



Northern Ireland Member of the Review Body on Doctors' and Dentists' Remuneration (DDRB)

Information pack for applicants

Closing date: 12 noon on 26 November 2012

Reference no: A12-26



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Dear Candidate,

Thank you for your interest in the post of Northern Ireland Member of the Review Body on Doctors' and Dentists' Remuneration (DDRDB).

The six Pay Review Bodies advise the Government on matters referred to them, primarily making annual recommendations about pay levels. There are eight Members of each Pay Review Body including the Chair. The aim is to provide a pool of general knowledge and experience including experience of labour market, personnel and pay issues.

The Pay Review Bodies operate independently of each other but their procedures are broadly similar. During the summer, the Pay Review Bodies may make visits to establishments relevant to their remit so healthcare employers in the case of DDRDB. During the autumn, each Review Body receives written and oral evidence from both the Government and representative organisations covering its remit groups. The Review Bodies weigh the evidence and their own independent research to formulate recommendations on the remuneration of their remit groups. Each Review Body report is submitted to the Government.

The DDRDB's role is to make recommendations to Ministers on the remuneration of doctors and dentists taking any part in the National Health Service.

We are looking for candidates who can look to represent Northern Ireland interests, with the necessary status and record of achievement. As a member of the DDRDB you will have responsibility for working corporately to assess the evidence of the Government, employers and organisations representing the remit groups and making annual recommendations to the Government.

I hope that the challenges this opportunity presents interest you and that you will submit an application to be a Northern Ireland Member of DDRDB.

Yours sincerely

Ron Amy OBE
Chair of DDRDB

Northern Ireland Member of DDRB

Overview

The role

The Secretary of State for Health wishes to appoint a Member of DDRB who will represent Northern Ireland interests. The Member of DDRB is a key appointment and requires an individual of high calibre who has the necessary experience to support the Chair to ensure DDRB fulfils its functions as a public body.

For further information on the role of the Member see **Annex A**.

DDRB

DDRB is independent. Its role is to make recommendations to UK Government Ministers on the remuneration of doctors and dentists taking any part in the NHS. The aim is to provide a pool of general knowledge and experience including experience of labour market, personnel and pay issues.

For further information on the role of the DDRB see **Annex B**.

Indicative timetable

Advert:	3 November 2012 (various publications)
Closing date:	12 noon on 26 November 2012
Shortlisting complete:	early December 2012
Interviews held:	late December/early January 2012

Remuneration

£300 per meeting for preparation and attendance plus travel and subsistence expenses.

Time commitment

Approximately 15 days per year.

Tenure of office

The Secretary of State for Health determines the length of appointments, which will normally be for up to three years.

Accountability

The Member will be appointed by the Secretary of State for Health and will be accountable to the Chair for carrying out their duties and for their performance.

Location of post

Meetings are usually held in central London.

Essential Criteria:

- The member will represent Northern Ireland interests on the DDRB and must have demonstrable practical involvement in Northern Ireland and personal credibility with stakeholders.
- **Proven senior level experience in business, finance or human resources** – with a significant record of achievement and experience of working within one or more private or public sector organisations.
- **Intellectual flexibility** – be a sharp and clear thinker who can absorb large amounts of complex information and distinguish major policy issues.
- **Analysis and interpretation** – the ability to analyse and interpret detailed information.
- **Independence of thought and effective influencing and communication skills** – be able to gain the respect and keep the confidence of key stakeholders including Ministers, senior Government officials and others through effective communication and influencing skills.
- **Appreciation of public sector reward issues** – have a broad understanding of the policy context, including financial constraints, labour market issues and the employee relations context.
- **High standards of corporate and personal conduct** – be able to demonstrate a sound understanding of and commitment to public service values.
- **Team working** – the ability to help the group reach well-founded consensus.

Diversity and equality of opportunity

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

Key contacts:

For information regarding the selection process, please contact:

Samantha Alcock
Appointments Team
Department of Health
Quarry House
Quarry Hill
Leeds
LS2 7UE
Tel: 0113 2545845
Email: samantha.alcock@dh.gsi.gov.uk

For information regarding the role of the Members please contact:

Margaret McEvoy, Deputy Director and Chief Economist
Office of Manpower Economics
Tel: 0207 271 0483
Email: margaret.mcevoy@bis.gsi.gov.uk

Please quote reference A12-26 on all correspondence.

