



General
Osteopathic
Council

General Osteopathic Council

Audit Committee – external member

Information pack for applicants

Closing date: 23 April 2019 at midday

Interviews: 23 May 2019

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Overview

Indicative timetable for the process

Vacancy opens:	early March 2019
Closing date:	23 April 2019 at midday
Shortlisting completed by:	Mid May 2019
Interviews held:	23 May 2019
Appointment start date:	June 2019

Competencies required

Outlined on pages seven to eight.

Eligibility

Please see page nine for details of eligibility.

Remuneration

£306 per day. Travel and subsistence expenses are also refundable within limits set by the General Osteopathic Council (GOsC). Remuneration and expenses are subject to periodic review.

Time Commitment

The Audit Committee meets three times a year, usually for half a day, with additional time required for reading meeting papers. Reading and preparation time has been factored into the remuneration allowance per day.

Term of office

The initial appointment is expected to be for three or four years. Individuals may be reappointed to the Audit Committee for a further term up to a maximum of eight years, subject to satisfactory performance and the needs of the GOsC.

While there should be no expectation of automatic reappointment, we are seeking an applicant who will be able and willing to take over the role of Chair from the incumbent at the end of their term of office in 2022.

Contact

For information regarding the selection process, please contact:
Amanda Chadwick, Human Resources Manager
Tel: 020 7357 6655 x252
Email: councilrecruit@osteopathy.org.uk

About the General Osteopathic Council

The General Osteopathic Council (GOsC) regulates osteopathic practice in the UK. Its purpose is to protect the public by ensuring high standards of education, practice and conduct among osteopaths. This involves the pursuit of the following objectives:

- a. Protecting, promoting and maintaining the health, safety and well-being of the public
- b. Promoting and maintaining the confidence in the profession of osteopathy, and
- c. Promoting and maintaining proper professional standards and conduct for members of that profession.

The GOsC's core functions are:

- Assuring the quality of osteopathic education and training.
- Registering qualified professionals on an annual basis and ensuring their continuing fitness to practise.
- Setting and promoting high standards of osteopathic practice and conduct.
- Helping patients with complaints or concerns about osteopaths and, where necessary, dealing with those complaints through fitness to practise procedures.

Strategic priorities

In order to fulfil our statutory objectives, the work of the GOsC is guided by our Corporate Strategy which sets out our strategic objectives and how we plan to implement them.

The 2016-19 Corporate Strategy can be found at osteopathy.org.uk/about-us/our-work/corporate-strategy

The 2019-2024 Corporate Plan is due to be approved by Council in May 2019.

To learn more about our strategic aims, please review the corporate documents available on our website at osteopathy.org.uk, including the GOsC Annual Report and Accounts at osteopathy.org.uk/annualreport.

Principles that underpin the work of the GOsC

The GOsC is committed to conducting all its activities as a regulator and an employer based on a number of 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, registrants and other stakeholders, taking their views into account in deciding the most effective way to carry out our regulatory functions, and working 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.

The role and composition of the Audit Committee

The role of the Audit Committee is to provide oversight to ensure that the necessary internal and external systems and processes are in place for identifying, managing and mitigating the risks relating to the discharge of the GOsC's statutory duties, and to make recommendations for any actions to Council and the Executive as appropriate. To do this it will:

- Agree the content of the risk register at the start of each business planning cycle and keep it under review.
- Request and receive reports on the management of risk areas identified in the register and make any recommendations.
- Review the internal financial controls and advise on these controls.
- Make a recommendation to Council on the appointment of financial auditors to conduct the annual financial audit.
- Receive a report on preparations for the annual financial audit.
- Receive the audit report, Audits Findings Report (AFR), draft Annual Report and Accounts, and Governance Statement; make recommendations to Council on the approval of these, and monitor the implementation of agreed recommendations in the AFR.
- Approve proposals for the commissioning of audits of key functions within the organisation and to recommend any areas where special investigation might be necessary.
- Receive audit reports and the Executive's response and make recommendations to Council on the implementation of recommendations arising from such audits and investigations.

