

## Monitoring form

**You are required to fully complete this form as part of your application, and submit it with your Supporting letter and CV.**

Please do not use the preview option to complete this form. Depending on your IT system or mobile device and the software installed, to ensure the form can be correctly completed, **please save the form and use the desktop version of Acrobat Reader DC to open and complete the form.** Software can be found at: <https://get.adobe.com/uk/reader/> This will help to ensure that all options are available to select whilst avoiding errors that may unknowingly occur after the form has been saved.

If you need any help completing this form or would like it in an alternative format please contact the Public Appointments Team at [appointments.team@dhsc.gov.uk](mailto:appointments.team@dhsc.gov.uk) or 0113 254 6138.

For any questions where you are not required to provide personal data, you are given a 'Prefer not to say' option. If any such question is not completed, we will presume the response is 'Prefer not to say'.

### **Data Protection**

In line with Government policy, and in accordance with the provisions of the Data Protection Act 2018 and the EU General Data Protection Regulation (GDPR), the information you provide in this form will be held confidentially.

DHSC will hold the personal data you provide in this form for up to two years after the appointment is announced or if appointed, for up to two years after you finish your term of appointment. Your rights as a data subject can be found in our privacy policy: <https://www.gov.uk/government/publications/dhsc-privacy-notice/dhsc-privacy-notice>

### **About this form**

This form is split into six sections:

- **Section A** – Disqualification; Conflicts; and Standards in Public Life.
  - **Section B** – Diversity
  - **Section C** – Political activity
  - **Section D** – Reasonable Adjustments
  - **Section E** – Disability Confident
  - **Section F** – Signed Declaration.
- 
- In the Annex: Data Protection information we set out for each of Sections A to E, why we are collecting the data and who the data may be shared with.

## **Questions**

**What is your name?**

**What role are you applying for?**

**Contact telephone number:**

### **SECTION A: Disqualification; Conflicts; and Standards in Public Life**

For more information on why we are collecting the data and who your data may be shared with please see [Annex A](#)

#### **1. Disqualification from appointment**

Please refer to the disqualification criteria outlined in the Information pack. Are you currently disqualified from appointment?

If yes, please provide brief details here and further details in your Supporting letter:

If yes, and if you are currently disqualified due to another role/s you hold, would you be willing to stand down from your other role/s in order to take up the appointment?

#### **Conflicts of interest**

Do you have any interests that might be relevant to the role to which you are applying and which could lead to a real or perceived conflict of interest should you be appointed?

If yes, please provide brief details here and further details in your Supporting letter:

If you were to be offered the role to which you are applying, would you be willing to relinquish any interest (which may include standing down from a role you currently hold) if it was considered to be an unmanageable conflict?

### **3. Standards in public life and ensuring public confidence**

Are there any issues in your personal or professional history (including any criminal convictions or bankruptcy), or public statements you have made, including through social media, that could if you were appointed be misconstrued, cause embarrassment to Ministers or [ALB/Committee] or cause public confidence in the appointment to be jeopardised?

If yes, please provide brief details here and further details in your Supporting letter:

Please note that any issues you have identified in answer to questions 1 to 3 may be explored with you if you are invited to interview.

### **4. Social media**

Do you publish on any social media platforms that can be viewed by the general public?

**Twitter**

**LinkedIn**

If yes, please provide the name of your twitter handle/username and LinkedIn profile link:

Do you publish on any other social media platforms that can be viewed by the general public? If so, please declare:

## **SECTION B: Your Diversity Data**

For more information on why we are collecting the data and who your data may be shared with please see [Annex A](#).

### **5. What is your gender?**

### **6. Disability**

Do you have any physical or mental health conditions or illnesses lasting or expected to last 12 months or more?

If you have answered yes to the question above, does your condition or illness/do any of your conditions or illnesses reduce your ability to carry out day-to-day activities?

Information on whether these questions on disability and long-term conditions apply to you, can be found on the [Public Appointments](#) website.

### **7. Ethnicity**

Please choose one of the following options that most accurately describes your ethnic group or background.

**White**

**Mixed / Multiple ethnic groups**

**Asian / Asian British**

**Black African / Caribbean / Black British**

**Other ethnic group**

**I Prefer not to say**

**8. Age**

What was your age group at your last birthday?

**9. Sexual Orientation**

**10. Religion or belief**

## **11. Principal Residence**

Which region does your principal residence fall within?

## **12. Professional Background**

Please select the occupational sector box that best describes your main employment, if any:

## **13. Other public appointments held**

This includes all non-departmental public bodies (NDPBs), NHS bodies, parole boards and research councils. It does not include sitting as a school governor, being a magistrate or any positions within charities.

How many other public appointments do you currently hold?

## SECTION C: Political Activity

For more information on why we are collecting the data and who your data may be shared with please see [Annex A](#).

### 14. Significant Political Activity

Significant political activity is defined as being employed by a political party, holding significant office in a party, standing as a candidate for a party in an election, having publicly spoken on behalf of a political party or having made significant donations or loans to a party. Significant loans and donations are those of a size which are reported to the Electoral Commission, in line with a central party's reporting threshold.

