



Non-Executive Directors of Health Education England

Information pack for applicants

Ref no: SP12-15

Closing date: 12 noon on Friday 20 July 2012



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Non-Executive Directors of Health Education England

Overview

The role

The Secretary of State for Health wishes to appoint up to four Non-Executive Directors for Health Education England (HEE).

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

For further information on the role of the Non-Executive Directors see **Annex A**.

Health Education England

HEE is a new national body accountable to the Secretary of State for Health, which, subject to Parliamentary approval, is being created as part of a new framework for planning and developing the healthcare workforce. It will promote high quality education and training responsive to the changing needs of patients and local communities and will ensure value for money when allocating and accounting of NHS education and training resources currently £4.9 billion per year.

For further information on the role of Health Education England see **Annex B**.

Indicative timetable

Advert:	24 June 2012
Closing date:	12 noon on 20 July 2012
Shortlisting complete:	end July/early August 2012
Interviews held:	early September 2012
Appointment start date:	To be confirmed

Remuneration

£7,883 per annum.

Time commitment

Around two to three days per month.

Tenure of office

The Secretary of State for Health determines the length of appointments, which will be for up to a maximum of four years.

Accountability

The Non-Executive Directors are appointed by the Secretary of State and will be accountable to the Chair of Health Education England for carrying out their duties and for their performance.

Location of post

HEE will have its main headquarters in Leeds, with an additional office in London and other regional locations.

Essential Criteria:

- A record of achievement and personal effectiveness in a substantial, high profile role in a relevant field.
- Commitment to the provision of high quality, education and training for the whole healthcare workforce.
- A demonstrable commitment to NHS Values and a sound understanding of the Government's modernisation agenda for the NHS.
- The ability to guide the strategic direction of the work of HEE supported by a strong understanding of corporate governance and board level financial, risk and performance management and impeccable personal standards of professional behaviour.
- Sound judgement, based on the ability to consider complex 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.

As a member of the board, candidates will be able to draw on the full breadth of their experience from working across and within a range of different sectors, bringing to bear skills from a range of areas to contribute to the work of the board, including:

- Governance and organisational skills, including strategic planning, financial management, risk management, performance management and service development.
- Consumer/customer service delivery/patient representation.
- Commercial experience, including experience of business development **or** commercial experience gained in a strong customer focused industry.
- Clinical leadership and governance.
- Demonstrable commitment to valuing the staff working for an organisation and their health and well-being.

Desirable criteria:

- Previous experience as a Non-Executive Director of a large and complex organisation.

Diversity and equality of opportunity

We value and promote diversity and are committed to equality of opportunity for all and appointments made on merit.

Key contacts:

For information regarding the selection process, please contact:

Holly Wainwright

Appointments Team
Department of Health
Quarry House
Quarry Hill
Leeds
LS2 7UE

Tel: 0113 254 6135

Email: holly.wainwright@dh.gsi.gov.uk

For information regarding the role of Health Education England and its Non-Executive Directors please contact:

Jamie Rentoul, Director of Workforce Development

Email: jamie.rentoul@dh.gsi.gov.uk

Tel: 020 7210 5749

Please quote reference SP12-15 on all correspondence.

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

Appointment of the Non-Executive Directors

Role and responsibilities of the Non-Executive Directors

Health Education England is being established as a Special Health Authority. It will have 5 Non-Executive Directors. The Government's intention is that, subject to Parliamentary time and approval, HEE will transition into an Executive Non-Departmental Public Body.

The primary role of the Non-Executive Directors will be to contribute to the work of the board, both in the context of the board meetings themselves, and more widely. Appropriate governance and performance management will be key elements of the work of the board, along with the development of strategy. Non-Executive Directors will also need to play a part in representing HEE externally, alongside the Chief Executive, the Chair and the Executive Director team.

The responsibilities of the Non-Executive Directors of HEE are envisaged as:

