

Information pack for applicants

Appointment of one osteopath member to the Investigating Committee

This position is only open to osteopaths



Closing date for applications: 11.30am Thursday 14 October 2021

Interviews: 17 January 2022



Welcome from the Chair of Council



Thank you for your interest in joining the General Osteopathic Council (GOsC) as a member of the Investigating Committee.

A core role for the GOsC is ensuring the protection of the public and our independent Fitness to Practise panels are critical in achieving this. The composition of those panels is of particular importance and we are keen to ensure we attract applicants who can bring a range of transferrable skills and appropriate experience to our work.

The GOsC has a proud history of high performance, meeting the Standards of Good Regulation, as assessed by the Professional Standards Authority for Health and Social Care, for ten consecutive years. We believe this reflects our collaborative and innovative approach to regulation, built upon a foundation of good governance, and we want to ensure we continue to further enhance our performance.

Through this recruitment exercise, we will be looking for candidates who can contribute to our ongoing development, ensuring that our fitness to practise procedures remain at the forefront of regulatory innovation and that at all times our procedures remain robust, independent and fair.

This information pack provides details about the roles and what the GOsC is seeking from our successful candidates. As a Council, we believe that diversity is a strength, and therefore we welcome applications from a range of individuals who might be interested in joining the Investigating Committee.

Thank you again for your interest and I very much hope you will consider applying.

Dr Bill Gunnyeon CBE Chair of Council

September 2021

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Contact

For information regarding the selection process or any other queries about these roles, please contact Amanda Chadwick, Human Resources Manager at: <u>councilrecruit@osteopathy.org.uk</u>.

Introduction

Thank you for your interest in this role.

The General Osteopathic Council (GOsC) is the regulator for osteopathic practice in the UK. Its purpose is to protect the public by ensuring high standards of education, practice and conduct among osteopaths and the integrity of the statutory Register. Osteopaths are required to be registered with the GOsC and there are just over 5,400 osteopaths on the Register today.

The GOsC is also a charity registered in England and Wales (1172749).

The role

We are currently recruiting for one role to join the Investigating Committee (IC).

A daily fee is payable for members of the IC at a rate of £306 per day worked.

You can read more about the IC on page 5 and more about the GOsC on page 6.

Equality, Diversity and Inclusion

We value and promote diversity and are committed to equality of opportunity for all. All appointments are made on merit. We believe that for any organisation to be successful, it needs to work with the most talented and diverse people available. We positively encourage applications from people from all communities and backgrounds with a broad range of experience. We will deal with your application fairly and all decisions we make about it will be based on merit and your ability to meet the person specification.

Please ensure that you do not put anything identifiable in Application Form 2, where you set out your transferrable knowledge, skills and behaviours against each competency. This information can identify you as an individual based on your name, who you are, or any protected characteristics. This is because the information is anonymised before being given to the selection panel for shortlisting. This is to avoid the panellists making conscious or unconscious assumptions about individuals.

The GOsC is committed to the principles of equality, diversity and inclusiveness and the Council is determined to ensure that its structure, including Committee appointments, reflects that commitment.

Key dates

The process is expected to run as follows:

Application closing date 11.30am, 14 October 2021
Shortlisting complete by End December 2021
Interviews to be held 17 January 2022
Appointment confirmed by Council February 2022
Start date 1 April 2022

About the Investigating Committee

An important part of our work at the GOsC is dealing with concerns and complaints about osteopaths.

Complaints may come from:

- members of the public, including patients
- other osteopaths
- employers of osteopaths
- students of osteopathy
- other health professionals

When we receive a concern, it is considered carefully to see whether it is a concern we can investigate. If so, it goes to the <u>Investigating Committee</u>, which will look at the evidence and decide whether there is enough to take the concern forward to a hearing by the <u>Professional Conduct Committee</u>.

Panels to consider such concerns will be drawn from the members of the Investigating Committee. If an investigating panel concludes that there is a case to answer, it will provide reasons for its decision for referral to the <u>Professional Conduct</u> <u>Committee</u> or <u>Health Committee</u>, as appropriate, depending on the nature of the concern. The Investigating Committee also has powers to impose interim suspension orders in relation to osteopaths.

