



# Chair of the Human Tissue Authority

## Information pack for applicants

**Closing date: midday on 10 April 2019**

**Reference no: VAC-1663**



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# Section 1 – The Role

## 1.1 Role and Responsibilities of the Chair of the Human Tissue Authority

### Introduction

Ministers are seeking to make a Chair appointment to the board of the Human Tissue Authority (HTA).

### Role and Responsibilities of the Chair

The Chair of the Human Tissue Authority (HTA) will be accountable to the Secretary of State for Health and Social Care and will:

- Provide leadership, challenge and direction to the organisation, encouraging and enabling the HTA to be a first-class regulator of human tissue;
- Ensure that the HTA carries out its statutory functions under the Human Tissue Act 2004 and meets the Government's policies and priorities for the sector, complying with directions and guidance issued by the Secretary of State;
- In partnership with the Chief Executive, set the tone for excellent working relationships between the HTA and key stakeholders to ensure the confidence in the work of the HTA of those who use services, the wider public, the regulated sector, Government and Parliament;
- Work with the Authority to set the strategic direction of the HTA and ensure resources are managed effectively with a focus on the development of HTA staff and organisational transformation, reflecting the organisation's role and values as a first-class regulator; and
- As Chair, build, develop and improve the Authority providing guidance and support to all Authority members, ensuring their effective induction, support and development and advising the Department of Health and Social Care (DHSC) on their performance.

### Qualities required for the role of the Chair

The Department of Health and Social Care values and promotes diversity and encourages applications from all sections of the community. The boards of public bodies should reflect the population they are there to serve. Boards also benefit from fresh perspectives, and we are always keen to encourage candidates with private sector experience to consider applying for our roles

## Essential Criteria

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.

- Ability to chair a national organisation and lead in organisational improvement and horizon scanning;
- Ability to collaborate effectively to lead change in a large, complex system;
- An effective (public) communicator, able to address high-profile, complex and sensitive scientific and ethical issues in a way that maintains public confidence;
- Ability to set the tone for excellent working relationships between the HTA, DHSC and its stakeholders, and to ensure continued confidence within government and of those who are regulated by the HTA; and
- An understanding of diversity, equal opportunities and human rights issues and a commitment to applying best practice to the work of the HTA.

**The Chair cannot have or have had a professional interest in any of the kinds of activity within the remit of the Human Tissue Authority.**

## Remuneration

- The role is remunerated at £42,000 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 the HTA, in line with travel and subsistence policy and rates for the HTA. A copy of the policy and rates can be obtained from the HTA.

## Time commitment

2 to 3 days per week

## **Location**

London

## **Tenure of office**

Ministers determine the length of the appointment, and it will be up to maximum of 3 years.

## **Accountability**

The 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 the HTA and the role of the Chair please contact:

Name: Jacky Cooper

Tel: 0113 2545446

Email: [jacky.cooper@dhsc.gov.uk](mailto:jacky.cooper@dhsc.gov.uk)

## 1.2 Human Tissue Authority role and responsibilities

The HTA's key priority is to maintain public and professional confidence in the removal, storage and use of human tissue by ensuring that these activities are undertaken safely and ethically, and with proper consent.

The HTA was established as an Executive Non-Departmental Public Body on 1 April 2005 under the Human Tissue Act 2004. It also acts as a Competent Authority in relation to EU legislation covering tissues and cells used in patient treatment, and organ donation and transplantation.

The HTA licences organisations that remove, store and use human tissue and organs for purposes such as research, transplantation, post mortem examination, anatomical examination and public display, as set out in its governing legislation. The HTA publishes Codes of Practice and Standards relating to the conduct of activities within its remit, and superintends compliance with standards through a risk-based programme of audit and inspection. It also plays a regulatory role in living organ donation, ensuring that valid consent is given and no coercion or reward takes place.

