

Follow us:



**LinkedIn**

<https://www.linkedin.com/in/appointments-team-037341b6/>

**twitter**

[@appointmentsDH](https://twitter.com/appointmentsDH)

**To avoid errors that may unknowingly occur after saving and sending PDF forms, please use the desktop version of Acrobat Reader DC to open and complete the form. Software can be found at: <https://get.adobe.com/uk/reader/>**

Public appointments are made on merit in accordance with the Cabinet Office Governance Code and the Public Appointments Order in Council. By completing the attached monitoring form you will be helping us meet our public sector equality duty under section 149 of the Equality Act 2012 and section 75 of the Northern Ireland Act 1998.

Your personal data will always be treated in confidence and when anonymised with data from other applicants will help compile the Annual Statistical Bulletin of the Commissioner for Public Appointments.

If you are an applicant, the diversity information you provide will not be seen by the Advisory Assessment Panel assessing your application.

### **Publication of monitoring information**

The Department of Health and Social Care announces details of all public appointments on gov.uk and we are required to include information on any significant political activity you declare. In addition, we are required to provide anonymised information to the Commissioner for Public Appointments and may also be asked to provide anonymised information – in summary form only, in response to Parliamentary Questions and other public enquiries.

In line with Government policy, and in accordance with the provisions of the Data Protection Act 2018, the information you provide will be held confidentially. By providing information you are consenting to the Department using it for the above purposes; however, individuals will **not** be identified.

Political activity information is primarily for monitoring purposes only, however if you are a candidate 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.

### **Public Appointments: events and vacancies**

Periodically, Cabinet Office arranges events to which applicants for public appointments may be invited. Cabinet Office and other government departments may also ask the Department of Health and Social Care for contact details of candidates that might have suitable skills to apply for other appointments.

### **Applicants**

**If you are applying for a role, please complete all questions apart from 12.1 and 13.1. Your responses to sections 1 – 9 will never be made available to the panel considering your application.**

### **Re-appointments**

**If you are completing this form to support a case for re-appointment then please complete all questions apart from question 14.**

### 1. Consent

Please tick the relevant box to show whether you give your consent or not for your contact details to be shared for the purposes of Public Appointments: events and vacancies as described on page one above.

- I provide my consent   
I do not provide my consent

### 2. Gender

What is your gender?

- Female  Male  
 I prefer to describe myself as  
 I prefer not to say

### 3. Disability

If you are disabled and in receipt of benefits you need to be aware that under current regulations, if you are remunerated for an appointment it may affect your entitlement.

Do you have any physical or mental health conditions or illnesses lasting or expected to last 12 months or more? More information on disability can be found on the public appointments website - <https://publicappointments.cabinetoffice.gov.uk/recording-whether-or-not-you-have-a-disability/>

No

Yes

I prefer not to say

If you answered yes to the above question, does your condition or illness / do any of your conditions or illnesses reduce your ability to carry out day-to-day activities?

Yes, a little

Yes, a lot

No

More information on disability can be found on the [Public Appointments](#) website.

### 4. Ethnicity

Please mark the box that most accurately describes your ethnicity:

What is your ethnic group?

Choose one option that most accurately describes your ethnic group or background

#### White

- English / Welsh / Scottish / Northern Irish / British  
 Irish

- Gypsy or Irish Traveller
- Any other White background, *please describe*

**Mixed / Multiple ethnic groups**

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other Mixed / Multiple ethnic background, *please describe*

**Asian / Asian British**

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Any other Asian background, *please describe*

**Black African / Caribbean / Black British**

- African
- Caribbean
- Any other Black / African / Caribbean background, *please describe*

**Other ethnic group**

- Arab
- Any other ethnic group, *please describe*

**Prefer not to say**

- I prefer not to say

**5. Age**

What was your age group at your last birthday?

- 16-24
- 25-34
- 35-44
- 45-54
- 55-64
- 65-74
- 75-84
- 85 or over
- I prefer not to say

**6. Sexual Orientation**

What is your sexual orientation?

- Bisexual
- Gay or lesbian
- Heterosexual
- Other
- I prefer not to say

**7. Religion or belief**

What is your religion or belief?

- Buddhist
- Christian
- Hindu
- Jewish
- Muslim
- Sikh
- Other
- No Religion or Atheist
- I prefer not to say

**8. Principal Residence**

Which region does your principal residence fall within?

- |  |  |   |   |
|--|--|---|---|
| <input type="checkbox"/> North East    | <input type="checkbox"/> North West          | <input type="checkbox"/> Yorks and Humberside | <input type="checkbox"/> East Midlands    |
| <input type="checkbox"/> West Midlands | <input type="checkbox"/> East                | <input type="checkbox"/> London               | <input type="checkbox"/> South East       |
| <input type="checkbox"/> South West    | <input type="checkbox"/> Wales               | <input type="checkbox"/> Scotland             | <input type="checkbox"/> Northern Ireland |
| <input type="checkbox"/> Other         | <input type="checkbox"/> I prefer not to say |   |   |

### 9. Professional Background

Please tick the occupational sector box that best describes your main employment, if any:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Mostly Civil Service       | <input type="checkbox"/> Mostly Private Sector | <input type="checkbox"/> Mostly Third Sector |
| <input type="checkbox"/> Mostly wider Public Sector | <input type="checkbox"/> Mixed                 | <input type="checkbox"/> Other               |
| <input type="checkbox"/> I prefer not to say        |  |  |

### 10. Public appointments held

This includes all non-departmental public bodies (NDPBs), NHS bodies, parole boards and research councils. It **does not** include sitting as a school governor, being a magistrate or any positions within charities.