The Investigating Committee comprises 15 members: eight lay (not osteopaths) and seven osteopath members. The members form a pool from which they are drawn for individual committee meetings, which means that not all members attend every meeting or join every panel. One lay member is appointed as Investigating Committee Chair and other suitably qualified lay members may be appointed as panel chairs.

Further information can be found in the Annual Fitness to Practise Report.

Role of Investigating Committee members

Members of the Investigating Committee are expected to:

- Read and assimilate case papers quickly and effectively.
- Participate in meetings with other panel members, as required, demonstrating tact, discretion and common sense.
- Weigh up the evidence from the paperwork to reach an objective and fair decision on whether there is a case to answer.
- Consider whether suspension of the osteopath is required on an interim basis, to safeguard patients before the outcome of any proceedings is known.
- Contribute to and abide by their committee's collective decisions.
- Participate fully in periodic reviews of proceedings aimed at improving procedures.
- Participate in annual appraisals with the committee chair.
- Participate in training programmes designed for fitness to practise panellists and report any additional training needs to the committee chair.

About the General Osteopathic Council

The General Osteopathic Council (GOsC) has a statutory duty to develop and regulate the profession of osteopathy with an overarching function of 'protection of the public'.

The core functions of the GOsC are:

- Assuring the quality of osteopathic education and training for osteopathic students and education providers.
- Registering qualified professionals on an annual basis and ensuring their continuing fitness to practise as osteopaths.
- Setting and promoting high standards of osteopathic practice and conduct.
- Helping patients with concerns about osteopaths and, where necessary, dealing with those concerns and which can result in restrictions or removal of osteopaths from the Register.

In order to fulfil our statutory objectives, the work of the GOsC is guided by our Strategic Plan 2019-24, which sets out our strategic goals and how we plan to implement these:

- **Strategic goal 1:** We will support the osteopathic profession to deliver high quality care, which will protect patients and the public in the context of changes in the dynamic landscape of healthcare.
- **Strategic goal 2:** We will develop our assurance of osteopathic education to produce high quality graduates who are ready to practise.
- **Strategic goal 3:** We will build closer relationships with the public and the profession based on trust and transparency.
- **Strategic goal 4:** We will be an exemplar in modern healthcare regulation accessible, effective, innovative, agile, proportionate and reflective.

To learn more about our strategic goals, please review the corporate documents available at: <u>osteopathy.org.uk</u>, including the <u>GOsC Strategic Plan</u> and <u>Annual</u> <u>Reports</u>.

Key principles

The GOsC is committed to conducting all its activities as a regulator and an employer based on the following key principles:

- **Proportionality:** We will ensure that the regulatory burden is no greater than it needs to be to deliver our statutory duty, focusing our resources on areas of risk to public protection and where there is scope to achieve the most in terms of improving standards of osteopathic practice.
- **Fairness:** We will be consistent in the development and application of our policies and procedures in order to ensure fairness, with the aims of promoting equality, valuing diversity and removing any unfair discrimination.

- Accountability: We will publicise our actions and decisions, wherever possible, ensuring that the information is clearly explained and easily accessible. We will explain how we have taken our stakeholders' views into consideration in developing policy and in improving our performance. Council will seek to exemplify high standards of governance.
- **Anticipation:** We will monitor trends in healthcare, regulation, osteopathic practice and education, in order to respond effectively to change and to support the osteopathic profession to respond accordingly.
- **Inclusivity:** We will respond to the needs of patients, the public, osteopaths and other stakeholders, taking their views into account in deciding the most effective way to carry out our regulatory functions, and work in partnership with others, where appropriate, to achieve our goals.
- Efficiency: We will foster a culture of innovation and continuous improvement, taking steps to benchmark our performance periodically and setting targets to achieve best practice. We will use our resources efficiently, seeking to achieve further efficiencies without compromising the quality of our work.

