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**Advisory Committee on Borderline Substances (ACBS) Chair and GP committee Member**

**Information pack for applicants**

**Closing date: Midday on 13th March 2018**

**Reference no: Chair (EC17-30)**

**GP committee Member (E17-58)**

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**SECTION 1 – The Role**

**1.1 Role and Responsibilities of Chair and GP Member of the Advisory Committee on Borderline Substances (ACBS)**

**Introduction**

The Department of Health and Social Care is seeking to make two appointments to the board of ACBS.

**Role and Responsibilities of the Chair**

* Chair meetings of the ACBS. These usually take place 3 times each year with additional ad hoc meetings being arranged as necessary. Meetings take place in London and are the forum for discussing new applications for inclusion on the ACBS recommended list. There are approximately 70 such applications each year.
* Use “Chairman’s action” to approve / reject minor product changes between meetings. There are approximately 60 of these each year.
* Work with DHSC legal advisors to ensure that where legal conflicts arise in the work of the committee, decisions are consistent with the legislative landscape within which the committee operates.
* Adjudicate in any matters where the committee cannot reach a consensus.
* Represent the committee in discussions with other agencies / industry if required.
* Ensure that the business of the Committee is expedited efficiently and effectively.
* Ensure that the business of the committee is dealt with in a consistent, fair, transparent and objective manner.
* Liaise and when appropriate meet with the ACBS Secretariat to organise committee meetings and assign rapporteurs to applications. Liaise with the Secretariat to receive applications and respond to any queries which the Secretariat is unable to answer.
* Be available to respond to any issues of concern to individual committee members which may arise between meetings.

**Qualities required for the role of Chair of the ACBS**

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**

* An outstanding record of achievement and personal credibility within dietetics and nutrition
* Absence of any conflicts that may compromise (actual or perceived) the chairing of the committee
* Excellent communication skills in all respects including the ability to present complex information in a clear and succinct manner
* The ability to quickly assimilate complex information about new and emerging nutritional formulations
* Knowledge about and practical experience of clinical research / organising clinical trials
* Insight into the challenges facing patients in the community / ability to represent the patient viewpoint
* Overview of current clinical practice / future trends in the NHS

**Role and Responsibilities of a Member**

* Attend and actively participate in meetings. These take place three times a year with additional ad hoc meetings being arranged, if necessary. Meetings take place in London and are the forum for discussing new applications for the ACBS recommended list. There are approximately 70 such applications each year.
* Members are identified as a rapporteur for a particular product by the Secretariat, with due consideration for their area of expertise and the nature of the product being submitted.
* The rapporteur provides a detailed verbal report based on the application and this is then discussed in depth with the rest of the Committee. After the discussion, the rapporteur, in agreement with the other Committee members, completes a detailed Decision Summary Sheet.
* Approximately 130 applications per annum for changes of a minor nature may be sent to the Committee between meetings to expedite decision-making. Committee members may be asked for their opinion depending on the product and the nature of the change being requested.
* Members should be available to respond to any issues of concern raised by the Chairman which may arise between meetings.
* Represent the Committee in discussions with other agencies / industry if required.

**Qualities required for the role of a Member of the ACBS**

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.

* An outstanding record of achievement and personal credibility and senior level experience within General Practice
* An in-depth knowledge of nutritional/dermatological formulations as appropriate to the post-holder’s profession
* Knowledge about and practical experience of using clinical research methodologies / organising clinical trials and interpreting data
* Excellent communication skills in all respects including the ability to present complex information in a clear and succinct manner for the Committee meetings
* The ability to quickly assimilate information about new and emerging nutritional / dermatological formulations
* Insight into the challenges facing patients in the community / ability to represent the patient viewpoint

**Remuneration**

* There is no remuneration for ACBS posts
* You may claim travel and subsistence expenses, which are properly and necessarily incurred in carrying out your role and responsibilities as the Chair/GP Member of the ACBS, in line with travel and subsistence policy and rates for the ACBS. A copy of the policy and rates can be obtained from ACBS.

**Time commitment**

Up to 9 days per year

**Location**

London

**Tenure of office**

The Department of Health and Social Care senior responsible officer determines the length of the appointment, which can be for up to a maximum of 3 years.

**Accountability**

This Chair is appointed by the Secretary of State 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 Departmental Senior Responsible Officer and are accountable to the Senior Responsible Officer via the Chair for carrying out their duties and for their performance.”

For further information regarding the role of the ACBS and the role of Chair/GP Member please contact:

Stuart Merritt

Tel: 0113 2545 162

Email: [stuart.merritt@dh.gsi.gov.uk](mailto:stuart.merritt@dh.gsi.gov.uk)

**1.2 ACBS role and responsibilities**

The Advisory Committee on Borderline Substances (ACBS) advises the Secretary of State on the borderline substances (foodstuffs and cosmetic products) which are safe and suitable for NHS prescription in the community. It is responsible for advising approved prescribers on the prescribing of certain foodstuffs and cosmetic products that are specifically formulated for use as part of the clinical management of people in the community with specified medical conditions.

