



Chair of the Health Research Authority

Information pack for applicants

Closing date: midday on 16 May 2019

Reference no: VAC-1662



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Section 1 – The Role

1.1 Role and Responsibilities of the Chair of the Health Research Authority.

Introduction

Ministers are seeking to appoint a new Chair of the board of the Health Research Authority (HRA).

The Chair will be required to lead the board in setting the strategic direction of the HRA and overseeing its governance and performance management.

HRA's core purpose is to protect and promote the interests of patients and the public in health and social care research. It ensures that health and social care research involving them is ethically reviewed and approved, that people are provided with the information they need to help them decide whether they wish to take part, and that their opportunity to do so is maximised by simplifying the processes by which high quality research is assessed. In doing this, HRA helps to build both public confidence and participation in health research, and so contribute to improving the nation's health.

The expertise and experience that the Chair will bring to the HRA Board will help to ensure that the HRA is a successful organisation in terms of its effectiveness, both as a regulator and employer.

Role and Responsibilities of the Chair

Strategy

- Oversee strategic direction, working collaboratively across a national system of Arm's Length Bodies (ALBs), as well as with key organisations across the health and social care system.
- Maintain the values of the board so it continues to protect and promote the interests of patients and public in health and social care research, ensuring that the board listens to the public and patient voice and that the outcome of good research can benefit them in the future.
- Support and challenge the executive team.
- Be the public face of the HRA as a champion of its role.

Performance

- Provide leadership to the HRA, through setting a vision and inspiring high standards.
- Ensure risks are managed and appropriate financial controls are in place.
- Lead the HRA board and its development, ensuring the board determines business priorities and fulfils duties.
- Chair HRA board meetings according to any statutory requirements and agreed policies and procedures, ensuring meetings are reported appropriately and actions are monitored and completed.
- Ensure that the HRA carries out its statutory functions with regard to aspects of government policy as the Secretary of State directs, including compliance with statutory and administrative requirements for the use of public funds.
- Act on behalf of the board between meetings on matters delegated, such as signing off documents or in response to approaches from external organisations on issues which do not require approval by the whole board.

People

- Maintain effective working relationships at senior levels with all key players in the health and social care sector, including Ministers, other ALB chairs, research funders including industry and charity and senior figures within academia.
- Through support and regular appraisal, ensure a high performance from the HRA Chief Executive and Team, ensuring that operational and strategic objectives are achieved and best practice is followed in leadership and people policies and behaviour.

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.

- Strong strategic leadership skills with a significant record of achievement at the highest levels in the public or private sector and the proven ability to lead an organisation through a period of significant change
- 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 experience.

- Demonstrable interest in the work of the HRA and understanding of the opportunities and challenges it faces and should have experience in a relevant field including medicine, health or social care research or medical ethics.
- Excellent communication, able to collaborate effectively across organisational boundaries to lead and drive development and improvement. They will be adept at building productive and constructive relationships with multiple stakeholders.

Remuneration

- The Chair is remunerated at the rate of £45,000 per annum for a time commitment of two days per week.
- 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 Health Research Authority, in line with travel and subsistence policy and rates for the Health Research Authority. A copy of the policy and rates can be obtained from the Health Research Authority.

Time commitment

The time commitment for the Chair is 2 days per week.

The upcoming HRA Board dates are as follows:

- 18 September 2019 - London: Skipton House, 80 London Road, London, SE1 6LH
- 20 November 2019 - Nottingham: The Old Chapel, Royal Standard Court, Nottingham, NG1 6FS
- 29 January 2020 - London: Skipton House, 80 London Road, London, SE1 6LH
- 18 March 2020 - Newcastle: Holland Drive, Newcastle upon Tyne NE2 4NQ

Papers from previous meetings are available on the HRA website: <https://www.hra.nhs.uk/about-us/who-we-are/meeting-minutes/>

Location

Five locations in England: Newcastle, Manchester, Nottingham, London and Bristol.

Tenure of office

Ministers determine the length of the appointment will be 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 the Health Research Authority and the role of the Chair please contact:

Mark Toal

Tel: 0207 210 2749

Email: mark.toal@dhsc.gob.uk

1.2 Health Research Authority role and responsibilities

“The Health Research Authority plays a key role in ensuring that we remain at the forefront of trusted and ethical health and social care research, promoting the interests of current and future patients. As chair, I have had the privilege of working on this important task with a wide range of stakeholders, including Parliamentarians, charities, industry, policy makers, public and participant groups as well as researchers.

This position is intellectually stimulating and brings an opportunity to make a real difference. I have found it very rewarding. Over the past few years, we have successfully built a platform from which the HRA can deliver a better experience for researchers while retaining the robustness of approval processes, which protect the interests of participants. It is now time for a new chair to capitalise on this opportunity and I wish them well.

Thank you for your interest in the role.”

Professor Sir Jonathan Montgomery, outgoing Health Research Authority Chair

Our role

The HRA was established in 2011 to streamline the regulation of health and social care research in the UK. With our core purpose of protecting and promoting the interests of patients and the public in health and social care research, we:

- make sure research is ethically reviewed and approved
- promote transparency in research
- give expert advice to researchers
- provide independent recommendations on the processing of identifiable patient information without consent, for research and non-research projects.

We work with other organisations in the UK to regulate different aspects of health and social care research, ensuring research approvals and oversight are streamlined and proportionate. We are England-focussed but, through our joint working with the devolved administrations of Scotland, Wales and Northern Ireland, lead the oversight of health and social care research on behalf of the UK.

