



# Non-Executive Members of the UK Health Security Agency

## Information pack for applicants

**Closing date: midday on 14 June 2021**

**Reference no: VAC-1736**



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# Section 1 – The Role

## 1.1 Introduction from Ian Peters, Chair of the UK Health Security Agency

The UK Health Security Agency (UKHSA) has been established to provide health security for the nation by protecting it from infectious disease and external hazards. It will be a trusted source of advice to government and to the public. This is a unique and unprecedented time to be creating UKHSA: the Agency will continue to combat COVID-19, ensure high quality protection against other threats and build on the legacy of the COVID-19 response to provide a world-leading system for health security.

UKHSA will be the UK leader and a global exemplar for health security, providing intellectual, scientific, and operational leadership at national and local level, as well as on a global stage. It will ensure the nation can prepare and respond quickly and at greater scale and effectiveness to deal with pandemics and future threats to our health. This will be founded on a system-wide partnership with local authorities, the NHS, academia and industry. UKHSA needs to be agile and innovative, with the ability to mobilise and scale both its own and the system's resources.

UKHSA will bring together the country's cutting edge capabilities in enhanced data analytics and data science, scaled genomic sequencing, scientific understanding and surveillance of infectious disease hazards, scale testing and lab network, contact tracing and local health protection expertise, by combining the health protection elements of Public Health England with NHS Test and Trace, including the Joint Biosecurity Centre.

Science is core to delivering our mission: targeted research will underpin our work. Our ambition is to be a global scientific leader, a central part of the nation's life sciences infrastructure, have operational excellence at our core and be a career destination of choice. To be truly successful it will need to tackle the inequalities that exist in health and ensure there is constant focus on positive outcomes.

As chair, I am looking to bring together a board from diverse backgrounds committed to our vision and purpose, advising and constructively challenging the executive team in delivering excellent outcomes.

**Ian Peters**

Chair of UKHSA

## 1.2 Role and Responsibilities of a Non-Executive Member of the UK Health Security Agency

### Introduction

Ministers are seeking to appoint at least 5 Non-Executive members (NEMs) to the board of the UK Health Security Agency (UKHSA).

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

UKHSA NEMs will be appointed to provide independent and constructive challenge to enable the Board to achieve its responsibilities. All NEMs must be independent of management and able to allocate sufficient time to the Board to discharge their responsibilities effectively. This includes ensuring that high standards of corporate governance are observed at all times and ensuring that the Agency operates in an open, accountable and responsive way.

As a NEM, you will:

- Contribute to the development of the Agency's strategic direction and strategic objectives, taking into account your own understanding of the external environment that could impact on the achievement of these objectives.
- Contribute to the governance of the Agency by ensuring that independent oversight is maintained on the Agency's operational effectiveness, patient engagement, risk management, financial efficiency and working relationship with key stakeholders.
- Monitor the overall performance of the Agency and advise UKHSA's Executive on the delivery of the agreed strategic imperatives and business plan objectives.
- Become an active and constructive member of at least one of the four UKHSA Board Committees and take on at least one special interest role, so that the Board can benefit from independent, specialist expertise built outside the Agency.
- Act as an ambassador for the Agency at all times and help connect the Agency with stakeholders in other organisations when appropriate. Individual NEMs may be asked to represent the Agency in external meetings in some situations, but only with the prior agreement of both the Chair and the Chief Executive.
- Identify any matters that may adversely affect the reputation or public trust in the Agency's work, through a broad understanding of the wider UK and international environment in which the Agency operates.
- Act as a "critical friend" by providing independent counsel, support and constructive challenge to members of the Executive Committee without straying into the day-to-day management of the organisation.

## Qualities required for the role of UKHSA NEM

The Department of Health and Social Care values and promotes diversity. The boards of public bodies should reflect the population they are there to serve. Boards also benefit from fresh perspectives, and we are keen to encourage candidates from all sections of the community and from across the UK to consider applying for these roles.

One of the appointed NEMs will be asked to chair UKHSA's Audit and Risk Committee.

## 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 record of achievement and an ability to operate effectively on the board of a significant national organisation, with the highest standards of personal propriety in relation to governance, accountability and conduct.
- Demonstrable interest in the work of the UKHSA, and particularly in the development of new and improved methods of prevention, detection and response to infectious diseases and other threats to the nation's health.
- Excellent communication skills, sound judgement and demonstrable experience of strategic thinking, with the ability to scrutinise and challenge complex proposals constructively.
- In addition, candidates should bring specific skills and experience in one or more of the following areas:
  - Academic Medical Science
  - Health Service Expertise
  - Large Scale Operations and Logistics
  - Global Health / Infectious Diseases
  - Local Government / Health Inequalities
  - Finance and Risk (and able to chair UKHSA's Audit and Risk Committee)
  - People and Change Management
  - Data Analytics / Surveillance
  - Large Scale Technology Infrastructure

## Desirable

Other skills which would be highly desirable and valued by the Board include experience of innovative clinical trial design and delivery; patient safety, vigilance and risk management; patient involvement and engagement; and use of real-world data.

## Remuneration

- £7,883 per annum (with the Audit Chair receiving £13,137 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 NEM of the UKHSA, in line with travel and subsistence policy and rates for the UKHSA. A copy of the policy and rates can be obtained from the UKHSA.