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

Appointment of DDRB Member

Role and responsibilities of DDRB Members

Members of DDRB will have responsibility for working corporately, with guidance from the Chair of DDRB, to:

- consider the parties' written evidence, views and proposals;
- take oral evidence from the parties;
- assimilate information and data on pay, policy, economic, workforce and financial matters;
- weigh evidence and undertake independent analysis;
- meet groups of staff and managers/ leaders; and
- formulate conclusions and make recommendations to the Government.

Qualities required for the role of Member

We are looking for an individual of high calibre who has the necessary experience to support the Chair to ensure DDRB fulfils its functions as a public body.

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.

Remuneration

- £300 per meeting for preparation and attendance plus travel and subsistence expenses.
- Remuneration is taxable, and subject to National Insurance contributions, both of which will be deducted at source under PAYE before you are paid. 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 DDRB 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 will vary depending on the work programme of DDRB, but is likely to be around 15 days a year, plus preparation time.
- DDRB usually meets fortnightly on Mondays between October and February.
- Meetings commence at 10am and finish normally about 4pm. Visits to NHS establishments across the UK and mid-year meetings are normally during May to September.
- Outside of meetings, some preparation time will be necessary and a certain amount of communication takes place by email.

Tenure of office

The Secretary of State for Health determines the length of appointments, which will normally be for a maximum of three years.

Accountability

The Member will be appointed by the Secretary of State for Health and will be accountable to the DDRB Chair for carrying out their duties as Member and for their performance.

Disqualification for appointment

There are circumstances in which an individual will not be considered for appointment.

They include:

- people employed in a profession covered by DDRB's remit, or whose household income may be affected by DDRB's decisions (i.e. whose close family members work as doctors and dentists in the NHS);
- people who are members of the following Review Bodies may apply, but would need to resign their position if they were appointed:
 - Armed Forces' Pay Review Body
 - NHS Pay Review Body
 - Prison Service Pay Review Body
 - Review Body on Senior Salaries
 - School Teachers' Review Body;
- 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 or other public bodies within the past five years, other than by reason of redundancy;

- 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;
- anyone who has been removed from trusteeship of a charity; and
- people occupying paid party political posts; holding sensitive, senior or prominent positions in any political organisation; who are nominated for election to political office; or who are Members of the House of Commons.

Further advice about disqualification for appointment can be provided by contacting Samantha Alcock on 0113 254 5845.

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 Member. Conflicts may relate to any relevant business interests, positions of authority or other connections with organisations relevant to the business of DDRB.

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, to whom you will be accountable for your performance.

Registration of interests

Review Body Members should not be influenced or appear to be influenced by their private interests in the exercise of their public duties. Members therefore should register their relevant interests which are published on the Office of Manpower Economics (OME) website. The register lists direct or indirect pecuniary interests, which others might reasonably think could influence Members' judgement. Review Body Members are asked to register their own non-pecuniary interests, which relate closely to the Review Body activities, and those of close family members and persons living in the same household. Close family members include partners, parents, children (adult and minor), brothers, sisters and the partners of any of these.

The relevant interests which Members are asked to register include:

- remunerated interests;
- unremunerated interest;
- registered shareholdings (where these are 1 per cent or more of a company or have a value in excess of £25,000);
- ownership of land and property; and
- party-political activity.

In addition, Members should include in their register of interests those past interests that may be considered to be relevant, for example because of personal associations

and friendships, and the remunerated and unremunerated interests of close members of their families.

Political activity

Members of the Review Body will be politically impartial and will declare any party political activity they undertake in the period of their appointment. Members of the DDRB will not occupy paid party political posts or hold sensitive, senior or prominent positions in any political organisation. Nomination for election to political office, for example the House of Commons, the Scottish Parliament, the National Assembly of Wales, the Northern Ireland Assembly, the European Parliament, is not compatible with membership of the DDRB.

