



Non-Executive Director of the NHS Blood & Transplant (NHSBT)

Information pack for applicants

Closing date: midday on 23 November 2020

Reference no: VAC-1719



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Section 1 – The Role

1.1 Role and Responsibilities of a Non-Executive Director of the NHS Blood & Transplant (NHSBT)

Introduction

Ministers are seeking to make two appointments to the board of NHSBT.

Role and Responsibilities of a Non-Executive Director

As a Non-Executive Director, you will work with the Chair (Millie Banerjee); six other non-executives; and the Chief Executive and her Executive team to govern the activities of NHSBT. With them you will share the corporate responsibility for the decisions of the Board and the performance of the organisation. In particular you will:

- contribute to the development of strategy, agreeing the goals, business plans and objectives of the organisation, taking into account the policies of the various UK health departments as necessary
- monitor and review performance; ensuring that financial controls and systems of risk management are robust and effective
- help shape a positive and powerful culture in NHSBT through engaging with and providing ideas and guidance to the NHSBT team
- demonstrate a commitment to patient safety and to patients and staff being able to properly raise concerns
- represent the Board, as required, at official occasions and visits to NHSBT sites.

Qualities required for the role

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.

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

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.

- experience of supporting effective delivery of substantial transformation in a private or public sector organisation
- ability to operate effectively on the board of a large and complex national organisation, contributing to challenging debate and working with others to reach decisions based on evidence and consensus
- ability to develop and deliver robust governance arrangements, including performance, financial and risk management
- an understanding of the broad role of NHSBT with an ability to articulate some of its key challenges
- have a significant senior career record of achievement in one or more of the following areas:
 - People/Human Resources: bringing experience in areas such as organisational development, talent development, and diversity and inclusion strategy
 - Communications/Marketing/Public affairs: bringing experience of working collaboratively with others to deliver large programmes

Remuneration

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

Time commitment

There is a time commitment of two to three days per month

The dates of the NHBT Board for 2021 are:

28th January
25th March
27th May
22nd July
30th September
2nd December

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 NHS BT and the role of a NED please contact Patricia Grealish, Interim Chief People Officer

Tel: 07990 625362

Email: patricia.grealish@nhsbt.nhs.uk

1.2 NHS Blood & Transplant role and responsibilities

NHS Blood and Transplant is a Special Health Authority dedicated to saving and improving lives. We are an essential part of the NHS providing a wide range of services making the most of absolutely every donation – from blood and organs to tissues and stem cells.

We were formed in 2005 by bringing together the National Blood Service and UK Transplant. We are now one of the largest and most effective organisations of its type in the world.

We employ over 5,400 people across the UK, with total revenue of over £427 million, delivering blood, and blood-based therapies across England; Diagnostic and Therapeutic services globally; and organ donation and supply services for the whole of the UK.

We stand for helping ordinary people do something extraordinary, saving and improving the lives of others with their valuable donations.

To achieve this, we:

- collect and process over 1.57 million units of blood and platelets annually to ensure a constant supply of blood to hospitals from 5,500 donors giving blood every day;
- make possible some 9,300 organ and cornea transplants every year;
- retrieve and store other tissues like skin and bone ready for patient use;
- manufacture a range of specialist therapeutic blood products;
- provide a number of related services such as solid organ tissue typing and cord blood banking;
- provide apheresis services directly to patients;
- manage the NHS Organ Donor Register (which currently has nearly 25 million names) and the British Bone Marrow Registry;
- support a significant research and development programme operated in partnership with a number of the UK's leading universities; and
- provide expert advice to other NHS organisations, the Department of Health, Ministers and devolved administrations.

In performing this essential activity, we engage with millions of people throughout the country and connect directly with more people on a daily basis than any other single part of the NHS. In addition to supplying the lifesaving products that are needed by NHS patients we are immensely proud that our activities support the incredible altruism and generosity of donors and bring communities together across the country.

To find out more, please click [here](#) to go to our website to view videos which explore the journey of donors.

You can view our full annual reports and accounts here at: <https://www.nhsbt.nhs.uk/who-weare/transparency/accounts/>

You can view our full Strategic Plan 2017-2022 on our public website at: <https://nhsbtde.blob.core.windows.net/umbraco-assets-corp/4481/nhsbt-strategic-plan-2017-2022.pdf>

Diversity & Inclusion

There is real commitment from NHSBT's Board to ensure we are delivering on our Diversity and Inclusion (D&I) objectives towards making NHSBT an organisation where all colleagues feel they belong and that they can progress, regardless of their race, gender, sexual orientation, disability and/or other differences. Testament to this is that one of the five personal objectives for our CEO, agreed with our Board is to improve the diversity of our workforce.

More recently, our CEO appointed a Chief Diversity and Inclusion Officer (CDIO), demonstrating our commitment to shape our organisation's approach to D&I. The CDIO is working closely with the CEO as part of the Executive Team to devise and execute a transformative strategy that makes D&I a priority across our workforce, donor base and core business of healthcare.

A key area of focus this year includes how we support the further development of our Black, Asian and Minority Ethnic (BAME) colleagues into senior leadership roles to improve representation across all pay bands and making the workforce representation of our centres more reflective of their geographical regions. With an overall BAME representation of 15% across the organisation, this needs to be better reflected across our senior leadership and front-line facing roles, including operational areas of Blood Donation and Organ Donation and Transplantation.

Regular Board updates and conversations ensure all interventions are monitored and progressed, providing an opportunity to highlight areas that need more focus. We have also established an Equality Diversity and Inclusion Council, with membership from our Executive Team, Staff Networks and Unions to help shape strategy and hold the organisation to account.