## **Time commitment**

Around 2 days per month

## **Location**

London or other

## **Tenure of office**

Ministers will determine the length of the appointments, which will be up to 3 years.

## **Accountability**

UKHSA NEMs 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 UKHSA and the role of a NEM please contact:

Kelly Ann-McAulay, Chair and Chief Executive's Office, UKHSA

[Kelly-Ann.Mcaulay@dhsc.gov.uk](mailto:Kelly-Ann.Mcaulay@dhsc.gov.uk)

## 1.3 UK Health Security Agency role and responsibilities

COVID-19 is the biggest health and economic challenge that our nation has ever faced – no one predicted it, nor the scale at which it has tested us all.

The UKHSA has been set up to provide health security for the nation by protecting from infectious disease and external hazards. It will need to take action like no other organisation previously in order to mitigate threats to health before they materialise.

UKHSA will build the nation's health resilience and security, strengthening its ability to detect and monitor infectious disease and external threats to health. Going deeper to analyse threats to health and how best to prevent and control with a robust evidence and knowledge base. The UKHSA will take action to mitigate threats to health when they materialise, ensuring it has a system-wide response in partnership with the UK's Devolved Administrations, local authorities, NHS, academia and industry.

The UKHSA will have a strong role in global health security, and excellence in scientific and intellectual leadership. This new organisation will drive a step change in data systems, data architecture and analytics in order to enable much better surveillance of all hazards, both on a domestic and global scale. It is critical that the UKHSA has operational excellence at its core – it needs to be agile, innovative and flexible, with the ability to mobilise and scale both its own and the system's resources as required.

UKHSA will be a trusted source of advice to government and to the public, having strong relationships across local and national government, the NHS and global partners. In order for the UKHSA to be truly successful, it will need to tackle the inequalities that exist in health and ensure there is constant focus on really making a difference.

Diversity at UKHSA is about reflecting the communities we serve, holding the principles of equality and inclusion at the heart of everything we do and all that we stand for, embracing differences, creating possibilities, and growing together. We aim to foster a culture where individuals of all backgrounds feel confident in bringing their whole selves to work, feel included and their talents are nurtured, empowering them to contribute fully to our purpose.

## Section 2: How to Apply

### 2.1 Making an application

Thank you for your interest in the role of NEM on the Advisory Board of the UK Health Security Agency.

To make an application please email your CV, a supporting letter and completed Monitoring form to: [appointments.team@dhsc.gov.uk](mailto:appointments.team@dhsc.gov.uk) – please quote **ref: VAC-1736** and role specialism 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 14 June 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 UKHSA, 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 UKHSA 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: Eligibility Criteria**

If you wish to discuss any queries on potential 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. As noted in the form, the diversity data you provide will not be seen by the Advisory Assessment Panel assessing your application.

The political activity information you provide is primarily for monitoring purposes only, however if you are shortlisted for interview, this information will be shared with the 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. We would consult with you on any announcement first.

## Disability Confident Scheme

The Department of Health and Social Care values and promotes diversity and is committed to equality of opportunity for all and to the appointment of disabled people. As part of the Disability Confident Scheme, we guarantee an interview to anyone with a disability who applies under the Scheme and whose application meets the essential criteria for the post.

### What do we mean by a disability?

To be eligible for the Disability Confident Scheme you must have a disability or long-term health condition, which could be physical, sensory or mental and must be expected to last for at least 12 months. You do not have to be registered as a disabled person to apply under this scheme.

If you wish to apply under the DCS please complete Section E of the Monitoring 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 UKHSA](#) and the [role of a NEM](#) please contact:

Kelly Ann-McAulay, Chair and Chief Executive's Office, UKHSA

[Kelly-Ann.Mcaulay@dhsc.gov.uk](mailto:Kelly-Ann.Mcaulay@dhsc.gov.uk)

For further information regarding the [selection process](#), please contact:

**Non-Executive Member of the UK Health Security Agency- Information pack for applicants**

Daniel Clemence, Public Appointments Team

Tel: 0113 2545335

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

Please quote reference VAC-1736 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 Public 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 14 June 2021
- Shortlisting: 21 June 2021
- Interviews: 12, 16 and 19 July 2021

### **Advisory Assessment Panel:**

- Jonathan Marron, Director General, Prevention, Community and Social Care
- Ian Peters, Chair of UKHSA
- Professor Soraya Dhillon, Non-executive Director of Health Education England and NHS Digital, as an independent panel member
- Dr Jeanelle de Gruchy, President of the Association of Directors of Public Health, also 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 will commission a pre-assessment of candidate applications which will 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.
- The Public Appointments Team will email to let you know whether you have been invited to interview. Interviews are likely to be conducted by video/ teleconference due to COVID-19 but if not, would be in central London.

- 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 DCS 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 candidates, before or after interview, and before making a decision. Candidates should therefore be prepared for a delay 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 NEM of the UKHSA, 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 Disability Confident 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 Public 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**.

## **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.

## **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)

## 2.3 Eligibility Criteria

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

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

Further advice about the Eligibility Criteria can be provided by contacting Daniel Clemence on 0113 254 5335.

## 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 Advisory Assessment 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.

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