



# Chair of the Advisory Committee on the Resource Allocation (ACRA)

## Information pack for applicants

**Closing date: Midday on Monday, 14th March 2022**  
**Reference no: VAC-1754**



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# Section 1 – The Role

## 1.1 Role description and person specification

Ministers are seeking to appointment a new Chair to the board of the Advisory Committee on Resource Allocation (ACRA).

The Chair of ACRA will be accountable jointly to the Secretary of State for Health and Social Care and NHS England and will be responsible for:

- reporting the final recommendations back to the Secretary of State for Health and Social Care and NHS England
- effectively chairing meetings
- ensuring ACRA operates effectively
- operation and output of ACRA
- ensuring every member has a fair opportunity to be heard and that no views are ignored or overlooked
- allowing genuine dialogue to take place and diversity fully explored and discussed
- endeavouring to achieve a consensus of opinion
- ensuring voting is carried out fairly, should it be necessary to vote on an issue
- ensuring the secretariat accurately documents the proceedings and there is a clear audit trail showing how decisions were made
- ensuring there is a right balance of skills to fulfil the aims of ACRA
- ensuring all members have a good grasp of the underlying subject matter expertise and if necessary, arrange training to enable them to fulfil their roles and ensure records are kept of member's performance as necessary
- ensuring good knowledge management principles are adhered to
- working with the secretariat to promote equality and the diversity of the committee

## 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.

## 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.

Candidates must have:

- the ability to lead the strategic development of a key national Committee, anticipate emerging issues and develop strategies to enable the Committee to achieve its objectives
- the ability to interpret and act upon complex, sometimes conflicting information, and assess and appropriately challenge recommendations
- exceptional leadership skills and comfortable using authority in a Committee environment, ensuring all views are captured, explored and decisions are made based on sound judgement
- strong interpersonal and communication skills

## Remuneration

- The ACRA Chair is not remunerated.

## Time commitment

10 days per year

## Location

London

## Tenure of office

Ministers determine that the length of the appointment will be up to 3 years.

## Accountability

This Chair is appointed by the Secretary of State for Health and Social Care and is accountable to the Secretary of State via a senior Departmental official for carrying out their duties and for their performance.

## For a discussion about the role

For further information regarding the role of the ACRA and the role of Chair please contact:

Name: Samantha West

Tel: 020 7972 5936

Email: [Samantha.west@dhsc.gov.uk](mailto:Samantha.west@dhsc.gov.uk)

## 1.2 ACRA role and responsibilities

The Advisory Committee on Resource Allocation (ACRA) is responsible for providing recommendations and advice on the funding for health services in England, that reflect the objectives of the funding formula. This is currently:

- a) to the Secretary of State for public health allocations, and
- b) to the Chief Executive of NHS England for NHS allocations

The objectives of the formulae are set by DHSC and NHSE and are in place to support equal opportunity of access for equal need and to contribute to the reduction in avoidable health inequalities.

ACRA is an independent, expert committee comprising GPs, public health experts, NHS managers and academics. The Chair is a joint appointment between Ministers and the NHSE Chief Executive. Members are appointed by the Chair.

The Chair is a Ministerial public appointment and Ministers should also comply with the Governance Code on Public Appointments. The regulation of public appointments against the requirements of this Code is carried out by the Commissioner for Public Appointments. The list of appointments regulated by the Commissioner is set out in an Order in Council. The list includes the Chair of ACRA.

The successful candidate will be asked to the committees' code of conduct which can be found here [Link](#)

## Section 2: The recruitment

### 2.1 Making an application

Thank you for your interest in the appointment of the Chair to the ACRA.

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-1754** in the subject field.

If you are unable to apply by email, please contact Kully Kanda on 0113 254 6277

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

In making an application please note the following:

#### Disqualification from appointment

Individuals are disqualified from appointment as The Chair to the ACRA, if any of the following apply:

1. Current police investigations
2. Unspent criminal convictions
3. Bankruptcy
4. Disqualification as a company director may disqualify you from appointment

Please inform us if any of the above apply to you.

Further advice about disqualification from appointment can be provided by contacting Clare Wilkinson on 0113 254 6267.

#### 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 ACRA 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/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 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. 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.

## 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<sup>th</sup> March 2022
- Shortlisting: TBC
- Interviews: Monday 25<sup>th</sup> April 2022

### Advisory Assessment Panel

The panel will include:

- Chair – Tim Brown, Deputy Director, NHS Cost Recovery
- Dr Stephen Lorimer, Head of Analysis and Insight for Finance and Head of Operational Research at NHS England
- Anita Charlesworth as an 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.

- 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 the Chair of ACRA, 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 Ben Jones in DHSC's Public Appointments and Honours Unit:

Email: [Ben.Jones1@dhsc.gov.uk](mailto:Ben.Jones1@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-1754 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 Ben Jones by emailing [Ben.Jones1@dhsc.gov.uk](mailto:Ben.Jones1@dhsc.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.

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