



UK Health Security Agency (UKHSA) Non-Executive Member and Audit and Risk Committee Chair

Information pack for applicants

Closing date: Midday on Tuesday 23rd Aug 2022
Reference no: VAC-1819



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Contents

Section 1 – The Role	2
1.1 Role description and person specification	2
1.2 UKHSA role and responsibilities	5
Section 2: The recruitment.....	6
2.1 Making an application	6
2.2 The Assessment Process	12
2.3 How we will manage your personal information.....	14

Section 1 – The Role

1.1 Role description and person specification

Role Description

UKHSA Non-Executive Members (NEMs) will be appointed to provide independent and constructive challenge to enable the Board to achieve its responsibilities. All NEMs must be independent of management and able to allocate sufficient time to the Board to discharge their responsibilities effectively. This includes ensuring that high standards of corporate governance are always observed and ensuring that the Agency operates in an open, accountable, and responsive way.

As a NEM, you will:

- Contribute to the development of the Agency's strategic direction and strategic objectives, considering your own understanding of the external environment that could impact on the achievement of these objectives.
- Contribute to the governance of the Agency by ensuring that independent oversight is maintained on the Agency's operational effectiveness, patient engagement, risk management, financial efficiency and working relationship with key stakeholders.
- Monitor the overall performance of the Agency and advise UKHSA's Executive on the delivery of the agreed strategic imperatives and business plan objectives.
- Become an active and constructive member of at least one of the four UKHSA Board Committees and take on at least one special interest role, so that the Board can benefit from independent, specialist expertise built outside the Agency.
- Act as an ambassador for the Agency always and help connect the Agency with stakeholders in other organisations when appropriate. Individual NEMs may be asked to represent the Agency in external meetings in some situations, but only with the prior agreement of both the Chair and the Chief Executive.
- Identify any matters that may adversely affect the reputation or public trust in the Agency's work, through a broad understanding of the wider UK and international environment in which the Agency operates.
- Act as a "critical friend" by providing independent counsel, support, and constructive challenge to members of the Executive Committee without straying into the day-to-day management of the organisation.

Person specification

Essential Criteria

Ministers are seeking to appoint a new NEM to the board of the UKHSA, and who will be responsible for Chairing the UKHSA's Audit and Risk Committee.

The Department of Health and Social Care values and promotes diversity. The boards of public bodies should reflect the population they are there to serve. Boards also benefit from fresh perspectives, and we are keen to encourage candidates from all sections of the community and from across the UK to consider applying for this role.

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

- A career track record of achievement, including in a significant senior financial role in either the private or public sector, with a professional background in accountancy or a related discipline, and experience of assurance, risk management and the work of audit committees.
- An ability to operate effectively on the board of a significant national organisation, with the highest standards of personal propriety in relation to governance, accountability, and conduct.
- Demonstrable interest in the work of the UKHSA, and particularly in the development of new and improved methods of prevention, detection and response to infectious diseases and other threats to the nation's health.
- Excellent communication skills, sound judgement, and demonstrable experience of strategic thinking, with the ability to scrutinise and challenge complex proposals constructively.

Remuneration and status of appointment

- Remunerated at the same rate as other audit chairs in our ALBs - £13,137 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. 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 the ARC NEM of the UKHSA,

in line with travel and subsistence policy and rates for UKHSA. A copy of the policy and rates can be obtained from UKHSA.

Time commitment

Two to three days per month

Location

Board meetings are held at Nobel House, Smith Square, London

Tenure of office

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

Any re-appointment for a second term will be subject to the requirements of the 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. The norm for all public appointments is for the term served in post to not exceed two terms or ten years in total.

Accountability

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

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 for UKHSA and the role of the ARC Chair please contact: Carmel Gibbons

Email: carmel.gibbons@odgersberndtson.com

1.2 UKHSA role and responsibilities

COVID-19 is the biggest health and economic challenge that our nation has ever faced – no one predicted it nor the scale at which it has tested us all.

UKHSA has been set up to provide health security for the nation by protecting from infectious disease and external hazards. It will need to act like no other organisation previously to mitigate threats to health before they materialise. This will build the nation's health resilience and security, strengthening its ability to detect and monitor infectious disease and external threats to health. Going deeper to analyse threats to health and how best to prevent and control with a robust evidence and knowledge base. UKHSA will take action to mitigate threats to health when they materialise, ensuring it has a system-wide response in partnership with the UK's Devolved Administrations, local authorities, NHS, academia, and industry.

UKHSA will have a strong role in global health security, and excellence in scientific and intellectual leadership. This new organisation will drive a step change in data systems, data architecture and analytics to enable much better surveillance of all hazards, both on a domestic and global scale. It is critical that the UKHSA has operational excellence at its core – it needs to be agile, innovative, and flexible, with the ability to mobilise and scale both its own and the system's resources as required. This will be a trusted source of advice to government and to the public, having strong relationships across local and national government, the NHS, and global partners. For UKHSA to be truly successful, it will need to tackle the inequalities that exist in health and ensure there is constant focus on really making a difference.

Diversity at UKHSA is about reflecting the communities we serve, holding the principles of equality and inclusion at the heart of everything we do and all that we stand for, embracing differences, creating possibilities, and growing together. We aim to foster a culture where individuals of all backgrounds feel confident in bringing their whole selves to work, feel included and their talents are nurtured, empowering them to contribute fully to our purpose.

Section 2: The recruitment

2.1 Making an application

Thank you for your interest in the appointment of the ARC NEM to UKHSA.

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

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 – please quote **ref: VAC-1819** in the subject field.

If you are unable to apply by email, please contact Karen Dinsdale on 0113 2545414

Applications must be received by **midday on Tuesday 23rd August 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 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.

For further advice please contact Karen Dinsdale on 0113 2545414

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 UKHSA 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 if 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 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 23rd August 2022
- Shortlisting: 16th September 2022
- Interviews: Mid October 2022 - TBC

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:

- Clara Swinson – DHSC Senior Sponsor for UKHSA – Panel Chair
- Ian Peters – Chair of UKHSA – Panel Member
- Gautam Dalal – Panel Member
- Simon Walker - Independent Panel Member

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 CHAIR of UKHSA, which will confirm the terms and conditions on which the appointment is offered.

Announcement

All public appointments are announced on GOV.UK. The announcement will include the length of your appointment, the remuneration for the role and whether you have declared any political activity. We will share the draft announcement with you before it is made.

Queries

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

Email: Karen.Dinsdale@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-1819.

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

2.3 How we will manage your personal information

Your personal information will be held in accordance with the General Data Protection Regulation. You will not receive unsolicited paper or electronic mail because of sending the Department of Health and Social Care any personal information. No personal information will be passed on to third parties for commercial purposes.

When we ask you for personal information, we promise we will:

- Only ask for what we need, and not collect too much or irrelevant information
- Ensure you know why we need it
- Protect it and insofar as is possible, make sure nobody has access to it who shouldn't
- Ensure you know what choice you have about giving us information
- Make sure we don't keep it longer than necessary

- Only use your information for the purposes you have authorised

We ask that you:

- Provide us with accurate information
- Inform us as soon as possible of any changes or if you notice mistakes in the information, we hold about you

If you apply for a post, we will share some of the information you provide with the members of the selection panel for the post to which you are applying, so that your CV and supporting letter can be assessed.

The diversity information you provide will not be used in the selection process and will therefore not be shared with the Advisory Assessment Panel assessing your application at any stage.

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