



Department  
of Health &  
Social Care



*Health Education England*

## **Chair of Health Education England**

### **Information pack for applicants**

**Closing date: Midday on 28<sup>th</sup> August 2018**

**Reference no: E17-44**



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## **SECTION 1 – The Role**

### **1.1 Role and Responsibilities of the Chair of Health Education England**

#### **Introduction**

Ministers are seeking to appoint a new Chair of Health Education England (HEE). The Chair will lead the HEE Board and play a major role in setting the direction of the organisation.

#### **Role and Responsibilities of the the chair**

- Chair a major arms-length body with responsibility for supporting the delivery of excellent healthcare and health improvement to the patients and public of England by ensuring that the workforce of today and tomorrow has the right numbers, skills, values and behaviours, at the right time and in the right place
- Lead and shape a board that effectively balances executive and non-executive responsibilities, and which ensures strong accountability to the Department. HEE will have a vital role to play, working in close partnership with NHS England and NHS Improvement, in ensuring that the new long term plan for the NHS and the five year financial settlement for the NHS is underpinned by robust and deliverable workforce planning
- The role will include a particular focus on:
  - Overseeing strategic direction setting, including working collaboratively across a national system of several arms-length bodies as well as with key organisations across the social care system
  - Supporting and challenging the executive team
  - Performance monitoring and evaluating HEE functions
  - Ensuring effective induction of Non-Executives and the development of the Board as a whole
  - Ensuring propriety, probity and value for money
  - Working with the Chief Executive in accountability meetings with Ministers and officials

#### **Qualities required for the role of the Health Education England 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**

- Able to lead a high-performing, large organisation, including through periods of change
- Strong communicator, able to collaborate effectively across organisational boundaries to lead wider change in a large, complex system. They will be adept at building productive and constructive relationships with multiple stakeholders
- Able to drive forward the highest standards of Board level and public sector accountability, including strong financial governance, accountability, probity and propriety, and developing executive and board performance
- Experience of workforce development and training for a large, multi-professional workforce. An ability to demonstrate openness to new ways of working and to innovation is also valued

## **Remuneration**

- £63,000 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 the Chair of Health Education England, in line with travel and subsistence policy and rates for Health Education England. A copy of the policy and rates can be obtained from Health Education England

## **Time commitment**

2 to 3 days per week

## **Location**

London

## **Tenure of office**

Ministers determine the length of the appointment, which can be for up to 3 years.

## **Accountability**

This Chair is appointed by the Secretary of State and is accountable to the Secretary of State via a senior Departmental official for carrying out their duties and for their performance.

For further information regarding the role of Health Education England and the role of the chair please contact:

Alan Robson

Tel: 0113 254 6891

Email: [Alan.Robson@dh.gsi.gov.uk](mailto:Alan.Robson@dh.gsi.gov.uk)

## 1.2 Health Education England role and responsibilities

### HEE's purpose and functions

HEE's purpose is to ensure that the health workforce has the right skills, behaviours and training, and is available in the right numbers, to support the delivery of excellent healthcare and health improvement.

It has five key national functions, summarised as follows:

- providing national leadership on planning and developing the healthcare and public health workforce
- authorising and supporting the development of Local Education and Training Boards
- promoting high quality education and training responsive to the changing needs of patients and local communities. This includes responsibility for ensuring the effective delivery of important national functions such as medical trainee recruitment and improving leadership capability
- allocating and accounting for NHS education and training resources and the outcomes achieved
- ensuring the security of supply of the professionally qualified clinical workforce

In December last year, HEE published [Facing the facts, Shaping the Future: a draft health and care workforce strategy for England to 2027](#) the first workforce strategy that spans both health and care, building on Government's ambition to have a truly integrated healthcare system. HEE will, on behalf of the national system, publish a final workforce strategy in 2018. HEE has been a key partner in the delivery of the NHS Five Year Forward View and is a member of the cross-system Workforce Steering Group chaired by the Minister of State for Health.

Following the changes to student support for healthcare students in 2017, HEE no longer directly commission a range of non-medical pre-registration training courses. However, HEE continues to provide funding for clinical placements.

HEE's budget for 2018/19 is: £4.3 billion programme funding and £62 million administration. The programme funding includes payments to NHS Trusts for the provision of clinical placements for healthcare students and payments to healthcare students.

HEE has a staff of 2,129 (WTE equivalent). The vast majority of HEE staff work in HEE's local offices working with Local Education and Training Boards (LETBs) and local health systems. The remainder are in HEE national directorates.

## **Legal Status and Governance**

HEE was established as a Special Health Authority on 1 April 2013 and became a non-departmental public body from 1 April 2015 under the provisions of the [Care Act 2014](#).

The Care Act 2014 sets out the functions and constitution of Health Education England and those of its Local Education and Training Boards (LETBs) in Part 3 Chapter 1 and Schedules 5 and 6.