The Future

As part of the backbone of the NHS, we reach the public at the most critical stages of their lives. Few organisations have the ability to reach so many, delivering the best possible service to patients, donors and the NHS. The range of our work providing diagnostic and therapeutic services, organ donation & transplantation, and blood supply, demands that our operations are world class, providing a safe, reliable and efficient supply across the UK by working seamlessly with an unparalleled range of stakeholders including government, volunteers, the health sector and academia.

The NHS faces substantial demands which puts further pressure on us to ensure that our service is as efficient as possible while working closely with partner organisations experiencing substantial strain on their staff numbers, facilities and finances. As pressure on these services continues, we must ensure our services maintain efficiency while always focusing on future innovation. We must work at the forefront of volunteer engagement and keeping pace with digital advancements will be critical as we seek to remain close to and diversify our donor base, without whom we would not exist. More work remains to ensure that we find innovative ways to work with the public and providers to continuously improve services.

Working with our chair Millie Banerjee, our Chief Executive Betsy Bassis and a highly experienced executive team to implement our expansive vision, you will have the opportunity to take us forward beyond our Strategic Plan 2017-2022 to make sure that we are here when people need us most. You will be excited to make your mark on such a critical organisation and will seize the opportunity to push forward our reputation for quality, ensuring existing operations remain fit for the future alongside effective collaboration with our partners.

This role represents a significant opportunity to work in one of the most complex, dispersed, logistics delivery organisations in the world, making a life changing impact to many thousands of patients every year.

The Role of the Board

The Board provides governance for the organisation. Its key duties are to:

- Collectively promote the success of NHS Blood and Transplant
- Provide strategic direction and set operational objectives
- Monitor the achievement of objectives through a framework of effective financial and quality management

Set and maintain the values for the organisation and ensure that its obligation to all stakeholders, including patients, donors, the Secretary of State and Ministers in the Devolved Administrations, are understood and met.

1.3 Letter from the present chair of NHSBT, Millie Banerjee

Dear Applicant

Thank you for your interest in the role of Non-Executive Director for NHS Blood and Transplant. At NHSBT we stand for hope. We stand for life. We stand for helping people do something extraordinary, saving and improving the lives of others. As an essential part of the NHS we take pride in playing our part to make the most of absolutely every donation – from blood and organs to tissues and stem cells. Every day we bring our values of caring, expert and quality to our roles. When we break new scientific ground, when we connect with donors and families, when we help to save a life – it's because of each and every one of us. The donors who make our work possible do so selflessly, giving life and changing lives for the better. It is because of them, and the people who need their life-saving and life-enhancing donations, that we strive to be the best in all we do.

You will be joining us at an exciting and challenging time. Our Chief Executive, Betsy Bassis, has recently led a review of our Operating Model ensuring that we are set for future success. This builds on NHSBT's strong record of continuous improvement, quality and efficiency which is essential as the NHS is facing increasing pressure as we respond to the ongoing COVID-19 pandemic. We are doing fantastic work in developing and delivering at scale and pace a service to provide Convalescent Plasma to hospitals and patients in need of this product.

NHSBT also has a strong past and a bright future.

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To achieve in this role, you will be able to develop influential relationships with stakeholders and partners across organisations and sectors. You will be a leader who can engage, motivate and inspire people and who is able to promote a culture of excellence, openness and achievement.

This really is a fantastic role. If you are successful, I can promise you will enjoy your time at NHSBT as much as I enjoy my role as Chair of NHSBT.

Please visit our website at <http://www.nhsbt.nhs.uk/> for more information.

Section 2: How to Apply

2.1 Making an application

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

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

appointments.team@dhsc.gov.uk – please quote **ref: VAC-1719** in the subject field.

If you are unable to apply by email, please contact the Appointments Team via the above email address to discuss alternative options.

Applications must be received by **midday on 23 November 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 the NHS BT, 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 BT 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

Tel: 0113 2545929

Email: Ryan.Lloyd@dhsc.gov.uk

For further information regarding the role of the NHS BT and the role of a NED please contact Patricia Grealish, Interim Chief People Officer

Tel: 07990 625362

Email: patricia.grealish@nhsbt.nhs.uk

Please quote reference **VAC-1719** 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 23 November
- Shortlisting complete: 08 December
- Interviews held: 11 & 12 January 2021

The selection panel will be:

- Marina Pappa, DHSC Deputy Director (Health Ethics), as Panel Chair
- Millie Banerjee, Chair of NHS Blood & Transplant as a Panel Member
- Harpreet Sood, Non-executive Director of Health Education England, as an Independent Panel Member

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

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 take place on 11 & 12 January 2021

- 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 NHS BT, 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>

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 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

There are circumstances in which an individual may not be considered for appointment. They include:

- people who have received a prison sentence or suspended sentence in the last five years
- people who are the subject of a bankruptcy restrictions order or interim order
- anyone who has been dismissed (without being re-instated) by reason of misconduct from any paid employment where that dismissal has not been the subject of a finding of unfair dismissal by a tribunal or court
- in certain circumstances, those who have had an earlier term of appointment terminated
- anyone who is under a disqualification order under the Company Directors Disqualification Act 1986; and
- anyone who has been removed from trusteeship of a charity.

For more information on the disqualification criteria, please refer to the full document at: <https://www.legislation.gov.uk/ukxi/2005/2531/regulation/3/made>.

Further advice about Disqualification from Appointment can be provided by contacting Patricia Grealish, Interim Chief People Officer on 07990 625362.

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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