



Non-Executive Director of the Health Research Authority

Information pack for applicants

Closing date: Midday on 10 September 2020

Reference no: VAC-1686



Follow us on Twitter [@appointmentsdh](https://twitter.com/appointmentsdh)

Contents

Section 1 – The Role	2
1.1 Role and Responsibilities of a Non-Executive Director of the Health Research Authority	2
1.2 Health Research Authority role and responsibilities.....	5
Section 2: How to Apply.....	9
2.1 Making an application	9
2.2 The Selection Process.....	13
2.3 Eligibility Criteria	17
2.4 How we will manage your personal information.....	19

Section 1 – The Role

1.1 Role and Responsibilities of a Non-Executive Director of the Health Research Authority

Introduction

Ministers are seeking to make an appointment to the board of the Health Research Authority (HRA).

Role and Responsibilities of a Non-Executive Director

HRA's Non-Executive Directors (NED)s play a key role in the effective governance and leadership of the organisation. They contribute to the work of the board, both by actively participating in board discussions and more widely, contributing to the board's governance, performance management and development of strategy for the HRA.

NEDs contribute to representing the HRA externally, maintaining (or developing where necessary) excellent relationships with a range of key partners and stakeholders such as the NHS, the public, industry, research funders and researchers, research ethics committees, other arms-length bodies and regulators.

NEDs are also expected to contribute across a range of specific areas, including: ensuring the board listens to the public and patient voice; ensuring appropriate financial controls are in place and risks managed accordingly; contributing to the development of strategy; ensuring that best practice is followed in leadership and people policies and behaviour.

Qualities required for the role of a NED

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.

- A career record of achievements of scale and relevance, with an ability to operate effectively on the board of a high-profile national organisation.

- Able to provide effective scrutiny and challenge to the Executive and to hold them to account for the delivery of performance and strategy and delivery of digital transformation
- Excellent communication skills, sound judgement and the highest standards of personal propriety in relation to governance, accountability, risk and financial management.
- Demonstrable interest in the work of the HRA and the challenges it faces.

Desirable Criterion:

- Experience of or familiarity with the life sciences sector

Remuneration

- The HRA NED is remunerated at the standard rate of £7,833 per annum and for a time commitments of two to three days per month.
- 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 a NED of the HRA, in line with travel and subsistence policy and rates for the HRA. A copy of the policy and rates can be obtained from the HRA

Time commitment

Two to three days per month

Future Board meetings dates normally take place on the third Wednesday every other month (9am – 4pm). Confirmed dates for 2021 are as follows:

- 20 January 2021
- 24 March 2021
- 19 May 2021
- 21 July 2021
- 22 September 2021
- 17 November 2021

Future Audit & Risk Committee meeting dates are as follows (Tuesdays, 12.30pm – 4.00pm)

- 9 February 2021
- 11 May 2021
- 1 June 2021
- 3 August 2021
- 9 November 2021

Location

London

Tenure of office

Ministers determine that the length of the appointment will be up to 3 years.

Accountability

Non-Executive Directors are appointed by the Secretary of State for Health and Social Care 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 the HRA and the role of a NED please contact Mark Toal

Tel: 0207 2102749

Email: mark.toal@dhsc.gov.uk

1.2 Health Research Authority role and responsibilities

Letter from Terence Stephenson, Chair of HRA

Dear Applicant

Thank you for your interest in becoming a non-executive director of the Health Research Authority. The HRA approves all research involving patients and their data throughout England and certain types of research on healthy volunteers. This is an exciting time to be joining our Board where our mantra is today's research is tomorrow's treatment.

The Covid-19 pandemic has reminded us all about the importance of research for the nation's health and wellbeing. The research community in the UK has risen to the challenge of the pandemic, setting up well-designed clinical trials at phenomenal speed and gaining insights which are already benefitting patients within just a few months. Public support for, and interest in, research is high and thousands of patients and healthy volunteers are taking part in research studies.

At the HRA, we are playing a key role in the research response to Covid-19. Our staff and the volunteers who make up our Research Ethics Committees and the Confidentiality Advisory Group have been working around the clock to provide a response to researchers applying for research approval – and approving studies within a matter of days. We are championing transparency by making approved studies visible to the public and we are supporting researchers to involve patients and the public in the design and management of their research.

This is a crucial stage in the HRA's development. We have started an ambitious programme to modernise IRAS, the online research application and management system which we provide on behalf of regulators and review bodies across the UK. And we are now embarking on a programme to advance how we review research, grasping the opportunities from Covid-19 of new ways of working to further streamline research review and enhance our service to researchers.

With the recruitment process for a new Chief Executive underway and new Chief Digital Transformation Officer joining us in the autumn, our senior team and Board will lead the organisation into our next phase of development.

We make a significant contribution to the success of the UK life sciences, the quality of the evidence base for health and social care, and thereby the good of the nation. We work in partnership with colleagues in the other nations, with industry, government, academia, health and social care providers, and importantly with the public and research participants.

Together, we aim to make the UK a great place for high quality, ethical, health and social care research.

Do join us.

Yours sincerely



Professor Sir Terence Stephenson, HRA Chair

Quotations from current HRA NEDs:

“Being on the board of the Health Research Authority has been a fantastic opportunity to contribute to the development of the research ecosystem through a pivotal organisation. The diversity of experienced colleagues on the board is also a way to learn to review the running of an organisation from many different angles”

Nicole Mather, NED

“I joined the HRA Board as a NED in February 2019 and I’ve been able to bring my experience into the organisation with wide-ranging contributions including transformation plans, finance, audit and executive recruitment. If you have the skills and enthusiasm to help the HRA to continue improving and providing essential support to UK health research at this critical time, I would encourage you to apply.”

