



Department  
of Health

## **Members of the of the Committee on the Medical Aspects of Radiation in the Environment (COMARE)**

### **Information pack for applicants**

**Closing date: Midday on 31 March 2015**

**Reference no: EC14-64**

## Contents

	<b>Page</b>
Making an Application	3
Annex A: The roles of Members	6
Annex B: The role and responsibilities of COMARE	9
Annex C: The selection process	10
Annex D: How we will manage your Personal Information	12

# MEMBERS OF THE COMMITTEE ON THE MEDICAL ASPECTS OF RADIATION IN THE ENVIRONMENT (COMARE) (EC14-64)

## Making an application

Thank you for your interest in the appointment of Members to COMARE. The attached Annexes provide details on the roles of the Members and the person specification, the role and responsibilities of COMARE and the selection process.

To make an application please send a CV, supporting letter and completed monitoring form (attached) to the address below:

[appointments.team@dh.gsi.gov.uk](mailto:appointments.team@dh.gsi.gov.uk) quoting the reference in the subject field, or post to: Holly Wainwright, Department of Health, Room 1N09, Quarry House, Quarry Hill, Leeds, LS2 7UE. Applications must be received by **midday on 31 March 2015**.

In making an application please note the following:

## Supporting letter

The supporting letter is your opportunity to demonstrate how you meet each of the criteria set out in the person specification. How you choose to present the information is up to you. However, you should aim to provide specific and detailed examples that demonstrate how your knowledge and experience matches each of the criteria, and which describe what your role was in achieving a specific result. It will also benefit the selection panel if you can be clear which particular evidence you provide relates to which criteria. Providing separate paragraphs in relation to each criterion is common practice.

Please ensure your full name, the role to which you are applying and the corresponding reference number for the post are clearly noted at the top of your letter.

Please limit your letter to two pages, and type or write clearly in black ink.

## Declaration of interests and ensuring public confidence

If you have any business or personal interests that might be relevant to the work of COMARE and which could lead to a real or perceived conflict of interest were you to be appointed, please provide details in your supporting letter. Should you be successful in your application, if there is anything in your personal or professional history, that if brought into the public domain, may cause embarrassment or disrepute to the organisation, please provide further details in your supporting letter. Failure to disclose such information could result in an appointment being terminated – refer to the “Eligibility Criteria for appointment” section in Annex A.

## CV

Please ensure your CV includes:

- your full name, title, home address, personal contact telephone numbers (land line and mobile) and personal email address
- similar contact details for two referees who will support your application. 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 these roles. Please identify any past or present Ministerial appointments

### **Monitoring form**

Please complete the monitoring form. Diversity monitoring information will not be seen by the panel assessing your application.

### **Guaranteed Interview Scheme**

The Department of Health operates a Guaranteed Interview Scheme (GIS) for disabled people. The Equality Act 2010 defines a person as disabled if they have a physical or mental impairment and the impairment has a substantial and long term adverse effect on their ability to carry out normal day to day activities. Under the GIS a disabled candidate will be selected for interview if they meet the **essential criteria** for the post.

If you wish to apply under the GIS please complete the GIS form and return it with your application.

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

### **Indicative timetable**

Closing date:	Midday on 31 March 2015
Shortlisting complete:	April 2015
Interviews held:	April 2015

### **Key facts about the post**

Location -	London
Remuneration -	£98.50 per meeting with £25.00 a day reading fees
Time Commitment-	Up to four days per year

### **Contacts:**

For further information regarding the selection process, please contact:

Holly Wainwright  
Appointments Team  
Tel: 0113 254 6135  
Email: holly.wainwright@dh.gsi.gov.uk

For further information regarding the role of COMARE and the role of Members please contact:

Stuart Conney  
Email: stuart.conney@dh.gsi.gov.uk

Please quote reference EC14-64 on all correspondence.

If you choose to apply, we would like to thank you in advance for your time and effort in making an application.

## Appointment of Member to COMARE

### Role and responsibilities of a Member of COMARE

- To be at least nationally or ideally internationally recognised as a technical expert in one or more of the areas outline in the “Qualities required”.
- To contribute to discussions of the committee working alongside other recognised experts assessing the detailed technical data under consideration.
- To assist the committee in helping to draft advice appropriate for wider dissemination to the general public.
- To contribute to other discussions (such as COMARE sub-committees or working groups) as required.

### Qualities required for the role of Member

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

Candidates must be a recognised expert with a track record of national or international achievement as the following:

- Expert in cancer genetics – ideally with an interest in epidemiology
- Clinical radiologist
- Radiobiologist
- Medical Physicist
- Nuclear physics/epidemiologist

### Essential Criteria:

- Be nationally or ideally internationally recognised with a substantial publication record; and experience of presenting at international and national meetings. Representation at professional societies in one of the above disciplines
- Be able to demonstrate ability to produce high quality independent analyses of data and ideas and be able to demonstrate ability to articulate scientific issues and information clearly, comprehensively and concisely.
- Have good interpersonal skills, with the ability to secure the confidence of those in the field, and develop constructive relationships with these and other stakeholders.
- Be able to use personal experience and skills, and sound judgment, to guide the strategic direction of the Committee.

