



# Non-Executive Directors of the NHS Counter Fraud Authority

Information pack for applicants

Closing date: midday on 19 January 2021

Reference no: VAC-1704



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# Section 1 – The Role

## 1.1 Role and Responsibilities of a Non-Executive Director of the NHS Counter Fraud Authority

### Introduction

Ministers are seeking to make up to 3 appointments to the board of the NHS Counter Fraud Authority (NHSCFA).

The NHSCFA board is responsible for providing strategic leadership for the organisation and ensuring we are able to account to Parliament and the public on how we deliver our functions. Information on objectives and the services provided can be found at <https://cfa.nhs.uk/about-nhscfa/what-we-do>

### Role and Responsibilities of a Non-Executive Director

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.

As a Non-Executive Director of the NHS Counter Fraud Authority (NHSCFA), you will be responsible for ensuring the sound governance of the NHSCFA, including ensuring robust and effective systems of financial control and risk management are in place. Along with the Non-Executive team, you will contribute to the development of the strategy and annual objectives to be approved by the Secretary of State.

You will role model the Seven Principles of Public Life, also known as the 'Nolan principles'. You will also ensure that the NHSCFA promotes the values of the NHS by setting a high standard for ethics and responsible business, and by building, maintaining and enhancing NHSCFA's reputation as an open and independent body that places a high priority upon the safety of patients and staff.

You will play a key role in ensuring that the organisation is focused upon providing excellent services and good value for money and enables the NHSCFA to contribute to the wider aims of the NHS where appropriate. You will provide appropriate challenge, scrutiny and support at Board level, ensuring that the Authority learns from things that can go wrong in the NHS and shares that learning, to improve patient safety and the standard of care.

## Key responsibilities

### Strategy

- Develop and promote the strategic focus of the NHSCFA through constructive debate and challenge at Board level
- Support the maintenance and development of effective relationships with external stakeholders, including member organisations and partner bodies in the health and social care system. Where appropriate, to act as a good ambassador for the NHSCFA
- Help to strengthen the reputation of the NHSCFA through ensuring that it provides timely and relevant expertise to the NHS

### Performance

- Ensure the Board acts in the best interests of the public and other stakeholders and is fully accountable for the services provided and the expenditure of public funds
- Set ambitious targets for all aspects of the NHSCFA's work to ensure that it delivers high quality services, decision making and advice

### People

- Ensure that the NHSCFA has appropriate policies to promote the interests and training of its staff, so that they can provide an excellent service to customers
- Ensure that the NHSCFA develops and maintains strong working relationships with the Department of Health, other health arms-length bodies and other stakeholders at all levels.

## 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

- The ambition and ability to both challenge and support the NHSCFA to make a significant impact in protecting the NHS from fraud, bribery and corruption

- Sound judgment, with an ability to analyse often complex and conflicting information and to draw a balanced conclusion
- Excellent communication skills and with the ability to gain the confidence of senior stakeholders
- First class team-working skills and the willingness to work in a corporate manner to ensure the NHSCFA delivers its objectives.

### **Rehabilitation of Offenders Act 1974**

This post is subject to an exception order under the provisions of the Rehabilitation of Offenders Act 1974. This stipulates that all previous convictions, including those that are 'spent' must be declared. Previous convictions will not necessarily preclude an individual from appointment but must be declared in writing at the appropriate stage during the recruitment process.

Post holders must hold or be prepared to undergo Security Clearance vetting.

## **Remuneration**

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

## **Time commitment**

Two to three days per month.

Upcoming Board meetings will be held on the following dates:

- 17 March 2021
- 11 May 2021

## **Location**

London or other

## Tenure of office

The length of appointment will be up to 30 October 2023.

## 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 NHSCFA and the role of a NED please contact:

Name: Jane Robinson

Tel: 020 7210 4852

Email: [Jane.Robinson@dhsc.gov.uk](mailto:Jane.Robinson@dhsc.gov.uk)

## 1.2 NHS Counter Fraud Authority role and responsibilities

### Message from the Chair, NHS Counter Fraud Authority

Dear candidate,

Thank you for your interest in this exciting and challenging role at the NHSCFA. The NHSCFA is a Special Health Authority, which Parliament has just unanimously extended for a further three years. You will be joining a successful Board of Non-Executive and Executive Directors who are passionate about their work.

