

# Non-Executive Directors of the Care Quality Commission

## Information pack for applicants

**Closing date: Midday on Monday, 05 September 2022**  
**Reference no: VAC- 1780**



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# Section 1 – The Role

## 1.1 Introduction from Ian Dilks, Chair of the Care Quality Commission (CQC)



Dear Applicant,

CQC is one of the most important bodies in the health and social care systems in England and is the only national body with a remit which spans both health and social care.

These are times of unparalleled change for CQC. We are in the process of implementing an ambitious new strategy which provides the vision to drive improvements in how people experience health and care services; The Health and Care Act 2022 has given CQC new responsibilities in relation to Local Authorities and Integrated Care Systems; and CQC's assessments of care quality will be essential to help people understand the impact of the pandemic and the steps taken in response in both health and social care systems.

The Board plays a crucial role in guiding CQC during this period of change and we are seeking new Non-Executives with the skills and ambition to contribute to CQC's continuing development at this important time.

If you have the skills we require and wish to make a valuable contribution to the development and integration of health and care systems in England, I do hope you will apply.

Yours sincerely,

**Ian Dilks OBE**

Chair of CQC

## Additional comments

**Sir Robert Francis (Non-Executive Director and Healthwatch England Chair)** - *"The privilege of being chair of HWE is that you are able to work with a fabulous team to support Healthwatch all over England and report on what people are saying about their local services and to bring their voice to the places nationally where decisions are made about those services. It is a role where you can make a real difference to people's lives."*

**Mark Saxton - (Non-Executive Director)** - *"Whilst being a NED at the CQC I have been fortunate to work with committed, values driven people, who have been receptive to my*

*contributions. I have learnt from their broad backgrounds and collectively we have formulated a strategy and a transformation programme focussed on patient safety and experience, organisational effectiveness, and system improvements. It has been a most rewarding experience.”*

**Jora Gill - (Non-Executive Director)** - *“Being a board member of the CQC is a privilege, ensuring people are provided with safe and good quality care. As a CQC board member I work for a remarkable purpose-driven organisation, transforming regulation through innovation.”*

## 1.2 Role description and person specification

### Role Description

The Secretary of State wishes to appoint three new Non-Executive Directors to the Board of the CQC, one of whom will additionally take on the role of Chair of the Healthwatch England Committee. We are looking for candidates to be available from October 2022, but an alternative start date in early 2023 for one of the roles would also be suitable.

As a Non-Executive Director of the CQC Board, you will be responsible for helping to ensure the CQC is a successful organisation - in terms of its effectiveness as a regulator, making sure that health and social care services provide safe, high-quality care, and as an employer. Non-Executive Directors play a key role in ensuring continuous organisational improvement, high performance management, excellent customer focus and service delivery, scrutiny, challenge, fairness, accountability, and effective corporate governance.

This is a period of considerable change within both the CQC and the systems in which it operates. Non-Executive Directors will specifically:

- provide an independent view and creative contribution at board meetings and any committees of which they are members, including ensuring the long-term strategic focus, effectiveness and reputation of the CQC through purposeful and constructive scrutiny and challenge;
- monitor and challenge the performance of the CQC’s executive management, in meeting the strategic vision, organisational priorities and business plan objectives including monitoring of organisational performance, service delivery, quality and reputation. Provide assurance regarding the CQC governance, including in relation to periodic reviews of the organisation;
- support the Chair and the executive team to ensure the CQC fully embraces and embeds an excellent customer service ethos and delivers accordingly in order to enhance and develop its credibility and reputation;
- uphold the values of the CQC to deliver excellence, and demonstrating care, integrity and teamwork into all aspects of its work, and ensure that the organisation promotes equality and diversity for all providers, people who use services, people who work for CQC and other stakeholders.

Chair of CQC’s Healthwatch England Committee (HWE)

The HWE Chair will lead the HWE to determine its business priorities and fulfil its duties, which are expected to focus, in particular, on supporting local Healthwatch organisations. The HWE Chair will take part in the selection of Committee members and key staff, ensuring their high performance and effectiveness through regular appraisal.