- ensuring the board defines the vision, values, culture and strategy of the organisation and sets a high standard for ethics and responsible business, establishing HEE's reputation as an open and independent body, which puts the interests of the public and patients first;
- ensuring the board puts in place appropriate governance and internal controls, ensuring sound financial management and value for money and controls are in place to manage financial and performance risks including that HEE has the capacity to deliver;
- contributing to the board and its meetings, taking an active part in discussions, helping the board to develop its priorities, contributing to an environment of constructive debate on key issues, using information appropriately to drive improvements and harnessing the board's input to build consensus;
- provide counsel, advice and support to the executive team; playing the role of mentor/coach and "critical friend" where necessary, acting as a sounding board;
- ensuring that the HEE's senior management team is held to account for the performance of the organisation, particularly with regard to compliance with the HM Treasury and Department of Health's requirements of a Special Health Authority and an Executive Non-Departmental Public Body. The board will also provide feedback to the Department of Health when it periodically reviews the HEE Board;
- with the Chief Executive, Chair, and other members of the leadership team, ensuring the establishment and maintenance of good working relationships with a range of key stakeholders including: the Department of Health, NHS Commissioning Board, CQC, Public Health England, National Institute for Health Research, professional regulators, The Royal Colleges and other professional bodies, The Centre for Workforce Intelligence, healthcare providers, local authorities and social care providers, the education and research sectors, the media and the main patient and public constituencies. Through this stakeholder engagement develop, maintain and promote the work of HEE, demonstrating commitment to, and an understanding of, the role that excellent communication and engagement plays in high performing organisations and utilises intelligence gained through this to help the board to formulate its corporate strategy;

- Non-Executive Directors will be expected to contribute across a range of specific areas, including: setting and maintaining an appropriate educational and professional agenda for HEE; ensuring the board listens to the patient voice; ensuring appropriate financial controls are in place, and risks managed accordingly; contributing to the change management agenda; ensuring that best practice is followed in all workforce and leadership policies and behaviour.

Qualities required for the role of Non-Executive Directors

The Non-Executive Directors of Health Education England are key appointments in Government. They are extremely high profile appointments and require outstanding individuals with first-class reputations.

The Non-Executive team will each have achieved prominence in their field and be recognised and respected by their peers.

Candidates will be able to demonstrate the skills necessary to fulfil the responsibilities of a Non-Executive Director and to develop in a way that is in keeping with the evolving educational landscape. They must have credibility with all stakeholders, especially patients, healthcare professionals, and providers (including not-for-profit and independent sector providers). They must be confident in the Whitehall environment and be familiar with the main challenges in health services.

To be considered you must be able to demonstrate that you have the qualities, skills and experience to meet all the essential criteria, set out in the overview section on pages 3 and 4.

Remuneration –

- £7,883 per annum
- Remuneration is taxable and subject to National Insurance contributions. It is not pensionable.
- Those appointed will also be eligible to claim allowances, at rates set centrally, for travel and subsistence costs necessarily incurred on Health Education England business.
- Note: Impact of appointment on people in receipt of benefits. Your appointment may have an effect on your entitlement to benefits. If you are in receipt of benefits you should seek advice from the Department for Work and Pensions.

Time commitment

Time commitment is expected to be around two to three days per month.

Tenure of office

The Secretary of State for Health determines the length of appointments, which will be for up to a maximum of four years.

Accountability

The Non-Executive Directors are appointed by the Secretary of State and will be accountable to the Chair of Health Education England for carrying out their duties and for their performance.

Disqualification for appointment

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 NHS body or local authority within the past five years, other than by reason of redundancy;
- in certain circumstances, those who have had an earlier term of appointment, as the chairman, a member, a director or a governor of a health service body, terminated;
- anyone who is under a disqualification order under the Company Directors Disqualification Act 1986; and
- anyone who has been removed from trusteeship of a charity.

Full details of the disqualification criteria for appointment to HEE can be found at <http://www.legislation.gov.uk/ukxi/2012/1290/contents/made>. The HEE Regulations have been laid in Parliament but do not come into force until 28th June 2012. If you have any queries, please contact Holly Wainwright on 0113 254 6135.

Conflict of Interests

You should particularly note the requirement for you to declare any actual or potential conflict of interest you may have in carrying out the role of Non-Executive Director. Conflicts may relate to any relevant business interests, positions of authority or other connections with organisations relevant to the business of Health Education England.

If you are aware of any potential conflicts prior to your appointment you should raise these during the process of your application. If an issue arises following your appointment you should ensure that you alert the Chair of Health Education England, to whom you will be accountable for your performance.

If you are connected to any organisation that is likely to receive funding from Health Education England you should also raise this during the process of your application.

Standards in public life

You will be expected to demonstrate high standards of corporate and personal conduct. All successful candidates will be asked to subscribe to the *Code of Conduct for Board Members of Public Bodies*, you can access this document at:

<http://www.bl.uk/aboutus/governance/blboard/Board%20Code%20of%20Practice%202011.pdf>

Diversity and equality of opportunity

We value and promote diversity and are committed to equality of opportunity for all and appointments made on merit.