- Be committed to public health issues and to public service values; and have sound judgement and ability to consider issues from an impartial and balanced viewpoint.
- The ability to work as an individual and as part of a team, with a positive and constructive style and good communication skills.

### **Remuneration**

- £98.50 per meeting with £25.00 a day reading fees
- 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 COMARE, in line with travel and subsistence policy and rates for COMARE. A copy of the policy and rates can be obtained from COMARE
- 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

### **Time commitment**

Up to four days per year

### **Tenure of office**

The Department of Health Senior Responsible Officer determines the length of the appointment, which will be for up to a maximum of 3 years.

### **Accountability**

Members are appointed by the Senior Responsible Officer and are 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:

- a) persons who have received a prison sentence or suspended sentence of 3 months or more in the last 5 years
- b) persons who are the subject of a bankruptcy restrictions order or interim order, or a debt relief order or interim debt relief order under Schedule 4ZB to the Insolvency Act 1986
- c) persons who have had an earlier term of appointment with a health service body terminated on the grounds
  - i. that it was not conducive to the interests or good management of the body that the person should continue to hold office

- ii. that the person failed to attend a meeting of the body on three consecutive occasions
  - iii. that the person failed to declare a pecuniary interest or withdraw from consideration of a matter in respect of which the person had a pecuniary interest
  - iv. of misconduct or failure to carry out the person's duties
- d) anyone who is under a disqualification order under the Company Directors Disqualification Act 1986; or
- e) anyone who has been removed from trusteeship of a charity.

Further advice about disqualification from appointment can be provided by contacting Holly Wainwright on 0113 254 6135.

### **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 COMARE, including any business interests and positions of authority outside of the role within COMARE.

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.

Please specify if you are a civil servant employed by one of the Department's Executive Agencies. This may be following structural changes as part of the recent health and care reforms. Although we do not wish to prevent employees of the Department's Executive Agencies applying for posts, we need to be aware of any potential conflicts of interest.

### **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.

## COMARE role and responsibilities

COMARE is responsible for the assessment of the science and subsequent advice to Government and the devolved authorities on the health effects of natural and man-made radiation and to assess the adequacy of the available data and the need for further research.

Members of COMARE are supported in their work by a Secretariat, which is provided by Public Health England (PHE). PHE has expertise that enables them to provide members with comprehensive background information and briefing papers that inform the decision-making processes of the committee. The committee is comprised of a chair and members appointed as independent scientific and medical experts based on their special skills and knowledge.

The committee is responsible for assessing the possible health effects of environmental levels of ionising and non-ionising radiation. For example the committee has been active in assessing the possible association between radioactive discharges and childhood cancer. It has produced a number of reports on issues with nuclear sites. The committee has advised on the risks of developing lung cancer from exposure to radon and its daughters in the home and has also advised the Government on the possible health effects from the exposure to UV radiation in artificial tanning devices. The COMARE Medical Practices Subcommittee has reported on the issue of asymptomatic CT scanning and on dose aspects of CT in general and are now reviewing dose issues associated with interventional radiology.

Further background information on COMARE can be found on the COMARE gov.uk webpages:

<https://www.gov.uk/government/groups/committee-on-medical-aspects-of-radiation-in-the-environment-comare>

### The selection process

The Department of Health's 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:

- the panel will assess candidates' CVs and supporting letters to determine who it believes best meet the criteria for the role, and who will be invited to interview. The panel will rely only on the information you provide in your CV and letter 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 the Department of Health Senior Responsible Officer and will also comprise the newly appointed COMARE Chair and an Independent Panel Member
- 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 April 2015 the panel will have decided who will be invited for interview
- the panel will select for interview only the strongest applicants who it feels have demonstrated that they best meet the criteria set out in the person specification. If you have applied under the GIS and you meet the essential criteria, then you will also be invited for interview
- if you are invited to interview, we will aim to provide you with as much notice as we can of the interview date. If you are unable to attend on the set date then an alternative date can only be offered at the discretion of the panel
- 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
- if invited to interview, the panel will question you about your skills and experience, asking 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 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. The time taken between interview and a final appointment decision being made can sometimes take a number of weeks. Candidates who have been interviewed will be kept informed of progress

- if you are successful, you will receive a letter from the Senior Responsible Officer appointing you as a Member of COMARE, which will confirm the terms on which the appointment is offered
- if you are unsuccessful at interview, you will be notified by the Appointments Team. We appreciate it takes a lot of time and effort to apply for roles and that feedback is a valuable part of the process. As a result, the letter will provide the details of who you may approach for feedback on your interview and application, if you so wish.
- for further information on how we will manage the personal information that you have provided to us through your application, see Annex D

### **Queries**

For queries about your application, please contact **Holly Wainwright on 0113 254 6135**.

### **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 Lisa Clayton in the Department of Health by emailing [lisa.clayton@dh.gsi.gov.uk](mailto:lisa.clayton@dh.gsi.gov.uk)

### **How we will manage 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 are applying, so that your CV and supporting letter can be assessed.

The diversity 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 any stage.