



Chair of the National Institute for Health and Care Excellence

Information pack for applicants

Closing date: midday on 19 August 2019
Reference no: VAC-1460



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Section 1 – The Role

1.1 Role and Responsibilities of the Chair of the National Institute for Health and Care Excellence

Introduction

Ministers are seeking to make a Chair appointment to the board of the National Institute for Health and Care Excellence (NICE).

Role and Responsibilities of the Chair

The Chair of NICE will:

- Lead the board in an open and positive way, representing the Institute to the health and social care communities, life sciences industry, and the public, and build on the Institute's international status.
- Set the tone for excellent working relationships between the Institute and key stakeholders responsible for the successful operation of the health and social care system, and supporting innovation and the UK life sciences.
- Ensure that the Board puts policies in place to secure the effective management and development of all its staff; that it is clear about the values it holds as an organisation and communicates them effectively to the Institute's staff and to its external partners.
- Develop an effective partnership with the Chief Executive to lead the Institute in advising Ministers and the health, including public health, and social care communities in England on effective and cost-effective practice and in securing delivery of the Institute's objectives.
- Challenge and provide support for the executive directors and encourage and enable all board members to make a full contribution to the board's affairs and to work effectively as a team.
- Ensure that strategic and relevant operational issues, including the work of the Audit and Risk Committee are discussed by the board in a timely manner and with appropriate information to support their decisions.

- Ensure that the board and the Institute take note of the Secretary of State for Health and Social Care's policies and priorities, while being mindful of their responsibility to offer independent and evidence-based advice.
- Ensure that the board and the Institute observe the requirements of the Code of Conduct for Board members of public bodies and any other regulations and orders issued by the Secretary of State concerning the conduct of NICE.
- Ensure that the board establishes and maintains sub-committees as required by the Regulations set out for the Institute and the operational needs of the organisation.
- Ensure the effective induction and development of new non-executive directors and the continuous development of the Board's capability.
- Advise the Department of Health and Social Care on the performance of non-executive directors.

Qualities required for the role of Chair

To be considered, you must be able to demonstrate that you have the following qualities, skills, and experience to meet all the essential criteria for appointment:

Essential Criteria

- A sound understanding of the ambitions of and the challenges facing the health and care sector in England and the life sciences industry.
- An ability to support innovation and command the respect of leaders in the health and social care communities and the life sciences sector.
- A clear vision for the way evidence-based practice can be applied to improve the quality, effectiveness, safety and efficiency of health, public health and social care, together with an appreciation of the methods and processes used in the development of evidence-based health and social care practice guidance.
- An effective public communicator with experience of engaging diverse audiences in high-profile and sensitive issues, demonstrating the ability to command public confidence and support for the difficult decisions that NICE makes.
- A commitment to ensure that the patient and public voice is effectively and openly represented in NICE's work.

Desirable Criteria

- Experience in clinical or public health practice.

Remuneration

- The NICE Chair is remunerated at the standard rate of £74,000 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 NICE, in line with travel and subsistence policy and rates for NICE. A copy of the policy and rates can be obtained from the National Institute for Health and Care Excellence.

Time commitment

Two and a half to three days per week.

Location

Manchester/London

Tenure of office

Ministers determine the length of the appointment, will be up to 4 years.

Accountability

This Chair is appointed by the Secretary of State for Health and Social Care 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 NICE and the role of the Chair please contact:

Name: Liz Woodeson (Senior Departmental Sponsor for NICE), Director of Medicines and Pharmacy, Department of Health and Social Care

Chair of the National Institute for Health and Care Excellence - information pack for applicants

Tel: 0207 210 5117

Email: elizabeth.woodeson@dhsc.gov.uk

If you would like the opportunity to also discuss the role with the current chair, David Haslam, he can be contacted on:

Name: Sir David Haslam, NICE Chair

Email: david.haslam@nice.org.uk

1.2 National Institute for Health and Care Excellence role and responsibilities

Message from Sir David Haslam, Chair, National Institute for Health and Care Excellence

“A day never goes by when NICE isn’t in the news. With responsibilities stretching right across the whole of health and social care, and with interested stakeholders including clinicians, industry, social care professionals, patients, people who use services, and the wider public - being chair of NICE requires an almost uniquely broad view. Chairing an organisation with a world-wide reputation for excellence is constantly fascinating and stimulating. It is a real honour to work here.”

Sir David Haslam.

National Institute for Health and Care Excellence Role and Responsibilities

NICE was set up in April 1999 as a Special Health Authority. The Health and Social Care Act 2012 established NICE as an England only Executive Non-Departmental Public Body from 1 April 2013 and extended its remit to adults’ and children’s social care. Through its robust, evidence-based advice and guidance, NICE has a key part in supporting the health and care system in driving greater efficiency and quality improvement. It also has a key role in supporting the ambitions of the life sciences industrial strategy, innovation and developments in the digital sphere that affect health and care.

NICE works closely with other organisations in the health and care system. This includes DHSC, NHS England, Public Health England, Medicines and Healthcare Products Regulatory Agency, NHS Improvement, NHS Digital, the Care Quality Commission, Health Education England, the National Institute for Health Research, local NHS bodies and local authorities. In addition, NICE maintains strong links with the life sciences industry, academia, the third sector and the international community.

