

3 Specialist Members of the Committee on the Medical Effects of Air Pollutants

Information pack for applicants

Closing date: 28 February 2013 at 12 noon

Reference no: EC12-32

Contents	Page
A message from COMEAP	3
Overview	4
Annex A: Appointment of Members	7
Annex B: COMEAP Member 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

Specialist Members

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 at least nationally, ideally internationally recognised as an expert with a track record of achievement and a substantial publication record in one of the areas outlined in the person specification. Specialist members are expected to assist in helping to draft advice appropriate for wider dissemination to the general public and may be asked to contribute to other discussions (such as those of COMEAP sub-groups) if the need arises.

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:	3 December 2012
Closing date:	28 February 2013 at 12 noon
Shortlisting complete:	March 2013
Interviews held:	March 2013

Remuneration

You will receive a meeting attendance fee of £123 and £30 reading fee per meeting. Expenses will also be paid in line with Department of Health policy.

Time commitment

10 days per year.

Tenure of office

Between 2 and 3 years

Accountability

Members are appointed by the Department of Health's Senior Responsible Office and will be accountable to her for carrying out their duties as Members and for their performance.

Location of post

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

Qualities required**Essential Criteria:**

A national track record of achievement in one or more of the following:

- Cardiology - with a special interest in the effects of air pollution on the cardiovascular system.
- Toxicology - with a special interest in particulate air pollution.
- Medicine - with a special interest in environmental medicine and the effects of air pollution on health.
- All candidates must also demonstrate analytical skills and have the ability to articulate scientific issues and information clearly, comprehensively and concisely together with a commitment to Public Health issues and Public Service Values.

Desirable Criteria:

- Experience of committee membership.
- A willingness to be involved in the preparation of statements and reports where necessary.
- Evidence of participation in your speciality at an international level.

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 COMEAP and its posts, please contact:

Sue Kennedy – Administrative Secretary COMEAP

Tel: 01235 822836

Email: Sue.Kennedy@hpa.org.uk

Please quote reference EC12-32 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 in helping to draft advice appropriate for wider dissemination to the general public;
- contribute to other discussions (such as those of COMEAP sub-groups) if the need arises; and
- show a commitment to Public Health issues and Public Service Values.

Remuneration

- You will receive a meeting attendance fee of £123 and £30 reading fee per meeting. Expenses will also be paid in line with Department of Health policy.
- Those appointed will also be eligible to claim allowances, at rates set centrally, for travel and subsistence costs necessarily incurred on COMEAP 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

10 days per year.

Location

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

Tenure of office

Initial appointment will be for between 2 and 3 years. The appointment can be renewed at the end of the first period of office subject to consistently good performance. There should therefore be no expectation of automatic reappointment. The maximum total term is 10 years.

Accountability

Members are appointed by the Department of Health Senior Responsible Office and will be accountable to them for carrying out their duties as Members 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;
- 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; and
- anyone who has been removed from trusteeship of a charity.

Further advice about disqualification for appointment can be provided by contacting Holly Wainwright.

Conflict of Interests

You should note particularly the requirement to declare any conflict of interest that arises in the course of COMEAP business and need to declare any relevant business interests, positions of authority or other connections with organisations relevant to the business of COMEAP.

Standards in public life

You will be expected to demonstrate a commitment to and an understanding of the value and importance of the seven principals 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/BISPartners/GoScience/Docs/C/11-1382-code-of-practice-scientific-advisory-committees.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.

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 COMPEAP are Department of Health appointments. The Department of Health 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 selection panel will make recommendations to the Department of Health Senior Responsible Officer on candidates they believe are 'appointable'. Taking into account feedback from the panel, the Senior Responsible Officer will make the final decision on who they believe 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 website: www.dh.gov.uk/appointments and searching for the vacancy **EC12-32**.

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 2SE)
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 12 noon on 28 February 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; 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.

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;
- the selection panel will be chaired by Hilary Walker, Department of Health Senior Sponsor and will also comprise of Professor 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 March 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;
- 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 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;
- if you are successful, you will receive a letter from the Department of Health's Senior Responsible Officer appointing you as a Specialist Member of COMEAP; and
- if you are unsuccessful, you will be notified by the Department of Health 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.

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