



General Osteopathic Council

Appointment of lay member/Panel Chair/Chair of the Investigating Committee

Information pack for applicants

Closing date: Noon on Wednesday 28 November 2018

Interviews: 22 January 2019

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Overview

Indicative timetable of the process

- Recruitment opens 17 October 2018
- Recruitment closes 28 November 2018
- Shortlisting complete by Late December 2018
- Interviews held 22 January 2019
- Appointments confirmed by Council February 2019
- Appointment start date 1 April 2019

Qualities required

Outlined on pages six to nine.

Eligibility

Vacancy is for one lay member of the Investigating Committee who will also be eligible for appointment as Chair of the Committee.

Please see page nine and Appendix 2 for full details of eligibility.

Remuneration

£306 per day. Travel and subsistence expenses are also refundable. Remuneration and expenses are subject to periodic review.

Time Commitment

The Chair of the Committee will need to be able to commit somewhere between 12 and 20 days a year depending on the number of meetings and training days. This time will also include providing support for the work of the Committee by conducting annual appraisals.

The lay member/Panel Chair will need to be able to commit to approximately ten days per year plus reading time and time for attending to administrative matters including appraisals.

Term of office

The initial appointment is expected to be for four years. Reappointment 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. However, a degree of change is often sought and there should therefore be no expectation of automatic reappointment.

Contact

For information regarding the selection process or any other queries about the role, please contact: Amanda Chadwick, Human Resources Manager at:
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.

Its 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 (2016-2019), which sets out our strategic objectives and how we plan to implement these.

There are three strategic objectives:

- To promote public and patient safety through patient-centred, proportionate, targeted and effective regulatory activity.
- To encourage and facilitate continuous improvement in the quality of osteopathic healthcare.
- To use our resources efficiently and effectively, while adapting and responding to change in the external environment.

To learn more about our strategic aims, please review the corporate documents available on our website at: osteopathy.org.uk, including the GOsC Corporate Strategy and Annual Reports.

Key principles

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 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.

About the role

The role and composition of the Investigating Committee

The GOsC is seeking to appoint a new lay Chair for its Investigating Committee (IC) who will be appointed as a member of the Committee and as a Panel Chair.

Applications for the role of Committee Chair will also be open to internal applicants. In the event that an internal appointment is made, then any unsuccessful external applicant may be appointed solely as a member of the Committee and Panel Chair.

The IC considers all complaints against osteopaths received by the GOsC. Panels to consider such complaints will be convened from the IC, as the case load dictates. If an investigating panel concludes that there is a case to answer, it will provide reasons for its decision for referral to the Professional Conduct Committee or Health Committee. The IC also has powers to impose interim suspension orders in relation to osteopaths.

The GOsC's IC is comprised (currently) of 13 members (six lay and seven osteopath members). The members form a pool from which members are drawn for individual Committee meetings, ie not all members attend every meeting. One lay member is appointed as IC Chair; other suitably qualified lay members may be appointed as panel chairs.

Role of Investigating Committee members

- 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 patient safety, before the final 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 Committee chairs.
- Participate in training programmes designed for fitness to practise panellists and report any additional training needs to the Committee chairs.

Role of Investigating Committee Panel Chairs

Panel Chairs are responsible for:

- ensuring the smooth running of the proceedings they are Chairing
- facilitating the panel through the decision-making process, ensuring all views are taken into consideration and using an enabling style
- ensuring that the panel acts lawfully and in the public interest, including exercising sound judgment in seeking and following advice from the legal assessor
- ensuring that individual cases are given due, timely consideration
- ensuring that equality and diversity considerations are reflected in consideration of cases
- providing feedback on meetings and contributing to the continual improvement of the investigating process.

Role of Investigating Committee Chair

The overall role of the Chair of the IC is to provide an appropriate balance between accountability to the GOsC Council for the effective operation of IC panels while maintaining the independence of their decision making.

Specific aspects of the role include:

- understanding the distinct role of Committee Chair from that of a Panel Chair and how this relates to overall accountability for the Committee's performance
- working with the Executive team and Committee members to ensure that the investigating process is fair, economical, efficient and effective
- seeking to ensure that any feedback from Professional Standards Authority reports, judicial reviews, appeals and case law are reflected adequately in the work of the Committee
- providing feedback on meetings and contributing to the continual improvement of the investigating process
- carrying out annual performance reviews for Committee members and helping to identify their individual and collective training needs
- reporting annually to the GOsC Council on the performance of the Committee
- determining applications to refer cases for an interim order hearing in accordance with guidance and the Investigating Committee rules.

The appointment will be made by the GOsC Council to commence on 1 April 2019. The successful candidate will be required to attend induction and training to be arranged as soon as possible after appointment, on a date to be confirmed.

Qualities required for the role

Listed below are the core competencies and the evidence that will be applied when assessing candidates.

