

Information Booklet

**APPOINTMENT OF LAY MEMBERS TO THE:
PHARMACY PRACTICES COMMITTEE
NATIONAL APPEAL PANEL
FAMILY PRACTITIONER SERVICES
INDEPENDENT APPEAL PANEL**

Strategic Planning and Performance Group of the DoH
c/o SPPG Corporate Business Lead
Corporate Business
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KEY APPOINTMENT PROCESS STAGES

Stage in Process	Timescale*
Closing Date for applications	10:00hrs on Friday 8 th May 2026
Interviews	10 th and 11 th June 2026

*These dates may be subject to change

Privacy Notice

DoH will only process the personal data you provide us for the purpose of appointing lay members to the Pharmacy Practices Committee (PPC), National Appeal Panel (NAP) and Family Practitioner Services Independent Appeal Panel (FPSIAP) will be processed by the Department of Health, in accordance with Data Protection, for the purposes of lay member appointment.

Section 1 – Introduction

- 1.1 While the lay member appointments are not a contract of employment or a public appointment, the Department of Health (hereafter referred to as the Department) is committed to the principles of public appointments - based on merit with independent assessment, openness and transparency of process. The Department is also committed to equality of opportunity for all and welcomes applications irrespective of religious belief, gender, disability, ethnic group, political opinion, age, marital status, sexual orientation or whether or not they have dependents.
- 1.2 The Department administers Health and Social Care (HSC) - which includes policy and legislation for hospitals, family practitioner services, community health and personal social services. HSC provides an integrated system of health and personal social services to promote the health and social wellbeing of the people of Northern Ireland (NI).
- 1.3 In terms of service commissioning and provision, the Department discharges this duty primarily through its Strategic Planning and Performance Group (SPPG) and by delegating the exercise of its statutory functions to the Public Health Agency (PHA) and to a number of other HSC bodies created to exercise specific functions on its behalf. All these HSC bodies are accountable to the Department which in turn is accountable, through the Minister of Health, to the Assembly for the manner in which this duty is performed.

Section 2

Background Information on Strategic Planning and Performance Group (SPPG)

- 2.1 The Strategic Planning and Performance Group (SPPG, the Group) is responsible for the commissioning of health and social care services for the population of Northern Ireland (NI). The role of the SPPG is broadly contained across three functions:
- To arrange or 'commission' a comprehensive range of modern and effective Health and Social Care services for the 1.8 million people who live in NI.
 - To performance manage Health and Social Care Trusts that directly provide services to people and support service improvements in pursuit of optimal quality and value for money, in line with relevant government targets.
 - To effectively deploy and manage its annual funding from the NI Executive – currently around £7.3 billion – to ensure that this is targeted upon need and reflects the aspirations of local communities and their representatives.
- 2.2 It is the responsibility of SPPG to:
- Assess health and social care needs and identify ways in which these needs might be met by engaging with a wide range of stakeholders including the public, individual patients, their relatives and carers, health and social care professionals, Trusts and other providers of health and social care.
 - Ensure high quality, person centered, safe, effective services are equitably distributed.
 - Work closely with provider organisations, service users and other stakeholders to ensure the services we commission are the subject of regular and ongoing performance appraisal and quality improvement.
- 2.3 Further information is available at: [Home - DOH/HSCNI Strategic Planning and Performance Group \(SPPG\)](#)

Background on Pharmacy Practices Committee (PPC)

The main functions of the Committee are to make decisions on behalf of the DoH on an application made by a pharmacist, partnership of pharmacists or a body corporate:

- who wishes to be included in the pharmaceutical list for the provision of pharmaceutical services, or;
- who wishes to provide services from a minor or temporary relocation of pharmacy premises. A minor relocation is defined in regulation 6(6) of the Pharmaceutical Services Regulations (Northern Ireland) 1997 as one where there will be no significant change in the population of the neighbourhood served and other circumstances are such that there will be no appreciable effect on the pharmaceutical services provided by the applicant or any other person on the pharmaceutical list who currently provides pharmaceutical services in the neighbourhood of the premises, or;
- who wishes to relocate the premises from which they provide pharmaceutical services and the move does not meet the criteria for a “minor” relocation, or;
- who wishes to provide domiciliary oxygen.