In particular, the Chair will:

- set and maintain the values of the Committee so that it promotes consumer interests in health and social care, and enriches the systems and the CQC's own understanding of the patient perspective of services and the interests of service users;
- provide for consensus approach to leadership of the Committee;
- ensure credibility with government, system and professional leaders;
- have ability to grow and maintain HWE profile and authority;
- provide strategic leadership on the importance of patient voice in the Integrated Care Systems (ICSs) to ensure the systems act on people's experiences of health and care;
- work with HWE's and CQC's executive teams to ensure effective corporate governance and risk management processes are in place, within CQC governance arrangements, and that resources are managed effectively;
- ensure commitment to and progress in the equality and diversity agenda. Experience in transforming theory into practice would be an advantage; and
- ensure that the HWE Committee carries out its statutory functions with regard to aspects of Government policy.

As a consequence of this appointment, the HWE chair is also appointed as a Non-Executive to the Board of the CQC. The appointee will represent the HWE functions and the wider responsibilities of the CQC. In this latter role the appointee will:

- bring the perspective of patients and the interests of service users and the public, as identified by the HWE Committee, to the deliberations of the CQC Board; and
- support the CQC Chair and the executive team to ensure the CQC develops an excellent customer service ethos.

## 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 new to public appointments and with private sector experience to consider applying for our roles.

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.

## Essential Criteria

- A career record of achievement, with an ability to operate effectively as a non-executive on the board of a high-profile national organisation;
- an ability to focus on innovation, culture change, and care quality and how the CQC, by regulation and inspection, can encourage providers to even greater focus on improving their record;
- an ability to guide the CQC's strategic direction, and use sound judgement, based on the ability to consider and challenge complex issues from an impartial and balanced viewpoint;
- good communication skills, with the ability to work as part of a team, with a positive and constructive style, challenging management recommendations where necessary.

**In addition, for 2 of the NED roles candidates should bring skills and experience in one or more of the following areas:**

### Digital and technology:

- Direct experience in transforming an organisation's digital capability and knowledge and expertise in technology, to support the CQC's smarter use of data to target their resources where it can make the greatest impact and be an efficient regulator.

### Business sector experience:

- Business acumen and experience in managing change to guide the organisation as it undertakes its transformation programme, as described in the CQC's 2021 strategy, '*A new strategy for the changing world of health and social care from 2021*'.

### Innovation, culture change, and care quality:

- Direct experience in innovation, culture change and care quality to guide the organisation as it implements its priorities, as outlined in the CQC's '*A new strategy for the changing world of health and social care from 2021*'.

### Human Resource / Organisational Development experience:

- A proven ability and experience to support the CQC's executive as the organisation undergoes cultural change in the transition to a digitally enabled organisation, using enhanced data analytics to shape the CQC's inspection programme.

### **In addition, for the NED who will also be the Healthwatch England Chair:**

- experience in listening to people's experiences as service users or consumers, and acting on those experiences to improve services; and
- an ability to act as a champion for health and social care users, providing leadership to ensure their views are heard by decisions makers, and are used to improve health and care services for all.

## Remuneration and status of appointment

- CQC NEDs are remunerated at the standard rate of £7,883, for a time commitment of two to three days per month. The Chair of HWE is remunerated at £30,000 per annum for a time commitment of 2 days per week for both roles (including being a CQC NED).
- Remuneration is taxable, and subject to National Insurance contributions, both of which will be deducted at source under PAYE before you are paid. This is an office holder appointment and not a position of employment and as such will not be subject to the provisions of employment law. You will not become a member of the Civil Service. The role does not attract any pension benefits, including under any Civil Service Pension Scheme.
- As you are not an employee you will also not be eligible for redundancy pay. No other arrangements have been made for compensation at the end of your term of appointment, as there is no commitment to you serving beyond that point.
- 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 CQC, in line with travel and subsistence policy and rates for the CQC. A copy of the policy and rates can be obtained from the CQC.

## Time commitment

2 to 3 days per month for Non-Executive Directors

2 days per week for the HWE Chair

### CQC Board meetings in 2022/23:

21 September

16 November

14 December

1 February 2023

## Location

London

Meetings are usually held in person at 2 Redman Place, Stratford, London E20 1JQ.

## Tenure of office

Ministers will determine the length of the appointment, which will be up to 4 years.

