



Department  
of Health &  
Social Care

# Chair of the Health Services Safety Investigations Body

Information pack for applicants

**Closing date: 5pm on 25 May 2022**

**Reference no: VAC-1758**



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# Section 1 – The Role

## 1.1 Role description and person specification

Ministers are seeking to appoint a Chair to the board of the Health Services Safety Investigations Body (HSSIB).

The HSSIB will build on the work of the Healthcare Safety Investigations Branch (HSIB) which became operational in April 2017 as part of NHS Improvement, to conduct high-level investigations into patient safety incidents in the NHS. The new body will conduct NHS investigations and its remit will be extended to include the independent sector too. This is intended to establish a fully independent Executive Non-Departmental Public Body to investigate qualifying incidents, with the right powers to investigate and promote system learning.

### Role description

The Chair of HSSIB will provide leadership, strategic direction and challenge to the investigatory body to ensure that it focusses on:

- Establishing the HSSIB as a credible organisation with patients, clinicians, NHS Arms-Length Bodies, and NHSE/I
- Conducting independent and effective investigations into patient safety concerns in healthcare that provide value for money and bring change to the system
- Build local investigation capacity so more issues are investigated effectively at a local level
- Providing insight, analysis and training to support Trusts and system partners on system-wide learning and improvement.

The Chair will lead and support the newly established Board of Non-Executive Directors (NEDs) and HSSIB Executive Directors (Eds), hold the Chief Executive to account and will share corporate responsibility for the decisions of the HSSIB Board and the performance of the organisation. The Chair will also contribute to the development of strategy; stakeholder engagement, robust governance and assurance arrangements, effective systems for financial control and risk management and establish an effective investigatory methodology and criteria for investigations.

### Key responsibilities

#### Board Leadership

- Lead the appointment of Chief Executive, with the agreement of HSSIB NEDs and the consent of the Secretary of State.
- Lead the newly appointed Board ensuring that the board operates to the highest standards; chairing and overseeing the performance of the Board, setting an agenda which is focused on strategy, performance, and accountability, ensuring the Board's Committees are properly structured with appropriate terms of reference.

- Establish the reputation of the organisation in the NHS, both with management and clinical communities, chair the Governance and Nomination Committee and ensure regular consideration of succession planning and the composition of the Board and its Committees.

### **Strategic Direction**

- Oversee the setting of the strategic direction of HSSIB; creating a 'vision' for where the new body sits within the NHS landscape, building upon existing good practice and how it influences the system to bring change.
- Influence the NHS and run an investigations' function that contributes to Patient Safety, reduces harm and builds up local investigation capacity.
- Provide insight on the developments and issues facing the NHS and the independent sector to the HSSIB Board discussions, ensure the Board has access to accurate, high quality and timely information and reports to enable them to monitor all aspects of the investigatory body and to make effective decisions.
- Ensure the organisation is independent in judgement but works collaboratively with the NHS and the independent sector.

### **Organisational Development**

- Performance monitor and evaluate the HSSIB investigatory functions against key objectives and strategic outcomes for enabling change.
- Oversee the development of the organisation and board's culture and support and challenge the Chief Executive and Executive team on decisions made and advising the DHSC on the performance of the non-executive directors.

### **Stakeholder management**

- Build collaborative relationships with NHS providers and NHS ALBs ensuring the organisation is independent, influential and not distant from providers and the wider NHS.
- In partnership with the Chief Executive, set the tone for excellent engagement with key stakeholders, system partners, service users and Government to develop and maintain confidence in the work of HSSIB and ensure their views are communicated to the board and form part of the decision-making process.

### **Governance and assurance**

- Working with the Board, ensure accountability for expenditure and effective management of resources, seeking efficiency savings and achieving cost reductions where possible (both in the running of the organisation and in its operational activity) and that the strategy and supporting business plans are delivered.
- Ensure high standards of governance and effectiveness of the Board, promote high standards of integrity, probity, ethics, diversity & inclusion and lead an evaluation of the performance of the organisation, Board and its Committees at least once a year, and act on the results by recognising the strengths and addressing areas of improvement.

## 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:

- Strong strategic leadership skills, with an ability to develop a high-performing organisation and demonstrated by a career record of achievement at the highest levels.
- Ability to lead the Board of a significant new national organisation, deliver robust board level governance and accountability, and develop a positive culture.
- Excellent communication and influencing skills, able to collaborate effectively with stakeholders to drive change in a complex system.
- Knowledge of the NHS and/or of investigations methodology.

## Remuneration

- £63,000 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 Chair of the HSSIB, in line with travel and subsistence policy and rates for the HSSIB. A copy of the policy and rates can be obtained from the HSSIB.

## Time commitment

Two to three days per week

## Location

National

## Tenure of office

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

## Accountability

The 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 HSSIB and the role of Chair please contact:

Name: Helen Causley Deputy Director, Inquires and Investigations

Tel: 020 7210 2714

Email: [helen.causley@dhsc.gov.uk](mailto:helen.causley@dhsc.gov.uk)

## 1.2 HSSIB role and responsibilities

The proposed Health Services Safety Investigations Body (HSSIB) provisions is intended to establish an independent non-departmental public body to investigate incidents that occur in England during the provision of health care services that have implications for patient safety. They have the powers to investigate these incidents with a view to identifying patient safety risks and facilitating the improvement of systems and practices in the provision of health care services in England.

- The HSSIB's extended remit to cover healthcare provided in the independent sector will enable more thorough investigation into patient safety concerns.
- 'Safe space' and the legal prohibitions on unlawful disclosure will provide greater protection when compared to the mechanism currently used by the investigation branch to protect information gained during an investigation.
- It is expected that NHS organisations will cooperate fully with the HSSIB's investigations and benefit from the shared system learning that results.

