



Department  
of Health

## **6 Specialist Members of the Committee on the Medical Effects of Air Pollutants (COMEAP)**

### **Information pack for applicants**

**Closing date: Midday on 5 September 2013**

**Reference no: EC13-23**

## **Contents**

	<b>Page</b>
A message from COMEAP	3
Overview	4
Annex A: Appointment of the Members	6
Annex B: COMEAP role and responsibilities	9
Annex C: Making an application	10

## **A message from the Chairman of COMEAP**

Dear Candidate

Thank you for your interest in these posts and for taking the time to read this candidate information pack.

COMEAP is an independent expert advisory committee which provides advice to Government Departments and Agencies through the Chief Medical Officer on all matters concerning the potential toxicity and effects upon health of air pollutants.

As a specialist member of COMEAP you will contribute to the discussions of the committee, working alongside other recognised experts assessing the current issues under consideration. You will need to be at least nationally, ideally internationally recognised as an expert in one of the areas outlined in the person specification.

The work demands a high commitment to improving public health. You will be expected to assist in helping to draft advice appropriate for wider dissemination to the general public. You may be asked to contribute to other discussions (such as those of COMEAP sub-groups) if the need arises.

I hope you will consider applying for one of these rewarding roles.

Professor Frank Kelly  
Chairman of COMEAP

## **Members of the Committee on the Medical Effects of Air Pollutants (COMEAP)**

### **Overview**

#### **The roles**

Specialist members of COMEAP contribute to the discussions of the committee, working alongside other, recognised experts assessing the current issues under consideration. Specialist members need to be recognised as an expert with a national track record of national or international achievement in one of the areas outlined in the person specification. Specialist members are expected to assist in drafting advice appropriate for wider dissemination to the general public and contribute to other discussions (such as those of COMEAP sub-groups, or working groups) as required.

For further information on the role of the Members see **Annex A**.

#### **COMEAP**

COMEAP is an advisory Committee of independent experts that provides advice to government departments and agencies, via the Department of Health's Chief Medical Officer, on all matters concerning effects of air pollutants on health.

For further information on the role of COMEAP see **Annex B**.

#### **Indicative timetable**

Advert:	5 July 2013
Closing date:	Midday on 5 September 2013
Shortlisting complete:	Early September 2013
Interviews held:	End September 2013

#### **Location of post**

Meetings are usually held at the Department of Health in London.

#### **Key contacts:**

For information regarding the selection process, please contact:

Samantha Alcock  
Appointments Team  
Department of Health  
Quarry House  
Quarry Hill  
Leeds  
LS2 7UE  
Tel: 0113 254 5845  
Email: [samantha.alcock@dh.gsi.gov.uk](mailto:samantha.alcock@dh.gsi.gov.uk)

For information regarding the role of COMEAP and its Members, please contact:

Gill Fisher  
Administration Secretary

Tel: 01235 822836  
Email: [gill.fisher@phe.gov.uk](mailto:gill.fisher@phe.gov.uk)

**Please quote reference EC13-23 on all correspondence.**

For further details on how to make an application, please see **Annex C**.

## **Appointment of Members**

### **Responsibilities of Specialist Members**

The key responsibilities of Specialist Members are as follows:

- contribute to the discussions of the committee, working alongside other recognised experts assessing the current issues under consideration
- assist the committee in drafting advice appropriate for wider dissemination to the general public
- contribute to other discussions (such as those of COMEAP sub-groups or working groups) as required
- show a commitment to Public Health issues and Public Service Values

### **Qualities required for the roles of Specialist Members**

All applicants must be a recognised expert with a national track record of national or international achievement in one or more of the following:

- cardiology
- atmospheric chemistry
- air pollution science
- cost benefit analysis
- health impact assessment of air pollutants with a background in toxicology
- health impact assessment of air pollutants with a background in epidemiology

In addition to the above, all applicants must demonstrate:

- excellent communication skills, sound judgment and sensitivity, together with a strong team approach
- excellent analytical skills and the ability to articulate scientific issues and information clearly, comprehensively and concisely
- a commitment to Public Health issues and Public Service Values.

### **Desirable Criteria:**

You may also be able to demonstrate:

- experience of committee membership

- a willingness to be involved in the preparation of statements, reports and peer-reviewed publications where necessary
- evidence of participation in your specialty at an international level

### **Remuneration**

- you will receive a meeting attendance fee of £123 and £30 reading fee per meeting. We will be reviewing the fee structure over the coming months and the fees set out above are subject to change in accordance with the review
- remuneration is taxable, and subject to National Insurance contributions, both of which will be deducted at source under PAYE before you are paid. Remuneration is not pensionable
- you may claim travel and subsistence expenses, which are properly and necessarily incurred in carrying out your role and responsibilities as a Member of COMEAP, in line with travel and subsistence policy and rates. A copy of the policy and rates can be obtained from COMEAP

### **Time commitment**

3 meetings per year with associated reading.

### **Tenure of office**

The Department of Health's Senior Responsible Officer determines the length of appointments, which will be for up to a maximum of 4 years.

### **Accountability**

Members are appointed by the Department's Senior Responsible Officer and will be accountable to the Chair for carrying out their duties and for their performance.

### **Eligibility criteria**

There are circumstances in which an individual may not be considered for appointment. They include:

- people who have received a prison sentence or suspended sentence of 3 months or more in the last 5 years
- people who are the subject of a bankruptcy restrictions order or interim order
- anyone who has been dismissed by an public body within the past five years, other than by reason of redundancy
- in certain circumstances, those who have had an earlier term of appointment terminated

- anyone who is under a disqualification order under the Company Directors Disqualification Act 1986
- anyone who has been removed from trusteeship of a charity

Further advice about disqualification for appointment can be provided by contacting Samantha Alcock on 0113 254 5845.

