



Department  
of Health &  
Social Care



# Medical Director of the Advisory Committee on Clinical Excellence Awards Medical Director

Information pack for applicants

**Closing date: midday on Monday 16 December 2019**



**Reference no: VAC-1670**



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# Section 1 – The Role

## 1.1 Role and Responsibilities of the Medical Director of the Advisory Committee on Clinical Excellence Awards Medical Director

### Introduction

Ministers are seeking to make a Medical Director appointment to the Advisory Committee on Clinical Excellence Awards.

### Role and Responsibilities of the Medical Director

The Medical Director is appointed by the Secretary of State for Health and Social Care to assist and support the Chair in the efficient and transparent delivery and governance of the National Clinical Excellence Awards (CEA) scheme. The main areas of responsibility are to:

- advise on the medical and professional aspects of the scheme, to include reviews of eligibility, changes of circumstances and other matters arising relating to existing and prospective award holders;
- together with the Chair, ensure that consultants who are recommended for new awards represent the highest standards of excellence and that they and successful renewals are justified by the evidence submitted by the consultants. This involves quality assuring new applications and meeting with and presenting applications of interest to ACCEA's regional sub-committees to agree recommendations to ACCEA's Main Committee;
- together with the Chair, review and approve applications for sub-committee membership, monitoring diversity and representation from professional, lay and employer groups; and
- work with the Chair to contribute to the discussions with the Department about revisions to the national clinical excellence awards scheme, to ensure that it is fit for purpose and that transitional arrangements are both reasonable and practical to administer.

## Qualities required for the role of the Medical Director

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.

**You must confirm that you hold or have held a senior medical or dental post in NHS employment or have been an academic general practitioner. You may be retired and need not currently hold a licence to practice from the General Medical Council or General Dental Council, but you will be likely to have been in a senior role in the NHS recently. If you do not hold a licence to practice, you must be registered with either the General Medical or Dental Councils.**

In addition, you must also:

- be forward looking, objective and innovative, with sound judgement and attention to detail;
- have a proven track record of effective negotiating skills, demonstrating the ability to secure the confidence of people who work in the field and use the NHS;
- have experience of successful change management; and
- have an appreciation of the ways in which developments in national policy influence the operation of a scheme to reward consultants.

### Desirable criteria

- You will have held a national excellence award (preferably an A or A+ Distinction Award or a Gold or Platinum Clinical Excellence Award).

### Remuneration

- The Medical Director is remunerated at the rate of £52,540 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 Medical Director of the

ACCEA, in line with travel and subsistence policy and rates for the ACCEA. A copy of the policy and rates can be obtained from ACCEA.

## **Time commitment**

On average, up to around two days per week

## **Location**

London

## **Tenure of office**

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

## **Accountability**

The Medical Director is appointed by the Secretary of State and are accountable to the Secretary of State via the Chair for carrying out their duties and for their performance.

For further information regarding the role of ACCEA and the role of Medical Director please contact:

Name: Alex Pyle

Tel: 020 7972 4608

Email: [alex.pyle@dhsc.gov.uk](mailto:alex.pyle@dhsc.gov.uk) cc: [accea@dhsc.gov.uk](mailto:accea@dhsc.gov.uk)

## 1.2 ACCEA role and responsibilities

### Note from the Chair

“The Medical Director role is pivotal to the in-depth governance process and thus the credibility and standards of the national Clinical Excellence Awards scheme. His or her deep personal understanding of the challenges and working environment of the NHS, along with the ability to contextualise the evidence submitted, are essential to shaping the scheme and its operations and to ensuring the most deserving clinicians are recognised for their impact on patients and the wider NHS.”

Stuart Dollow, Chair of ACCEA

### Advisory Committee on Clinical Excellence Awards role and responsibilities

The Advisory Committee on Clinical Excellence Awards (ACCEA) is the independent advisory non-departmental public body responsible for the operation of the national Clinical Excellence Awards scheme in England and Wales. It advises Department of Health and Social Care (DHSC) Ministers and the Welsh Government on the granting of new awards.

Clinical Excellence Awards (CEAs) recognise and reward consultant doctors and dentists and academic General Practitioners who provide clear evidence of clinical excellence, demonstrating achievements that are significantly over and above what they would normally be expected to deliver in their roles. These achievements are in the areas of: developing and delivering high quality services, leadership, research, innovation, and teaching and training –important activities for ongoing improvements in the efficiency and effectiveness of the NHS.

Broadly, we:

- Ensure that the criteria against which candidates are assessed reflect achievement over and above what is normally expected contractually
- Oversee the process by which all applications are judged, taking account of advice given by our regional sub-committees for bronze, silver and gold awards and by the platinum sub-committee for platinum awards
- Recommend consultants and academic GPs for bronze, silver, gold and platinum awards with regard to the number of new awards allocated by ministers, taking account of advice from the chair and medical director and sub-committees
- Recommend consultants and academic GPs for continuation of their awards through the review process, taking account of advice from the chair and medical director and sub-committees
- Oversee and monitor a system that enables applicants to make appeals against the process, and for any concerns and complaints to be considered

- Develop the administration of the scheme, taking into account issues encountered and feedback received.