Competences required for the role

We will be assessing candidates against the criteria given below. To help candidates understand these criteria, we have set out our needs as follows:

- What we are looking for
- What we need
- Why we need it

What we are looking for	What we need	Why we need it
Understanding of and commitment to the statutory role of the GOsC	 Demonstrates a clear understanding of the role and purpose of the GOsC as a statutory regulator and its status as a registered charity Understands that public and patient protection are importance in all decision making Shows an understanding of the importance of independent regulation of osteopaths and the specific challenges of the environment within which they work Demonstrates commitment to equality, diversity and inclusion Demonstrates an appropriate motivation for undertaking the role 	• A full understanding of and commitment to the purpose of the organisation will help give context for the work of the committee
Working effectively as part of a team	 Is able to reach consensus and support collective decisions Listens to and shows respect for the opinions of others Contributes effectively without dominating Respects the need to maintain confidentiality 	Committee members need to fully participate in meetings and contribute to collective decision making as this allows the team to operate at a highly effective level

Assessing evidence and making decisions	 Assimilates and engages with the detail of written material or oral evidence, processing information quickly and accurately Is able to present arguments and articulate reasons for reaching decisions Exercises independent judgement and is able to use information to make balanced, evidence-based decisions Is able to work under time pressure to reach decisions 	To ensure that decisions reached are objective and fair, committee members will need to weigh up evidence and explain clearly why they have reached a particular conclusion
Empathic questioning skills	 Applies emotional intelligence to the questioning process and demonstrates respect, tact and discretion Actively listens and responds using verbal and non-verbal cues Is able to show empathy with the feelings and thoughts expressed by the witness while remaining objective 	• Discussions are best when they are constructive, and everyone is treated with respect and dignity. So it is important to be able to use empathic questioning skills to help deliver this aim
Developing skills	 Shows a commitment to personal reflection and development Responds positively to feedback from others Makes the most of opportunities to expand their knowledge and skills 	• So that all members of the committee are open to personal growth and development, which in turn improves the work of the committee
Demonstrating fairness	 Shows a commitment to the principles underpinning the work of the GOsC¹ Demonstrates a commitment to the principles enshrined in the Standards in Public Life² Has an understanding of the importance of acting in the public interest 	The work of the committee needs to be objective and fair, and panel members will need to be able to proactively demonstrate this commitment

¹ See pages 6-7 of the GOsC's Governance Handbook <u>osteopathy.org.uk/governance-handbook</u> ² See page 13 of the GOsC's Governance Handbook <u>osteopathy.org.uk/governance-handbook</u>

Eligibility

We are looking to fill one vacancy for an osteopath member of the Investigating Committee (IC).

In addition, all GOsC posts are subject to the disqualification criteria outlined in Appendix 3, you will need to check these to make sure you are allowed to apply for this/these roles.

On appointment

Payment

Daily fee for members is £306 per day worked.

Investigating Committee (IC) members are reimbursed directly and must make their own arrangements for any payment of tax or National Insurance contributions.

Those appointed will also be eligible to claim expenses, at rates set centrally by the Council, for travel and subsistence costs necessarily incurred on GOsC business. Remuneration and expenses are reviewed periodically.

Warning: 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 appropriate advice.

Time commitment

You will need to be able to commit to up to ten days per year (plus extra time for reading and attending to administrative matters, for example appraisals).

Length of appointment

The initial appointment is expected to be for three to four years. The length varies to avoid all members of a particular Committee leaving at the same time. Candidates will be advised of their length of appointment if chosen for the role.

Reappointments can be made at the end of the first period of appointment for a further period not exceeding four years, subject to consistently high performance and the needs of the GOsC. There should be no expectation of automatic reappointment.

No person may serve on the Investigating Committee for longer than a total of eight years.

Location

Meetings are usually held at the General Osteopathic Council offices in London, although meetings may be held remotely where appropriate. We will ensure that all meetings are inclusive and accessible.

Occasional travel to other locations may be required.

