



**Appointments  
Commission**



## **Joint Committee on Vaccination and Immunisation**

**The appointment of five members**

*Information pack for applicants*

The closing date for receipt of applications for this post is:

**22 May 2008**

*This information pack is available electronically or in Braille or large print from  
website: [www.appointments.org.uk](http://www.appointments.org.uk)*

Recruitment Services  
Appointments Commission  
Blenheim House  
Duncombe Street  
Leeds  
LS1 4PL  
Email: [Info@appointments.org.uk](mailto:Info@appointments.org.uk)  
Tel: 0870 240 3802



Please quote ref DH8026 on all correspondence

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**Also attached**

Copy of advert

Application form

OCPA Complaints Leaflet

# ABOUT THE JOINT COMMITTEE ON VACCINATION AND IMMUNISATION

## Introduction

The Joint Committee on Vaccination and Immunisation (JCVI, the Committee) is a Non-Departmental Public Body (NDPB). It is a statutory expert Standing Advisory Committee established in England and Wales under the NHS Act 1977 and the NHS (Standing Advisory Committee) Order 1981 as the Standing Advisory Committee on Vaccination and Immunisation. The Committee has no statutory basis in Scotland or Northern Ireland but, nonetheless, fulfils the same role and has the same responsibilities in those countries as in England and Wales.

The Committee has no executive function. Its role is purely to provide high quality and considered advice and recommendations to the Secretaries of State on matters set out in its terms of reference. This includes giving advice and recommendations on matters relating to communicable diseases, preventable and potentially preventable through immunisation, and also on any specific or special matters that the Secretaries of State may from time to time request. In formulating its advice and recommendations, the Committee must take into account the need for and impact of vaccines, the quality of vaccines and their safety and the strategies to ensure that the greatest benefit to the public health can be obtained from the most appropriate use of vaccines. Members are expected to make a full and considered contribution to this work.

Recommendations of the Committee, as accepted by the Secretaries of State, are published in *"Immunisation against infectious disease"* and also through other routes as necessary.

The Secretariat of the JCVI is provided by officials from the Department of Health.

Further information about the Committee is available at <http://www.advisorybodies.doh.gov.uk/jcvi/>

## **ABOUT THE POSTS**

### **MEMBERS OF THE JOINT COMMITTEE ON VACCINATION AND IMMUNISATION - QUALITIES REQUIRED**

To help you decide if you wish to be considered for appointment to one of these posts, we have listed below the criteria that will be applied when assessing candidates. Overall, the committee should represent a balanced mix of qualities, skills and experience

To be appointed, you will need to demonstrate that you have the general qualities for all posts *and* the additional specialist qualities for the post you are applying for.

#### **General qualities required – all posts**

- an understanding of the vaccination and immunisation issues covered by the Committee;
- an outstanding record of achievement and personal credibility within your own field, appropriate to the remit of the Committee;
- experience of operating at a strategic level in the public or other sectors;
- experience of working effectively in high level Committees;
- excellent interpersonal and communication skills to support effective discussion with a range of stakeholders;
- ability to evaluate complex issues and weigh up conflicting opinions;
- ability to influence at a senior level.

#### **Additional specialist qualities required - individual posts**

##### **Director of Public Health**

- must currently be a Director of Public Health at a Primary Care Trust or have an equivalent position;
- an interest in commissioning.

##### **Community Paediatrician**

- With a particular interest in vaccination and immunisation.

##### **Paediatric Infectious Disease Physician**

- With a particular interest in vaccination and immunisation.

### **Paediatric Immunologist**

- With a particular interest in vaccination and immunisation.

### **Virologist**

- With a particular interest in vaccination and immunisation.