Health Education England's role and responsibilities

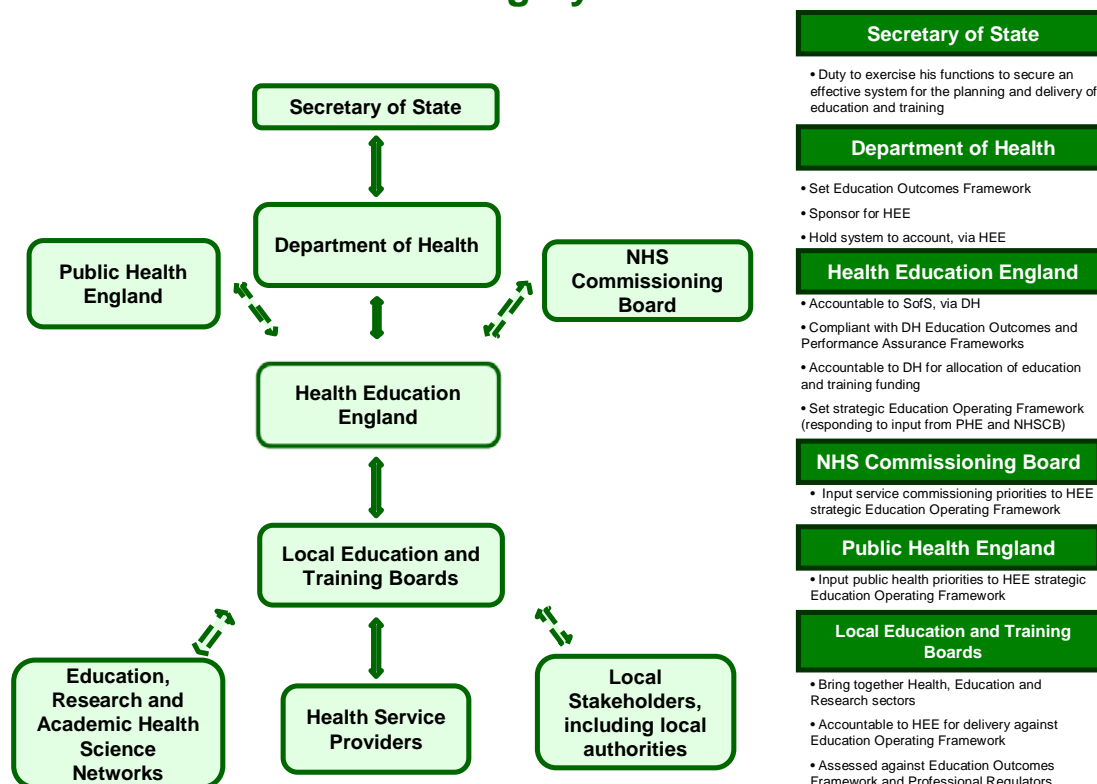
A new system for planning and commissioning education and training for the healthcare workforce

Throughout 2011, the Government has consulted widely on a new system for planning and commissioning education and training for the health workforce. This has included a public consultation on proposals through ***Liberating the NHS: Developing the Healthcare Workforce*** and additional engagement through the NHS Future Forum.

Liberating the NHS: Developing the Healthcare Workforce – From Design to Delivery sets out the Government's policy for the new system that will see healthcare providers taking a lead role in planning and developing their workforce, joining together to form Local Education and Training Boards (LETBs) and taking on many of the responsibilities currently carried out by the Strategic Health Authorities (SHAs) when they are abolished in April 2013.

A new statutory body, Health Education England (HEE), will be set up at the end of June to provide national leadership and oversight on strategic planning and development of the health and public health workforce.

Education and Training System



For further information, please see the the recent publication '*Developing the Healthcare Workforce – From Design to Delivery*' via the link http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_132076

HEE's purpose and Functions

HEE's purpose is to ensure that the health workforce has the right skills, behaviours and training, and is available in the right numbers, to support the delivery of excellent healthcare and health improvement.

It has five key national functions, summarised as follows:

- providing national leadership on planning and developing the healthcare and public health workforce;
- authorising and supporting the development of Local Education and Training Boards;
- promoting high quality education and training responsive to the changing needs of patients and local communities. This includes responsibility for ensuring the effective delivery of important national functions such as medical trainee recruitment;
- allocating and accounting for NHS education and training resources and the outcomes achieved;
- ensuring the security of supply of the professionally qualified clinical workforce.

HEE will be established as Special Health Authority at the end of June 2012. It will take on some of its functions and start to provide national leadership by October and be ready to take on full operational functions from April 2013 when SHAs are abolished. Part of the Non-Executive Director's role will be to support the Chair to guide HEE through this transitional period. The HEE Chair will be responsible for conducting the Non-Executive Director's appraisal. HEE will have its main headquarters in Leeds, with an additional office in London and other regional locations.