Any re-appointment for a second term will be subject to the requirements of the organisation and board at that point and in the future, the skills and experience the appointee brings and

their performance in their first term and will be at the discretion of Ministers. If a re-appointment is considered, the norm for all public appointments is to not exceed two terms in office.

## **Accountability**

This HWE 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.

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 CQC and the role of a NED / HWE Chair please contact:

Meena Paterson

Tel: 0113 2545174 Email: [meena.paterson@dhsc.gov.uk](mailto:meena.paterson@dhsc.gov.uk)

## 1.3 Care Quality Commission role and responsibilities

The [Care Quality Commission \(CQC\)](#) is the independent regulator of health and adult social care in England. Its purpose is to ensure health and social care services provide safe, effective, compassionate, high-quality care and the regulator encourages improvement, where providers fall short of CQC's fundamental standards. Its role is to register providers of services, monitor, inspect and rate, take enforcement action for poor care, and speak independently on matters of quality in health and adult social care services.

The body is primarily funded through fees charged to registered providers, with DHSC providing grant-in-aid for expenditure for which the CQC are unable to charge fees. In 2020/21, fees made up 88% of the CQC's income, with 11% from grant-in-aid (GIA), and the remaining 1% coming from other external sources. 2019/20 was the first year that the CQC were at 'full chargeable cost recovery'. The fee income was £205.2m and revenue grant-in-aid from DHSC was £27m and £1.6m for reimbursement for services and other income.

The CQC is organised as follows: Operations and Regulatory Leadership covers primary medical services and integrated care, hospitals including mental health, and adult social care. In addition, there are three further directorates supporting CQC's work: regulatory, customer and cooperate operations; data, technology and insight; and engagement, policy and strategy. In terms of employee numbers, the actual number of directly employed whole-time equivalents as at 31 March 2022 was 2,982.

The CQC has begun work to consider future ways of regulating and working that will enable it to deliver its new strategy as effectively and efficiently as possible in a changing health and social care landscape. In its [new strategy](#) CQC sets out its ambitions under four themes – people and communities, smarter regulations, safety through learning and accelerating improvement. Running through each theme are two core ambitions - assessing local systems and tackling inequalities in health and care. The CQC is expected to have a complimentary role with NHSE, in the oversight of ICSs (Integrated Care Systems). In April 2022 the Health and Care Bill completed all parliamentary stages in the House of Commons and House of Lords and received royal assent from the Queen to become the Health and Care Act 2022. The legislation gives CQC a new duty to review each local Integrated Care System (ICS), as well as a new duty to assess local authorities on the delivery of their social care duties under part 1 of the Care Act.

Pivotal to its new strategy, is the CQC's organisational transformation programme, charged with delivering a new target operating model, i.e. translating the new strategy into a tangible delivery plan for determining what the organisation will do and how it will do it. There are a number of major programmes to support the work of the Regulator as it looks to the future and a regulatory role that is informed by intelligence and data and digitally led way of working.

In addition to its role described above, the CQC is required to maintain a statutory committee, [Healthwatch England](#), which acts as a national consumer champion in collecting and disseminating the views of people who use health and social care services. Although Healthwatch England is part of the CQC, it sets its own priorities, has its own brand identity, and speaks with an independent voice.

The [National Guardian](#) is a non-statutory appointment by the CQC to lead cultural change in the NHS, to establish and support a strong network of Freedom to Speak Up Guardians. The National Guardian's Office highlight NHS providers that are successful in creating the right



environment for staff to speak up safely and share this best practice across the NHS. It independently reviews cases where healthcare providers may have failed to follow good practice, working with statutory bodies to take action where needed.

## Section 2: The recruitment

### 2.1 Making an application

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

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

In order to apply, you will need to provide:

1. A **Curriculum Vitae**, which includes contact details for you and referees, and details of your education and qualifications, employment history, directorships, membership of professional bodies and any relevant publications or awards.
2. A **Supporting Statement**, setting out how you meet the criteria for appointment as set out in the person specification for the role and providing details on any potential conflicts of interest or reputational issues.
3. A **Monitoring form**, which includes different sections covering diversity information, conflicts of interest, standards in public life, whether you would like reasonable adjustments to be made to support your application and whether you wish to apply under the Disability Confident Scheme. Please note that whilst **the form must be completed in full**, you can select "prefer not to say" to any question you do not wish to answer regarding your diversity characteristics. The information you provide on your characteristics will not be used as part of the assessment process and will not be seen by the assessment panel.