ACBS advice takes the form of its ‘recommended list’ which is published as Part XV of the Drug Tariff.   GPs and other approved prescribers use the list to help them decide which products are appropriate to be prescribed for their patients. Prescribing advisors and service commissioners use the advice as a guide in managing prescribing of these products.

Committee members must be able to contribute advice across a range of relevant specialties at a very high level. E.g. Existing committee members include amongst their activities authorship of key texts and membership of international and national bodies for their specialty. Additionally, members need to be able to deploy a range of more generic skills around information assimilation and presentation, interrogation and understanding of research findings, communication, insight into the challenges facing patients in the community and ability to represent the patient viewpoint.

**Section 2: How to Apply**

**2.1 Making an application**

Thank you for your interest in the appointment of Chair/GP Member to the SACN.

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

[appointments.team@dh.gsi.gov.uk](mailto:appointments.team@dh.gsi.gov.uk) – please quote ref: Chair (EC17-30) and GP committee Member (E17-58) in the subject field.

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

Kully Kanda Department of Health and Social Care, Room 1N09, Quarry House, Quarry Hill, Leeds, LS2 7UE

Applications must be received by **midday on 13th March 2018.**

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.

Conflicts of interest

If you have any business or personal interests that might be relevant to the work of SACN and which could lead to a real or perceived conflict of interest if you were to be appointed, please provide details in your Supporting letter.

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

Standards in public life and ensuring public confidence

Given the nature of public appointments, 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, if you were appointed, be misconstrued, cause embarrassment to Ministers or SACN or cause public confidence in the appointment to be jeopardised, it is important that you bring them to the attention of the Assessment Panel and provide details of the issue/s in your Supporting letter. In considering whether you wish to declare any issues, you should also reflect on any public statements you have made, including through social media.

The panel may explore any issues you declare with you before they make a recommendation on the appointment.

Failure to disclose such information could result in an appointment being terminated, as those who hold public appointments are expected to demonstrate the highest standards of corporate and personal conduct, and are required to subscribe to the *Code of Conduct for Board Members of Public Bodies,* as part of agreeing to the terms and conditions of appointment. You can access this document at:

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

There are also circumstances in which individuals may not be considered for appointment, due to them not meeting certain eligibility criteria for appointment. For further information, please refer to Section 2.3: Disqualification from Appointment.

**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. Please identify any past or present Ministerial appointments.

**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 and Social Care 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.

**Contacts**:

For further information regarding the selection process, please contact:

Kully Kanda

Public Appointments & Honours Team

Tel: 0113 2546769

Email: Kuldeep.Kanda@dh.gsi.gov.uk

For further information regarding the role of the SACN and the role of Chair.GP Member please contact:

Stuart Merritt

Tel: 0113 2545 162

Email: [stuart.merritt@dh.gsi.gov.uk](mailto:stuart.merritt@dh.gsi.gov.uk)

Please quote reference please quote ref: Chair (EC17-30) GP committee Member (E17-58) 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 Department of Health and Social Care Appointments and Honours 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 13th March 2018
* Shortlisting complete: 15th March 2018
* Interviews held: 22nd & 23rd March 2018

The selection panel will be:

* Claire Potter - Chair, Head of Prescribing Policy & Legislation
* Carol Walker- Panel Member, Senior Policy Advisor, Prescribing Policy & Legislation
* Chris Dearsley – Independent Panel Member

The Independent Panel member is independent of both the Department of Health and Social Care and ACBS.

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.
* 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 post
* 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 Chair/GP Member of the SACN, 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 **Section 2.4**

**Queries**

For queries about your application, please contact Kully Kanda on 0113 2546769

**Standards in public life**

You will be expected to demonstrate a commitment to and an understanding of the value and importance of the key 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 and Social Care values and promotes diversity and encourage applications from all sections of the community.

**Governance Code on 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>.

**If you are not completely satisfied**

DHSC 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 Alissa Wright in the Department of Health and Social Care by emailing [Alissa.Wright@dh.gsi.gov.uk](mailto:Alissa.Wright@dh.gsi.gov.uk)

**2.3 Disqualification from Appointment/Eligibility Criteria**

**Eligibility criteria**

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

1. persons who have received a prison sentence or suspended sentence of 3 months or more in the last 5 years
2. 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
3. persons who have had an earlier term of appointment with a health service body terminated on the grounds
4. that it was not conducive to the interests or good management of the body that the person should continue to hold office
5. that the person failed to attend a meeting of the body on three consecutive occasions
6. 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
7. of misconduct or failure to carry out the person’s duties
8. 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/ the eligibility criteria can be provided by contacting:

Stuart Merritt

Tel: 0113 2545 162

Email: [stuart.merritt@dh.gsi.gov.uk](mailto:stuart.merritt@dh.gsi.gov.uk)

**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 DHSC 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.