



Department
of Health &
Social Care



Non-Executive Director of NHS Digital

Information pack for applicants

Closing date: midday on 03 December 2020

Reference no: VAC-1708



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Section 1 – The Role

1.1 Role and Responsibilities of a Non-Executive Director of NHS Digital

Introduction

The Secretary of State for Health and Social Care is seeking to recruit up to 2 new Non-Executive Director (NEDs) to the NHS Digital board.

Role and Responsibilities of a Non-Executive Director

NHS Digital (NHSD) is the national provider of information, data and IT systems for health and social care in England. It designs, develops, delivers and operates digital technology to save lives and improve outcomes. It keeps the national digital systems supporting health and care secure, reliable and operational 24/7. NHSD is custodian of the data in England's health and social care system, with responsibility for collecting, protecting, linking and disseminating some of the world's most valuable health and care data assets. It is the primary provider of official statistics and analysis to the NHS and social care.

As a NED of NHSD, you will be responsible for helping to ensure that it is a successful organisation, both in terms of its effectiveness as a delivery organisation and employer. NEDs play a key role in ensuring continuous organisational improvement, overarching performance management, excellent customer focus and service delivery, scrutiny, challenge, accountability and effective corporate governance.

As a Non-Executive Director, you will:

1. Provide an independent view and creative contribution at Board meetings and the Board's sub-committees, including: ensuring the long-term strategic focus, effectiveness and reputation of NHS Digital through purposeful and constructive scrutiny and challenge.
2. Support NHS Digital's ambition to become a world leader in the production of open data and the application of technology in health and care. NHS Digital will be expected to make progress in making data available to drive innovation and use its expertise to take further digital transformation, developing a strong digital ecosystem which can respond quickly and flexibly to the needs of the health and social care system.
3. Monitor, challenge and assure the performance of NHS Digital's Executive Management Team, in: delivering the strategic vision, organisational priorities and business plan objectives, and meeting post Covid-19 challenges; carrying out its statutory responsibilities and delivering its mandate; monitoring of organisational performance, service delivery, quality and reputation; providing assurance of NHS Digital's governance, including periodic reviews of the organisation.

4. Ensure that the Executive Team is held to account for putting in place appropriate financial controls and ensuring compliance throughout the organisation.
5. Support the Chair and the Executive Management Team to ensure NHS Digital fully embraces and embeds an excellent customer service ethos and delivers accordingly in order to enhance and develop its credibility and reputation.
6. Help the Board define the vision, values, culture and strategy of the organisation and set a high standard for ethics and diversity and inclusion.
7. Uphold the values of NHS Digital to deliver excellence, integrity, professionalism, innovation, trustworthiness and teamwork into all aspects of its work, and ensure that the organisation promotes diversity and inclusiveness for all its staff and stakeholders.
8. Ensure that the Executive Team develops and maintains strong working relationships with the Department of Health and Social Care, NHSE/I, NHSX and the other health arms-length bodies and other stakeholders, to build on the reputation of NHS Digital as a trusted provider of health and care data, and support it to play a fundamental role in driving better care and better outcomes for patients in line with Government policy.
9. When required, act as an ambassador for NHS Digital in public fora, promoting its work.

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 achievement, including senior leadership experience, with an ability to operate effectively on the Board of a high-profile national organisation.
- Knowledge and experience of using data and digital technology to drive transformation of an existing large-scale enterprise and/or to innovate and create new opportunities.
- An understanding of the specific challenges and opportunities of making the best use of data, and digital technology, in public services in the 21st century.

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- An awareness of the key challenges faced by the public sector, including those arising from Covid-19, and the ability to bring your experience to bear on these challenges, using sound judgement to guide NHS Digital's strategic direction.
- Excellent communication skills, with the ability to work effectively as part of a team and with a wide range of stakeholders, with a constructive style, and able to challenge management recommendations where necessary.
- An understanding of corporate governance and a commitment to the principles of public service, with the highest standards of personal propriety in relation to governance, accountability, risk and financial management.

Remuneration

- The NHS Digital NEDs are remunerated at the standard rate of £7,883.
- 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 NHS Digital, in line with travel and subsistence policy and rates for NHS Digital. A copy of the policy and rates can be obtained from NHS Digital.

Time commitment

Two to three days per month

The next meetings of the NHS Digital Board are as follows.

16 December 2020

3 February 2021

31 March 2021

Location

London or other

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 NHS Digital and the role of a NED please contact:

Gareth James

Tel: 0113 2545328

Email: gareth.james@nhsx.nhs.uk

1.2 NHS Digital role and responsibilities

NHS Digital is a non-Departmental Government body, established in April 2013 by the Health and Social Care Act 2012 as the Health and Information Centre, now trading as NHS Digital. In 2019-20 it employed 2,617 permanent staff and secondees; it receives over £530 million in grant in aid funding from the Department of Health and Social Care.