Completed applications should be submitted to [appointments.team@dhsc.gov.uk](mailto:appointments.team@dhsc.gov.uk) – please quote **ref: VAC-1780** 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, 05 September 2022**.

In completing an application, please firstly note the following in relation to:

- Disqualification from appointment
- Conflicts of interest
- Standards in public life and ensuring public confidence.

### Disqualification from appointment

The Cabinet Office sets out the following regarding all public appointments:

In general, you should have the right to work in the UK to be eligible to apply for a public appointment. There are a small number of specialist roles that are not open to non-British citizens. Any nationality requirements will be specified in the vacancy details.

The Government expects all holders of public office to work to the highest personal and professional standards. You cannot be considered for a public appointment if:

- you are disqualified from acting as a company director (under the Company Directors Disqualification Act 1986)
- have an unspent conviction on your criminal record
- your estate has been sequestrated in Scotland or you enter into a debt arrangement programme under Part 1 of the Debt Arrangement and Attachment (Scotland) Act 2002 (asp 17) as the debtor or have, under Scots law, granted a trust deed for creditors.

In addition, legislation related to the CQC sets out how individuals are disqualified from appointment as a CQC member, if they:

- have undisclosed bankruptcy or are the subject of a bankruptcy restrictions order or an interim bankruptcy restrictions order, or a debt relief order;
- have been dismissed by reason of misconduct from any paid employment;
- are the subject of a national NHS disqualification or have been refused inclusion in a pharmaceutical list or performers list (and have not subsequently included on such a list), or conditionally included in a pharmaceutical list or performers list or removed from a pharmaceutical list or performers list or contingently removed from a pharmaceutical list or suspended from a pharmaceutical or performers list;
- are the subject of a decision by a body who licenses or regulates a profession in Wales, Scotland or Northern Ireland, and that decision is equivalent to a decision under the above bullet point;
- have been removed from office as a charity trustee on certain grounds or removed from a management or control role of a charity or any body controlled by a charity;
- have been removed from office as a chair, member, director or governor of an NHS body on certain grounds;
- have been removed from office from a local authority due to a failure to attend meetings;
- are disqualified from being a member of a local authority by virtue of a decision of the First-tier Tribunal or a Welsh case tribunal, or you are subject to a court order disqualifying you from being a member of a relevant local authority under the relevant legislation;
- have ceased to be a Scottish councillor for failure to attend meetings or have been disqualified from being or becoming a Scottish councillor by virtue of a decision of the Standards Commission for Scotland or

you have been removed from office as a member of Social Care and Social Work Improvement Scotland;

- are on the children's barred list or adults' barred list or any corresponding list in force in Scotland or Northern Ireland;
- have had your registration as a provider or manager of an establishment or agency under Part 2 of the Care Standards Act 2002 cancelled by the registration authority;
- have had an application for registration as a provider or manager of an establishment or agency under Part 1 of the Health and Social Care Act 2008 refused, or had such registration cancelled by the CQC or a justice of the peace or you have been subject to an equivalent decision in Scotland or Northern Ireland;
- have had your registration as a health care professional suspended or it has been withdrawn;
- have been removed or suspended a) in Wales, from a register of social workers maintained under the relevant legislation b) in England, from a register of health professionals or social workers maintained under the relevant legislation or C) from a corresponding register in Scotland or Northern Ireland;
- you cannot hold office as a member of the House of Commons or as the Chair or a non-officer member of the NHS Counter Fraud Authority whilst acting as a Chair of the CQC. You must inform the Secretary of State for Health and Social Care if you are such a member;

The above is only intended to act as a summary and you should consider the full legislation, which is attached for your ease at **Annex A** to this document.

For further advice please contact Kully Kanda on 0113 2546557

## Conflicts of interest

Before you apply you should carefully consider 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.

When you apply you should declare in your Supporting Statement the details of any relevant interests, highlighting any that you think may call into question your ability to properly discharge the responsibilities of the role you are applying for, or may be perceived as having scope to do so by a reasonable member of the public.

