



Department
of Health



National Information Board

5 new Independent Members of the National Information Board

Information pack for applicants

Closing date: Midday on 17th July 2017

Reference no: EC17-31



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SECTION 1 – The Role

1.1 Role and Responsibilities of an Independent Member of the National Information Board

Working to deliver the Secretary of State for Health's priorities for improving the quality of care through the use of technology and encouraging greater openness, we are looking for people who have a national or international reputation as a leader in their field. Bringing this experience to support the work of the National Information Board (NIB) and attending up to 6 meetings per year, between them they will:

- bring an external perspective, innovation and challenge to the NIB;
- help raise the profile of the technology and information agenda within the health and care system, acting as a high profile champion; and
- bring experience that introduces the NIB to networks, best practice and resources to support service improvements for all.

Essential Criteria required for the roles

We are seeking to recruit 5 general Independent Members.

All applicants must have a demonstrable interest in technology, data and health and care. They must possess the expertise to provide independent scrutiny and credible advice on the issues that fall within the remit of the NIB.

All candidates are required to demonstrate:

- a keen interest in improving the performance of the health and care system and an understanding of how this can be achieved through action to improve technology and information systems
- experience of taking a risk assessed, innovative approach to delivering service improvement
- successfully working with a wide range of stakeholders
- the ability to provide constructive challenge and support innovative thinking
- the ability to work at a strategic level and influence the wider agenda of the Board
- a demonstrable independence from Government

Remuneration

- there is no remuneration for these posts, however there is a reading fee of £125 per meeting

- you may claim travel and subsistence expenses, which are properly and necessarily incurred in carrying out your role and responsibilities as a Member of the NIB, in line with travel and subsistence policy and rates for the NIB. A copy of the policy and rates can be obtained from the Department of Health

Time commitment

Up to 6 meetings per year

Location

London

Tenure of office

The DH Senior Responsible Officer determines the length of the appointment, which can be for up to a maximum of 4 years.

Accountability

Members are appointed by the Departmental Senior Responsible Officer and are accountable to the Senior Responsible Officer via the Chair for carrying out their duties and for their performance.

1.2 National Information Board role and responsibilities

Modern information and digital services are key to improving the quality and sustainability of health and care.

The National Information Board (NIB) is the senior advisory group, a collaboration of 29 organisations across the health and care system, along with appointed independent representatives, which guides and agrees strategy, requirements and priorities for information and technology across the system. The NIB is an advisory mechanism to Secretary of State, and is the principal vehicle for identifying and driving forward the next stage of transformation of information and technology for better health and care. Its key future objectives are:

- keeping an overview of delivery of the portfolio of domains and programmes delivering NIB's framework for action, Personalised Health and Care 2020 and providing strategic steers and feedback;
- to advise on policy, including by looking beyond the implementation of Personalised Health and Care 2020 to identify future opportunities and needs that need to be reflected in the existing portfolio of delivery programmes or be reflected in the next spending review period, which will best benefit patients and service users, and meet clinician and care giver requirements; and
- to support strategic communications

Bringing your national or international expertise, you will offer a committed, wider perspective, innovative suggestions and the confidence to challenge the status quo.

Passionate about utilising data and technology in improving service user outcomes and assisting professionals and citizens to make more informed decisions about health and care systems, this is an opportunity to contribute to change.

There is a time commitment of up to 6 meetings per year and posts offer no remuneration other than reimbursement of expenses, paid in line with Department of Health policy and a reading fee of £125 per meeting.

In November 2014, the NIB launched '[Personalised Health and Care 2020: Using Data and Technology to Transform Outcomes for Patients and Citizens – A Framework for Action](#)'.

Delivery of Personalised Health and Care 2020 will support frontline staff, patients and citizens to take better advantage of the digital opportunity. The proposals in the framework for action are not comprehensive but represent the core and immediate priorities for delivery of modern digital health and care services.