Have you undertaken any significant political activity for a political party in the past five years?

If yes, please indicate for which party/parties:

## SECTION D: Reasonable Adjustments

For more information on why we are collecting the data and who your data may be shared with please see [Annex A](#).

If as a result of a disability, an injury or other physical or mental health condition, you require support to make an application and/or adjustments to the application process to be made, we will aim to do whatever we reasonably can to accommodate your request.

Please tick the appropriate box:

- I **do not** require any reasonable adjustments to be made to support my application
- I **do** require reasonable adjustments to be made to support my application.

Please provide a brief description of your requirements and the best form of communication for us to contact you in case we require further detail

If you would find it helpful to discuss adjustments that you do or may need in applying for a role, please contact the Public Appointments Team at [appointments.team@dhsc.gov.uk](mailto:appointments.team@dhsc.gov.uk) or 0113 254 6138.

If you are invited for interview, we will contact you again to discuss if there are any adjustments you require in preparation for, or for attendance at your interview.

We also welcome suggestions and feedback to improve our offer on reasonable adjustments throughout the recruitment process.

## SECTION E: Disability Confident

For more information on why we are collecting the data and who your data may be shared with please see [Annex A](#).

**The Department of Health and Social Care values and promotes diversity and is committed to equality of opportunity for all and to the appointment of disabled people.** As part of the Disability Confident scheme, we guarantee an interview to anyone with a disability whose application **meets the essential criteria** for the post.

### What do we mean by a disability?

To be eligible for the Disability Confident scheme you must have a disability or long-term health condition, which could be physical, sensory or mental and must be expected to last for at least 12 months. You do not have to be registered as a disabled person to apply under this scheme.

If you consider yourself to have a disability, do you wish to apply under the Disability Confident Scheme?

I **do**

I **do not**

Whether you apply under the scheme or not, if you are invited for interview, we will contact you again to discuss if there are any adjustments you require in preparation for, or for attendance at your interview. However, if you would like to inform us at this stage about your specific needs for a potential interview or would like to give us more information, please contact the Public Appointments Team at [appointments.team@dhsc.gov.uk](mailto:appointments.team@dhsc.gov.uk) or 0113 254 6138.

## SECTION F

### Declaration

I declare that all the information I have provided in my CV, supporting letter and in this form is correct to the best of my knowledge. I also certify that I will immediately inform the Department of Health and Social Care of any changes in circumstances that affect the answers I have given.

**Title** (by which you would like us to refer to you in correspondence):

**First name:**

**Surname:**

**Date:**

### Recruitment

To help us target our recruitment activity effectively and publicise posts in the future, it would be helpful if you could let us know how you found out about the vacancy:

### Public Appointments: events and vacancies

Periodically, Cabinet Office arranges events to which applicants for public appointments may be invited. We also receive requests from Cabinet Office and other government departments seeking names, CVs and contact details of candidates that might have suitable skills to apply for other public appointments, and requests from Chairs of our Arms-Length Bodies for the same information on candidates that might be suitable for Non-Executive Director roles on their board.

Please select the relevant box to show whether you give your consent or not for your CV and contact details to be shared for the purposes of Public Appointment vacancies or events as described above.

**Vacancies**

**Events**

**Please submit your application (CV, Supporting letter and this form) to [appointments.team@dhsc.gov.uk](mailto:appointments.team@dhsc.gov.uk)**

Thank you for taking the time to complete and submit your application.

You will receive an acknowledgement of your application once we have received it.

## Data Protection information: why we are collecting your data and who it may be shared with

### [SECTION A: Disqualification; Conflicts; and Standards in Public Life](#)

#### Why we are collecting the data

It is important that those assessing your application are assured that you are not disqualified from appointment for the role for which you have applied, or have unmanageable conflicts of interests, and you can meet the required standards for holding public office. Further information on standards in public life and ensuring public confidence is contained in the Information pack.

#### Who your data may be shared with

Your response to questions in this section will be made available to the Advisory Assessment Panel considering your application.

In line with the Governance Code for Public Appointments and the Code of Conduct for Board Members of Public Bodies, we may also need to consult with Cabinet Office for advice on matters related to disqualification, conflicts or standards in public life.

### [SECTION B: Your Diversity Data](#)

#### Why we are collecting the data

We are committed to making public appointments that reflect the diverse communities our public bodies serve.

By collecting diversity data, DHSC, Cabinet Office and the Commissioner for Public Appointments can analyse **anonymised** data to see if we are attracting a diverse range of people to our roles and how successful candidates are at each stage of selection.

The diversity information you provide will therefore help us to ensure that our recruitment processes are fair to all and help inform our strategies to attract diverse and talented candidates to public appointments.

The Commissioner collects diversity information in order to produce management information about the public appointments process and the diversity of the field of applicants and help compile his Annual Statistical Bulletin.

By providing your diversity data you will also be helping us meet our public sector equality duty under section 149 of the Equality Act 2012 and section 75 of the Northern Ireland Act 1998.