Conflicts of interest may include, without limitation, any outside personal or business interests (including direct and indirect financial interests, such as shares in a company providing services to government) or any 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. This should include declaring any political roles you hold or political campaigns you have supported.

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.

Many conflicts of interest can be satisfactorily resolved and declaring a potential conflict does not prevent you from being interviewed.

If you are shortlisted, the panel will discuss any potential conflicts with you during your interview, including any proposals you may have to mitigate them, and can record that in their advice to Ministers. If Ministers wish to appoint you, an offer of appointment may be subject to you giving up any unmanageable conflicts of interest. Any interests that are deemed manageable will need to be formally declared and may be published in line with CQC's organisational policy regarding Declarations of Interest.

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, subject to the interest and the circumstances, may become grounds during the tenure of your appointment, 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 that could, if you were appointed, be misconstrued, cause embarrassment to Ministers or the ALB 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 statement.

This should include declaring in your supporting statement if:

- you are, or have been, bankrupt or you have made an arrangement with a creditor at any point, including the dates of this
- you are subject to a current police investigation
- 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.
- there are any possible reputational issues arising from your past actions or public statements that you have made (including through social media and blogs)

- there are any other matters which may mean you may not be able to meet the requirements of the Code of Conduct for Board Members of Public Bodies. You can access this document at:

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

Alongside your own declaration, we will conduct appropriate checks, as part of which we will consider anything in the public domain related to your conduct or professional capacity. This may include searches of previous public statements and social media, blogs or any other publicly available information. This will be 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 Seven Principles of 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.

## 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.
- Details of your education and qualifications, employment history, directorships, membership of professional bodies and any relevant publications or awards.
- 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.

## Supporting Statement

The Supporting Statement 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 that you provide relates to which criterion. Providing separate paragraphs in relation to each criterion is common practice.

Please also set out details regarding any potential conflicts and/or reputational issues (see above guidance on Conflicts of Interest and Standards in Public life).

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 Statement.

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

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 should be invited to interview.

**You must inform the Department if, *during the application and assessment process*, your circumstances change in respect to any information that has been or should have been provided by you in your application.**

## Monitoring form

Please complete in full and return the Monitoring form with your CV and Supporting Statement.

The form is split into sections, covering

- A – Disqualification; Conflicts; and Standards in Public Life.
- B – Diversity
- C – Political activity
- D – Reasonable Adjustments
- E – Disability Confident

### **Section A - Disqualification; Conflicts; and Standards in Public Life.**

The form asks to you to confirm and declare any potential issues and directs you to provide further detail in your Supporting Statement. Further guidance on these topics is set out earlier in this information pack.

### **Section B – Diversity**

We encourage applications from talented individuals from all backgrounds and across the whole of the UK. Boards of public bodies are most effective when they reflect the diversity of views of the public they serve and this is an important part of the Government's levelling up agenda.

We collect data about applicants' characteristics and backgrounds so that we can make sure we are attracting a broad range of people to these roles and that our selection processes are fair for everyone. Without this information, it makes it difficult to see if our outreach is working, if the application process is having an unfair impact on certain groups and whether changes are making a positive difference.

The data you provide is used to produce anonymised management information about the diversity of applicants. You can select "prefer not to say" to any question you do not wish to

answer. **The information you provide will not be seen by the Advisory Assessment Panel.**

### **Section C – Political activity**

Political activity information is primarily for monitoring purposes only, however if you are shortlisted for interview, this information will be shared with the Assessment 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. Political activity is not a bar to appointment, but it must be declared.

### **Section D - Reasonable Adjustments**

We are committed to making reasonable adjustments to make sure applicants with disabilities, physical or mental health conditions, or other needs are not substantially disadvantaged when applying for public appointments. This can include changing the recruitment process to enable people who wish to apply to do so.

Some examples of adjustments are:

- ensuring that application forms are available in different or accessible formats
- making adaptations to interview locations
- allowing candidates to present their skills and experience in a different way
- giving additional detailed information on the assessment process to allow candidates time to prepare themselves
- allowing support workers, for example sign language interpreters
- making provision for support animals to attend.