NHS Digital is the national digital, data and technology delivery partner for the NHS and social care system, with expertise in the design, development and operation of complex IT and data systems. It has responsibility for maintaining the reliability, performance and security of the core infrastructure, platforms and live services on which the NHS and social care system relies.

NHS Digital builds and maintains the technical systems that enable data both to be used to support care to individuals and to deliver better, more effective care for the community as a whole, encompassing a wide variety of services, from the Spine and core network and email services, to information services such as NHS Choices and transaction systems such as NHS Referrals, the Summary Care Record, and the Electronic Prescription Service. NHS Digital also delivers NHS Pathways, used by the 111 service for triage and diagnosis, and delivers many national screening services.

NHS Digital is custodian of the data in England's health and social care system, with responsibility for collecting, protecting, linking and disseminating some of the world's most valuable health and care data assets. It is the primary provider of official statistics and analysis to the NHS and social care.

NHS Digital's annual report for 19-20 is here: <https://digital.nhs.uk/about-nhs-digital/corporate-information-and-documents/nhs-digital-s-annual-reports-and-accounts/nhs-digital-annual-report-and-accounts-2019-20/annual-report-and-accounts>

Further information on the Board is at:

<https://digital.nhs.uk/about-nhs-digital/our-leadership-and-governance/nhs-digital-board>

Board members have a Code of Conduct, which forms section 3 of the Corporate Governance Manual. They are subject to the Code of Conduct for Board Members of Public Bodies

Section 2: How to Apply

2.1 Making an application

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

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

appointments.team@dhsc.gov.uk – please quote **VAC-1708** in the subject field.

If you are unable to apply by email, please contact:

Daniel Clemence on 0113 2545335

Applications must be received by midday on 03 December 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 NHS Digital, 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 NHS Digital 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 [role of NHS Digital and the role of a NED](#) please contact:

Gareth James

Tel: 0113 2545328 - Email: gareth.james@nhsx.nhs.uk

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For further information regarding the selection process, please contact

Daniel Clemence

Appointments Team

Tel: 0113 2545335 - Email: Daniel.Clemence@dhsc.gov.uk

Please quote reference VAC-1708 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 03 December 2020
- Shortlisting complete: 22 December 2020
- Interviews held: 04 February 2021

The selection panel will be:

- Matthew Gould, Chief Executive of NHSX as the panel Chair
- Laura Wade-Gery, Chair of NHS Digital as a panel Member
- Professor John Latham, a NED in Health Education England, as an 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 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 04 February 2021. The Appointments Team will email to let you know whether you have been invited to be interviewed. Interviews are likely to be conducted by video/ teleconference due to Covid-19 but if not, would be in central London.

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- 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
- 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 NHS Digital, 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 status, 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.

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 Steve Howell in the Department of Health and Social Care by emailing Steve.Howell@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 Disqualification from Appointment

Disqualification from appointment

There are circumstances in which an individual may not be considered from appointment. For more information on the disqualification criteria, please refer to the full document at:

Regulation 3(1)(j)(iib) of the National Health Service Trust Development Authority Regulations 2012/922 disqualifies chairman, CEO or non-officer member of NHS Digital from being appointed as a non-officer member of NHS Trust Development Authority.

Regulation 7(1)(ea) of the National Health Service Litigation Authority Regulations 1995/2801 disqualifies chair, chief executive or a member of Health & Social Care Information Centre (NHS Digital) for appointment as chair or non-officer member of NHS Litigation Authority.

Para 3 of Part 1 of Schedule 2 to The NHS Counter Fraud Authority (Establishment, Constitution, and Staff and Other Transfer Provisions) Order 2017/958 provides that: a person is disqualified for appointment as the chairperson or as a non-officer member of NHS Counter Fraud Authority if he/she holds a position as chairperson, member, officer, governor or director with, or is employed by, or contracted in any capacity to provide services to NHS Digital.

The link to the legislation is

<https://www.legislation.gov.uk/ukpga/2012/7/part/9/chapter/2/enacted>.

The 1990 Regulations provide that a person who is a Chair, member, director or employee of NHS Digital cannot be a Chair or NED of an NHS Trust.

[The National Health Service Trusts \(Membership and Procedure\) Regulations 1990](#)

Further advice about Disqualification from Appointment can be provided by contacting Gareth James on Tel: 0113 2545328.

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.

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