Richard Cooper, NED

HRA Roles and Responsibilities

Organisational vision and strategic aims

Our vision is for high-quality, ethical health and social care research that improves people’s health and wellbeing. To achieve our vision, we have three strategic objectives:

- Enable high-quality research which is in the interests of participants and carried out with patient and public involvement and high standards of transparency
- Provide a user-friendly and efficient service which facilitates a strong research environment
- Be a knowledgeable, well-run organisation that’s true to its values

What we do

No research on patients in England can take place without us and today’s research is tomorrow’s treatment. We provide expert advice and guidance to researchers and by

reviewing research studies through 65 Research Ethics Committees in England, the Confidentiality Advisory Group and specialist review and assurance of research on behalf of NHS organisations.

We promote good practice in health and social care research, focussing on openness and transparency about research studies and the involvement of patients and the public in research design, management and communication. We review around 6,000 new research studies each year and review around 18,000 amendments to research studies each year.

We also manage the national health and social care research technology platform, IRAS, on behalf of partners across the UK. IRAS enables researchers to apply for research approvals from a number of different regulators and review bodies and provides a system for review by our committees and reviewers. We are undertaking an ambitious business change/information systems transformation at a pivotal moment in the HRA's development.

Further information about our work can be found on our website: <https://www.hra.nhs.uk>

Financial performance

We receive most of our revenue funding directly from the Department of Health and Social Care (DHSC). The funding (confirmation pending) is £18.4m for 2020/21. In 2019/20, our total funding for the year was £17.4m, with £15.2 revenue expenditure and £2.2m capital expenditure.

Equality, diversity and inclusion

The HRA Board is strongly committed to equality, diversity and inclusion and holds the CEO and Senior Leadership Team to account for delivery against objectives in this area.

We strive to be an organisation which promotes equality, diversity and inclusion for our staff, volunteers and service users. We work in partnership with staff to ensure that our activities are shaped by them and respond to their needs. We are working to ensure that our external communications channels are accessible, so that users of all backgrounds and abilities can access our services equally.

Organisational structure

Our Board is made up of the Chair, four non-executive directors, the Chief Executive and two of the directors. Find out more about our Board on our website: <https://www.hra.nhs.uk/about-us/who-we-are/>

The Chief Executive reports to the Chair of the Board and manages the Senior Leadership Team (SLT), which consists of four directors. A Chief Digital Transformation Officer has been recruited recently and is expected to join the SLT later in 2020.

The HRA has c.200 staff based across five offices – London, Bristol, Manchester, Newcastle and Nottingham. The London office is due to relocate to new offices at Stratford in late 2020.

Patients and the public are central to what we do as an organisation. They play a central role on our Research Ethics Committees, as valued members of our 1000-strong volunteer network. They also influence and review our policies, services and our recruitment to senior roles.

Section 2: How to Apply

2.1 Making an application

Thank you for your interest in the appointment of a NED to the HRA.

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

appointments.team@dhsc.gov.uk – please quote **ref: 1686** in the subject field.

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

If you are unable to apply by email, please contact Ryan Lloyd on 0113 254 5929 to discuss alternative options.

Applications must be received by midday on 10 September 2020.

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 HRA, 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 the HRA or cause public confidence in the appointment to be jeopardised, it is important that you bring them to the attention of the Advisory 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

Ryan Lloyd

Appointments Team

Non-Executive Director of the Health Research Authority information pack for applicants

Tel: 0113 254 5929

Email: Ryan.Lloyd@dhsc.gov.uk

For further information regarding the role of the HRA and the role of a NED please contact Mark Toal

Tel: 0207 2102749

Email: mark.toal@dhsc.gov.uk

Please quote reference VAC-1686 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 September 2020
- Shortlisting complete: 30 September 2020
- Interviews held: 20 & 22 October 2020

The selection panel will be:

- Louise Wood, DHSC senior sponsor for the HRA as panel chair
- Terence Stephenson, Chair of the HRA
- Alan Boyd, Immediate Past President, Faculty of Pharmaceutical Medicine, as an independent panel member.

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

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 20 & 22 October 2020.

- 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 a NED of the HRA, 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 Ryan Lloyd on Ryan.lloyd@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>

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 Sally Brough-Hirst in the Department of Health and Social Care by emailing Sally.Brough-Hirst@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;
5. or anyone who has been removed from trusteeship of a charity.

Please also note that you are disqualified from appointment to the role of a NED 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

Non-Executive Director of the Health Research Authority information pack for applicants

- 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.

Further advice about eligibility criteria can be provided by contacting:

Name: Stephen Tebbutt, Head of Corporate Governance & Risk

Tel: 0207 972 2487

Email: Stephen.tebbutt@hra.nhs.uk

2.4 How we will manage your personal information

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

© Crown copyright 2020

Published to GOV.UK in pdf format only.

[Governance & Accountability/ Ministers, Accountability and Strategy/Finance and Group Operations]

www.gov.uk/dhsc

This publication is licensed under the terms of the Open Government Licence v3.0 except where otherwise stated. To view this licence, visit: nationalarchives.gov.uk/doc/open-government-licence/version/3

Where we have identified any third party copyright information you will need to obtain permission from the copyright holders concerned.