When you apply you will have the opportunity to request reasonable adjustments to the application process in Section D of the form.

### **Section E - 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. We are a member of the Government's Disability Confident Scheme. We use the Disability Confident Scheme symbol, along with other like-minded employers, to show our commitment to good practice in appointing people with a disability. The Scheme helps recruit and retain disabled people.

As part of implementing the Scheme, we guarantee an interview to anyone with a disability whose application meets all the essential criteria in the person specification for the role and who has asked that their application is considered under the Scheme. Indicating that you



wish your application to be considered under the Scheme will in no way prejudice your application.

**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 Scheme, please ensure you complete Section E of the Monitoring form.

## 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 05 September 2022
- Shortlisting: 30<sup>th</sup> September 2022
- Interviews: 4<sup>th</sup> & 11<sup>th</sup> November 2022

### Advisory Assessment Panel

Advisory Assessment Panels are chosen by Ministers to assist them in their decision-making. They include a departmental official, the Chair of the public body (when Non-executive Directors /Members are recruited) and an independent member.

The panel performs a number of functions, including agreeing the assessment strategy, undertaking sifting, carrying out interviews and deciding objectively who meets the published essential criteria for the role before advising Ministers which candidates they find appointable. It is then for the Minister to decide who to appoint to the role.

The panel will include:

- William Vineall, Director Acute Care and Quality Policy
- Ian Dilks, Chair of CQC
- Janice Scanlan, Director at Nedendro and Associate at Hunter Healthcare

### Assessment

- Ministers are responsible and accountable to Parliament for the public appointments made within their department. As a result, they must be consulted at every stage of the appointments process.
- At the shortlisting meeting, 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, we regret that due to the volume of applications received, we are only able to offer feedback to candidates who have been unsuccessful at the interview stage.

- After shortlisting, Ministers will then be consulted on the Panel's recommended shortlist. 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).
- Details of the panel's assessment of interviewed candidates are provided to Ministers, including whether they have judged a candidate to be appointable to the role. It is then for Ministers to decide who should be appointed. In some circumstances, Ministers may choose not to appoint any candidates and re-run the competition.
- 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 the next step will be to ask you to complete a Declaration of Interests form, which will be required to be signed-off by you and a senior official.

## **Appointment**

On completion of your Declaration of Interests you will receive a letter from Ministers appointing you as a NED of CQC, 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](mailto:Kuldeep.Kanda@dhsc.gov.uk)

If you choose to apply, please ensure you return your CV, a supporting statement and a completed Monitoring form and 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. If you have not received your application ID reference number within 3 working days of the advertised closing date, please contact us quoting reference VAC-1780.**

## 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>

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>

## 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)

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.

## Annex A - CQC Legislation Further Information

### Disqualification

1. An individual is disqualified from appointment if the person has within the preceding five years:
  - a. been convicted in the United Kingdom of any criminal offence or been convicted elsewhere of any offence which, if committed in any part of the United Kingdom, would constitute a criminal offence; and
  - b. been sentenced to a sentence of imprisonment (whether suspended or not), and the conviction has not been quashed nor the sentence reduced to a sentence other than a sentence of imprisonment (whether suspended or not) on appeal.
2. The person has undisclosed bankruptcy, is the subject of a bankruptcy restrictions order or an interim bankruptcy restrictions order, or a debt relief order under Part 7A of the Insolvency Act 1986.
3. The person has been dismissed (without being re-instated) by reason of misconduct from any paid employment where that dismissal has not been the subject of a finding of unfair dismissal by a tribunal or court.
4. The person has been the subject of a national NHS disqualification.
5. The person:
  - a. has been refused inclusion in a pharmaceutical list or a performers list
  - b. has been conditionally included in a pharmaceutical or performers list;
  - c. has been removed from a pharmaceutical or performers list;
  - d. has been contingently removed from a pharmaceutical list;
  - e. has been suspended from a pharmaceutical or performers list; or
  - f. is one in whose case a body that licences or regulates a profession has made a decision under any enactment in force in Wales, Scotland or Northern Ireland corresponding to those prescribed above scenarios where that decision has like effect.
6. The person is subject to a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986; a disqualification order or disqualification undertaking under the Company Directors Disqualification (Northern Ireland Order) 2002; or an order made under section 429(2)(b) of the Insolvency Act 1986 (disabilities on revocation of administration order against an individual).
7. The person has been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commissioners or the High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which that person was responsible or to which that person was privy, or which that person, by his conduct, contributed to or facilitated; or under section 34 of the Charities and Trustee Investment (Scotland) Act 2005 (powers of Court of Session to deal with management of charities) from being concerned in the management or control of any charity or body controlled by a charity.