## **MEMBERS OF THE JOINT COMMITTEE ON VACCINATION AND IMMUNISATION**

### **Duties and role**

The Chair and members of the Committee will play a critical role in ensuring the Committee's continued standing as an internationally recognised leading body in the field of immunisation. All members of the JCVI will:

- be committed to the continued development and improvement of this important area of public health;
- bring relevant experience to the Committee;
- contribute to the provision of high quality and considered advice to UK ministers of health;
- be expected to make a full and considered contribution to the work of the Committee and to contribute fully to the debate and to the decision making processes of the Committee;
- provide expert guidance when an issue which falls within your particular area of expertise is under discussion;
- contribute to the debate in the capacity of a well-informed health professional where the issue does not fall within your expertise;
- take into account the need for and impact of vaccines, the quality of vaccines and their safety and the strategies to ensure that the greatest benefit can be obtained from the most appropriate use of vaccines;
- recommend the best public health advice to Ministers;
- be prepared, as requested by the Secretariat, to occasionally provide expert advice on relevant issues outside of committee meetings;
- be prepared, as requested by the Secretariat, to occasionally attend and contribute to the deliberations of one or more of the Panels of the JCVI which report to the main committee;
- be committed to and abide by the requirements of the JCVI Code of Practice, including the requirement to declare all relevant interests.
- be committed to and abide by the "Seven Principles of Public Life" (see Annex A)

### **Training**

Full induction training will be provided to enable you to increase your skills and understanding of the work of the Committee.

### **Location and time commitment**

JCVI meet 3 times a year, usually in London. Some preparation time for the meetings will be required, which may need to be at weekends. In addition, members may be asked to attend panels of the JCVI from time to time.

## **Remuneration**

Although these appointments are not remunerated members are eligible to claim allowances at rates set centrally, for travel and subsistence costs necessarily incurred on JCVI business. All reasonable receipted childcare and carer expenses will be reimbursed where applicable.

## **Appointments and Tenure of Office**

- Members will be appointed for an initial period of up to four years.
- Appointments can be renewable at the end of the first period of office subject to satisfactory appraisal. A degree of change is often sought and there should therefore be no expectation of automatic reappointment.
- You should also note that these positions are public appointments or statutory offices rather than a job and are not subject to the provisions of employment law.
- In exercise of its duties, the JCVI and its members should ensure that it continues to observe the highest standards of propriety including impartiality, integrity and objectivity in the execution of its role and responsibilities. To ensure that public service values are maintained, you will be required, on appointment, to subscribe to the JCVI's Code of Practice and to observe the "Seven Principles of Public Life." (See Annex A)
- Members are required to declare any conflict of interest that arises in the course of JCVI business and the need to declare any relevant business interests, positions of authority or other connections with commercial, public or voluntary bodies.

## **Disqualification**

### **Criteria for disqualification**

Appointments to many public bodies are governed by regulations which include details of the circumstances in which an individual may be disqualified from holding office. Whilst JCVI does not have any regulations which govern appointments, the following paragraphs identify the main circumstances where the Appointments Commission would not appoint an individual to serve as Chair or member of a public body:

- i anyone who within the past five years has been convicted of an offence and received a sentence of more than 3 months imprisonment (including suspended sentences), without the option of a fine, and the conviction has not been quashed on appeal;
- ii anyone who is the subject of a bankruptcy order;
- iii anyone who has been dismissed by an NHS body within the past five years, other than by reason of redundancy;

- iv people who have had an earlier term of appointment as the Chair, member, director or governor of a health service body terminated in certain circumstances;
- v anyone who is the subject of a national NHS disqualification or suspension;
- vi anyone who is under a disqualification order under the Company Directors Disqualification Act 1986;
- vii anyone who has previously been removed from trusteeship of a charity by the court or the Charity Commissioners.

**Conflicts of interest**

Any actual or perceived conflicts of interest will be fully explored by the Panel at shortlisting or interview stage.

# **APPLYING FOR A POST THROUGH THE APPOINTMENTS COMMISSION**

## **ABOUT THE APPOINTMENTS COMMISSION**

The Appointments Commission was originally established in April 2001 as the NHS Appointments Commission special health authority to make all Chair and non-executive appointments to NHS Trusts, Primary Care Trusts and Health Authorities. The Commission was later delegated the Secretary of State for Health's powers to make chair and non-executive appointments to a range of health-related bodies and also began to undertake the recruitment of chairs and non-executive members on behalf of other government departments.

On 1 October 2006, the Commission became an executive non-departmental public body, changing its name to the 'Appointments Commission', to reflect its wider remit.