How many other public appointments do you currently hold?

- 0    1    2    3    4    5-9    10 or more    I prefer not to say

**Only the information provided in sections 11 (Political Activity), section 12 (Conflict of Interest) and section 13 (standards in public life) below will be made available to the panel if you are applying for a role and are called for interview.**

### 11. Significant Political Activity

Significant political activity is defined as being employed by a political party, holding significant office in a party, standing as a candidate for a party in an election, having publicly spoken on behalf of a political party or having made significant donations or loans to a party. Significant loans and donations are those of a size which are reported to the Electoral Commission, in line with a central party's reporting threshold\*. (**\*£7.5K or more in any one of the last 5 years to a political party registered in Great Britain**)

Have you undertaken any significant political activity for a political party in the past five years?

- No  
 Yes

If yes, please indicate for which party/parties:

Party/Parties

### 12. Conflicts of interest

If you have any interests that might be relevant to the work of the ALB/Committee and which could lead to a real or perceived conflict of interest should you be appointed, please provide brief details below. This information may be shared with Cabinet Office in line with Section 9.1 of the Governance Code of Public Appointments 2017.

Do you consider yourself to have a real or perceived conflict of interest in relation to this role?

- No  
 Yes

If yes, please provide brief details here and further details in your Supporting letter:

### 12.1 - If a re-appointment or extension

If you were to be re-appointed or your appointment term extended, are there any new, actual or potential conflicts of interest likely to arise? If so, please provide brief details below including how the actual or potential conflict is being managed (e.g. by recusing yourself from discussions on certain matters)

### 13. Standards in public life and ensuring public confidence

Are there any issues in your personal or professional history (including any convictions or bankruptcy), or public statements you have made, including through social media, that could if you were appointed be misconstrued, cause embarrassment to Ministers or [ALB/Committee] or cause public confidence in the appointment to be jeopardised?

- No  
 Yes

If yes, please provide brief details here and further details in your Supporting letter

Please note that any interests or conduct issues detailed here may be explored with you during your interview to establish how you would address the issue(s) should you be appointed.

### 13.1 - If a re-appointment or extension

As you are aware, 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 that could, if you were re-appointed, be misconstrued, cause embarrassment to Ministers or [ALB/Committee] or cause public confidence in the re-appointment to be jeopardised, it is important that you bring them to our attention. This would therefore include any matters that have arisen since you were first appointed, including any convictions or bankruptcy. In considering whether you wish to declare any issues, you should also reflect on any public statements you have made, including through social media.

Failure to disclose such information could result in a re-appointment being terminated because 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>

Do you have any issues to declare?

- no  
 yes *If yes, please provide details:*

### 14. Recruitment

To help us target our recruitment activity effectively and publicise posts in the future, it would be helpful if you could let us know how you initially found out about the vacancy:

- Arm's Length Body/or Committee website  
 Cabinet Office website

- DHSC Appointments Twitter account
- DHSC LinkedIn pages
- Networks or Word of Mouth
- Newspaper/Journal (online)
- Other (including other website, Social Media), please state:

### **15. Disqualification from appointment**

Please refer to the disqualification criteria outlined in the information pack. Are you currently disqualified from appointment?

- No
- Yes

If yes, and this is as result of another role you hold, please provide brief details here and further details in your Supporting letter.

If you were to be offered the role to which you are applying, would you be willing to stand down from the post that is disqualifying you from appointment?

- No
- Yes

### **Declaration**

I declare that the information supplied in my application, including that referring to conflicts of interest and my personal conduct, is complete and correct to the best of my knowledge. I have also read the information pack and can confirm that I am eligible to be considered for appointment to this body. I also certify that I will immediately inform the Department of Health and Social Care of any changes in circumstances that affect the answers I have given.

**Candidate's Name:**

**Date:**

*This diversity information is collected by government departments managing appointments to the board of public bodies, on behalf of the Cabinet Office and The Office of the Commissioner for Public Appointments (OCPA). This data will not be connected to your name when it is shared, it supplied anonymously. It is collected for the purposes of measures or decisions with respect to your application for a government public appointment.*

*OCPA collects diversity information in order to produce management information about the public appointments process, and the diversity of the field of applicants. It will be published on OCPA's website, in summary form, in order to enable government to meet its public sector equality duty under section 149 of the Equality Act 2010 and section 75 of the Northern Ireland Act 1998.*

*This data is collected and held on the basis that you consented to provide this information to departments alongside your application and you have not given notice that you do not wish for your data to be processed for this purpose.*

*This data may be held for up to 5 years by OCPA, Cabinet Office and the Government Department, who are the co-controllers of the data. This data is shared with Cabinet Office IT suppliers, identified as processors, in order to securely collect and store the data.*

**To note that DHSC will hold your diversity and monitoring information for approximately two years after you have applied or two years after you finish your term on a Board or Committee.**