



Public Appointments APPLICATION FORM

PATIENT AND CLIENT COUNCIL (PCC 1/18)

A NON-EXECUTIVE CHAIR
AND NON-EXECUTIVE MEMBERS
(1 x with Financial Experience)

Closing Date – noon on Thursday 15 February 2018

Official use only

Date received:	
Time:	
Official's Name & Date:	



The closing date for the return of completed application forms strictly is;

12 Noon on Thursday 15 February 2018.

Late applications will not be accepted.

Notes for Completion

- Your application form is in three sections (A,B&C). **You must complete all three.** Any form not **fully** completed or amended in anyway will be **excluded** from the competition.
- Typewritten or electronic versions of the application form are welcome and should be completed in a **minimum font size of 12.**
- Handwritten applications should be completed using **black ink.**
- To ensure equality of opportunity for everyone, applicants must comply with the word limits that have been set for relevant sections of this form.
 - 3000 Characters for the Essential Criteria.Additional information beyond this character limit **will not be considered** by the selection panel.
- If your application is submitted by e-mail, and it is not your personal email, we will require you to sign Part C if invited to interview.
- Please do not staple, tape or stick additional information to this form. CVs, letters or any other supplementary material in place of or in addition to the completed application form will **not** be accepted.
- We would advise you to retain a copy of your application form for your own information.
- Applications will not be examined until after the closing date.

Please send your completed application to:

Juliette McCutcheon

Appointments & Business Unit
Department of Health
Room D.1 Castle Buildings
Stormont Estate
Belfast BT4 3SQ

Or by email to: public.appointments@health-ni.gov.uk

PART A: PERSONAL INFORMATION

1. PERSONAL DETAILS

Title (Prof/Dr/Mr/Mrs/Ms/etc):	
Surname:	
Forename(s):	
Former surname(s) (if any):	
National Insurance Number:	

2. CONTACT TELEPHONE/E-MAIL

Address:	
Town:	
County:	
Postcode:	
Day Telephone No (include STD code):	
Mobile:	
E-mail address:	

Please indicate which post(s) you would like to apply for:

All posts may be applied for using a single application form

Non-Executive Chair

Non-Executive Member

Non-Executive Finance Member

3. CURRENT PUBLIC APPOINTMENTS

Please list all current appointments giving the name of the public body, the position held, the length of the appointment and any remuneration paid.

Public Body	Position Held	From	To	Remuneration

Have you ever been a member of the PCC Board? Yes No

If you have answered yes Please give details below;

Position Held	From	To

4. CURRENT EMPLOYMENT & COMMITMENTS

Please give details of your current commitments including any employment /self-employment. This information is to help ensure that any potential conflicts of interest are highlighted. It will not be used in determining your competence under the selection criteria.

Organisation	
From	
Address	
Postcode	
Telephone No	
E-mail	
Position	
Main Responsibilities	

Organisation	
From	
Address	
Postcode	
Telephone No	
E-mail	
Position	
Main Responsibilities	

5. VOLUNTARY WORK

Please give details of any voluntary work you are currently involved in. This information is to help ensure that any potential conflicts of interest are highlighted. It will not be used in determining your competence under the selection criteria.

Organisation	
From	
Address	
Postcode	
Telephone No	
E-mail	
Position	
Main Responsibilities	

Organisation	
From	
Address	
Postcode	
Telephone No	
E-mail	
Position	
Main Responsibilities	

6. OTHER INFORMATION

- Have you ever been convicted of a criminal offence (other than minor motoring offences) which is not spent in accordance with the Rehabilitation of Offenders Act 1974?
- Are you the subject of any legal, criminal or statutory investigations or actions, or are any pending?
- Have you ever been adjudged bankrupt or made a composition or arrangement (such as those set out in Note 1 below) with your creditors over the past 10 years?
- Were you dismissed from any public office over the past 10 years?
- Have you ever been disqualified from acting as a company director or in the conduct of a company, or are under investigation in relation to a potential Directors disqualification?
- Are you or have you been a director, partner or manager of a company which has gone into liquidation, receivership or administration?

Please tick as appropriate

Yes

No

If you ticked yes please provide details below.

Note 1

- Individual Voluntary Arrangements (IVAs) and Fast-Track Voluntary Arrangements (FTVAs);
- Bankruptcy Restrictions Orders or Undertakings (BROs/BRUs);
- Debt Relief Orders (DROs); and
- Debt Relief Restrictions Orders or Undertakings (DRROs/DRRUs).

PART B: SKILLS, KNOWLEDGE AND EXPERIENCE

Part B Notes for Completion

- Only those applicants who appear, from the information provided, to be the most suitable in terms of the published selection criteria will be called for interview.
- It is your responsibility, to demonstrate clearly on your application form, how you satisfy the published selection criteria.
- It is essential that you provide **evidence** of how you meet each of the relevant selection criteria, **giving examples** and specifying exact dates as appropriate. Remember, skills, knowledge and experience can be acquired in a variety of ways including work, on a voluntary basis or in a personal capacity.
- **It is not sufficient to simply list the various posts that you have held.** The selection panel **will not** make assumptions as to your skills, knowledge and experience.
- Please note that if **all** sections of the application form are **not** completed in full, your application will be **excluded**.
- To ensure equality of opportunity for everyone, applicants must comply with the word limits that have been set for relevant sections of this form.
 - 3000 Characters for the Essential CriteriaAdditional information beyond this character limit **will not be considered** by the selection panel.
- **If the format and layout are changed or altered in any way your application will be excluded.**
- Supplementary material such as CVs or testimonials **will not** be considered and should not be provided.