### Increased public confidence:

- The HSSIB will be a new arm's-length body and will allow investigations to be carried out independently from the NHS and Government, as provided in the Bill.
- This will give the public full confidence in the HSSIB's investigation processes and ability to deliver impartial conclusions and recommendations.

- Although the Secretary of State may direct the HSSIB to undertake investigations, the direction cannot determine the outcome of the investigation.

Culture of learning:

- The HSSIB does not assess or determine blame or civil or criminal liability, nor does it dictate whether action needs to be taken in respect of an individual by a regulatory body; instead, the HSSIB focuses on system wide learning which can be applied to future health care.  
Increased standards for local investigations, as well as guidance, training and advice provided by the HSSIB will enable trust learning at a more local level.

# Section 2: The recruitment

## 2.1 Making an application

Thank you for your interest in the appointment of the Chair of the HSSIB.

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-1758** in the subject field.

If you are unable to apply by email, please contact Rachael Onoghojobi on 0207 2105742

Applications must be received by **5pm on Wednesday 25 May 2022**.

In making an application, please note the following:

### Disqualification from appointment

Individuals are disqualified from appointment as the Chair, if they are:

- A member of the House of Commons
- In addition, bankruptcy, current police investigations, unspent criminal convictions or 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 Rachael Onoghojobi on [rachael.onoghojobi@dhsc.gov.uk](mailto:rachael.onoghojobi@dhsc.gov.uk)

### Supporting letter

The supporting letter is your opportunity to demonstrate how you meet each of the essential 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 HSSIB 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.

The appointment of Chair will be subject to a pre-appointment hearing with the Health and Social Care Select Committee. For further details see Section 2.2.

**Please be aware that the CV of the Secretary of State's preferred candidate for appointment, with personal details (for example, your contact details) removed, will be sent to the Committee and it will as a result, be made public.**

## **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 Chair is a public appointment. The Governance Code on Public Appointments, published by the Cabinet Office, sets out the principles that should underpin all public appointments:

<https://www.gov.uk/government/publications/governance-code-for-public-appointments>

The regulation of public appointments against the requirements of the 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: 5pm on 25 May 2022
- Shortlisting: 14 June 2022
- Interviews: 01 and 04 July 2022
- Select Committee Hearing: Autumn - TBC

### Advisory Assessment Panel

The panel will include:

- William Vineall, DHSC senior sponsor for HSSIB as the Panel Chair
- Aidan Fowler, National Director for Patient Safety
- Jacqueline Dunkley-Bent as the Senior Independent Panel Member

The SIPM is independent of both the Department of Health and Social Care and HSSIB. As required by the Governance Code for Public Appointments, we have consulted the Commissioner for Public Appointments on the choice of SIPM for the panel and he was content.

### 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.
- If you are successful, you will be contacted by Officials to inform you that Ministers wish to put your name forward as the Government's preferred candidate for a pre-appointment hearing with the Health and Social Care Select Committee. If you agree to your name being put forward, Ministers will then write to the Committee requesting that they invite you to a Hearing.

## **Pre-appointment scrutiny**

This role is subject to pre-appointment scrutiny by the Health and Social Care Select Committee.

Pre-appointment scrutiny is an important part of the appointment process for some of the most significant public appointments made by Ministers. It is designed to provide an added level of scrutiny to verify that the recruitment meets the principles set out in the Governance Code on Public Appointments.

The pre-appointment scrutiny aspect of the appointment has two parts.

First, information concerning the appointment and the Minister's preferred candidate is shared with the Select Committee. As part of this process you will need to be content for your name and your CV to be shared with the Select Committee as the Government's preferred candidate. You may also be required to complete a pre-appointment hearing questionnaire sent by the Committee to you which could include, among other things:

- declarations of any relevant potential conflicts of interest,
- what you see as the priorities and key risks for the organisation,
- questions about how you would lead the board and work with stakeholders,
- your commitment to standards in public life and how you would handle being in the public eye.

Normally, any information provided to the Select Committee by the Government or by the candidate will be published.

Second, it is likely that the Committee will decide to call the Government's preferred candidate to a public pre-appointment hearing before the Committee to answer questions relating to their suitability to the role. You would not be expected to have an in-depth technical knowledge of how the body works or an exact plan of what you would do in the role, however you will be expected to provide a credible representation of your understanding of the work of the body and what your role in its future would be.

The Government is committed to making public appointments as accessible as possible so that no one is deterred from applying. The Department will provide support to you to help you prepare for the hearing and the Clerks to the Committee will also be available to discuss with you how the hearing will run. You will also be supported should you require any adjustment to enable you to participate fully in the hearing process.

For more information about pre-appointment scrutiny, please see the Cabinet Office Guidance: [Pre-appointment scrutiny by House of Commons Select Committees](#).

The Liaison Committee also publishes [guidelines](#) to Select Committees for pre-appointment hearings. You may also find it helpful to review the Code of Conduct for Board Members of Public Bodies here: <https://www.gov.uk/government/publications/board-members-of-public-bodies-code-of-conduct> which sets out the expectations which the Government places on non-executive members of public bodies.

Following the hearing, the Committee will write to Ministers and make a public report which will include their views on your suitability for the role.

Following receiving and considering the Select Committee's report, Ministers will decide if they wish to appoint you to the role. If they do, 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, 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. A press notice may also be issued.

## Queries

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

Email: [Rachael.Onoghojobi@dhsc.gov.uk](mailto:Rachael.Onoghojobi@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-1758 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 Permjeet Butler by emailing [Permjeet.Butler@dhsc.gov.uk](mailto:Permjeet.Butler@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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