In setting its remit, the Secretary of State for Health requires the Commission to ensure that all the procedures it uses for recruitment and appointment are open and transparent and take account of the procedures set by the Office of the Commissioner for Public Appointments.

The Chair of the Appointments Commission is Anne Watts who is supported by six Commissioners who are responsible for the integrity of the appointments process.

*All appointments are made on merit in accordance with the Code of Practice laid down by the Commissioner for Public Appointments who monitors appointments to all public bodies and ensures that all appointments are made on merit after fair and open competition.*

## **HOW WE WILL HANDLE YOUR APPLICATION**

### **Acknowledging your application**

- We will write to you, after the closing date, to acknowledge receipt of your application form.

### **The shortlisting process**

- The shortlisting panel will first assess your application to see whether you meet the criteria for the post, as set out in the section on “Qualities required” in this information pack. Candidates who best demonstrate that they have the specified skills will be selected for interview. We will let you know whether or not you will be interviewed.
- Where 30 or more applications are received, applications may be “pre-assessed” before being forwarded to the shortlisting panel for consideration. You should be aware that, in this event, your application might not be considered in full by all the members of the panel.
- The members of the shortlisting panel will be Professor Andrew Hall, Chair, JCVI, Professor David Salisbury, Department of Health and an independent assessor, to be confirmed.

### **Interviews**

- Interview arrangements for candidates shortlisted for this post will be finalised shortly. We will let you have details when we write to acknowledge receipt of your application. The interviews will be held at Wellington House, 133-155 Waterloo Road, London SE1 6TU.
- If you are shortlisted for interview, we will contact you, normally by telephone, to agree a suitable time. We will confirm the interview arrangements by letter, including a map and instructions on how to get to the venue.
- Candidates are entitled to be reimbursed reasonable expenses in relation to the selection process. Further guidance will be provided for candidates invited to interview.
- Where a candidate is unable to attend an interview on the set date, an alternative date will only be offered at the discretion of the panel.
- The members of the interview panel will normally be the same as for the shortlisting panel.
- You will be asked questions by the interview panel to assess whether you can demonstrate that you have the qualities required for the post.

## **The outcome of your application**

- If, in the view of the panel, you have the skills for the post and are one of the best candidates, your name will be recommended to the Appointments Commission's Health and Social Care Appointments Committee, who will make the final decision.
- If you are successful, you will receive a letter from the Chair of the Appointments Commission formally appointing you as a member of the JCVI.
- If you are unsuccessful, you will be notified by the Appointments Commission.
- If your application is unsuccessful and you would like feedback, please write to us at the address on our letter. However, if you have a complaint about the way your application has been handled at any stage, please see the section on "Dealing with your concerns".

*We will deal with your application as quickly as possible and will advise you of the likely timetable at each stage.*

## **GUIDANCE ON THE COMPLETION OF THE APPLICATION FORM**

As these are public appointments, basic information about those appointed is made public in a variety of official publications including press releases, the Appointments Commission Annual Report, and the Cabinet Office's database of public appointments on the internet. This information includes:

- Full name
- Postal town
- Occupation type
- Brief career history/pen picture
- Type and period of appointment
- Remuneration paid
- Details of any ministerial appointments held
- Details of any political activity declared

### **FORM 1:**

#### **Part 1: Your personal details**

#### **Part 2: Post applied for**

Please indicate which post you are applying for.

#### **Part 3: How you found out about these posts**

So that we can establish the best way to advertise these posts in the future, please can you indicate where you saw these posts advertised or how you were informed about these posts. Please tick as many as applicable.

#### **Part 4: References**

Your referees will not be approached unless you are invited for interview.

#### **Parts 5: Personal Assessment**

##### **5.1 Skills and attributes**

Please make sure that you have read the list of qualities required for the post and any specific requirements before completing your form and preparing your supporting documentation. Your application should include evidence that you have as many as possible of the qualities required.

## **5.2 Career and experience**

It may not always be possible to provide all the information we need in the space available on this application form. You should, therefore, attach a 2 – 3 page CV when returning the form. Please keep a copy of the form and any additional information you may send us.