Background on National Appeal Panel (NAP)

- The NAP is an independent panel with statutory responsibility for appeals in relation to decisions made by the PPC regarding applications for entry to the Pharmaceutical List and other related matters.
- The operation of the NAP is governed by the Pharmaceutical Services Regulations (Northern Ireland) 1997 (“the Pharmaceutical Services Regulations”) which outline the legal requirements for the appeals process and the composition of the NAP.
- The NAP consists of nine members, a legally qualified Chair and Vice-Chair, four pharmacists and three lay members.

2.4 The NAP plays a crucial role in maintaining the integrity of the pharmaceutical services system by ensuring that decisions made by the PPC are subject to review and that applicants and other relevant parties have a fair opportunity to appeal decisions that may impact their ability to provide services. This helps to ensure that the needs of the community are adequately met and that the pharmaceutical services landscape remains responsive to local demands. The lay members will bring an important external perspective to deliberations, a public interest viewpoint and will bring their own personal skills and experiences to bear in helping a panel reach its determination. They will also play an important role in ensuring public confidence in the high standards and integrity of the independent appeals process.

Background on Family Practitioner Services Independent Appeal Panel (FPSIAP)

- 2.5 The Health and Social Care (Family Practitioner Services Independent Appeal Panel) Regulations (Northern Ireland) 2022 (“the FPSIAP Regulations”) provided for the establishment of the FPSIAP.
- The FPSIAP is an independent panel with statutory responsibility for the determination of a range of appeals, applications and referrals in relation to Family Practitioner Services — including General Practice, Dentistry, Community Pharmacy and Ophthalmic Services.
 - The range of cases which may be referred to the FPSIAP are diverse in nature, often dealing with complex matters.
 - When a FPSIAP panel is convened, it will consist of at least 3 members including a legally qualified chairperson, a relevant professional member and a lay member. The lay member will bring an important external perspective to deliberations, a public interest viewpoint and will bring their own personal skills and experience to bear in helping a panel reach its determination. They will also play an important role in ensuring public confidence in the high standards and integrity of the independent appeals process.

Appointment of Lay Members to the PPC, NAP & FPSIAP

- 2.6 Applications are invited to fill the Lay members positions:

While some of the PPC, NAP and FPSIAP business may be conducted remotely, lay members will be expected to attend Committee/Panel meetings and hearings in person and to travel for site visits etc. where necessary. These Panels / Committees operate on ad hoc basis, as and when required.

- 2.7 It is expected that the successful applicants will be notified of the outcome no later than **Friday 19th June 2026**.
- 2.8 **This competition will be used to create a pool of lay members who will be called upon as and when required.**
- 2.9 Information on disqualifications can be accessed at **Annex A**.

Section 3 – Role Profile

The lay member of the panel will bring an important external perspective to deliberations, a public interest viewpoint and will bring their own personal skills and experiences to bear in helping the Committee/Panel reach its determination.

Lay members will be required to:

- work collaboratively as part of the committee/panel,
- fully participate and contribute constructively to discussions, deliberations and collective decision-making.
- review, analyse, and evaluate a wide range of information and evidence in order to assist the committee/panel to reach fair and balanced conclusions.
- ensure confidentiality is maintained and that all information is handled appropriately.

Training

Appropriate induction training will be provided to the new appointees.

Time Commitment and Remuneration

- It is not possible to be definitive about the time commitment required due to the need to deal with individual cases as they arise within the legislative timeframes. These Panels / Committees will operate on an ad hoc basis, as and when required.
- The time commitment and frequency of Panels / Committees will be determined by the volume of applications/appeals received in the respective areas. A person wishing to commit to these roles would therefore need to be flexible in respect of their ability to respond in a timely way, and the number of days that they could commit to each case. Based on recent experience the volume of applications /appeals has not been significant.
- As the number of cases cannot be guaranteed there is no commitment to any minimum requirement.

Fees/Allowances

- Fees are paid to lay members as and when they participate in committees/panels. *Fees will be paid at a rate of £209 per day (under review).*
- Lay members are also eligible to claim allowances, at rates set centrally by the Department, for travel and subsistence costs necessarily incurred in-line with HSC (F) 24-2024 [Payment of Travelling and Other Allowances to Members \(No.2\) Determination \(Northern Ireland\) 2024](#) (*under review*).

Appointment Term

- Lay members will be appointed for a period of 4 years.
- Pharmacy Practice Committee (PPC) may be extended for a further two years subject to approval.
- It should be noted that the Department may give notice to terminate the appointment at any time. If the successful applicant decides to end their appointment early, a minimum of 30 days' notice will be required in writing to the Department.

