



# Non-Executive Director of the National Institute for Health and Care Excellence

## Information pack for applicants

**Closing date: Midday on Monday 10 January 2022**

**Reference no: VAC-1744**



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# Section 1 – The Role

## 1.1 Role description and person specification

### Introduction from Sharmila Nebhrajani OBE, Chair of NICE

Dear Candidate,

Thank you for expressing an interest in the Non-Executive Director roles on the NICE Board. The individuals in these roles will help to implement the new 5-year strategy and operation for our organisation at a time of extra-ordinary change in, and demand for, health services.

The COVID-19 pandemic has created a need for speedy guideline development to provide an authoritative source of insight to clinical practice without losing the rigour and connection to the research evidence base for which NICE is justifiably well known. Accelerating scientific development brings an incredible set of new health advances – from AI and machine learning developments in diagnostics and devices to personalised medicines that target ever smaller populations; from potentially curative genomic therapies to innovative medical technologies that support elderly people in social care. NICE has a core role in ensuring that these sorts of new drugs, therapies and devices are available to patients at a price that society is prepared to pay.

The life sciences sector is also a jewel in our country's crown that stretches from world leading research in our universities and institutes to a flourishing industrial sector encompassing drugs, devices, diagnostics, med-tech, data and more. NICE must also work with its partners in the health and social care system to support this sector as we seek to secure economic recovery post lockdown, so that advances for patients in the future can be assured.

The Board will help the organisation to navigate all these challenges. It will also offer wisdom and guidance as NICE seeks to update its technological processes for production, updating and publishing of its guidance. A more fleet of foot content production process will ensure that our recommendations are available speedily and in a manner that is useful for busy clinicians and service providers at the point of care, so helping to ensure high standards of care for patients and service users.

The Board needs individuals with a range of specific technical skills but equally important is an intellectual curiosity, a deep commitment to improving health and care in England and a desire to contribute to collective deliberations that will ensure that NICE is fit for the challenges ahead.

Thank you for taking the time to apply and I look forward to meeting you in due course.

Sharmila Nebhrajani OBE  
Chair of NICE

## Person specification

**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.

Ministers are seeking to make 2 appointments to the board of the National Institute for Health and Care Excellence (NICE).

As a Non-Executive Member, you will:

- Contribute to the development of the Institute's objectives, ensuring that they are appropriately reflected in its plans, and assist in monitoring progress towards meeting these objectives
- Contribute to the governance of the Institute by ensuring that the Institute's senior management team is held to account for the performance of the organisation, and help ensure that the Institute meets the highest possible standards in its conduct
- Provide counsel, advice and support to the executive team, playing the role of 'critical friend' where necessary. Draw to the attention of the Chair or the Chief Executive any matters that may adversely affect the Institute's reputation
- With other members of the Board, ensure the establishment and maintenance of good working relationships with NICE's key stakeholders and, when required, act as an ambassador for the Institute to its stakeholders
- When required, act as a member of one or more of the Board's sub-committees (Audit, Remuneration) and, as required, take part in the appointment of the Chief Executive and other Directors.

## 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.

- An ability to contribute effectively on the board of a high-profile, national organisation – supporting its strategic development, and providing scrutiny, support and challenge to the executive team
- Sound judgement, based on an ability to consider complex and often sensitive issues, from an informed and balanced viewpoint
- A high-level understanding of and a commitment to the role of NICE in supporting quality outcomes for patients and service users across the health and social care system in England.

Applications are particularly welcomed from those with a background in one or more of the following areas:

- Economics
- Experience in leading integrated care systems

## **Remuneration**

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

## **Time commitment**

2 to 3 days per month

## **Location**

NICE holds monthly board meetings that usually take place on the 3rd Wednesday of each month. These have been taking place virtually throughout the pandemic, however NICE expects to resume in person board meetings shortly.