We support our activity through five locations in England: Newcastle, Manchester, Nottingham, London and Bristol. Through the 65 Research Ethics Committees in England and the Confidentiality Advisory Group, we review around 6,000 new research studies each year, ranging from observational studies in care settings, tissue banks and research databases, to large, multi-centre clinical trials of new medicines and advanced therapeutics.

Our people

Our 195 staff support our committees and advisory groups, provide specialist advice, guidance and learning to researchers about the ethics and governance of current and emerging areas of research and effectively administer the organisation.

We could not operate without our network of around 1,000 volunteers. They serve on the research ethics committees, the National Research Ethics Advisors' Panel, the Confidentiality Advisory Group and are part of our patient and public involvement network. All give their time freely to support health and social care research and the HRA's work. They make an invaluable contribution to our work, to research and to research participants.

Our strategy

The HRA has just entered the final year of its a three-year strategy which focussed on five key areas:

- Championing health and social care research
- Making it easier to conduct high quality research in the UK
- Developing a pro-active, strategically focused organisation
- Capitalising on technological developments
- Ensuring the HRA is governed effectively and provides value for the tax payer

A key part of this role will therefore be to support the delivery of these objectives but also a consideration of the HRA's longer term goals to enable the development of a new strategy.

Our finances

The HRA's total revenue funding for **2019/20** is estimated to be **£18,259k** (2018/19: £15,990k). We receive most of our revenue funding directly from the Department of Health and Social Care (DHSC). This funding, known as grant-in-aid (GIA), has been confirmed at **£12,784k** for 2019/20.

This includes funding to support:

- 2018/19 Agenda for Change terms and conditions £120k
- NHS Pensions increased employers' contribution partly funded £264k
- Research IT systems transformation to meet EU Exit preparedness requirements £4,500k

The balance comes from three other sources:

- £200k from the Devolved Administrations as part of cost sharing arrangements for ethical review and UK wide research governance developments;
- £66k from NHS Business Services Authority (BSA) and High Speed 2 (HS2) and as part of cost sharing arrangements for estates; and,
- £1,000k non-cash revenue from the Department of Health and Social Care to fund depreciation costs.

The HRA is committed to providing value to the public purse. We achieve this in two ways:

- Streamlining the research approval process, driving economies and efficiencies to the research sector (worth £4billion* to the UK economy).
- Achieving 'more for less' in our services and policy work, by improving processes, reducing duplication and using technology to add value and reduce costs

Section 2: How to Apply

2.1 Making an application

Thank you for your interest in the appointment of the Chair to the Health Research Authority.

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

appointments.team@dhsc.gov.uk – please quote ref: VAC-1662 in the subject field.

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

Sally Brough-Hirst, Department of Health and Social Care, Room 1N09, Quarry House, Quarry Hill, Leeds, LS2 7UE

Applications must be received by midday on 16 May 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 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 Research Authority 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 on 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 Health Research Authority 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: Eligibility Criteria**

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

Sally Brough-Hirst
Appointments Team
Tel: 0113 2546138

Email: Sally.Brough-Hirst@dhsc.gov.uk

Chair of the Health Research Authority information pack for applicants

For further information regarding the role of the Health Research Authority and the role of the Chair please contact:

Mark Toal

Tel: 0207 210 2749

Email: mark.toal@dhsc.gov.uk

Please quote reference VAC-1662 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 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 16 May 2019
- Shortlisting complete: 10 June 2019
- Interviews held: 01 July 2019

The selection panel will be:

- Professor Chris Whitty, Chief Scientific Adviser (Panel Chair)
- Professor Dame Nicky Cullum, Professor of Nursing at the University of Manchester
- Derek Stewart, Patient Advocate Representative
- Daniel Benton, Non-Executive Director from NHS Digital as an Independent Panel Member

The Independent Panel Member is independent of both the Department of Health and Social Care and Health Research Authority.

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 applying, 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 01 July 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 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 if 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 coming to 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 Health Research Authority, 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 Sally Brough-Hirst on Sally.Brough-Hirst@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 Lucy Wall in the Department of Health and Social Care by emailing Lucy.Wall@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

Chair of the Health Research Authority information pack for applicants

1 Horse Guards Road

London SW1A 2HQ

Tel: 0207 271 8938

Email: publicappointments@csc.gov.uk

2.3 Eligibility Criteria

Eligibility criteria

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

1. persons who have received a prison sentence or suspended sentence of 3 months or more in the last 5 years
2. 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
3. persons who have had an earlier term of appointment with a health service body terminated on the grounds:
 - that it was not conducive to the interests or good management of the body that the person should continue to hold office
 - that the person failed to attend a meeting of the body on three consecutive occasions
 - 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
 - of misconduct or failure to carry out the person's duties
4. anyone who is under a disqualification order under the Company Directors Disqualification Act 1986; or
5. anyone who has been removed from trusteeship of a charity.

Please also note that you are disqualified from appointment to the role of Chair at the Health Research Authority, unless you are willing to stand down from your current role, if you are:

- A non-officer member at the NHS Trust Development Authority (NHS Improvement)
- Chair, or a non-officer member at the NHS Counter Fraud Authority
- Chair or a non-officer member at NHS Resolution (formally known as the NHS Litigation Authority)
- Chair, or Non-Executive Director of an NHS Trust

- In addition, if you hold a role with a NHS Foundation Trust you are advised to check with your FT to see if there are any local disqualification arrangements in place.

For further details and advice on the eligibility criteria or on the specific legislation please contact the Appointments Team.

2.4 How we will manage your personal information

Your personal information will be held in accordance with the General Data Protection Regulations. 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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