The NIB Annual Report can be found on the Gov.uk website here:

<https://www.gov.uk/government/publications/national-information-board-nib-annual-report-2016>

SECTION 2 - How to Apply

2.1 Making an application

Thank you for your interest in the appointment of Independent Member to the National Information Board.

To make an application please email your CV, a supporting letter and completed monitoring forms to:

appointments.team@dh.gsi.gov.uk – please quote ref: EC17-31 in the subject field.

If you are unable to apply by email you may send your application by post to:

Daniel Clemence, Department of Health, Room 1N09, Quarry House, Quarry Hill, Leeds, LS2 7UE

Applications must be received by **midday on 17th July 2017**

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. It will benefit the Advisory Assessment 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 write all acronyms in full first.

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 the National Information Board and which could lead to a real or perceived conflict of interest were you to be appointed, please provide details in your supporting letter.

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.

Given the nature of committees, it is important that those appointed as members of public bodies maintain the confidence of the public and Government. If there are any issues in your personal or professional history that could be misconstrued, cause embarrassment to the board or cause wider public confidence to be jeopardised, it is important that candidates bring them to the attention of the Assessment Panel. The panel may explore any such issues with you before they make a recommendation on the appointment.

Failure to disclose such information could result in an appointment being terminated.

Also, please refer to the Eligibility Criteria for appointment in **Section 2.3.**

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 this role.

Monitoring form

Please complete the monitoring form. Diversity monitoring information will not be seen by the Advisory Assessment 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.

For further information regarding the selection process, please contact:

Daniel Clemence
Appointments Team
Tel: 0113 254 6032
Email: daniel.clemence@dh.gsi.gov.uk

For further information regarding the role of the National Information Board and the role of Independent Member please contact:

Tel: 0113 254 6196
Email: helen.hamilton@dh.gsi.gov.uk

Please quote reference EC17-31 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.

2.2 The Selection Process

The Appointments Team will deal with your application as quickly as possible and will advise you of the likely timetable at each stage.

Timetable:

- Closing date: Midday on 17th July 2017
- Shortlisting complete: August 2017
- Interviews held: September 2017

The selection panel will be:

- Katie Farrington, Panel Chair - DH senior sponsor for NIB
- Keith McNeil, Panel Member - Chair of NIB
- Independent Panel Member – Chris Dearsley

The Independent Panel Member is independent of both the Department of Health and the National Information Board.

After the closing date for applications:

- the Advisory Assessment 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 Advisory Assessment 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
- your application may be "long-listed", subject to the volume of applications received, before it is passed to the Advisory Assessment Panel for consideration. You should be aware that in this situation, your application might not be considered in full by all of the panel
- interviews will be held in September 2017, dates to be confirmed
- the Advisory Assessment 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. However, if you have applied under the GIS and you meet all of the essential criteria, then you will also be invited for interview
- if you are invited to interview and if you are unable to attend on the set date then an alternative date can only be offered at the discretion of the Advisory Assessment Panel
- the Appointments Team will email 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 Advisory Assessment 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 posts

- the Advisory Assessment Panel will also explore with candidates any potential conflicts of interest or any other issues arising from candidate's personal and professional history which may impact on an appointment decision (see section 2.1 for further details)
- candidates who the panel believe are 'appointable', will be recommended to the Senior Responsible Officer who will make the final decision. The Senior Responsible Officer may choose to meet with shortlisted candidates, before or after interview, 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 you are successful, you will receive a letter from the Senior Responsible Officer appointing you as Independent Member of the National Information Board, which will confirm the terms on which the appointment is offered
- if you are unsuccessful at interview, you will be notified by the Appointments and Honours 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 **Section 2.4**

Queries

For queries about your application, please contact Daniel Clemence on 0113 254 6032.

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 Permjeet Butler in the Department of Health by emailing permjeet.butler@dh.gsi.gov.uk

2.3 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 the eligibility criteria can be provided by contacting Daniel Clemence on 0113 254 6032.

2.4 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 Advisory Assessment Panel assessing your application at any stage.