



Non-Executive Director of NHS Blood and Transplant

Information pack for applicants

Closing date: Midday on Monday, 14 March 2022

Reference no: VAC-1743



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Section 1 – The Role

1.1 Role description and person specification

Letter from the present Chair of NHSBT, John Pattullo

Dear Applicant,

Thank you for your interest in the role of Non-Executive Director for NHS Blood and Transplant.

NHSBT is a unique organisation with altruistic donation at the unifying theme across our various activities. We stand for helping people do something extraordinary which saves and improves the lives of others. As an essential part of the NHS, we take pride in playing our part to make the most of every donation. The donors who make our work possible do so selflessly, giving life and changing lives for the better.

The core values of the organisation are Caring, Expert and Quality and we seek to be a role model for best practice across all aspects of public healthcare. The organisation faces a fascinating medley of commercial, operational and clinical challenges and our Board, and its supporting committees, addresses all of these areas. The non-executive members of the Board bring a diverse set of skills and experiences and typically they contribute extensively to the full Board agenda as well as providing valuable specialist input.

You will be joining us at an exciting and challenging time. Our Chief Executive, Betsy Bassis, 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. We have recently deployed a new high level strategy for NHSBT and, as part of this, we expect to be increasingly involved in the supply of both Plasma based products and cellular therapies. Charting a productive path in these new areas will be an important aspect of the Board's work.

Of course, we need to be a valued partner across the NHS network and would expect you as a Non-Executive Director to be able to develop influential relationships with stakeholders and partners; and there may be scope to Chair the NHSBT Research and Development Committee.

This is a first-class organisation with a strong Board. If you are successful, I am sure you will find working with NHSBT a very fulfilling and enjoyable opportunity.

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

Person specification

Ministers are seeking to make a NED appointment to the board of the NHS Blood and Transplant (NHSBT).

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.

As a Non-Executive Director, you will work with the new Chair, 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 an inclusive and high performing 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.

Essential Criteria

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

- a career record of achievement, with an ability to operate effectively on the board of a high-profile national organisation that operates in a complex system, including supporting its strategic development and providing scrutiny, support and challenge to the executive team.
- an understanding of corporate governance and a commitment to the principles of public service, with the highest standards of personal propriety in relation to governance and accountability.
- sound judgement, based on an ability to consider complex and often sensitive issues, from an informed and balanced viewpoint.

- an understanding of the broad role of NHSBT with an ability to articulate some of its key challenges.
- In addition, the candidate must be a medically qualified haematologist.

Desired Criteria

- Experience in stem cell and/or academic research.

Remuneration

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

Time commitment

Two to three days per month.

The dates of the NHBT Board for 2022 are:

- 29th March
- 25th May
- 21st July
- 28th September
- 30th November

Location

Candidates can live anywhere in the UK. Typically, 3 of the 6 Board meetings each year are held in London, 2 in NHSBT sites across England and 1 meeting in one of the other UK nations.

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 a discussion about the role

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

Name: Katrina Smith

Email: CompanySecretary@nhsbt.nhs.uk

1.2 NHS Blood and Transplant role and responsibilities

NHS Blood and Transplant is a Special Health Authority whose mission is to save and improve lives. It is an essential part of the NHS providing a safe and reliable supply of blood, plasma, solid organs, stem cells, tissues and related diagnostic services. Technically, NHSBT is a biomedical manufacturer and supply chain organisation, employing circa 6,000 people working across the UK, with a total revenue of over £500million. But at its heart, NHSBT is an organisation that enables daily acts of altruism - from our blood and plasma donors, who come out in their thousands every day, to our organ donor families who, in the moment of grief, have it within themselves to consent for donation.

NHSBT was formed in 2005 by bringing together the National Blood Service and UK Transplant. It is now one of the largest and most effective organisations of its type in the world. As an organisation, equality of opportunity and appreciation of diversity in its many forms is central not only to its relationships with employees but also to our customers – whether patients or donors. We stand for helping ordinary people do something extraordinary, saving and improving the lives of others with their valuable donations.