Section 4 –Additional Information

- 4.1 To generate the widest possible pool of talent the Department recognises the value of less traditional career patterns and experiences, such as, community involvement or voluntary work, as well as those experiences found within the employment field. Applicants can use examples from their working life or personal life including any private, voluntary or community work you are, or have been, involved in.
- 4.2 The candidate information pack addresses the qualities, experience, background and competencies sought. Criteria-based selection will be used as part of this process (**Annex B**).
- 4.3 The application form is an essential element of the process and is designed to require applicants to give specific examples of past performance to demonstrate their ability or competence.
- 4.4 You are advised to make sure that you take the opportunity to provide practical evidence and examples of why you believe you are suitable for this position. Please note that CVs will not be accepted.
- 4.5 There are no specific educational or professional requirements for the lay member appointments.
- 4.6 All applicants must demonstrate both on the application form and at interview, how they meet the relevant essential criteria.

ESSENTIAL CRITERIA

- 4.7 Applicants must show on their application form, and if invited for interview, how they meet the following essential criteria.

Criterion 1: Ability to consider and evaluate complex issues, weigh up conflicting opinions and make sound, impartial judgments.

To satisfy this competence a candidate will need to provide evidence that they can:

- accurately analyse information and arguments;
- think logically, weigh-up arguments to reach a balanced decision;
- focus on salient pieces of information e.g. legislation, facts, points of contention; and
- take an objective and impartial view.

Criterion 2: Effective communication and influencing skills (oral and written).

To satisfy this competence a candidate will need to provide evidence that they:

- have the ability to be persuasive as an individual and as a member of the panel;
- can summarise and confirm information to ensure their own and the understanding of others;
- can select a style and method of communication that is most effective in any given circumstance;
- are courteous and capable of handling conflict.

Applicants must complete both Essential Criteria.

Section 5 - Application and Selection Process

How to Apply

- 5.1 Application forms or further information about the process can be obtained from Strategic Planning and Performance Group of the Department at the address on the cover of this document, or by e-mailing:
SPPGCorporateBusiness@hscni.net.
- 5.2 Hard copy or electronic versions of the application form are acceptable. You must not reformat the electronic application form. CVs, letters, or any other supplementary material in place of, or in addition to, completed application forms will not be accepted.
- 5.3 You are encouraged to return your application via e-mail to:
SPPGCorporateBusiness@hscni.net

If you are unable to e-mail your application, and wish to post or hand-deliver it, the office address is

Strategic Planning and Performance Group of the DoH
c/o SPPG Corporate Business Lead
Corporate Business
Gransha Park House
15 Gransha Park
Clooney Road
Derry/Londonderry
BT47 6FN

- 5.4 Applications must be fully completed and legible, whether they are completed electronically or handwritten.
Please complete your application form in **black ink** in either typescript Arial font size 12, single-line spacing or, if handwritten, preferably in block capitals. Applications not fully completed and those where the format has been altered will not be accepted.
- 5.5 Your application is very important. You must demonstrate clearly on your application form how and to what extent your experience is relevant to the essential criteria for the appointment (including dates where appropriate e.g. dates from/to). It is not enough simply to list the various posts that you have held. The Department will not make assumptions from the title of your post or the nature of the organisation as to the skills or experience gained. Guidance on the Criteria Based Selection Process can be found at **Annex B**.

- 5.6 All reasonable adjustments will be made to accommodate the needs of applicants with a disability.

Timeframe for process

- 5.7 Application forms should be submitted by email or in person to arrive no later than **10:00hrs on Friday 8th May 2026** (see contact details on cover sheet).

All applications received by hand or post will be stamped with the date and time of receipt. Those received electronically will have a digital stamp of date and time of receipt. It is the responsibility of the applicant, taking into account their chosen method of delivery, to ensure that sufficient time is allowed for their application to arrive with the Department on or before the deadline. **Late applications will not be accepted.** Please ensure that posted applications bear the correct amount of postage as any shortfall may lead to a delay in delivery, causing you to miss the deadline. The Department will not accept any application where there is a shortfall in the cost of postage. All applications will be acknowledged on receipt.

- 5.8 Please check your application form before submitting it as the Department will not examine applications until after the closing date. Applications not fully completed and those where the format has been altered will not be accepted. Applicants whose application is not accepted will be notified within 5 working days of the closing date.

