



Member of the Review Body on Doctors' and Dentists' Remuneration

Information pack for applicants

Closing date: Midday on Friday, 01 April 2022

Reference no: VAC-1806



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Section 1 – The Role

1.1 Letter from Chris Pilgrim, Chair of the Review Body on Doctors' and Dentists' Remuneration

Thank you for your interest in this appointment.

The eight public sector Pay Review Bodies provide independent advice to the Government on the pay of key public sector workforces. Members of the DDRB have an interesting, strategic and challenging role providing objective analysis of the data and evidence to recommend pay awards for over 200,000 doctors and dentists working for the NHS across the UK, including both those that work in hospitals and those that work as general dental or general medical practitioners in the community. Accordingly, we make an important contribution to the NHS by making pay recommendations to support the NHS to recruit, retain and motivate these critical staff groups.

We operate by, first, receiving written and oral evidence from the Government, employers, NHS organisations, and trade unions. We also visit Hospital Trusts, and Primary Care Units throughout the UK meeting many members of our remit group so that they can share their thoughts and experiences. With the support of a strong secretariat, we analyse and weigh this evidence and consider independent research before formulating our detailed recommendations on pay and related matters. Our main work programme starts in the autumn and culminates in submission of our reports to the Government in the spring (although this can vary). Further details on our current work can be found at: <https://www.gov.uk/government/organisations/review-body-on-doctors-and-dentists-remuneration>

I have been Chair of the DDRB since 2019. We currently have seven members with a range of backgrounds and expertise gained from the public and private sectors. As some of those members complete their terms of appointment, we are looking to develop the team with a new member, with an aim to them starting, following the completion of the ongoing round.

We are looking ideally for a member with clinical or medical knowledge or experience, and we would especially welcome applicants that would help the review body to represent the full diversity of our remit group and wider UK society.

As a member of the DDRB you would have responsibility for working strategically and collaboratively with members from a broad range of backgrounds. You would also need to share our commitment to the NHS by making recommendations to government that support the recruitment, retention and motivation of doctors and dentists working within the NHS in delivering vital public services at a time where the importance of the DDRB's remit group to society and the need to reward them appropriately for their work has been made overwhelmingly clear.

If you feel that this work would be interesting and worthwhile and that you have the appetite to contribute, please apply and we look forward to hearing from you.

Once again, many thanks for your interest.

Chris Pilgrim
Chair, Review Body on Doctors' and Dentists' Remuneration

1.2 Role description

To play a key part in assessing the evidence of the UK Governments, organisations representing the NHS, and organisations representing NHS doctors and dentists, and making annual recommendations to the UK Governments on the remuneration of doctors and dentists.

Specifically, to:

- use your own experience and expertise contribute to the effective understanding, analysis and challenge of evidence from stakeholders and wider sources relevant to the remit;
- monitor developments in the NHS and bring insights on the issues facing the NHS to Review Body discussions;
- work collaboratively and constructively with colleagues to develop shared thinking on the overall approach and key recommendations; and to help shape the draft report;
- effectively represent the DDRB in meetings with stakeholders (oral evidence and informal contacts) and with DDRB staff on visits to Trusts and Health Boards.

Person specification

Ministers are seeking to make 2 Member appointments to the board of the Member of the Review Body on Doctors' and Dentists' Remuneration (DDRB).

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.

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We are looking to recruit for up to **two** roles, one is to fill a current vacancy and the other will be for an upcoming vacancy next year. For both roles you **must**:

- be able to provide knowledge and insight into the role of pay and reward in supporting recruitment and retention and morale and motivation amongst a workforce;
- be an effective communicator and an adaptable individual who can draw upon their specific skills and expertise to bring valuable ideas and contributions, to the work of the DDRB;
- be able to evaluate complex information and detailed evidence from a range of sources and parties, exercising sound judgement to reach balanced conclusions;
- able to work collaboratively, gaining the respect of not only the Chair and other PRB members, but Ministers, senior Government officials and other key stakeholders; and
- able to take an objective, impartial, evidence-based approach on a contentious area of public policy.

For the **current** vacancy we are ideally looking for a candidate with clinical or medical knowledge and/or experience. This may include senior academic, public or private sector experience. This experience is not **essential** but would be **welcomed**.

Remuneration

- DDRB Members are remunerated at a rate of £300 per day, for a time commitment of 15 meetings per year.
- 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 Member of the DDRB, in line with travel and subsistence policy and rates for the DDRB. A copy of the policy and rates can be obtained from the DDRB.

Location

London

15 Review Body meetings between September and June. These always take place on Mondays.

Members are also expected to participate in approximately 3-4 visits between August and October, which can happen on any day of the week.

Tenure of office

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

Accountability

Members 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 DDRB and the role of a Member please contact:

Tel: 02072118124

Email: rafi.dover@beis.gov.uk

1.3 Review Body on Doctors' and Dentists' Remuneration role and responsibilities

The DDRB is independent and is responsible for:

- Providing advice to ministers in the governments of the UK on the remuneration of doctors and dentists employed by, or providing services to, the NHS (or HSC in Northern Ireland)
- conducting research on pay and related matters
- visiting trusts and health units to meet staff and managers to gather information and views on pay and related issues

The Review Body may also be asked to consider other specific issues.

The Review Body is also required to take careful account of the economic and other evidence submitted by the UK Governments, Trade Unions, representatives of NHS employers and others.

The Review Body should take account of the legal obligations on the NHS, including anti-discrimination legislation regarding age, gender, race, sexual orientation, religion and belief and disability.

The Review Body recommendations and reports are submitted to:

- the Prime Minister and the Secretary of State for Health.

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- the First Minister and the Cabinet Secretary for Health and Wellbeing in Scotland.
- the First Minister and the Minister for Health and Social Services in the National Assembly for Wales.
- the First Minister, Deputy First Minister and the Minister for Health, Social Services and Public Safety of the Northern Ireland Executive

Section 2: The recruitment

2.1 Making an application

Thank you for your interest in the appointment of a Member to the DDRB.

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-1806** 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 Friday, 01 April 2022**.

In making an application please note the following:

Disqualification from appointment

Individuals are disqualified from appointment as a Member of the DDRB, if any of the following apply:

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

Please inform us if any of the above apply to you. For further advice please contact Ben Jones on 0113 254 6557 / ben.jones1@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 DDRB 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

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- i. 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
- ii. 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 also be carried out on any publicly available information and shared with the Panel.

The Panel may explore any issues you have raised or have been identified in due Diligence checks, with you as part of assessing your application.

Failure to disclose relevant information requested 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 at least two referees. 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.

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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 01 April 2022
- Shortlisting: TBC
- Interviews: TBC

Advisory Assessment Panel

The panel will include:

- Miranda Worthington, Deputy Director of Pay and Employment Service.
- Chris Pilgrim, Chair of the Review Body on Doctors' and Dentists' Remuneration.
- Hilary Randall, as 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

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- 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 Member of DDRB, 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 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-1806 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

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. 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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