HEE's system of governance is based on the standard element of a statutory integrated board with a single Accounting Officer and national Executive Directors. In addition, four LETBs are constituted as committees of the HEE Board based on regional areas with 34 Local Workforce Advisory Boards (LWABs) mapped to the footprint of Sustainability and Transformation Plans (STPs).

## **Chair and Board**

The current Chair is Sir Keith Pearson JP DL. He was appointed in 2012 and his term of office ends in 2018.

Regulations specify the number of NEDs that HEE and its LETBs must have, including how many must have clinical expertise. Additionally HEE has appointed an Associate NED to provide expert knowledge of equality and diversity issues in the NHS. The new Chair will play a leading role in recruiting to the NED positions that will become vacant in 2019.

## **Role of Department of Health and Social Care**

The Secretary of State remains responsible for ensuring that there is an appropriate education and training system. HEE's NEDs are accountable to the Chair of HEE who is accountable to the Secretary of State for Health and Social Care and subsequently Parliament for the delivery of HEE's objectives, outcomes and expenditure. HEE reports annually to the Secretary of State and Parliament on its performance in the delivery of its functions.

The Department of Health and Social Care has a role in sponsoring and supporting HEE. HEE's objectives are set on an annual basis in the Mandate. A published framework agreement sets out HEE's relationship with the Department, and there are quarterly reviews of how HEE has performed. The Chair is required to provide annual and financial reports to be laid before Parliament.

The Mandate for 2018/19 is currently being finalised and is expected to be published, subject to cross Government clearance, before summer recess. The Framework Agreement has been refreshed for 2018 - 2021 and will be published alongside the mandate.

## Section 2: How to Apply

### 2.1 Making an application

Thank you for your interest in the appointment of the Chair to Health Education England.

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

[appointments.team@dh.gsi.gov.uk](mailto:appointments.team@dh.gsi.gov.uk) – please quote ref: E17-44 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 28<sup>th</sup> August 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 Health Education England, 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 Health Education England 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: Disqualification from Appointment.

## **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  
Public Appointments & Honours Team  
Tel: 0113 254 5350  
Email: [Julia.Peters@dh.gsi.gov.uk](mailto:Julia.Peters@dh.gsi.gov.uk)

For further information regarding the role of Health Education England and the role of the chair please contact:

Alan Robson  
Tel: 0113 254 6891  
Email: [Alan.Robson@dh.gsi.gov.uk](mailto:Alan.Robson@dh.gsi.gov.uk)

Please quote reference **E17-44** 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 and Honours 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 28<sup>th</sup> August 2018
- Shortlisting complete: mid-September 2018
- Interviews held: 28<sup>th</sup> September 2018

The selection panel will be:

- Lee McDonough, Director General Acute Care and Workforce, Department of Health and Social Care – panel chair
- Richard Douglas, Non-Executive Director of NHS Improvement – panel member
- Libby Watkins as the Independent Panel Member

The Independent Panel member is independent of both the Department of Health and Social Care and Health Education England.

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 Department of Health and Social Care may commission a pre-assessment of candidate applications which would then be provided to the Panel for consideration and to inform the shortlisting process. By submitting an application you are agreeing to your application being shared with another party for the purpose of pre-assessment. The pre-assessor and the panel are reliant on the information you provide in your CV and supporting 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. It is the responsibility of the panel to determine who it believes best meet the criteria for the role, and who will be invited to interview
- The interviews will be held on 28<sup>th</sup> September 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 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 the Chair of Health Education England, 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 Julia Peters on 0113 2545350.

## 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 values and promotes diversity and encourage applications from all sections of the community.

### **Governance Code on Public Appointments**

The Governance Code on Public Appointments, published by the Cabinet Office, sets out the principles that should underpin all public appointments. The Governance Code can be found at:

<https://www.gov.uk/government/publications/governance-code-for-public-appointments>.

### **The Commissioner for Public Appointments**

The regulation of public appointments against the requirements of the Governance Code is carried out by the Commissioner for Public Appointments. The Commissioner provides independent assurance that public appointments are made in accordance with the principles set out in the Code. The Commissioner is appointed by the Queen and is independent of the Government and the Civil Service. Further about the role of the Commissioner is available from: <http://publicappointmentscommissioner.independent.gov.uk>

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

The Department of Health and Social Care 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 and Social Care by emailing [charlotte.firth@dh.gsi.gov.uk](mailto:charlotte.firth@dh.gsi.gov.uk)

If after receiving a comprehensive response from the Department you are still concerned, you can write to the Commissioner for Public Appointments. Please contact:

The Commissioner for Public Appointments  
1 Horse Guards Road  
London SW1A 2HQ

Tel: 0207 271 8938

Email: [publicappointments@csc.gsi.gov.uk](mailto:publicappointments@csc.gsi.gov.uk)

## 2.3 Eligibility Criteria

### Eligibility criteria

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

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

Further advice about the eligibility criteria can be provided by contacting 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 the Department of Health and Social Care 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.