- 5.9 Applicants, whether successful or unsuccessful at the application stage and/or at interview, will normally be informed within 5 working days.

- 5.10 Applicants may request that their application be reviewed by the Panel. All requests to review applications will be considered up to 10 working days following the date on which the “regret” letter was issued.

- 5.11 Feedback will be provided to applicants at all stages in the process. Those applicants who are unsuccessful at interview stage will be advised in writing of the outcome of their interview.

Selection Process

- 5.12 Criteria based selection tests applicants against the specific selection criteria for a particular appointment. The application form gives you an opportunity to provide examples relevant to the specific criteria. These examples provide the Panel with information and evidence about you, and a deeper understanding of your ability.
- 5.13 The interview is a crucial part of the appointment process and thorough preparation is essential. You can prepare by:
- Reading and thoroughly understanding the selection criteria;
 - Reminding yourself of the examples you used in your application form and being prepared to expand on these at interview, if asked;
 - Rehearsing how you might relate your experiences to the Interview Panel, emphasising your own role and responsibilities; and
 - Not assuming that your qualities and experience will speak for themselves.
- 5.14 Further general guidance on the Criteria Based Selection Process can be found at **Annex B**.
- 5.15 The Interview Panel will comprise of three members of SPPG, in line with HSC Recruitment.
- 5.16 When assessing each application against the selection criteria, the Panel will use a marking framework to determine how an applicant's skills, knowledge and experience meets each of the criteria. Applicants will be awarded a score out of five for each criterion and must meet a minimum standard of three or above in each in order to be invited for interview. Both criteria will be weighted equally. Applications who do not meet the minimum standard will be sifted out at this stage.
- 5.17 In order to encourage diversity and fairness, the Department aims to interview all applicants who meet the essential criteria. However, if a high volume of applications is received, the Selection Panel may apply further shortlisting. In such cases, the Panel will consider the aggregated scores for the essential criteria, identify the highest-scoring applicants, and set a cut-off mark. If necessary, this cut-off will be lowered incrementally until an appropriate number of candidates has been identified for interview. This additional stage will be used only where required.

- 5.18 Application forms provided to the Panel responsible for conducting the sift exercise will be anonymised, which means that it will not include your name or personal details.
- 5.19 Applicants whom the Panel assess as not suitable for appointment will be advised by letter following interview.
- 5.20 Applicants whom the Panel assess as suitable for appointment will be advised of this by letter following interview.
- 5.21 All applicants will be advised in writing of the outcome of their interview once the selection has been made.

Section 6 - Probity and Conflicts of Interest

- 6.1 The Department must ensure that any individual appointed is committed to the seven principles of conduct underpinning public life and values of public service. These (Nolan) principles are: **Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership**. The successful applicant will be asked as part of their appointment to sign a declaration committing to the seven principles.
- 6.2 The Department must take account of any actual or perceived conflict of interest. Therefore, applicants in their application form must disclose information or personal connections, which, if they were to be appointed, could lead to a conflict of interest or be perceived as such. Failure to do so could lead to the appointment being terminated.
- 6.3 It is very important that all applicants provide appropriate details on their application form of any interests which might be construed as being in conflict with the appointment for which they have applied. All applicants will be asked if there are any real, perceived or potential conflicts of interest at interview. If it appears, from the information provided on the form, that a possible conflict might exist, or arise in the future, this will be fully explored with the applicant with a view to establishing whether it is sufficiently significant to prevent the individual from carrying out the duties of the appointment. The Panel will do this at interview stage.
- 6.4 In addition, individual lay members are required to act in accordance with their wider responsibilities – namely to:
- Not misuse information gained in the course of service for personal gain or for political profit, nor seek to use the appointment to promote their private interests or those of connected persons or organisations; and to declare publicly any private interests that may be perceived to conflict with their duties;
 - Comply with the Departments rules on the acceptance of gifts and hospitality, and of appointments.

Double Paying

- 6.5 Applicants who already work in the public sector need to be aware that no one should be paid twice from the public purse for the same period of time. If appointed, they will be asked to obtain confirmation from their employer that any remuneration due, and time worked for this appointment, are truly additional to their existing job role and is not a duplication with salaried employment (unless allowed under the terms and conditions of employment).

In the interests of minimising the potential for double paying to occur the Department reserves the right to contact your employer regarding your candidature.

