



Isle of Man
Government

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Department of Health and Social Care

Rheynn Slaynt as Kiarail y Theay

Appointment of
6 Members
for the
Health Services Consultative Committee (HSCC)

Information Pack

February 2024

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1. The Health Services Consultative Committee

The Health Services Consultative Committee (HSCC) Vacancy

Term of office: 3 years

The Department of Health and Social Care (the Department) is seeking 6 new members of the Health Services Consultative Committee (HSCC) who have an interest in improving the health and care services on the island and a commitment to help the DHSC understand the needs of island residents.

What does the Health Services Consultative Committee do?

The HSCC is a consultative body to the Department. Members of the HSCC undertake a key role through visiting and observing health and social care services and providing their views on the operation, performance and effectiveness of the delivery of those services.

The HSCC role is described as that of a 'critical friend'. Member's independent "lay" views are essential to the Department and Manx Care in understanding the quality and effectiveness of health and care services delivered to the island's residents.

If you would like to volunteer to join the HSCC then we'd love to hear from you.

We are seeking individuals of different ages, with varied backgrounds and skills to bring their experiences to support the Department and Manx Care in shaping the delivery of health and care services.

HSCC members attend meetings, visit and observe services, and offer independent views on issues including areas for improvement.

The HSCC meet monthly and the proceedings of the Committee are formally recorded in minutes. Meetings take place in private, although the minutes can be released for public inspection. The Committee also produces an annual report, which is provided to the Department and Manx Care and then published.

How is the Committee formed and appointed?

The Department may, under section 2(5) of the National Health Service Act 2001 (the Act), produce regulations which set out the Committee's functions and constitution.

The Department has exercised this power with respect to the HSCC, and made the Health Services Consultative Committee Constitution (Amendment) Regulations 2023 (the Regulations). A link to these Regulations can be found [here](#).

HSCC members are appointed by the Department under the Regulations through an open recruitment process. Appointments are made in accordance with the Government Code of Conduct and Seven Principles of Public Life.

The Committee consists of nine lay members, one of whom is elected as Chairperson and another as deputy Chairperson by the other members.

Members cannot currently, or have within the last three years, been employed by the Department or Manx Care, be a Member of Tynwald, or be the provider of a health or care service to the Department/Manx Care. At least two members of the Committee must have a background in health or social care.

No fewer than five members (including the Chairperson or deputy Chairperson) are required for a meeting to be quorate.

What support is provided to the Committee?

The Secretary for the HSCC is provided by the Department. They support the Committee with organising meetings, sharing relevant papers for meetings, taking minutes and actions at meetings, monitoring the HSCC inbox, ensuring mandatory training is up to date and the timely submission of expenses for payment by the Department.

How long are members appointed for?

Under regulation 7, each member is appointed for a term lasting three years. A member may be reappointed by the Department for another term, but cannot serve more than 6 consecutive years (2 terms in a row maximum).

A member may be eligible to serve another term if, after their first two terms, three years has elapsed since the member left the HSCC.

The Department may reappoint a member to serve a third consecutive term, if it determines such an appointment is necessary for the HSCC to continue its functions.

2. Role Profile and Person Specification

Time Commitment

The member's role averages one HSCC meeting per month, which is currently held on Thursday's 5pm – 7.30pm with similar additional time commitment to undertake observation of services and complete a written report as appropriate.

Some members may also be required to attend a monthly governance meeting, or meet their nominated liaison officer in the Department or Manx Care at least bi-annually.

Relevant documents can be found at the following link:

<https://www.gov.im/about-the-government/departments/health-and-social-care/statutory-bodies-and-volunteers/health-services-consultative-committee/>

Duties

The HSCC's main duties are:

- Delivering its primary consultative function as is established in section 2 of the Act - considering matters the Department has referred to it and providing a view on such matters;
- Tendering its views on general matters relating to the delivery of health and social care services;
- Visiting and observing three health and care settings (hospital, social care/mental health, community), providing an independent lay perspective on how health and care services are delivered – what do they look and feel like and what is the patient/service user experience;

- Attending and reporting regularly to the Department's Quality and Safety Committee and Manx Care Assurance Committee meetings providing an objective view and being an active voice in those forums to enable continuous improvement of services;
- Raising any serious concerns to both the Department and Manx Care for immediate action;
- Providing a response to consultations carried out under section 41 of the Act (statutory need to consult on subordinate legislation made under the Act) or under section 6 of the Medicines Act 2003, or any general consultations undertaken by the Department, Manx Care or other relevant health and social care organisations;
- Producing an annual report, for the Department, on the discharge of its functions; and
- Promoting the independence of, and public confidence in, the work of the Committee.

In addition, members may also receive papers and minutes in lieu of attending meetings in a service area where their regular attendance is not necessary.

The below link to the Health Services Consultative Committee provides current and previous Annual Reports and Terms of Reference: <https://www.gov.im//hsc>

Data Protection and Information Security

Members of the HSCC will have access to sensitive and personal information and are responsible for its safekeeping. Members should be aware of the need to employ appropriate measures to safeguard such information.