Subject to the foregoing, Members are free to engage in political activities, provided that they are conscious of their general responsibilities and standards in public life and exercise proper discretion.

Standards in public life

Members are expected to demonstrate high standards of corporate and personal conduct and are required to adhere to the DDRB's Code of Practice – available on the OME website:

http://www.ome.uk.com/example/Review_Body_on_Doctors_and_Dentists_Remuneration.aspx

Candidates must be able to demonstrate a sound understanding of and commitment to the values and standards of probity required by public appointees, outlined in the Seven Principles of Public Life set out by the Committee on Standards in Public Life which can be viewed at: <http://www.public-standards.gov.uk/>

Diversity and equality of opportunity

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

Security clearance

Members of the Review Body are required to have security clearance (basic check and criminal record check).

DDRB role and responsibilities

The DDRB is one of the six independent Pay Review Bodies:

- Armed Forces' Pay Review Body
- NHS Pay Review Body
- Prison Service Pay Review Body
- Review Body on Doctors' and Dentists' Remuneration
- Review Body on Senior Salaries
- School Teachers' Review Body

The six Pay Review Bodies advise the Prime Minister and Secretaries of State and First Ministers of the Devolved Administrations on matters referred to them, primarily making annual recommendations about pay levels. The DDRB membership comprises eight Members including the Chair. The aim is to provide a pool of general knowledge and experience including experience of labour market, personnel and pay issues.

The OME – a non-statutory public body – provides the secretariat for the Pay Review Bodies. The OME is independent of Government and is staffed by civil servants drawn mainly from the Department for Business, Innovation and Skills.

The Pay Review Bodies operate independently of each other but their procedures are broadly similar. During the autumn, each Review Body receives written and oral evidence from both the Government and representative organisations covering its remit groups. The Review Bodies weigh the evidence and their own independent research to formulate recommendations on the remuneration of their remit groups.

Each Review Body report is submitted to the Prime Minister and Secretaries of State and First Ministers of the Devolved Administrations and the report and the Government's response is usually published around February or March each year. Review Body Reports are available from the Stationery Office and are also published on the OME website <http://www.ome.uk.com>.

The DDRB remit covers hospital doctors and dentists, public and community health doctors, ophthalmic medical practitioners, general medical practitioners, general dental practitioners, and community dental and dental public health staff. Its role is to make recommendations on the remuneration of doctors and dentists taking any part in the NHS.

In reaching its recommendations, the DDRB is to have regard to the following considerations:

- the need to recruit, retain and motivate doctors and dentists;
- regional/local variations in labour markets and their effects on the recruitment and retention of doctors and dentists;

- the funds available to the Health Departments as set out in the Government's Department Expenditure Limits;
- the Government's inflation target; and
- the overall strategy that the NHS should place patients at the heart of all it does and the mechanisms by which that is to be achieved.

DDRB:

- may also be asked to consider other specific issues.
- is also required to take careful account of the economic and other evidence submitted by the Government, staff and professional representatives and others.
- should take account of the legal obligations on the NHS, including anti-discrimination legislation regarding age, gender, race, sexual orientation, religion and belief, and disability.

Making an application

Overview

The appointment of Member of DDRB is a Secretary of State for Health appointment. The Department of Health (DH) 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 role and will make the appointment.

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 A12-26.

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

Samantha Alcock
Tel: 0113 254 5845
Email: samantha.alcock@dh.gsi.gov.uk

When completing the application form, please ensure that you provide clear evidence to demonstrate how you meet each of the requirements of the post. The criteria that will be used to assess whether candidates have the required qualities, skills and experience are listed in the section describing the role and qualities required for the post.

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

Samantha Alcock
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 26 November 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. DH 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 Tim Sands, DH Deputy Director, NHS Pay Pensions and Employment Services and will also comprise Geoff Dart, Director of OME, Diane Taylor, Director of Human Resources, DHSPSS; and an External Panel Member to be confirmed.
- 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 December 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 Belfast and/or London;
- 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 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 Member of DDRB; 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 Samantha Alcock on 0113 2545845.

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 DH 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