Fraud in the healthcare system not only undermines public confidence in the NHS but also diverts valuable resources away from front line healthcare at a time when we need every penny more than ever, as the NHS responds to the greatest challenge it has faced since its creation, the COVID 19 pandemic.

The NHSCFA was created as an independent special health authority to focus entirely on counter fraud work. It is a centre of excellence employing specialists in intelligence, fraud prevention, computer forensics, fraud investigation, financial investigation, data analysis and communications - all working together to detect, reduce and deter economic crime targeting the NHS. You will work with other Board members to lead, support and drive the organisation to ensure that valuable financial resources go where they are intended, towards the best possible patient care.

The NHSCFA's Departmental sponsor is the Department of Health and Social Care Anti-Fraud Unit, which holds the NHSCFA Board to account for the delivery of its strategy on behalf of the Secretary of State.

This is a brilliant time to be joining NHSCFA as we launch our new three year Strategy to lead and proactively support the NHS to understand, find, prevent and respond to fraud.

**Tom Taylor FCCA FCPFA FCFI FIoD FHFMA**

Chair, NHS Counter Fraud Authority

### NHS Counter Fraud Authority role and responsibilities

The NHS Counter Fraud Authority (NHSCFA) is a Special Health Authority, was created under section 28 of the National Health Service Act 2006 and established on 1 November 2017, under The NHS Counter Fraud Authority (Establishment, Constitution, and Staff and Other Transfer Provisions) Order 2017. It carries out the Secretary of State's counter fraud functions in respect of the health service in England.

With a resource of around 163 full time staff, for 2019/20, the arms-length body (ALB) received an indicative non-ringfenced revenue budget allocation of £11.327 million. This is in contrast to tackling counter fraud for which the NHSCFA Strategic Intelligence Assessment 2020 estimates that the annual loss, to the NHS in England, to fraud is £1.21 billion.

The NHSCFA Board is responsible for providing strategic leadership for the organisation and ensuring that the ALB are able to account to Parliament and the public on how it delivers its functions. The NHSCFA has recently published its Annual report and Accounts 2019/20.

The current NHSCFA strategy covers the period of 2017 – 2020 and will soon publish a new strategy, setting out the organisations' priorities, for the next 3 years.

### **Links to further information**

- NHSCFA website: <https://cfa.nhs.uk/>
- NHSCFA corporate publications: <https://cfa.nhs.uk/about-nhscfa/corporate-publications>
- NHSCFA website (NHSCFA Six principles of Good Practice and Value and Behaviours Framework): <https://cfa.nhs.uk/about-nhscfa/working-at-nhscfa/values-and-behaviour-framework>
- GOV.UK: (Corporate governance code for central government departments 2017): <https://www.gov.uk/government/publications/corporate-governance-code-for-central-government-departments-2017>
- GOV.UK (Government Partnerships with Arms-Length Bodies Code of Good Practice): <https://www.gov.uk/government/publications/partnerships-with-arms-length-bodies-code-of-good-practice>

# Section 2: How to Apply

## 2.1 Making an application

Thank you for your interest in the appointment of a NED to the NHS Counter Fraud Authority.

To make an application please email your CV, a supporting letter and completed monitoring forms to: [appointments.team@dhsc.gov.uk](mailto:appointments.team@dhsc.gov.uk) – please quote **VAC-1704** 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 19 January 2021.

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 NHSCFA, 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 NHSCFA 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 the NHSCFA** and the **role of a NED** please contact:

Name: Jane Robinson

Tel: 020 7210 4852

**Non-executive Director of the NHS Counter Fraud Authority information pack for applicants**

Email: [Jane.Robinson@dhsc.gov.uk](mailto:Jane.Robinson@dhsc.gov.uk)

For further information regarding the selection process, please contact

Daniel Clemence

Appointments Team

Tel: 0113 2545335

Email: [Daniel.Clemence@dhsc.gov.uk](mailto:Daniel.Clemence@dhsc.gov.uk)

Please quote reference VAC-1704 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 19 January 2021
- Shortlisting complete: 05 February 2021
- Interviews held: 01 and/or 02 March 2021

The selection panel will be:

- Paul Golightly, DHSC senior sponsor for NHSCFA (panel chair)
- Tom Taylor, Chair of NHSCFA
- Dawn Hallett, Deputy Director of HMRC Fraud Investigation Service 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 01 and/or 02 March 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. Interviews are likely to be conducted by video/teleconference due to Covid-19 restrictions but if not, would be held in central London.
- 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 NHSCFA, 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](mailto:Daniel.Clemence@dhsc.gov.uk)

## Standards in public life

You will be expected to demonstrate high standards of corporate and personal conduct. All successful candidates will be asked to subscribe to the Code of Conduct for Board Members of Public Bodies, you can access this document at:

<https://www.gov.uk/government/publications/board-members-of-public-bodies-code-of-conduct>

## Diversity and equality of opportunity

The Department of Health and Social Care values and promotes diversity and encourage applications from all sections of the community.

## Governance Code on Public Appointments

The Governance Code on Public Appointments, published by the Cabinet Office, sets out the principles that should underpin all public appointments. The Governance Code can be found at: <https://www.gov.uk/government/publications/governance-code-for-public-appointments>

## The Commissioner for Public Appointments

The regulation of public appointments against the requirements of the Governance Code is carried out by the Commissioner for Public Appointments. The Commissioner provides independent assurance that public appointments are made in accordance with the principles set out in the Code. The Commissioner is appointed by the Queen and is independent of the Government and the Civil Service. Further about the role of the Commissioner is available from: <http://publicappointmentscommissioner.independent.gov.uk>

## **If you are not completely satisfied**

The Department of Health and Social Care will aim to process all applications as quickly as possible and to treat all applicants with courtesy. If you have any complaints about the way your application has been handled, please contact Perm Butler in the Department of Health and Social Care by emailing [Permjeet.Butler@dhsc.gov.uk](mailto:Permjeet.Butler@dhsc.gov.uk)

If after receiving a comprehensive response from the Department you are still concerned, you can write to the Commissioner for Public Appointments. Please contact:

The Commissioner for Public Appointments  
1 Horse Guards Road  
London SW1A 2HQ  
Tel: 0207 271 8938  
Email: [publicappointments@csc.gov.uk](mailto:publicappointments@csc.gov.uk)

## 2.3 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:** 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 <http://www.legislation.gov.uk/ukSI/2017/958/schedule/2/made>

A person is disqualified for appointment as the chairperson or as a non-officer member if any of the following apply:

(a) the person holds a position as chairperson, member, officer, governor or director with, or is employed by, or contracted in any capacity to provide services to:

(i) any health service body; or

(ii) any person or body which is not a health service body but which provides services under a commissioning contract within the meaning of section 6E of the NHS Act;

“Health service bodies” means—

(a) the Board

(b) a clinical commissioning group;

(c) an NHS trust;

(d) an NHS foundation trust;

(e) a special health authority;

(f) Monitor;

(g) a combined authority or local authority in England carrying out functions provided for in the NHS Act, pursuant to regulations under the Local Democracy, Economic Development and Construction Act 2009 or, as the case may be, an order under the Cities and Local Government Devolution Act 2016, or to arrangements made under section 13Z, 13ZA, 13ZB, 14Z3A or 75 of the NHS Act;

(h) Care Quality Commission;

(i) Health Education England;

(j) Health Research Authority

- (k) Health and Social Care Information Centre;
- (l) Human Fertilisation and Embryology Authority;
- (m) Human Tissue Authority;
- (n) National Institute for Health and Care Excellence;
- (o) an executive agency of the Secretary of State for Health.

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

1. persons who have received a prison sentence or suspended sentence of 3 months or more in the last 5 years
2. persons who are the subject of a bankruptcy restrictions order or interim order, or a debt relief order or interim debt relief order under Schedule 4ZB to the Insolvency Act 1986
3. persons who have had an earlier term of appointment with a health service body terminated on the grounds:
  - that it was not conducive to the interests or good management of the body that the person should continue to hold office
  - that the person failed to attend a meeting of the body on three consecutive occasions
  - that the person failed to declare a pecuniary interest or withdraw from consideration of a matter in respect of which the person had a pecuniary interest
  - of misconduct or failure to carry out the person's duties
4. anyone who is under a disqualification order under the Company Directors Disqualification Act 1986; or
5. anyone who has been removed from trusteeship of a charity.

Further advice about Disqualification from Appointment can be provided by contacting Jane Robinson on Tel: 020 7210 4852.

## 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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