP
- Lord Ribeiro, Chair of IRP
- Hilary Randall, Independent

The Governance Code for 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 4 and 5 July. Please hold these dates in your diary, in the event you are invited to interview
- 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 lay member/NHS managerial member of the IRP, 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 Lisa Clayton on 0113 254 5301.

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 for Public Appointments

The Governance Code on Public Appointments, published by the Cabinet Office, sets out the principles that should underpin all public appointments. The Governance Code can be found at: <https://www.gov.uk/government/publications/governance-code-for-public-appointments>.

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.

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

2.3 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 Lisa Clayton on 0113 254 5301.

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.