7. SELECTION CRITERIA - SKILLS, KNOWLEDGE AND EXPERIENCE

The remainder of the application form provides an opportunity for you to demonstrate that you have the **ESSENTIAL** skills, knowledge and experience set out in the **Person Specification**. Address each of the criteria in turn, **using specific evidence to support your statements**. The criteria are all of equal weight.

This is a very important part of your application.

7.1 Essential Criterion 1: Leadership (Chair Applicants Only)
(Maximum 3000 characters)

Drawing on either your working life or personal life provide specific examples that demonstrate evidence that you have made a successful impact on the performance of an organisation through your effective leadership skills by understanding its business, thinking critically and strategically, offering constructive challenge and exercising effective judgement.

7.2 Essential Criterion 2: Business Sense (Maximum 3000 characters)

Drawing on either your working life or personal life provide specific examples that demonstrate exercising judgement and critical thinking about, issues that the Patient and Client Council considers as a matter of course, for example issues of business planning, resource allocation, risk management and organisational performance.

7.3 Essential Criterion 3: Corporate Governance (Maximum 3000 characters)

Drawing on either your working life or personal life provide please provide us with examples that demonstrate experience of working at or close to Board level within a framework of corporate governance, demonstrating personal awareness of the importance of effective governance, including effective differentiation between Executive and Non-Executive roles and the role of Non-Executive Members in holding the Chief Executive to account.

7.4 Essential Criterion 4: Stakeholder Participation (Maximum 3000 characters)

Drawing on either your working life or personal life, provide specific examples of how you have established effective relationships inside and outside organisations or in partnership between different organisations.

7.5 Essential Criterion 5: Self Awareness and Personal Contribution (Maximum 3000 characters)

Drawing on either your working life or personal life candidates should demonstrate how they can show experience of standing by their own opinions and convictions regarding decisions. For example a time when you have stood by your own ideas and opinions to deliver results.

[Empty response area for candidate input]

7.6 Essential Criterion 6: Finance (Financial Applicants Only)
(Maximum 3000 characters)

Drawing on either your working life or personal life candidates should demonstrate by examples how they have applied financial management principles in an organisational setting with a financial turnover of greater than £1.5m per annum.

[Empty response area for candidates to provide examples of financial management principles.]

PART C: PROBITY, CONFLICTS OF INTEREST & DECLARATION

8. PROBITY AND CONFLICTS OF INTEREST

Before you complete this section, it is important that you read the guidance on probity and conflicts of interest contained in your information pack. You will also be asked at interview to declare whether or not you are involved, or have been involved, in activities that could call into question your own reputation and/or damage the reputation of the body to which you are applying.

Have you, your partner or your immediate family, any business or other interests or personal connections that might be construed as being in conflict with the appointment for which you have applied?

Yes

No

Have you been involved in activities that could call into question your own reputation and/or damage the reputation of this organisation?

Yes

No

If you answered **yes** to any of the questions above, please provide details below

Any potential probity issues or conflicts of interest detailed above or of which the panel is aware will not prevent you from being called for interview but will be explored with you at that time to establish how you would address the issue should you be successful in your application.

**Please confirm by ticking the box that you are prepared to abide by the seven principles of public life?
(Please see Annex B of the Information Pack)**

9. DECLARATION

I declare that the information I have given in support of my application is true and complete to the best of my knowledge, is an accurate reflection of my own individual experience, personal achievements and undertakings and all statements contained therein relate to me personally.

I have read the information pack and understand my responsibilities in relation to statutory disqualifications and public appointments. I understand that, if I am appointed and the information I have provided is incorrect, or any of the statements made in this declaration are untrue, or subsequently circumstances arise at any time before the end of my term of office which would render any such statements untrue, then my tenure of office may be terminated. In addition, I undertake that, if appointed, I must raise with the Chief Executive/Chairperson of the public body any probity or conflict of interest issues that might arise during my term of appointment and that my failure to do so could lead to my appointment being terminated.

I understand and accept that the information I have provided in this form will be processed by the Department of Health, in accordance with its Data Protection Registration, for the purposes of making public appointments. This may involve disclosing information to other Government Departments, the Commissioner for Public Appointments for Northern Ireland and anonymously in response to Parliamentary Questions and other enquiries. I understand that information provided on my monitoring form will be analysed independently by staff in the Northern Ireland Statistics and Research Agency for statistical purposes only and will be treated in strictest confidence. I also understand and accept that, if appointed some of the information contained in my application will be used for a Press Release and my name will be published in the Public Bodies Report. Furthermore if successful, my information will be kept by the Department for the length of time of my appointment plus seven years and if unsuccessful my information will be destroyed two years after the date of appointment of the successful candidate, in line with NICS policy.

I have read the leaflet entitled “CPANI, The Commissioner for Public Appointments Northern Ireland” along with the additional guidance on “Probity and Conflicts of Interest” at Annex B of the Information Pack and have completed Point 8 of this form accordingly.

Signature:

Print Name:

Date:

If your application is submitted by an e-mail, other than your personal email, we will require you to sign here if invited to interview.