### **Part 6: Declaration of interests**

Public bodies are expected to maintain a register of members' interests to avoid any danger of board members being influenced, or appearing to be influenced, by their private interests in the exercise of their public duties. All board members are therefore expected to declare any personal or business interest which may influence, or may be *perceived* to influence, their judgment. (This should include, as a minimum, personal direct and indirect financial interests, and should normally also include such interests of close family members. Indirect financial interests arise from connections with bodies which have a direct financial interest, or from being a business partner of, or being employed by, a person with such an interest.)

## **FORM 2: MONITORING INFORMATION**

### **Parts 1, 2 and 3: Equal opportunities**

We welcome applications from all sections of the community and are particularly anxious to ensure proper representation on boards of women, all ages, people from ethnic minorities and disabled people. All appointments are based on merit and the principles of independent assessment, openness and transparency of process.

### **Part 4: Ministerial appointments**

Candidates for appointment are required to give full information about any ministerial appointments they hold. You should also include details of any current NHS board appointments you hold. Please ensure that you include full details of the body to which you have already been appointed, the period of appointment and annual remuneration or daily fees paid.

### **Part 5: Publication of monitoring information**

Information is collected for monitoring purposes about ethnic origin, disability and political activity to ensure that the appointment process is fair and open. The Department of Health may ask the Appointments Commission to provide statistical information on ethnic origin and disability in response to Parliamentary Questions and other public enquiries. However, in line with Government policy, and in accordance with the provisions of the Data Protection Act, information about the ethnic origin and disability of **individuals** will only be made publicly available with

the consent of the person involved. The application form asks individuals whether they are happy for this information to be made publicly available.

**Part 6: Political Activity**

Whether you are politically active in any way will not be a factor in the consideration of your application. Information on political activity is requested as required by the Commissioner for Public Appointments and is used for monitoring purposes only. It is not made available to short-listing or interview panels or to the board of the Commission.

## **Data Protection**

The Appointments Commission is required by the Commissioner for Public Appointments to retain information about the people who apply for public appointments, and make this information available to her for audit purposes, if requested to do so. The Appointments Commission's data protection policy in relation to the information we collect is set out below:

- Your initial contact details, including your name and address will be held by the Appointments Commission for a period of up to 2 years.
- If you submit an application form, the form and any supporting documentation will be retained for up to 2 years.
- Information held electronically, including your contact details and the monitoring information provided on Part 2 of the application form will also be held for up to 2 years.

If you would like these details to be removed from our records as soon as this recruitment exercise is complete, please write or e-mail the Appointments Commission at the address on the front of this information pack.

## **DEALING WITH YOUR CONCERNS**

### **In the first instance**

For queries about your application, please telephone the Recruitment Services Unit on 0870 240 3802

### **If you are not completely satisfied**

We aim to process all applications as quickly as possible and to treat all applicants with courtesy. If you feel that you have any complaints about the way your application has been handled, we would like to hear from you.

Please contact:

Anne Watts  
Chair  
Appointments Commission  
Blenheim House  
Duncombe Street  
Leeds  
LS1 4PL

### **Taking it further**

The Commissioner for Public Appointments, Janet Gaymer, regulates and monitors ministerial appointments to public bodies and appointments made by the Appointments Commission.

The Commissioner for Public Appointments has produced detailed guidance which the Appointments Commission is required to follow. If you have reason to complain about the way your application for appointment was handled, you should first direct your concerns to Anne Watts at the above address.

If, after receiving a comprehensive response you are still concerned, you can write to the Commissioner for Public Appointments at the address below:

The Office of the Commissioner for Public Appointments  
(OCPA)  
35 Great Smith Street  
London  
SW1P 3BQ

## ANNEX A

<b>The Seven Principles of Public Life</b>	<p><b>Selflessness</b></p> <p>Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.</p> <p><b>Integrity</b></p> <p>Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.</p> <p><b>Objectivity</b></p> <p>In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.</p> <p><b>Accountability</b></p> <p>Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.</p> <p><b>Openness</b></p> <p>Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.</p> <p><b>Honesty</b></p> <p>Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.</p> <p><b>Leadership</b></p> <p>Holders of public office should promote and support these principles by leadership and example.</p>
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