In 2020/21, our donors provided:

- 1.291 million units of blood,
- 3386 organs,
- 6010 products issued – including skin for the treatment of burns, heart valves for bypass surgery, tendons for sports injury and many other clinical indications
- 2514 corneas issued for transplantation, helping maintain or restore sight
- 3291 serum eyedrop products ‘tears’ to treat patients with severely dry eyes
- 9390 Therapeutic Apheresis Service performed treatments for 1926 adult and child patients to remove unwanted aspects off the blood or replenish needed parts to improve patient health
- 55,000 units of convalescent plasma, which went on to treat over 6,500 patients in 226 participating hospitals as part of the world’s largest clinical trial to establish the potential benefits of treating seriously ill patients with antibody-rich convalescent plasma collected from donors who had recovered from COVID-19.

In performing this essential activity, NHSBT 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.

To find out more information about NHSBT please visit our corporate website at <https://www.nhsbt.nhs.uk/>

To find out more about the journey of donors please click [here](#) to go to our website to view some helpful videos.

Our Values:

Our three core principles are critical to our service, guiding everything we do and inspiring us to be the best.



- We **care** about our donors, their families, the patients we serve, and our people.
- We are **expert** at meeting the needs of those who use our service and those who operate it.
- We provide **quality** products, services and experiences for donors, patients and colleagues

Diversity and Inclusion

NHSBT is committed to championing and promoting Equality, Diversity and Inclusion. Improving the diversity of our workforce and donors is a key priority for the organisation. We are working hard to ensure that we better serve the reflections the communities that we serve. For more information, please see [Diversity and inclusion - NHS Blood and Transplant \(nhsbt.nhs.uk\)](https://nhsbt.nhs.uk)

Our Vision and Strategy

NHSBT has recently deployed a new long term strategy. Our ambition is to save and improve even more lives and to deliver this we will focus on 5 strategic pillars:

- Grow and diversify our donor base
- Modernise our operations
- Drive innovation
- Collaborate with partners
- Invest in people and culture

For more information, please see [Overview of Our performance and Strategy](#)

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.

Section 2: The recruitment

2.1 Making an application

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

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 – please quote **ref: VAC-1743** in the subject field.

If you are unable to apply by email, please contact Kully Kanda on 0113 25 4677.

Applications must be received by **midday on Monday, 14 March 2022**.

In making an application please note the following:

Disqualification from appointment

Circumstances in which an individual may not be considered for appointment include:

- If you have been appointed to NHSBT as a Board member and served a total of 8 years;
- A member of the House of Commons;
- Convicted within previous five years and sentenced to imprisonment;
- Bankruptcy or debt relief restrictions;
- Dismissed within previous five years, other than for redundancy, from paid employment with a health service body;
- Had office with health service body terminated on grounds: not in the body's or NHS interests to continue; non-attendance at meetings; non-disclosure of pecuniary interest; misbehaviour, misconduct or failure to carry out duties.
- Been removed from office as the chair or a member of the governing body of a clinical commissioning group;
- Is the subject of a national NHS disqualification; refused nomination or approval to be included in, conditionally approved or removed from, a primary care list; a disqualified company director; removed as charity trustee or removed as a director, trustee or committee member of a social landlord; And/or
- Is an active chairman or another member of Monitor.

For more information on the disqualification criteria, please refer to the full document at:

<http://www.legislation.gov.uk/ukxi/2005/2531/regulation/3/made>

For further advice please contact Kully Kanda on 0113 254 6277

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 NHSBT 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. and if there are any previous or pending personal conduct issues where:

- i. a complaint/ personal conduct issue has either been upheld or partly upheld
- ii. an investigation that relates at least in part to your personal conduct, is to take place but it is yet to start, or a similar such investigation is underway, but it is yet to conclude
- iii. a complaint/personal conduct issue is current, but at the time of your application it is yet to be confirmed whether or how it will be investigated further.

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/code-of-conduct-for-board-members-of-public-bodies>

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 at least 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 may be published in line with the principles set out in 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 14 March 2022
- Shortlisting: TBC
- Interviews: TBC

Advisory Assessment Panel

- Maria Nyberg (Deputy Director) as panel chair
- TBC Chair of NHS Blood and Transplant
- Dr Lorna Williamson, Member of the Human Tissue Authority Board 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 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 NHSBT, which will confirm the terms and conditions on which the appointment is offered.

Announcement

All public appointments are announced on GOV.UK. The announcement will 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 Kully Kanda in DHSC's Public Appointments and Honours Unit:

Email: Kuldeep.Kanda@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-1743 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 Zubeda Seedat by e-mailing zubeda.seedat@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 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.

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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