Competence	Attributes
Understanding of and commitment to the statutory role of the GOsC	<ul style="list-style-type: none"> • Demonstrates a clear understanding of the role and purpose of the GOsC • Understands the need to put public and patient protection to the fore in all decision making • Demonstrates an appropriate motivation for undertaking the role
Working effectively as part of a team	<ul style="list-style-type: none"> • Listens to and shows respect for the opinions of others • Contributes effectively without dominating • Is able to reach consensus and support collective decisions • Respects the need to maintain confidentiality
Assessing evidence and making decisions	<ul style="list-style-type: none"> • Assimilates and engages with the detail of written material or oral evidence, processing information quickly and accurately • Is able to present an argument 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 pressure of time to reach decisions
Developing skills	<ul style="list-style-type: none"> • 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
Demonstrating fairness	<ul style="list-style-type: none"> • Demonstrates an understanding of and commitment to equality and diversity • 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

¹ See pages 6-7 of the GOsC's Governance Handbook osteopathy.org.uk/about-us/the-organisation/governance-handbook

² See page 13 of the GOsC's Governance Handbook osteopathy.org.uk/about-us/the-organisation/governance-handbook

Effective chairing of proceedings	<ul style="list-style-type: none"> • Maintains firm and effective control of the proceedings at all times • Can facilitate the panel through the decision-making process, ensuring all views are taken into consideration, and using an enabling style • Ensures that the panel acts lawfully and in the public interest, including exercising sound judgment in seeking and following advice from legal assessors • Intervenes in a timely way when necessary to prevent inappropriate behaviour during proceedings • Able to ensure that meetings are completed within the scheduled time while ensuring fairness
Leadership of the Committee	<ul style="list-style-type: none"> • Demonstrates clear understanding of leadership, performance management and accountability requirements • Challenges poor performance and supports individual personal development • Proactive in identifying opportunities for improvement • Collaborative in seeking ways to improve the performance of the investigating process

Diversity and equality of opportunity

We value and promote diversity and are committed to equality of opportunity for all and appointments 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

The vacancy is for a lay member. Lay members are defined as members who:

- a. are not and have never been registered osteopaths
- b. do not hold qualifications which would entitle them to apply for registration under the Osteopaths Act 1993.

On appointment

Remuneration

Daily fee for members **£306**

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

The appointee will also be eligible to claim expenses, at rates set centrally, for travel and subsistence costs necessarily incurred 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 IC for a period not exceeding four years.

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

Reappointment 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. However, a degree of change is often sought and there should therefore be no expectation of automatic reappointment.

Location

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

Training

Appropriate training will be provided. The successful candidate will be required to attend induction and training on dates to be arranged, as soon as possible after appointment. If possible, the appointee will be invited to observe an IC meeting prior to taking up the appointment.

Appraisal System

All Committee members are 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 candidates will be asked to subscribe to a Code of Conduct.

Applicants must also confirm that they subscribe to the standards of probity required by public appointees and outlined in the 'Seven Principles of Public Life' set out by the Committee on Standards in Public Life (see Appendix 1).

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

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 2.

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

Conflict of Interest

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

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 the application forms enclosed with the information pack, and include a CV with application form 2.

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

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

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

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

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. You will receive an acknowledgement of receipt of your application when you submit it electronically by email or if you request acknowledgement of receipt of a paper or alternative format application.

After the closing date for applications:

- Your application and CV will be assessed to see whether you have the expertise required at the appropriate level for the post. We will rely on only the information you provide on your application form and CV to assess whether you have the experience required. **Please ensure that you provide evidence to support how you meet all the relevant criteria**, which are identified in the 'Qualities required for the role' section.

- The selection panel will be the Chair of the GOsC Council, Alison J. White, Sarah Botterill, a lay member of the GOsC Council, and Simeon London, a registrant member of the GOsC 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 the end of December 2018, taking into account the evidence provided in your application. Interviews will take place at Osteopathy House, London on 22 January 2019.
- Prior to your interview you will be asked whether you require any 'reasonable adjustments' to be made to facilitate your participation in the process.
- Our policy is not to refund travel expenses for candidates to 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 whether you meet the specified qualities. 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 recommendation and make the final decision.
- If you are successful, you will receive a letter from the GOsC appointing you as a Committee member and Chair to commence 1 April 2019.
- 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 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, on 020 7357 6655 x252 or email councilrecruit@osteopathy.org.uk.

Your personal information

Your personal information will be held in accordance with the Data Protection Act 2018 and General Data Protection Regulations. 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 form 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

If you submit an application form (in hard copy, alternative format or electronic form), your 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 addressed to:

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

councilrecruit@osteopathy.org.uk

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 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.
- 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 considered that processes had not been followed or had been implemented unfairly.
- e. 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.
- f. 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 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 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—

or

- (aa) for which the person was responsible or to which the person was privy,

- (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;
- (l) 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.