Training

Appropriate training for committee members will be provided. Successful candidates will be required to attend induction and training on dates to be arranged as soon as possible after appointment.

Appraisal system

All committee members will be required to take part in the GOsC's appraisal system and will receive appropriate training.

Details of the appraisal process can be found in the Governance Handbook available at: <u>osteopathy.org.uk/about-us/the-organisation/governance-handbook.</u>

Standards in public life

You will be expected to demonstrate high standards of corporate and personal conduct. This includes behaving in accordance with the standards of probity ('the quality of being honest and behaving correctly') required by public appointees outlined in the 'Seven Principles of Public Life' set out by the Committee on Standards in Public Life (see Appendix 2), the GOsC Code of Conduct and other requirements outlined in the GOsC Governance Handbook available at: <u>osteopathy.org.uk/about-us/the-organisation/governance-handbook</u>.

You should be aware that this post is a public appointment or 'statutory office' rather than a job, and therefore is not subject to employment law.

As the GOsC is also a charity, successful applicants will be required to be aware of and apply the duties of a trustee. Further information about being a trustee is available on the Charity Commission website at: <u>gov.uk/government/organisations/charity-commission/services-information</u>.

Disqualification from appointment

There are circumstances in which an individual will not be considered for appointment and these are set out in Section 12 of The General Osteopathic Council (Constitution of the Statutory Committees) Rules Order of Council 2009. For more details, please see Appendix 3.

Further advice about disqualification for appointment can be given by contacting Amanda Chadwick, Human Resources Manager at: <u>councilrecruit@osteopathy.org.uk</u>.

Conflicts of interest

You should note the requirement to declare any conflicts of interest when applying for a role and the need to declare any conflicts that arise once in post if successful. This includes the need to declare any relevant business interests, positions of authority or other connections with organisations relevant to the business of GOsC.

Any actual or perceived conflicts of interest will be fully explored by the appointment panel at shortlisting or interview stage. Guidance about conflicts of interest is set out in the GOsC Governance Handbook at: <u>osteopathy.org.uk/about-us/the-organisation/governance-handbook</u>.

Applying for a post

All applicants are required to complete <u>Application Form 1</u> and <u>Application Form 2</u>, which can be accessed via Online surveys.

Applications will be acknowledged through a confirmation page from Online surveys if you submit your application through the online system. Instructions on how to email or download an electronic completion receipt are outlined in Application Form 2.

If you do not receive an acknowledgement, please email <u>councilrecruit@</u> <u>osteopathy.org.uk</u> to check whether your application has been received. Please allow 5 days for an email confirmation.

Alternative formats of this information pack and the application forms will be available on request from Amanda Chadwick by emailing <u>councilrecruit@osteopathy.org.uk</u>. All applications will be acknowledged.

Please ensure that you do not put anything identifiable on Application Form 2, where you set out your transferrable knowledge, skills and behaviours against each competency. This information can identify you as an individual based on your name, who you are, or any protected characteristics. This is because the information is anonymised before being given to the selection panel for shortlisting. This is to avoid the panellists making conscious or unconscious assumptions about individuals.

Should you wish to discuss the requirements of the role, we would be happy to arrange an opportunity for you to speak to our Chief Executive and Registrar, Matthew Redford. Please contact <u>councilrecruit@osteopathy.org.uk</u> to arrange this.

We must receive your completed application before the closing date. Late applications will not be accepted.

How we will handle your application

We will deal with your application as quickly as possible and advise you if there are any changes to the timetable.

After the closing date for applications:

- You will receive an acknowledgement of receipt of your application.
- Your application will be assessed to see whether you have demonstrated the expertise required at the appropriate level for the post. **Please ensure that you provide evidence to support how you meet all the relevant criteria**, which are explained in the 'competences required for the role' section.
- The selection panel will be:
 - Dr Bill Gunnyeon, Chair of Council
 - o Bryan Wroe, Chair of Investigating Committee
 - o Simeon London, osteopath member of Council
- If 20 or more applications are received, it is likely that your application will be pre-assessed 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 the panel.