## **Tenure of office**

Ministers will determine the length of the appointment, which will be up to 4 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 a discussion about the role

For further information regarding the role of NICE and the role of a NED please contact:

Name: David Coombs

Email: [David.Coombs@nice.org.uk](mailto:David.Coombs@nice.org.uk)

## 1.2 NICE role and responsibilities

The National Institute for Health and Care Excellence (NICE) is an executive non-departmental public body that works to improve the quality, sustainability and productivity of health and social care. NICE does this by producing guidance and information that enables people working in and using the health and care system to make better decisions. It takes account of value for money in developing guidance by recognising that new forms of practice need to demonstrate the benefits they bring and by recommending opportunities for disinvesting from ineffective interventions. Over the last 20 years, NICE has developed a reputation as a leader in evidence-based health and social care policy, assessment and decision making for the nation and across the world.

NICE assesses the cost effectiveness of most new medicines through its technology appraisal and operates a separate highly specialised technologies programme for the evaluation of a small number of very high cost drugs for rare diseases. The NHS is legally required to fund drugs recommended by NICE, usually within three-months of final guidance. It also has a significant portfolio of over 300 guidelines across clinical, public health, and social care.

NICE has a key role in supporting Government priorities for the health and care system. This includes the recently published Life Sciences Vision, the NHS Long Term Plan, the Government's manifesto commitment to establish an innovative medicines fund, and the Voluntary Scheme for Branded Medicines Pricing and Access. It works with the Government and organisations such as NHS England, MHRA and NIHR to support patient access to effective new treatments and ensure the UK remains an attractive place for the life sciences industry. NICE's remit across health care, public health and social care means it is well placed to provide a system-wide perspective at the national, regional and local levels, including supporting the Integrated Care Systems.

NICE played a key role in supporting the health and care system in responding to the Coronavirus pandemic. This involved developing a new programme of rapid guidelines covering COVID-19 related topics and working with system partners to rapidly identify and roll out effective COVID-19 treatments.

Its work is high-profile and is of significant public, media and Parliamentary interest. Further information on NICE and its portfolio of work can be found here: <https://www.nice.org.uk/>

NICE's offices are currently located in Stratford and Manchester, and NICE's total funding for 2020/21 was £74.8m. The average whole-time equivalent workforce in 2020/2021 was 672.

## Section 2: The recruitment

### 2.1 Making an application

Thank you for your interest in the appointment of a NED to the National Institute for Health and Care Excellence.

The Department of Health and Social Care's Appointments and Honours Unit is managing this recruitment campaign.

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-1744** 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 Monday, 10 January 2022**.

In making an application please note the following:

### Disqualification from appointment

Individuals are disqualified from appointment as a NED, if they are:

- A non-officer member at the NHS Trust Development Authority (NHS Improvement).
- Chair, or a non-officer member at the NHS Counter Fraud Authority
- Chair or a non-officer member at NHS Resolution (formally known as the NHS Litigation Authority).
- Chair, or a non-officer member at the NHS Business Services Authority
- Chair, or Non-Executive Director of an NHS Trust

For further advice please contact Daniel Clemence via [Daniel.Clemence@dhsc.gov.uk](mailto:Daniel.Clemence@dhsc.gov.uk)

### 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 criterion. Providing separate paragraphs in relation to each criterion is common practice.

We 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. 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.

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 write all acronyms in full first, limit your letter to two pages and type or write clearly in black ink.

## **Conflicts of interest**

If you or a party related to you have any interests which could lead to a real or perceived conflict of interest if you were to be appointed, please provide details in your Supporting letter.

Conflicts of interest may include (without limitation), any personal or business interests (including direct and indirect financial interests), positions of employment, other appointments or other positions of authority, that you or any party related to you have and which may influence your judgement in performing your public appointment or may be perceived by a reasonable member of the public as having scope to do so.

A 'party related to you' could include for example (but without limitation) a spouse/partner, a business partner, a close family member or a person living in the same household as you or a close family member.