8. The person's tenure of office as the chair or as a member, director or governor of an NHS body has been terminated on the ground that:
  - a. it was not in the interests of, or conducive to the good management of, that NHS body or the health service that that person should continue to hold that office
  - b. that person failed, without reasonable cause, to attend any meeting of that NHS body for a period of three months or more; or
  - c. that person failed to declare a pecuniary interest or withdraw from consideration of any matter in respect of which that person had a pecuniary interest.
9. The person ceased to be a member of a local authority by virtue of section 85 of the Local Government Act 1972 (vacation of office by failure to attend meetings).
10. The person:
  - a. is disqualified from being or becoming a member of a local authority by virtue of a decision of the First-tier Tribunal made under section 78A of the Local Government Act 2000 or a decision of a Welsh case tribunal under section 79 of that Act, or
  - b. is subject to an order under section 34(4) of the Localism Act 2011.
11. The person ceased to be a Scottish councillor by virtue of section 35 of the Local Government (Scotland) Act 1973.
12. The person is disqualified from being or becoming a Scottish councillor by virtue of a decision of the Standards Commission for Scotland.
13. The person has been removed from office as a member of Social Care and Social Work Improvement Scotland.
14. The person is included in the children's barred list or adults' barred list, maintained under section 2 of the Safeguarding Vulnerable Groups Act 2006 or in any corresponding list maintained under an equivalent enactment in force in Scotland or Northern Ireland.
15. The person's registration as a provider or manager of an establishment or agency under Part 2 of the Care Standards Act 2000 has been cancelled by the registration authority under section 14 of that Act.
16. The person's application for registration under Part 1 of the Health and Social Care Act 2008 has been refused under section 12 or 15 of that Act.
17. The person's registration as a provider or manager of an establishment or agency under Part 1 of the Health and Social Care Act 2008 has been cancelled by the Commission under section 17 of that Act (exceptions do apply).
18. The person's registration under Part 1 of the Health and Social Care Act 2008 has been cancelled by an order of a justice of the peace under section 30 of that Act (exceptions do apply).
19. The person is one in whose case a decision which is of like effect to those listed in paragraph 16, 17 or 18 has been made under any enactment in force in Scotland or Northern Ireland corresponding to Part 1 of the Health and Social Care Act 2008.

20. The person's registration as a health care professional has been withdrawn or suspended.
21. The person has been removed or suspended:
- a. in Wales, a register maintained under section 80 of the Regulation and Inspection of Social Care (Wales) Act 2016.
  - b. in England, from a register maintained under article 5 of the [Health Professions Order 2001], pursuant to article 29 of that Order or from a register maintained under section 39(1) of the Children and Social Work Act 2017, pursuant to Part 5 of the Social Workers Regulations 2018 (discipline and fitness to practise); or
  - c. from a corresponding register maintained under any enactment in force in Scotland or Northern Ireland.
22. You cannot hold offices in the following bodies whilst simultaneously acting as Chair of Care Quality Commission. You must inform the Secretary of State for Health and Social Care immediately if you are:
- a member of the House of Commons
  - the Chair or a Non-officer member of the NHS Counter Fraud Authority.

### **Notice and Termination**

23. May resign by giving notice in writing to the Secretary of State for Health.
24. The Secretary of State may, in the prescribed manner, remove the chair or any other non-executive member from office if (but only if) the Secretary of State is satisfied that the person—
- a. is unable or unfit to carry out the duties of that office,
  - b. is failing to carry out those duties, or
  - c. is disqualified from holding office (or was disqualified at the time of appointment).

### **Suspension**

25. You may be suspended from office if it appears to the Secretary of State that any of the conditions set out at 24 (a) (b) or (c) above is or may be met



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