- Receive reports on any critical incidents (whether or not reportable to the Charity Commission), data breaches, corporate complaints or whistleblowing, and the Executive’s response to them, and make any recommendations to the Executive and Council.
- Receive reports on the Executive’s approach to organisational performance management and corporate governance and make any recommendations.
- Make an annual report to Council on the work of the Committee and an overall opinion on the management of risk within the GOsC.
- To review periodically its own effectiveness as a Committee.

The Committee comprises four members: two Council members, of whom one must be an osteopath and the other a lay member; and two external members (one of whom is the Chair).

Competencies required for the role

Listed below are the core competencies and the evidence that will be applied when assessing candidates for **membership of the Audit Committee**.

Competence	Evidence
Understanding of the statutory role of the GOsC	<ul style="list-style-type: none"> • demonstrates a clear understanding of the role and purpose of the GOsC; including its status as a registered charity • fully endorses the GOsC’s role in promoting equality and diversity
Awareness and understanding of the role of: a. Audit b. Risk management c. Financial management in ensuring effective organisational performance	<ul style="list-style-type: none"> • shows an understanding of the importance of proportionate internal and external audit within the GOsC • demonstrates an understanding of the need to keep systems and processes under review for the effective management of risks • demonstrates an awareness of the latest accounting standards and effective financial management, and how they can be applied proportionately within the GOsC • has the ability to weigh the evidence in complex issues and arrive at a balanced judgement.
Effective team worker also able to demonstrate independence	<ul style="list-style-type: none"> • shows respect for the opinions of others and actively listens and engages with different views • actively seeks out views of others in decision-making • contributes effectively without dominating • demonstrates independence of thought and judgement • is willing to support collective decisions • respects the need to maintain confidentiality.

Competence	Evidence
Holds self to account	<ul style="list-style-type: none"> • clearly understands the role and commits to fulfilling its requirements • is prepared to make the required time commitment • understands and respects the boundaries between non-executive and executive • is honest about any shortcomings in performance • participates in induction and training for the role, and engages constructively in annual appraisal process.
Willingness to develop to provide future leadership of the Committee	<ul style="list-style-type: none"> • personal commitment to own continuing professional development • demonstrates clear understanding of leadership, performance management and accountability requirements • can facilitate the committee in undertaking effective scrutiny and challenge, ensuring all views are taken into consideration, and using an enabling style.

Knowledge and experience across members of the Audit Committee

External members of the Audit Committee are recruited from a wide range of backgrounds. The aim is to ensure that there is a balance of knowledge and experience that can be brought to the work of the Committee, including:

- financial audit
- risk management
- financial management
- corporate governance
- system/process audit and best practice
- organisational performance management
- scrutiny/securing efficient and effective use of resources
- probity and ethics
- professional regulation
- healthcare (NHS or independent)
- parliamentary/statutory accountability
- IT systems/information security.

Diversity and equality of opportunity

We value and promote diversity and are committed to equality of opportunity. 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 sections of the community, from all backgrounds and with a broad range of experience. We undertake that your application will be dealt with fairly and that all decisions we make about it will be based on merit and your ability to meet the candidate specification.

The GOsC has an absolute commitment to the principles of equality, diversity and inclusiveness and the Council is determined to ensure that its governance structure reflects that commitment.

Eligibility

This post is open to any suitably qualified individual whether they are a lay person or an osteopath.

On appointment

Remuneration

Daily fee for members **£306**

Audit Committee 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, for travel and subsistence costs incurred necessarily on GOsC business. Remuneration and expenses are subject to periodic review.

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 advice from the Benefits Agency.

Appointment and tenure of office

Members are appointed to the Audit Committee for a period not exceeding four years. Candidates will be advised of their individual term on appointment.

Re-appointments 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.

No person may serve on the Audit Committee for longer than an aggregate of eight years.

While there should be no expectation of automatic reappointment, we are seeking an applicant who will be able and willing to take over the role of Chair from the incumbent at the end of their term of office in 2022.

Location

Meetings are usually held at the General Osteopathic Council offices in London.

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 for this purpose.

Standards in public life

You will be expected to demonstrate high standards of corporate and personal conduct. The successful candidate will be required to comply with the GOsC's Code of Conduct.

Applicants must also confirm that they comply to the standards of probity required by public appointees outlined in the 'Seven Principles of Public Life' set out by the Committee on Standards in Public Life (see Appendix).