You can select "prefer not to say" if you would rather not answer any question in this section.

## Who your data may be shared with

### Your personal data

The information you provide in this Section will **not** be used as part of the selection process. It will **not** be made available to the Advisory Assessment Panel considering your application or any other individual outside of the Public Appointments Team.

DHSC will hold the personal data you provide in this form for up to two years after the appointment has been announced, or if you are appointed, for up to two years after you finish your term of appointment.

### Your anonymised data

Anonymised data from the answers to questions in this Section is collected from candidate returns. The data is shared with DHSC IT suppliers, identified as processors, in order to securely collect and store the data.

The anonymised data is shared with Cabinet Office and the Commissioner for Public Appointments. This data will not be connected to your name when it is shared, it is supplied anonymously.

Cabinet Office will also share anonymised data with Cabinet Office IT suppliers, identified as processors, in order to securely collect and store the data.

Anonymised data will **only** be used by DHSC, the Commissioner for Public Appointments and the Cabinet Office for statistical purposes. No information will be published which allows any individual to be identified.

We may also be asked to provide anonymised data in response to Parliamentary Questions and other public enquiries.

## SECTION C: Political Activity

### Why we are collecting the data

Cabinet Office and the Commissioner for Public Appointments ask that information on candidates' political activity is collected and shared by Departments with them in anonymised form.

The Commissioner collects the information, alongside other diversity data, in order to produce management information about the public appointments process and the diversity of the field of applicants and help compile his Annual Statistical Bulletin.

## Who your data may be shared with

### Your personal data

In line with guidance from the Commissioner for Public Appointments, the information you provide in this section on political activity will only be shared with the Advisory Assessment Panel if you are shortlisted for interview. The *Governance Code on Public Appointments* is

also clear that 'political activity should not affect any judgement of merit nor be a bar to appointment'.

DHSC will hold the personal data you provide in this form for up to two years after the appointment announcement has been made or if appointed, for up to two years after you finish your term of appointment.

Note: The *Governance Code on Public Appointments* states that it should be publicly disclosed if a successful candidate has undertaken significant political activity within the last five years. If you are offered the role, summary information on any significant political activity within the last five years will be included as part of a wider public announcement on your appointment. The draft announcement would be cleared with you to ensure full accuracy.

### Your anonymised data

Anonymised data from the answers to questions in this Section is collected from candidate returns. The data is shared with DHSC IT suppliers, identified as processors, in order to securely collect and store the data.

The anonymised data is shared with Cabinet Office and the Commissioner for Public Appointments. This data will not be connected to your name when it is shared, it is supplied anonymously.

Cabinet Office will also share anonymised data with Cabinet Office IT suppliers, identified as processors, in order to securely collect and store the data.

Anonymised data will **only** be used by the Commissioner for Public Appointments and the Cabinet Office for statistical purposes. No information will be published which allows any individual to be identified.

We may be asked to provide anonymised data in response to Parliamentary Questions and other public enquiries.

## **SECTION D: Reasonable Adjustments**

### **Why we are collecting this data**

We want to ensure our recruitment process is as accessible as possible so that no one is deterred from applying and candidates have a fair and equal chance to prove themselves. If you do or may need reasonable adjustments to be made to support you in your application, and you tell us what support you need, we can then aim to provide you with that support.

### **Who your data may be shared with**

Information you provide on any reasonable adjustments you require will not be shared outside of the Department, with two potential exceptions. Firstly, subject to the adjustment/s you require, members of the Advisory Assessment Panel may need to be briefed on how an element of the assessment process needs to be adjusted for you e.g. if an interview is to be handled differently.

On occasions, a third party may be commissioned to support you in for example, attending an interview. The third party is not permitted to use your data for any other purposes or retain your data beyond the lifetime of the recruitment process.

## **SECTION E: Disability Confident Scheme**

### **Why we are collecting this data**

In order to guarantee an interview to all disabled candidates (as defined by the Equality Act 2010) who satisfy the minimum criteria for the role and wish to be considered under the Disability Confident scheme, we need candidates to declare a disability and that they wish to be considered under the scheme.

To be eligible for consideration under the scheme, you must be considered disabled under the Equality Act 2010. This means that you must have or have had in the last 12 months, a physical or mental impairment which has a substantial long-term adverse effect on your ability to carry out normal day-to-day activities. This includes those whose disability has lasted, or is likely to last, for 12 months, or if the disability or condition is likely to progress or recur.

### **Who your data may be shared with**

If you have applied through the scheme, we do not share this information with the Advisory Assessment Panel until after the shortlisting has concluded.

Following shortlisting, if you have met all the essential criteria for appointment you will be offered an interview. The Panel will be informed of this. If you are not shortlisted for interview, we can provide a summary of the assessment of your written application, if you choose to request feedback.

If you are shortlisted for interview, we may also need to make the panel aware of any particular assistance that is to be put in place for interviews, depending on its nature, and likewise with a third party who we may commission to support you, for example, a speech facilitator. The third party is not permitted to use your data for any purposes or retain your data beyond the lifetime of the recruitment process.