## ACCEA

ACCEA is led by a Chair and a Medical Director, who are appointed by the Secretary of State for Health and Social Care. Together, they are responsible for:

- ensuring that ACCEA operates to high standards and reflects public sector values;
- ensuring it is fair and robust in its assessment of applications;
- ensuring it operates effectively, efficiently and transparently; and
- advising on, and preparing for the development of, a new CEA scheme.

Our decision-making body is our Main Committee. It meets to discuss and agree changes to ACCEA policy and procedure and to agree the final recommendations to Ministers for new and renewed awards. A list of members is available [here](#).

The Chair and Medical Director are supported by a small secretariat of civil servants, who sit within, and are employed by, the Department of Health and Social Care. In 2018, the Secretariat was staffed by 3.5 substantive full-time equivalents (4 staff).

## The Awards Round

We run an annual competition for 300 new English and around 17 new Welsh awards, with applicants for an uncapped number of renewals having to meet or better the standard of successful new applicants. For 2 months (February to April in 2019), applications are made via our online portal. Applicants have to demonstrate evidence of excellence against five 'domains'. In 2019, we received over 1,300 new and renewal applications.

We manage 15 regional sub-committees of volunteer scorers, comprising nearly 350 professional, employer and lay members. Invaluable to the awards process, we ensure that sufficient scorers are recruited and trained, keep them up-to-date and ensure that membership is periodically refreshed.

The sub-committee members consider the applications from their area. Independently, they score each of the allocated applications via the online portal over 6 weeks (April to June). Their summed scores provide a shortlist that the Chair and Medical Director scrutinise for quality assurance purposes, to identify applicants to discuss with each sub-committee face-to-face (14 meetings in total from July to September). Subject to the outcome of those discussions and a limited second scoring exercise for applicants where queries remain, the list of recommended applicants is submitted to Main Committee (November) and then Ministers (November). The ACCEA Chair and Medical Director will typically review 300-400 applications in an awards round. In addition, they provide external quality assurance to the Ministry of Defence scheme.

## Awards Administration

Throughout the year, ACCEA carries out its day-to-day business. This includes:

- Reporting and accounting to Main Committee and DHSC

- Responding to customer e-mail and telephone enquiries
- Responding to data requests
- Processing award holder job changes and changes in circumstances
- Maintaining the online portal and data security
- Managing stakeholder relationships
- Maintaining our forms, guidance and other literature

We are also responsible for ensuring accurate financial information is sent out via NHS England to Trusts and Arm's Length bodies so that award holders receive the correct payments. In 2019, over 2,500 awards were in payment, worth over-£135million.

### **Priorities**

In addition to the above, we are currently focused on:

- Securing a new IT system to replace our aging online portal
- The development of a new national CEA scheme
- Boosting the number of applications from women and from those from Black, Asian and minority ethnic (BAME) backgrounds, who are currently under-represented
- Improving the diversity profile of our scoring sub-committees

**For more information, please see:**

- [Our latest annual report](#)
- [Our latest guidance](#)
- [Our Main Committee minutes](#)

# Section 2: How to Apply

## 2.1 Making an application

Thank you for your interest in the appointment of Medical Director to ACCEA.

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 **VAC-1670** 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 Monday 16 December 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 specific 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 ACCEA, 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 ACCEA 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

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 ACCEA and the role of Medical Director please contact:**

Name: Alex Pyle

Tel: 020 7972 4608

Email: [alex.pyle@dhsc.gov.uk](mailto:alex.pyle@dhsc.gov.uk) cc: [accea@dhsc.gov.uk](mailto:accea@dhsc.gov.uk)

Please quote reference VAC-1670 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 Monday 16 December 2019
- Shortlisting complete: January 2020 TBC
- Interviews held: February 2020 TBC

### **The selection panel will be:**

- Professor Chris Whitty – Chief Scientific Adviser as panel chair
- Lee McDonough - DHSC Director General as panel member
- Dr Stuart Dollow – ACCEA Chair as panel member
- Dr Navina Evans - CEO East London Foundation Trust as the Independent Panel Member

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

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 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 a date to be confirmed.
- 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 whether 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 medical Director of ACCEA, which will confirm the terms on which the appointment is offered
- **please note that due to the volume of applications that are received it is not possible to routinely provide feedback to those not shortlisted for interview**
- if you apply under the GIS scheme and you are not shortlisted for interview, we can provide a summary of the assessment of your written application, if you choose to request feedback

- 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 prepare for and attend an interview, and that feedback is a valuable part of the process. Following interviews, the letter which confirms the outcome of the appointment process 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 on [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 Perm Butler in the Department of Health and Social Care by emailing [Permjeet.Butler@dhsc.gov.uk](mailto:Permjeet.Butler@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 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.

Further advice about the Eligibility Criteria can be provided by contacting Daniel Clemence on 0113 254 5335.

## 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 because 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 to help fulfil either the Commissioner's formal complaints investigation role or for audit purposes.

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