### **Conflict of Interests**

You should particularly note the requirement for you to declare any private interests which may, or may be perceived to, conflict with the role and responsibilities as a Member of COMEAP, including any business interests and positions of authority outside of the role in COMEAP.

If appointed, you will also be required to declare these interests on appointment which will be entered into a register which is available to the public.

### **Standards in public life**

You will be expected to demonstrate a commitment to and an understanding of the value and importance of the seven principles of public life. All successful candidates will be asked to subscribe to the Code of Practice for Scientific Advisory Committees (CoPSAC); you can access this document at:

<http://www.bis.gov.uk/assets/goscience/docs/c/11-1382-code-of-practice-scientific-advisory-committees.pdf>

### **Diversity and equality of opportunity**

The Department of Health values and promotes diversity and is committed to equality of opportunity for all.

**COMEAP role and responsibilities**

COMEAP is an Advisory Committee of independent experts that provides advice to Government Departments and Agencies, via the Department of Health's Chief Medical Officer, on all matters concerning the effects of air pollutants on health.

Members are appointed as independent scientific and medical experts on the basis of their specialist skills and knowledge. The one exception to this is the public interest (lay) member of the Committee who is appointed for knowledge of consumer, and other matters. At all times individuals are required to declare conflicts of interest and during discussions they may be disqualified at the Chairman's discretion from contributing to the conclusions and recommendations of the Committee.

The independent members are supported in their work by a secretariat provided by the Health Protection Agency. The secretariat have scientific expertise that enables them to provide members with comprehensive background information and briefing papers that inform the decision-making processes of the Committee.

## Making an application

### Overview

Specialist Members of COMEAP are Department of Health Senior Responsible Officer appointments. The Department of Health (DH) will manage the recruitment process in a way that is open and fair to all applicants and the appointments will be made on merit.

The interview panel will make recommendations to the Department of Health's Senior Responsible Officer on candidates they believe are 'appointable'. Taking into account feedback from the panel, the Department of Health's Senior Responsible Officer will make the final decision on who she believes best meets the criteria for the role and will make the appointments.

### How to apply

All applicants are required to complete an application form. This is available online by visiting the website: <https://www.gov.uk/government/organisations/department-of-health> and searching for the vacancy.

Alternative formats such as braille, large print and tape versions of this information pack and the application forms are available from:

#### **Samantha Alcock**

Tel: 0113 254 5845

Email: [samantha.alcock@dh.gsi.gov.uk](mailto:samantha.alcock@dh.gsi.gov.uk)

If you wish to submit a paper copy of your application, or one in an alternative format, please send to:

Samantha Alcock  
Appointments Team (Room 1N14)  
Department of Health  
Quarry House  
Quarry Hill  
LEEDS  
LS2 7UE

All applications will be acknowledged by email after the closing date.

The Appointments Team must receive your completed application form **before midday on 5 September 2013**.

## **Your personal information**

Your personal information will be held in accordance with the Data Protection Act 1998. You will not receive unsolicited paper or electronic mail as a result of sending DH 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 applying, so that your application form and CV can be assessed.

Panel members are identified in the section below on "How we will handle your application". The 'monitoring information' you provide will not be used in the selection process and will therefore not be shared with the selection panel assessing your application at this stage.

## How we will handle your Application

The Appointments Team will deal with your application as quickly as possible and will advise you of the likely timetable at each stage. After the closing date for applications:

- your application and CV will be assessed to see whether you meet the qualities required for the role. We will rely on only the information you provide on your application form and CV to assess whether you have the skills and experience required. Please ensure that you provide evidence to support how you meet all of the essential criteria
- the selection panel will be chaired by Hilary Walker, Department of Health Senior Sponsor and will also comprise of Frank Kelly, COMEAP Chair as Panel Member and Judith Alderton as an External Panel Member
- if you are invited to interview but are unable to attend on the set date then an alternative date can only be offered at the discretion of the panel
- your application may be “long-listed”, subject to the volume of applications received, before it is passed to the shortlisting panel for consideration. You should be aware that in this situation, your application might not be considered in full by all of the panel
- we anticipate that by early September 2013 the panel will have decided who will be invited for interview
- the panel will select the people who have demonstrated that they best meet the essential criteria. If there is a strong field of candidates the panel may then look at who in addition meets any desirable criteria for the role in order to differentiate between those who would otherwise be of similar merit
- the Appointments Team will write to let you know whether or not you have been invited to be interviewed. It is our intention that interviews will take place in a central London location
- please note that due to the volume of applications that are received it is not possible to provide feedback to those not shortlisted for interview
- if invited to interview, the panel will question you about your experience and expertise and ask specific questions to assess whether you meet the criteria set out for the post
- candidates who the panel believe are ‘appointable’, will be recommended to the Department of Health’s Senior Responsible Officer who will make the final decision. The Department of Health’s Senior Responsible Officer may choose to meet with appointable candidates before making a decision. If she does, she will meet all candidates and in the presence of the panel chair or their nominated representative
- if you are successful, you will receive a letter from the Department of Health’s Senior Responsible Officer appointing you as a Member of COMEAP, which will confirm the terms on which the appointment is offered

- if you are unsuccessful, you will be notified by the Appointments Team. The letter will provide the details of who you may approach for feedback on your application

### **Queries**

For queries about your application, please contact Samantha Alcock **on 0113 254 5845**.

### **If you are not completely satisfied**

DH 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 Jacky Cooper in the Department of Health by emailing [jacky.cooper@dh.gsi.gov.uk](mailto:jacky.cooper@dh.gsi.gov.uk)