You should be aware that this post is a public appointment rather than a job, and therefore is not subject to the provisions of employment law.

Conflicts of Interest

You should note particularly the requirement to declare any conflict of interest that arises in the course of GOsC business and 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.

Applying for a post

The GOsC will ensure that the appointment is made in a way that is open, transparent and fair to all applicants. All appointments are made on merit.

Equality of opportunity – we welcome applications from all sections of the community and from people with diverse experience and backgrounds.

How to apply – all applicants are required to complete both application forms enclosed with the information pack and include a CV.

Alternative formats of this information pack and the application forms, such as braille, large print and tape versions, are available on request from Amanda Chadwick at councilrecruit@osteopathy.org.uk or 020 7357 6655 x252.

We must receive your completed application before the closing date of midday on 23 April.
Late applications will not be accepted.

Electronic applications, which must be in Microsoft Word or PDF format, should be emailed to: councilrecruit@osteopathy.org.uk and these will be acknowledged with an automatic email. If you do not receive an acknowledgement you should ring the GOsC on 020 7357 6655 x252 to check whether your application has been received.

If you submit a paper copy of your application, or one in an alternative format, we will aim to acknowledge this by post within five working days of receipt, if you request an acknowledgement.

Alternative format applications can be returned to:

General Osteopathic Council
Amanda Chadwick (Human Resources Manager)
Council Recruitment
Osteopathy House
176 Tower Bridge Road
London SE1 3LU

How we will handle your application

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

After the closing date for applications:

- Your application including CV will be assessed to see whether you have the expertise required at the appropriate level for the post. We will rely only on the information you provide on your application forms and CV. **Please ensure that you provide evidence to demonstrate how you meet all the relevant criteria**, which are identified in the 'Competencies required for the role' section.
- The selection panel will be **Alison J White, Chair of the GOsC Council; Chris Shapcott, Chair of the Audit Committee** and **Haidar Ramadan, registrant 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 make a decision about which candidates will be invited for interview by the middle of May 2019, taking into account the evidence provided in your application. Interviews will take place at Osteopathy House, London on **23 May 2019**.
- Prior to your interview you will be asked if you require any 'reasonable adjustments' to be made to facilitate your participation in the process.
- Our policy is not to refund travel expenses to candidates who attend interviews. However, where a candidate has extenuating circumstances which would mean that they would be unable to attend an interview unless we reimbursed the cost of travel, we would consider doing so on a case-by-case basis.
- Where a candidate is unable to attend an interview on the date set then an alternative date will only be offered at the discretion of the panel.
- If invited to interview, the panel may question you about your experience and expertise and ask specific questions to find out if you meet the specified requirements. You may also be asked to give a short presentation at the start of the interview.
- The candidate who best fits the criteria will be recommended for appointment.
- The GOsC Council will consider the interview panel's recommendation 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 in **June 2019**.
- If you are unsuccessful at interview, you will be notified by the GOsC's Human Resources Manager.

- If, after interview, your application is unsuccessful, and you would like feedback, please write to Amanda Chadwick, Human Resources Manager, at the address on page 12.

Dealing with your concerns – for queries about your application, please contact Amanda Chadwick, Human Resources Manager, at councilrecruit@osteopathy.org.uk or 020 7357 6655 x252.

Your personal information

Your personal information will be held in accordance with the Data Protection Act 2018 and the General Data Protection Regulation. You will not receive unsolicited paper or electronic mail as a result of sending us any personal information. No personal information will be passed on to third parties for any commercial purpose.

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, insofar as is possible, make sure nobody has access to it who shouldn't
- ensure you know what choice you have about giving us information
- make sure we don't keep it longer than necessary
- only use your information for the purposes 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 for the post for which you have applied, so that your application forms and CV 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

Your application form and any supporting documentation will be retained for up to two years 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: achadwick@osteopathy.org.uk.

Complaints procedure for applicants

Any complaints about the appointment process should be emailed to councilrecruit@osteopathy.org.uk

Hard copies can be posted to:

General Osteopathic Council
Human Resources Manager
Osteopathy House
176 Tower Bridge Road
London SE1 3LU

The procedure is as follows:

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

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 doing so.

Honesty

Holders of public office should be truthful.

Leadership

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