- We aim to have made a decision about which candidates will be invited for interview by **End December 2021**, taking into account the evidence provided in your application. Interviews will take place during **17 January 2022**.
- Prior to your interview, you will be asked whether you require any 'reasonable adjustments' to be made to facilitate your participation in the process.
- If invited to interview, the panel may ask you questions about your experience and expertise and may also ask specific questions to find out whether you meet the specified competences. You could also be asked to give a short presentation.
- The candidates who best fit the criteria will be recommended for appointment.
- The GOsC Council will consider the interview panel recommendations and make the final decision.
- If you are successful, you will receive a letter from the GOsC appointing you as a committee member to commence **1** April **2022**.
- If you are unsuccessful, you will be notified by the GOsC's Human Resources Manager.
- If, after interview, your application is unsuccessful and you would like feedback, please email Amanda Chadwick, Human Resources Manager, at: councilrecruit@osteopathy.org.uk.

Dealing with your questions – for queries about your application, please contact Amanda Chadwick at: councilrecruit@osteopathy.org.uk

Your personal information

Your personal information will be held in accordance with the Data Protection Act 1998 and General Data Protection Regulations and <u>our privacy notice</u>.

You will not receive unsolicited paper or emails as a result of sending us 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, as far as is possible, make sure nobody has access to it who should not
- ensure you know the choices you have about giving us information
- make sure we do not keep it longer than necessary
- only use your information for the purposes outlined in our privacy notice that you have authorised

We ask that you:

- give us accurate information
- tell us as soon as possible of any changes
- tell us as soon as possible 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, so that your application form can be assessed. The monitoring information you provide is not used in the selection process and will not be shared with the selection panel assessing your application.

Information management

If you submit an application form (in hard copy, alternative format or electronic form), your form and any supporting documentation will be kept for up to one year after the closing date for applications. The successful candidate's application materials will be kept for the duration of the appointment.

If at any time you wish your personal information to be removed from our records, please contact us at: <u>councilrecruit@osteopathy.org.uk</u>.

Complaints procedure for applicants

Any complaints about the appointment process should be addressed to:

Human Resources Manager General Osteopathic Council Osteopathy House 176 Tower Bridge Road London SE1 3LU councilrecruit@osteopathy.org.uk

The complaints procedure applies where an applicant has evidence that processes or procedures in the appointment process have not been followed, or there is evidence of unfairness in how the process has been implemented, and therefore the objectivity or validity of decisions is called into question. The procedure is not to be used where the applicant simply disagrees with the principle of the process or the judgements or outcomes of the appointment panel.

The procedure is as follows:

- a. All applicants are informed of the complaints process in the applicant information pack.
- b. Where a complaint is upheld, the complaints procedure should also seek to identify a remedy for the complainant.
- c. The complaints procedure must be initiated by the applicant within 14 days of the relevant decision, setting out in writing the reasons why they considered that processes had not been followed or had been implemented unfairly.
- d. The complaint will be considered at first stage by the Chief Executive and Registrar with a decision sent within 28 days of receipt of the complaint.
- e. If not upheld, the applicant has the right to have his/her complaint considered at second stage by an independent panel appointed by the Council. This second stage appeal must be received within 14 days of the decision (d) above.
- f. The panel's decision will be given within 28 days of receipt of the applicant's request for a second stage review.
- g. If the applicant remains dissatisfied, they can raise their concerns with the Privy Council.

Appendix 2

The seven principles of public life

All applicants for public appointments are expected to demonstrate a commitment to, and an understanding of, the value and importance of the principles of public service. The seven principles of public life are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Disqualification Criteria

Extract from The General Osteopathic Council (Constitution of the Statutory Committees) Rules Order 2009

