



Department
of Health &
Social Care



Three Commissioners for the Commission on Human Medicines

Information pack for applicants

Closing date: Midday on 9th March 2018

Reference no: A17-42



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SECTION 1 – The Role

1.1 Role and Responsibilities of a Commissioner

Introduction

Ministers are seeking to make three appointments to the board of the Commission on Human Medicines (CHM) - a Lay member; Cardiologist; and a Pharmaco-toxicologist.

Role and Responsibilities of the Commissioner

Commissioners are required to:

- possess or develop a working knowledge and understanding of the UK/European medicines regulatory procedures
- attend all scheduled and unscheduled meetings of the CHM (and to be present for the whole meeting)
- consider, comment and contribute by drawing on their individual expertise and judgement, as appropriate, on all agenda items and to assist the CHM to frame clear and unequivocal advice to Ministers in accordance with the CHM's terms of reference
- be able and prepared to speak on a range of relevant issues and not just on their own areas of specialism
- provide formal and informal advice to Ministers between meetings when required
- provide advice relating to applications in the European Procedures and occasionally to attend the European Medicines Agency as part of the UK delegation as necessary
- contribute to and ensure the CHM's advice takes account of a wider view of risk and benefit, particularly as it is perceived by patients, carers and other members of the public

Qualities required for the role of a Commissioner

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 operate effectively on a national expert scientific committee
- be skilled communicators
- ability to assimilate complex scientific information at short notice

- ability and prepared to contribute actively to the work of the CHM

In addition, for the two specialist posts successful candidates should also be:

- recognised by their peers and/or be Fellows of the relevant Royal Colleges
- be either a Cardiologist or Pharmaco-toxicologist. An interest in pharmacogenomics/pharmacogenetics would be an advantage

Remuneration

- Commissioners are currently remunerated at the standard rate of £325 per day
- 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 Commissioner of the CHM, in line with travel and subsistence policy and rates for the Commission on Human Medicines. A copy of the policy and rates can be obtained from the CHM

Time commitment

Approximately 22 days per year, including 11 meetings.

Location

London

Tenure of office

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

Accountability

Commissioners 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 Commission on Human Medicines and the role of a Commissioner please contact:

Panayiota Nicola

Tel: 020 3080 6060

Email: Panayiota.Nicola@mhra.gov.uk and ECS.Appointments@mhra.gov.uk

1.2 The Commission on Human Medicines role and responsibilities

The functions of the CHM are:

- to advise Ministers on matters relating to human medicinal products (except those that fall under the remit of ABRHP and HMAAC including giving advice in relation to the safety, quality and efficacy of human medicinal products, where either the CHM think it appropriate or where it is asked to do so
- to advise the Licensing Authority (LA) where the LA has a duty to consult the CHM or where the LA chooses to consult the CHM
- to consider representations made in relation to the CHM's advice (either in writing or at a hearing) by an applicant or by a licence or Marketing Authorisation (MA) holder; and
- to promote the collection and investigation of information relating to adverse reactions for human medicines (except for those products that fall within the remit of ABRHP or HMAAC) for the purposes of enabling such advice to be given

Background on some aspects of the CHM's work

The secretariat to the CHM produces an Annual Report at the end of each calendar year which is laid before Parliament and made public.

A link to the 2016 report is available through the Gov.UK website: -

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/634153/WEB_Statutory_CHM_BPC_Annual_Report_2016.pdf

Section 2: How to Apply

2.1 Making an application

Thank you for your interest in the appointment of a Commissioner to the Commission on Human Medicines.

The Department of Health and Social Care Appointments and Honours Team is managing this recruitment campaign on behalf of Medicines and Healthcare Products Regulatory Agency (MHRA). To make an application please email your CV, a supporting letter and completed monitoring forms to:

appointments.team@dh.qsi.gov.uk – please quote ref: A17-42 in the subject field.

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

Julia Peters, Department of Health and Social Care, Room 1N09, Quarry House, Quarry Hill, Leeds, LS2 7UE

Applications must be received by **midday on 9th March 2018**.

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.

Conflicts of interest

If you have any business or personal interests that might be relevant to the work of the CHM, and which could lead to a real or perceived conflict of interest if you were to be appointed, please provide details in your Supporting letter.

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

Standards in public life and ensuring public confidence

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, if you were appointed, be misconstrued, cause embarrassment to Ministers or CHM or cause public confidence in the appointment to be jeopardised, it is important that you bring them to the attention of the Assessment Panel and provide details of the issue/s in your Supporting letter. In considering whether you wish to declare any issues, you

should also reflect on any public statements you have made, including through social media.

The panel may explore any issues you declare with you before they make a recommendation on the appointment.

Failure to disclose such information could result in an appointment being terminated, as those who hold public appointments are expected to demonstrate the highest standards of corporate and personal conduct, and are required to subscribe to the Code of Conduct for Board Members of Public Bodies, as part of agreeing to the terms and conditions of appointment. You can access this document at: <https://www.gov.uk/government/publications/board-members-of-public-bodies-code-of-conduct>

There are also circumstances in which individuals may not be considered for appointment, due to them not meeting certain eligibility criteria for appointment. For further information, please refer to Section 2.3: Eligibility Criteria.

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 and Social Care 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:

Julia Peters
Appointments and Honours Team
Tel: 0113 254 5350
Email: Julia.peters@dh.gsi.gov.uk

For further information regarding the role of the Commission on Human Medicines and the role of Commissioner please contact:

Panayiota Nicola
Tel: 020 3080 6060
Email: Panayiota.Nicola@mhra.gov.uk and ECS.Appointments@mhra.gov.uk

Please quote reference **A17-42** 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 and Social Care Appointments and Honours Team along with MHRA 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 9th March 2018
- Shortlisting complete: by the end of March
- Interviews held: April 2018

The selection panel will be:

- Professor Sir Michael Rawlins – Chairman Medicines and Healthcare Products Regulatory Agency
- Professor Stuart Ralston - Chair of the Commission on Human Medicines
- Dr Krishna Prasad - Principal Assessor to the Commission on Human Medicines
- Rima Makarem – Independent Panel Member

The Independent Panel Member is independent of both the Department of Health and Social Care and the Commission on Human Medicines.

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 roles, 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 in April 2018.
- 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 and Honours 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 posts
- 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 Commissioner of the Commission on Human Medicines, which will confirm the terms on which the appointment is offered
- if you are unsuccessful at interview, you will be notified by the Appointments and Honours 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 Julia Peters on 0113 254 5350.

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 Social Care and MHRA 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

DHSC 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 and Social Care 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 Julia Peters on 0113 254 5350.

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 DHSC 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 and Social Care 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.