Members will be required to uphold the requirements of the Data Protection legislation but should additionally be aware that they are likely to be in possession of sensitive personal data disclosure or use of which for purposes not connected with the proper business of the body is absolutely prohibited. Breach of this requirement will be regarded as a breach of the fundamental principles underpinning public service, and may result in the withdrawal of the appointment warrant. This obligation survives the termination of the member's term of office.

Training and Resources

New members will be provided with an induction to understand the role of the Department and Manx Care and the health and social care services provided. There will also be support on the role the HSCC plays in the observation of services mindful of any particular areas of interest. Annual refresher training will also be provided.

You will be required to complete the following mandatory training online courses:

- Safeguarding
- Health and Safety
- Infection Control
- Equality and Diversity
- Security Awareness Training
- GDPR Basic Awareness
- Social media electronic awareness
- Duty of Candour

The HSCC will carry out its obligations under the Freedom of Information Act (FOIA) and the Data Protection Act (DPA), including ensuring all members are compliant with the relevant legislation and in line with agreed Department internal processes for request handling.

<ul style="list-style-type: none"> • Able to commit time to reading papers and decisions, and to attend meetings 	E
<ul style="list-style-type: none"> • Satisfactory references 	E

3. Conflicts of Interest Guidance for Members

The Seven Principles Underpinning Public Life

Holders of Public Office should at all times exercise the highest standards of behaviour in line with the seven principles of public life. The principles of public life are as follows:

Selflessness:

Holders of Public Office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or other friends.

Integrity:

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

Objectivity:

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.

Accountability:

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.

Openness:

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 or statute requires.

Honesty:

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.

Leadership:

Holders of public office should promote and support these principles by leadership and example.

All candidates who put themselves forward for public appointment must be able to demonstrate their commitment to the principles and values of public service.

What is a conflict of interest?

Public Appointments require the highest standards of propriety, involving impartiality, integrity and objectivity, in relation to the stewardship of public funds and the oversight and management of all related activities. This means that any private, voluntary, charitable or political interest which might be material and relevant to the work of the body concerned should be declared.

There is always the possibility for real or perceived conflicts of interest to arise. Both are a problem, as the perceived inference of a conflict may, on occasions, be as damaging as the existence of a real conflict.

The test which should be applied in relation to a potential case of perceived bias is:

“whether the ascertained relevant circumstances would lead a fair-minded and informed observer to conclude that there is a real possibility that the decision-maker was biased.”

Judgment delivered by His Honour Deemster Kerruish on 12 February 2007.

What should I do if I think I have a conflict of interest?

If a member holds, appears to hold, or could appear to hold a conflict of interest regarding any matter for consideration of the Committee, that member must declare that interest to those present at the meeting.

A member may be suspended or removed from the Committee by the Department, under regulation 7 of the Regulations, where such member fails to declare a conflict of interest.

Any conflicts of interest declared on appointment will be held by the Department in a central register in compliance with Government regulations.

4. Remuneration for Members of the Committee

The members are remunerated in accordance with the provisions of the Payment of Members Expenses Act 1989.

The Attendance Allowances Order 2008 specifies a rate of £78.00 for members per morning or afternoon session. These expenses must be declared for income tax purposes, but are not taxable.

‘Session’ means any of the following periods:

- i) 9.00 a.m. to 1.30 p.m.;
- ii) 2.00 p.m. to 6.30 p.m.;
- iii) 7.00 p.m. to 12 midnight.

Currently, members also receive an additional annual remuneration from the Department totalling £1,568.44 net of tax, per annum. This is paid monthly, to reflect the unpaid attendance at meetings or visiting services, and the compilation of member reports for monthly HSCC meetings.

The following travel allowance is also paid, in accordance with the “Travelling Allowances Order 2022.

Motor Vehicle	57p per mile
Motorcycle	30p per mile

All claims must be submitted to the Department no less than quarterly.

6. Recruitment Procedure

The Department will prepare a shortlist of suitable candidates using the information provided on applicants CV and application form.

It is important that your application demonstrates, with evidence, how you meet the requirements of the post and your reasons for applying. If you don't have relevant experience from work, you can include experience from volunteering, studying etc. or include an example of what you would do.

Shortlisted candidates will be invited to a short interview with a panel made up of 4 people – A current member of the HSCC, a representative of the DHSC, a representative of Manx Care and an independent panel member.

We would encourage candidates to speak to the Department, or current HSCC members for further information about the work of the Committee.

If, after reading through the information pack, you have any queries about the duties and responsibilities of the post, or the HSCC, in the first instance please contact enquiries.dhsc@gov.im

Applicants may be required to provide verification of identity and address in a form and manner acceptable to the Department.

7. Further information

Isle of Man Primary and secondary legislation are available at www.legislation.gov.im/cms

For persons who do not have access to the internet, copies of legislation are available from the Tynwald Library at The Ground Floor, Legislative Buildings, Finch Road, Douglas or by telephone 01624 685522.

How do I apply?

An application form and information pack are available from the DHSC:

Email: enquiries.dhsc@gov.im

Telephone: 685167

Applications should reach us no later than 5pm on 29 March 2024.