Disqualification from appointment

- **12.** A person is disqualified from appointment as a member of the statutory committees if that person—
 - (a) has been at any time convicted of an offence involving dishonesty or deception in the United Kingdom and the conviction is not a spent conviction;
 - (b) has at any time been convicted of an offence in the United Kingdom, and-
 - (i) the final outcome of the proceedings was a sentence of imprisonment or detention, and
 - (ii) the conviction is not a spent conviction;
 - (c) has at any time been removed-
 - (i) from the office of charity trustee or trustee for a charity by an order made by the Charity Commissioners, the Charity Commission, the Charity Commission for Northern Ireland or the High Court on the grounds of any misconduct or mismanagement in the administration of the charity—
 - (aa) for which the person was responsible or to which the person was privy,

or

- (bb) which the person by their conduct contributed to or facilitated, or
- (ii) under—
 - (aa) section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990(4) (powers of Court of Session to deal with management of charities), or
 - (bb) section 34(5)(e) of the Charities and Trustee Investment (Scotland) Act 2005(5) (powers of the Court of Session),

from being concerned with the management or control of any body;

- (d) has at any time been removed from office as the chair, member, convenor or director of any public body on the grounds, in terms, that it was not in the interests of, or conducive to the good management of, that body that the person should continue to hold that office;
- (e) at any time has been adjudged bankrupt or sequestration of the person's estate has been awarded, and—
 - (i) the person has not been discharged, or
 - (ii) the person is the subject of a bankruptcy restrictions order or an interim bankruptcy restrictions order under Schedule 4A to the Insolvency Act 1986(6) or Schedule 2A to the Insolvency (Northern Ireland) Order 1989(7) (which relate to bankruptcy restrictions orders and undertakings);

- (f) has at any time made a composition or arrangement with, or granted a trust deed for, the person's creditors and the person has not been discharged in respect of it;
- (g) is subject to-
 - (i) a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986(8),
 - (ii) a disqualification order under Part 2 of the Companies (Northern Ireland) Order 1989(9) (company directors disqualification),
 - (iii) a disqualification order or disqualification undertaking under the Company Directors Disqualification (Northern Ireland) Order 2002(10), or
 - (iv) an order made under section 429(2) of the Insolvency Act 1986(11) (disabilities on revocation of a county court administration order);
- (h) has been included by-
 - (i) the Independent Barring Board in a barred list (within the meaning of the Safeguarding Vulnerable Groups Act 2006(12) or the Safeguarding Vulnerable Groups (Northern Ireland) Order 2007(13)), or
 - (ii) the Scottish Ministers in the children's list or the adults' list (within the meaning of the Protection of Vulnerable Groups (Scotland) Act 2007(14));
- (i) has at any time been subject to any investigation or proceedings concerning the person's fitness to practise by any licensing body, the final outcome of which was—
 - (i) the person's suspension from a register held by the licensing body, and that suspension has not been terminated,
 - (ii) the person's erasure from a register held by the licensing body or a decision that had the effect of preventing the person from practising the profession licensed or regulated by the licensing body, or
 - (iii) a decision that had the effect of only allowing the person to practise that profession subject to conditions, and those conditions have not been lifted;
- (j) has at any time been subject to any investigation or proceedings concerning the person's conduct, professional competence or health by the General Council, where the final outcome was that—
 - (i) the person's registration in the register was suspended and the order imposing that suspension has not been lifted,
 - (ii) the person's name was removed from the register (for a reason connected to the person's fitness to practise), or
 - (iii) the person's registration in the register was made subject to an order imposing conditions with which the person must comply and that order has not been lifted;

- (k) has at any time been subject to any investigation or proceedings relating to an allegation that the person's entry in the register was fraudulently procured or incorrectly made—
 - (i) in the course of which the person's registration was suspended and that suspension has not been terminated, or
 - (ii) the final outcome of which was the removal of the person's entry in the register;
- (I) is or has been subject to any investigation or proceedings concerning the person's fitness to practise by—
 - (i) any licensing body, or
 - (ii) the General Council,

and the General Council is satisfied that the person's membership of the statutory committees would be liable to undermine public confidence in the regulation of registered osteopaths; or

(m) has at any time been convicted of an offence elsewhere than in the United Kingdom and the General Council is satisfied that the person's membership of the statutory committees would be liable to undermine public confidence in the regulation of registered osteopaths.