Failure to declare a potential conflict of interest may become grounds for withdrawing an offer of appointment. If offered the role, you will also be required to make a Declaration of Interests and to keep the Declaration up to date throughout the tenure of your appointment. The requirement to declare interests will also be included in your Terms and Conditions of appointment. Failure to disclose an interest may, subject to the interest and the circumstances, become grounds for suspension or termination of your appointment.

## **Standards in public life and ensuring public confidence**

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 NICE 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 Panel. The Panel may explore any issues with you before they make a recommendation on the appointment.

Failure to disclose such information could result in an appointment offer being withdrawn or the appointment being terminated, as the person appointed to this role will be expected to demonstrate the highest standards of corporate and personal conduct and in line with standards set out in the Code of Conduct for Board Members of Public Bodies, which includes the Nolan Principles regarding conduct in public life. As part of agreeing to the terms and conditions of appointment you will be expected to agree to meeting the standards set out in this Code. You can access this document at:

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

## 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.
- 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, and 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.

## **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 Disability Confident Scheme please ensure you complete Section E of the Monitoring form and return it with your application.

## **Governance Code on Public Appointments and the Commissioner for 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>

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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 information about the role of the Commissioner is available from:

<http://publicappointmentscommissioner.independent.gov.uk>

## 2.2 The Assessment Process

We will deal with your application as quickly as possible and will advise you of the likely timetable at each stage.

### Planned timetable

- Closing date: Midday on Monday, 10 January 2022
- Shortlisting: January 2022 (TBC)
- Interviews: February 2022 (TBC)

### Advisory Assessment Panel

The panel will include:

- Liz Woodeson, DHSC senior sponsor for NICE (panel chair)
- Sharmila Nebhrajani, Chair of NICE (panel member)
- Sir Hugh Taylor, Chair of Guy's and St Thomas' NHS Foundation as the independent panel member

### Assessment

- The Panel will select for interview only the strongest applicants who it feels have demonstrated that they best meet all the criteria set out in the person specification. However, if you have applied under the Disability Confident Scheme and you meet all the essential criteria, then you will also be invited 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. However, please note that due to the volume of applications that are received it is not possible to routinely provide feedback to all other applicants not shortlisted for interview
- We will email you to let you know whether you have been invited to be interviewed. Interviews will be conducted either face-to-face, in central London or by video/teleconference. We will confirm arrangements to shortlisted candidates in due course.

- Please note that due to the volume of applications that are received it is not always possible to routinely provide feedback to those not shortlisted for interview
- If you are invited to interview and are unable to attend on the set date, then an alternative date can only be offered at the discretion of the Panel.
- If invited to interview, the 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 Panel will also explore with you any potential conflicts of interest or any other issues arising from your personal and professional history which may impact on an appointment decision (see section 2.1 for further details).
- Candidates whom the Panel believe are 'appointable', will be recommended to Ministers who will make the final decision. Ministers may choose to meet with candidates 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 following interviews your application is unsuccessful, we will notify you. 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.

## **Offer of appointment**

If you are successful, you will be contacted by Officials to inform you of the offer and to confirm if you would be willing to accept. If you would, then you will receive a letter from Ministers appointing you as a NED of NICE, which will confirm the terms and conditions on which the appointment is offered.

## **Announcement**

All public appointments are announced on GOV.UK. The announcement is required to include the length of your appointment, the remuneration for the role and whether you have declared any political activity. We will share the draft announcement with you before it is made.

## Queries

For any queries about your application status or the selection process, please contact Daniel Clemence in DHSC's Public Appointments and Honours Unit:

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

If you choose to apply, we would like to thank you in advance for your time and effort in making an application.

All applications will be acknowledged by email after the closing date. Please quote reference VAC-1744 on all correspondence.

## 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 by emailing [Steve.Howell@dhsc.gov.uk](mailto: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](mailto:publicappointments@csc.gov.uk)

## 2.3 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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