The HTA's remit under the Human Tissue Act extends to England, Wales and Northern Ireland. It also carries out some functions (in relation to EU legislation, regulating living donation, and keeping of registers), on behalf of the Scottish Government. Since December 2015, the Human Transplantation (Wales) Act 2013 has governed consent for organ and tissue donation in Wales, for which the HTA has produced a Code of Practice and oversees compliance.

The HTA underwent a Triennial Review in 2015, with key findings including: clear evidence that it performs necessary functions to a high standard, and that it is very highly regarded by the large majority of stakeholders from whom the team received views. The HTA's actions have been completed and it is preparing an overarching report on all recommendations this autumn.

In addition to its roles in licensing, inspection and approving living organ donations, the HTA has a statutory duty to provide advice and guidance to the public, and professionals, on activities within its remit. It also has a duty to monitor developments and advise the Secretary of State, and counterparts in devolved administrations, on related issues.

As a regulator, the HTA seeks to work with stakeholders to encourage improvement, remaining accessible and responsive to a changing environment and the needs of the organisations it regulates. It is regarded as being in a unique position to comment and offer guidance on challenging issues which fall on the edge of its regulatory remit.

Recent issues which the HTA has worked with others to provide advice on include;

- Cryopreservation of bodies;

- Disposal of foetal remains;
- Websites seeking to match organ donors and recipients;
- Plans to develop a taphonomy facility in the UK (a body farm); and
- Winter capacity and contingency preparations for mortuaries.
- EU Exit preparedness

The HTA works closely with other regulators and industry to ensure that regulation supports innovation, whilst protecting public confidence.

An example of this is the Regulatory Advice Service for Regenerative Medicine (RASRM), which is a 'One Stop Shop' for research and development professionals across academia, industry, and the NHS.

HTA has also been working closely with the Science Research and Evidence team at the Department of Health and Social Care, and using its specialist knowledge and expertise to provide significant input to the Government's response to the House of Commons Science and Technology Select Committee's report into Regenerative Medicine.

In the context of Government focus on its industrial strategy and the life sciences, HTA has identified various opportunities for improving the current legislative framework. This will become ever more necessary as the technology and science moves on and regulation will need to remain apace.

The Authority's Chair and Members are appointed by the Secretary of State for Health and Social Care. The Chair and half of the members are lay, with the remainder being professionals drawn from some of the groups who are affected by the legislation.

This year, the HTA will be holding its public Authority meeting on 9<sup>th</sup> May 2019.

Link to

- 2017-18 Business Plan and Strategy <https://www.hta.gov.uk/corporate-publications/business-plan-and-strategy>
- Guidance for Professionals <https://www.hta.gov.uk/guidance-professionals>
- Guidance for the Public <https://www.hta.gov.uk/guidance-public>

# Section 2: How to Apply

## 2.1 Making an application

Thank you for your interest in the appointment of the Chair to the Human Tissue Authority.

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

[appointments.team@dhsc.gov.uk](mailto:appointments.team@dhsc.gov.uk) – please quote ref: VAC-1663 in the subject field.

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

Daniel Clemence, Department of Health and Social Care, Room 1N09, Quarry House, Quarry Hill, Leeds, LS2 7UE.

**Applications must be received by midday on 10 April 2019.**

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 HTA, 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 (including any convictions or bankruptcy) that could, if you were appointed, be misconstrued, cause embarrassment to Ministers or HTA 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 and blogs. Due Diligence may be carried out on any publicly available information and shared with the Advisory Assessment Panel.

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**

If you wish to discuss any queries on conflicts please see the contacts section.

## **CV**

Please ensure your CV includes:

- Your full name, title, home address, personal contact telephone numbers (land line and mobile), personal email address and details of any twitter accounts and LinkedIn accounts including your twitter handle/username.

- 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.