Nationality Requirements

6.6 The Department has no lay member appointments which are restricted to UK nationals only. However, there is a mandatory requirement to ensure that those appointed do not contravene immigration legislation:

- Republic of Ireland (RoI) citizens may be appointed to lay member positions.
- Commonwealth citizens who have immigration status allowing them to work in the UK may be appointed.
- There is an onus on non-UK and non-RoI citizens to provide proof of their right to work in the UK and an onus on the appointer to check that.

Therefore, it is the responsibility of the applicant to provide evidence that confirms they can legally work in the UK if being offered an appointment.

Section 7 - Equal Opportunities Monitoring and Complaints Procedure

Equal Opportunities Monitoring Form

- 7.1 The Department is committed to providing equality of opportunity. The Department is required to monitor a number of areas including gender, ethnic group, community background and disability of applicants to ensure that equal opportunities measures are effective in its appointments processes. Applicants are therefore asked to complete the Equal Opportunities Monitoring Form issued separately. The information is purely for monitoring purposes. It is not made available to the Panel and does not play a role in the decision-making process.

Complaints Procedure

- 7.2 The Department is committed to getting this appointment process right first time. However, if you are not entirely satisfied with any aspect of our service, please tell us and we will do our best to resolve the matter. Our aim is to resolve any complaint quickly and you are invited initially to bring any concerns you may have to SPPG Head of Corporate Governance. However, if you still feel dissatisfied after this approach, you may initiate a formal complaint in writing.

- 7.3 Please direct your concerns in the first instance to:

Head of Corporate Governance
SPPG of DoH
Gransha Park House
15 Gransha Park
Derry/Londonderry
BT47 6FN

Or via email to:

SPPGCorporateBusiness@hscni.net

DISQUALIFICATIONS

OTHER HEALTH & SOCIAL CARE BODY/ ARM'S LENGTH BODY DISQUALIFICATIONS

If you are currently serving as a Member of a Health and Social Care Body or any other Arm's Length Body, there is an onus of responsibility on applicants to not only examine the disqualifications for the lay member roles for which they are applying, but also to be aware of any disqualifications which exist on the body to which they currently serve.

In some cases, it is not possible to hold two concurrent appointments, however you should note that disqualification is from appointment, not application. In the event of a relevant disqualification you may be required to resign from a current position in order to accept this post.

A lay member appointed to the FPSIAP or the NAP must not be—

- a doctor, dentist, ophthalmic optician or pharmacist; or
 - a person or employee of a person whose name is included in the dental list, the ophthalmic list, the pharmaceutical list or the primary medical services performers list.
 - must not be an official of the Department or of the Regional Business Services Organisation.
- If applying for PPC only -

PPC Lay Members shall not be –

- a pharmacist or
- employee of a person, whose name is included in the pharmaceutical list, or
- be a doctor who is required to supply drugs or appliances in terms of Part III of the above regulations

GENERAL GUIDANCE

Criteria Based Selection Process

Criteria based selection is currently the most common method of recruitment in Northern Ireland. What this means is that the onus is on you to provide evidence of workplace or personal performance which demonstrates that you can perform to the specified standard.

Under each of the criteria headings in the application form, you are required to provide specific and relevant examples of past behaviour which illustrate how you match the competences being sought. It is not just **what** you have done – but also **how** you did it.

You can use examples from your working life or personal life including any private, voluntary or community work you are, or have been, involved in.

It is not appropriate to simply list the various posts that you have held. Assumptions will not be made from the title of your post or the nature of the organisation as to the experience, qualities and skills gained.

You should structure your responses by setting a context for your examples, explain what you were trying to achieve, describe what you actually did and why, indicating your own individual contribution and outline the outcome or results.

Criteria Based Interview

If this is your first experience of a criteria-based interview, bear in mind that it does not require you to:

- Talk through previous jobs or appointments from start to finish;
- Provide generalised information as to your background and experience; or
- Provide information that is not specifically relevant to the criterion the question is designed to test.

A criteria-based interview does however require you to:

- Focus exclusively, in your responses, on your ability to fulfil the criteria required for effective performance in the role; and
- Provide specific examples of your experience in relation to the required criterion.

In preparation for the interview you may wish to think about having a clear structure for each of your examples, such as:

Situation: Briefly outline the situation

Task: What was your objective?

What were you trying to achieve?

Action: What did you actually do?

What was your unique contribution?

Result: What happened?

What was the outcome?

What did you learn?

The Interview Panel will ask you to provide specific examples from your past experience in relation to each of the criteria. You should therefore come to the interview prepared to discuss in detail a range of examples which illustrate your skills and abilities in each criterion area. You may draw examples from any area of your work/life experiences.