From June 2012, the focus of the Board will be to establish the new organisation and its ethos, culture and style; appointing staff; finalising the business plan for 2013/14, developing the authorisation criteria for Local Education Training Boards (LETBs) and developing new robust financial arrangements including allocations to LETBs.

The Secretary of State remains responsible for ensuring that there is an appropriate education and training system. The HEE NEDS will be accountable to the Chair of HEE who is accountable to the Secretary of State for Health and subsequently Parliament for the delivery of HEE's objectives and expenditure. The Secretary of State will have specific powers to report on the performance of all national NHS Bodies, including HEE, as part of the Department of Health's annual report on the health service.

The Department of Health will have a role in sponsoring and overseeing HEE. There will be a published framework agreement setting out HEE'S relationship with the Department, and there will be a periodic, transparent assessment of how HEE has performed. The Chair is required to provide annual and financial reports to be laid before Parliament.

In due course, subject to parliamentary approval, we plan to consolidate HEE by establishing it in primary legislation as a Non-Departmental Public Body (NDPB). This will enable HEE to operate on a permanent statutory basis at arms-length from the Department of Health, whilst remaining accountable to the Secretary of State.

Making an application

Overview

The appointment of Non-Executive Directors of Health Education England are Secretary of State for Health appointments. The Department of Health will manage the recruitment process in a way that is open and fair to all applicants and the appointment will be made on merit.

The interview panel will make recommendations to the Secretary of State for Health on candidates they believe are 'appointable'. Taking into account feedback from the panel, the Secretary of State for Health will make the final decision on who he believes best meets the criteria for the roles and will make the appointments.

How to apply

All applicants are required to complete an application form. This is available online by visiting the DH Appointments website: www.dh.gov.uk/appointments and searching for the vacancy SP12-15

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

Holly Wainwright

Tel: 0113 254 6135

Email: holly.wainwright@dh.gsi.gov.uk

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

Holly Wainwright
Appointments Team (Room 3E44)
Department of Health
Quarry House
Quarry Hill
LEEDS
LS2 7UE

All applications will be acknowledged by email and you will be contacted again after the closing date.

The Appointments Team must receive your completed application form **before 12 noon on Friday 20 July 2012.**

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; and
- only use your information for the purposes you have authorised.

We ask that you:

- provide us with accurate information; and
- 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, however, the Commissioner for Public Appointments requires that selection panels review the political activity response at the interview stage. This in no way acts as a bar to appointment.

The Commissioner for Public Appointments regulates and monitors appointments to public bodies to ensure procedures are fair. The Department of Health is required by the Commissioner for Public Appointments to retain information about the people who apply for public appointments within his remit, and make this information available to him for audit purposes, if requested to do so. Information you provide in your application may therefore be made available to the Commissioner for Public Appointments and the Commissioner’s auditors on a confidential basis in order to help fulfil either the Commissioner’s formal complaints investigation role or for audit purposes.

How we will handle your Application

We 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 have the expertise required at the appropriate level for the post for which you have applied. We will rely on only the information you provide on your application form and CV to assess whether you have the experience required. Please ensure that you provide evidence to support how you meet all of the relevant criteria, which are identified in the overview section;
- the selection panel will be chaired by a Department of Health representative and will also comprise Sir Keith Pearson, Chair of Health Education England and at least one 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 August 2012 the panel will have decided who will be invited for interview during early September 2012;
- 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;
- we 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 we receive, we are unable 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 posts;
- candidates who the panel believe are ‘appointable’, will be recommended to the Secretary of State for Health who will make the final decision. The Secretary of State for Health may choose to meet with appointable candidates before making a decision. If he does, he 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 Secretary of State for Health appointing you as a Non-Executive Director of Health Education England; and
- 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 Holly Wainwright on 0113 254 6135.

Regulation by the Commissioner for Public Appointments

We noted above the role of The Commissioner for Public Appointments regarding audit. The Commissioner regulates and monitors appointments to public bodies to ensure procedures are fair. More information about the role of the Commissioner and his Code of Practice is available from www.publicappointmentscommissioner.org

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

If after receiving a comprehensive response from the Department you are still concerned, you can write to the Commissioner for Public Appointments. Please contact:

The Commissioner for Public Appointments
1 Horse Guards Road
London SW1A 2HQ

Tel: 0207 271 0849

Email: enquiries@publicappointmentscommissioner.org