Political activity information is primarily for monitoring purposes only, however if you are shortlisted for interview, this information will be shared with the selection panel. The reason for this is that it is appreciated that such activities may have given you relevant skills, including experience gained from committee work, collective decision-making, resolving conflict and public speaking. If you have had such experience and you consider it relevant to your application for this post, you should also take the opportunity to include it separately in your supporting statement. If possible, you should not, however, identify the relevant political party in your statement.

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:**

Daniel Clemence  
Appointments Team  
Tel: 0113 2545335  
Email: [daniel.clemence@dhsc.gov.uk](mailto:daniel.clemence@dhsc.gov.uk)

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

Name: Jacky Cooper  
Tel: 0113 2545446  
Email: [jacky.cooper@dhsc.gov.uk](mailto:jacky.cooper@dhsc.gov.uk)

Please quote reference VAC-1663 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 10 April 2019
- Shortlisting complete: 23 April 2019
- Interviews held: 14 May 2019

**The successful candidate will also need to be available for input to the recruitment process for the member interviews currently scheduled for 27 June 2019.**

The selection panel will be:

- Mark Davies, DHSC Director, Population Health as Panel Chair
- Professor Chris Jones, Deputy Chief Medical Officer for Wales (panel member)
- Millie Banerjee CBE, Chair of NHS Blood and Transplant (independent panel member)

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 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.

- Interviews will be held on 14 May 2019.
- 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 the HTA, 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 Daniel Clemence at:

[daniel.clemence@dhsc.gov.uk](mailto:daniel.clemence@dhsc.gov.uk)

## 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@dhsc.gov.uk](mailto:charlotte.firth@dhsc.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.gov.uk](mailto:publicappointments@csc.gov.uk)

## 2.3 Disqualification from Appointment

There are circumstances in which an individual may not be considered for appointment. For more information on the disqualification criteria, please refer to the full document at: [http://www.legislation.gov.uk/ukpga/2004/30/pdfs/ukpga\\_20040030\\_en.pdf](http://www.legislation.gov.uk/ukpga/2004/30/pdfs/ukpga_20040030_en.pdf)

(1) A person is disqualified for being appointed as chairman or other member of the Authority if:

(a) he is the subject of a bankruptcy restrictions order or an interim bankruptcy restrictions order, or a debt relief restrictions order or interim debt relief restrictions order under Schedule 4ZB of the Insolvency Act 1986,

(b) a bankruptcy order has been made against him by a court in Northern Ireland, his estate has been sequestrated by a court in Scotland or, under the law of Northern Ireland or Scotland, he has made a composition or arrangement with, or granted a trust deed for, his creditors, or

(c) in the last five years he has been convicted in the United Kingdom, the Channel Islands or the Isle of Man of an offence and has had a qualifying sentence passed on him.

(2) Where a person is disqualified under sub-paragraph (1)(b) because a bankruptcy order has been made against him or his estate has been sequestrated, the disqualification shall cease—

(a) on his obtaining a discharge, or

(b) if the bankruptcy order is annulled or the sequestration of his estate is recalled or reduced, on the date of that event.

(3) Where a person is disqualified under sub-paragraph (1)(b) because of his having made a composition or arrangement with, or granted a trust deed for, his creditors, the disqualification shall cease—

(a) at the end of the period of five years beginning with the date on which the terms of the deed of composition or arrangement or trust deed are fulfilled, or

(b) if, before then, he pays his debts in full, on the date on which the payment is completed.

(4) For the purposes of sub-paragraph (1)(c), the date of conviction shall be taken to be the ordinary date on which the period allowed for making an appeal or application expires

or, if an appeal or application is made, the date on which the appeal or application is finally disposed of or abandoned or fails by reason of its non-prosecution.

(5) In sub-paragraph (1)(c), the reference to a qualifying sentence is to a sentence of imprisonment for a period of not less than three months (whether suspended or not) without the option of a fine.

The link to the legislation is <https://www.legislation.gov.uk/ukpga/2004/30/schedule/2>

Further advice about Disqualification from Appointment can be provided by contacting Jacky Cooper on 0113 254 5446.

## 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 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.

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