PROBITY & CONFLICTS OF INTEREST GUIDANCE FOR APPLICANTS

The Seven Principles Underpinning Public Life

In 1995, the Committee on Standards in Public Life defined seven principles, which should underpin the actions of all who serve the public in any way. These are:

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.

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.

As part of the selection process you will be tested on your commitment to maintaining high standards in public life with particular emphasis on probity issues and conflicts of interest.

What is a conflict of interest?

A conflict of interest involves a conflict between the duty and the private interest of a lay member in which the private-capacity interest could improperly influence the performance of his/her duties and responsibilities". (NIAO Conflicts of Interest: A Good Practice Guide) DAO (DoF) 07/21 Guidance on Conflicts of Interest issued on 29 September 2021. The guidance provides detailed information on the four main stages to work through in relation to conflicts of interest:

- Identifying a conflict of interest – actual, potential or perceived;
- Declaring conflicts of interest;
- Managing conflicts of interest; and
- Publishing registers of interest.

*Whilst a potential or perceived conflict may pose no actual risk to the conduct of public business, it requires proper management in order to minimise the risk of reputational damage to the organisation and the individual.

Lay members are required to have the highest standards of propriety, involving impartiality, integrity and objectivity. This means that any private, voluntary, charitable or political interest which might be material and relevant to the work of the Committee / Panel 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.

No-one should use, or give the appearance of using, their public position to further their private interests. This is an area of particular importance, as it is of considerable concern to the public and receives a lot of media attention. It is important, therefore, that you consider your circumstances when applying for a public appointment and identify any potential conflicts of interest, whether real or perceived.

Surely a perceived conflict is not a problem, as long as I act impartially at all times?

The integrity of the individual is not in question here. However, it is necessary for the standing of the individual that members of the public have confidence in their independence and impartiality. It is essential that any potential perceived conflicts of interest are declared and explored, in the same way as an actual conflict would be. The fact that a member acted impartially may be no defense against accusations of potential bias.

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

You will find a section on conflicts of interest in the application form for you to complete. This asks you to consider and declare whether or not you have a real, or perceived, conflict. If you are unsure if your circumstances constitute a possible conflict, you should still complete this section, in order to give the Panel as much information as possible.

If I declare a conflict, does this mean I will not be considered for appointment?

No - each case is considered individually. If you are short-listed for interview, the Panel will explore with you how far the conflict might affect your ability to contribute effectively and impartially and how this might be handled, if you were to be appointed. For example, it may be possible to arrange for you to step out of meetings where an issue is discussed, in which you have an interest. However, if, following the discussion with you, the Panel believes that the conflict is too great and would call into question the probity they can withdraw your application from the competition. The summary of the outcome of the interview process, will include clear written reference to any probity issues or perceived or actual conflicts of interest connected to any applicant put forward as suitable for appointment. It will include sufficient information to ensure that the DoH is fully aware of any of these matters and can make an informed decision.

What happens if I do not declare a known conflict, which is then discovered by the Department after my appointment?

Again, each case would be considered on its merits, but the Department may take the view that by concealing a conflict of interest, you would be deemed to have breached the seven principles of conduct underpinning public life and may terminate your appointment.

What happens if I do not realise a potential conflict exists?

This situation may arise where the applicant is not familiar with the range of work which PPC/NAP/FPSIAP cover and therefore does not realise that a conflict might exist. In some cases, the Panel, with their wider knowledge of the PPC/NAP/FPSIAP, might deduce that there is a potential conflict issue, based on the information on employment and experience provided by the applicant in the application form. They will then explore this at interview with the applicant.

What happens if a conflict of interest arises after an appointment is made? This could arise for two main reasons. The first is that the member's circumstances may change. The second is where a member is unfamiliar with the range of the work of the PPC/NAP/FPSIAP, but after appointment, it becomes clear that a conflict exists where none had been envisaged during the appointment process.

In both cases, the issue should be discussed with the Chair of the Committee / Panel, in consultation with the Department where appropriate, to decide whether or not the member can continue to carry out their role in an appropriate manner and each case is considered individually.

It may be that the conflict is such that it would be impractical for the member to continue on the Committee/ Panel, if they would have to withdraw from a considerable amount of the Committee's/Panel's routine business. In such cases, the member may be asked to stand down from the Committee / Panel.