NICE operates a range of programmes generating guidance and advice for the NHS, social care, and the wider public health community, including clinical guidelines, interventional procedures guidance, public health and social care guidance, quality standards and technology appraisals for pharmaceuticals and other medical technologies. These programmes are supported by implementation support materials and activities, and are complemented by Evidence Services, an on-line evidence resource for all health and social care professionals. NICE provides the British National Formulary and a range of advice and support on the effective use of medicines.

For further information on what NICE does and how it works, please visit: <http://www.nice.org.uk/about>

NICE hold six Board meetings per year. They are open to the public and held in different locations across the country. More information can be found at:

<https://www.nice.org.uk/Get-Involved/Meetings-in-public/Public-board-meetings>

The next planned board meetings are:

- Northampton Guild Hall 17 July 2019
- Sheffield Town Hall 18 September 2019
- Great Ormand Street Hospital, London 20 November 2019

Section 2: How to Apply

2.1 Making an application

Thank you for your interest in the appointment of the Chair to the National Institute for Health and Care Excellence.

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-1460 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 19 August 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 NICE, 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 NICE 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.

The appointment of the Chair of NICE will be subjected to a pre-appointment hearing with the Health Select Committee. **For further details see Section 2.2. Please be aware that the CV of the Secretary of State's preferred candidate for appointment, with personal details removed, will be sent to the Health Select Committee.**

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

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

Name: Liz Woodeson
Tel: 0207 210 5117
Email: Elizabeth.Woodeson@dhsc.gov.uk

Please quote reference VAC-1460 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 19 August 2019
- Shortlisting complete: 17 Sept 2019
- Interviews held: 29 Oct 2019
- Health Select Committee Hearing: Nov/Dec 2019 (TBC)

The selection panel will be:

- Chief Medical Officer, DHSC – Panel Chair
- Jonathan Marron, Director General, Community and Social Care, DHSC – Panel Member
- Professor Stephen Powis, NHS England Medical Director – Panel Member
- Professor Sir John Bell, Regius Professor of Medicine, University of Oxford as a Senior 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 29 October 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 NICE, 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**

Pre-appointment scrutiny

This role is subject to pre-appointment scrutiny by the Health select committee.

Pre-appointment scrutiny is an important part of the appointment process for some of the most significant public appointments made by Ministers. It is designed to provide an added level of scrutiny to verify that the recruitment meets the principles set out in the Governance Code on Public Appointments.

The pre-appointment scrutiny aspect of the appointment has two parts.

First, information concerning the appointment and the Minister's preferred candidate will be shared with the relevant select committee. As part of this process you will need to be content for your name and your CV to be shared with the Select Committee as the Government's preferred candidate. You may also be required to complete a pre-appointment hearing questionnaire which could include, among other things:

- declarations of any relevant potential conflicts of interest,
- what you see as the priorities and key risks for the organisation,
- questions about how you would lead the board and work with stakeholders,
- your commitment to standards in public life and how you would handle being in the public eye.

Normally any information provided to the select committee by the Government or a candidate will be published.

Second, it is likely that the select committee will decide to call the Government's preferred candidate to a public hearing before the select committee to answer questions relating to their suitability to the role. You would not be expected to have an in depth technical knowledge of how the body works or an exact plan of what you would do in the role, however you will be expected to provide a credible representation of your understanding of the work of the body and what your role in its future would be.

The proposed date for a pre-appointment hearing for this role is likely to be in Oct/Nov 2019.

The Government is committed to making the public appointments as accessible as possible so that no one is deterred from applying. The Department will provide support to you to help you prepare for the hearing and the clerks to the select committee will also be available to discuss with you how the hearing will run. You will also be supported by the Department in working with the select committee should you require any adjustment to enable you to participate fully in the hearing process.

For more information about pre-appointment scrutiny, please see the 'Cabinet Office Guidance: Pre-appointment scrutiny by House of Commons Select Committees'. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/771845/Cabinet-Office-Guidance-pre-appointment-scrutiny-of-public-appointments.pdf

The Liaison Committee also publishes [guidelines](#) to select committees for pre-appointment.

You may also find it helpful to review the Code of Conduct for board members of public bodies here: <https://www.gov.uk/government/publications/board-members-of-public-bodies-code-of-conduct> which sets out the expectations which the Government places on non-executive members of public bodies.

Queries

For queries about your application, please contact Daniel Clemence on 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 Lucy Wall in the Department of Health and Social Care by emailing 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

2.3 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 NICE, 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 NHS Resolution (formally known as the NHS Litigation Authority)
- If you are a NED, or Chair of an NHS Trust in England, you are advised to check with the NHS Trust whether there would be a potential disqualification from that role if you were to be appointed to the role of the NICE Chair. Regulation 11(1)(e) of the 1990 NHS Trust Regulations disqualifies a chair, member, director or employee of

NICE from being a Chair or NED of an NHS Trust. **(This is the position in England).**

- If you are a Chair of an NHS Trust in Wales you are advised to check with the NHS Trust whether there would be a potential disqualification from that role if you were to be successful as the NICE Chair. Regulation 11(1)(e) of the 1990 NHS Trust Regulations is qualified by Regulation 11(5), allowing a Chair of NICE to also be a NED (but not a Chair) of an NHS Trust in Wales. **(This is the position in Wales)**

Further advice about the eligibility criteria can be provided by contacting Daniel Clemence on 0113 2545335.

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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