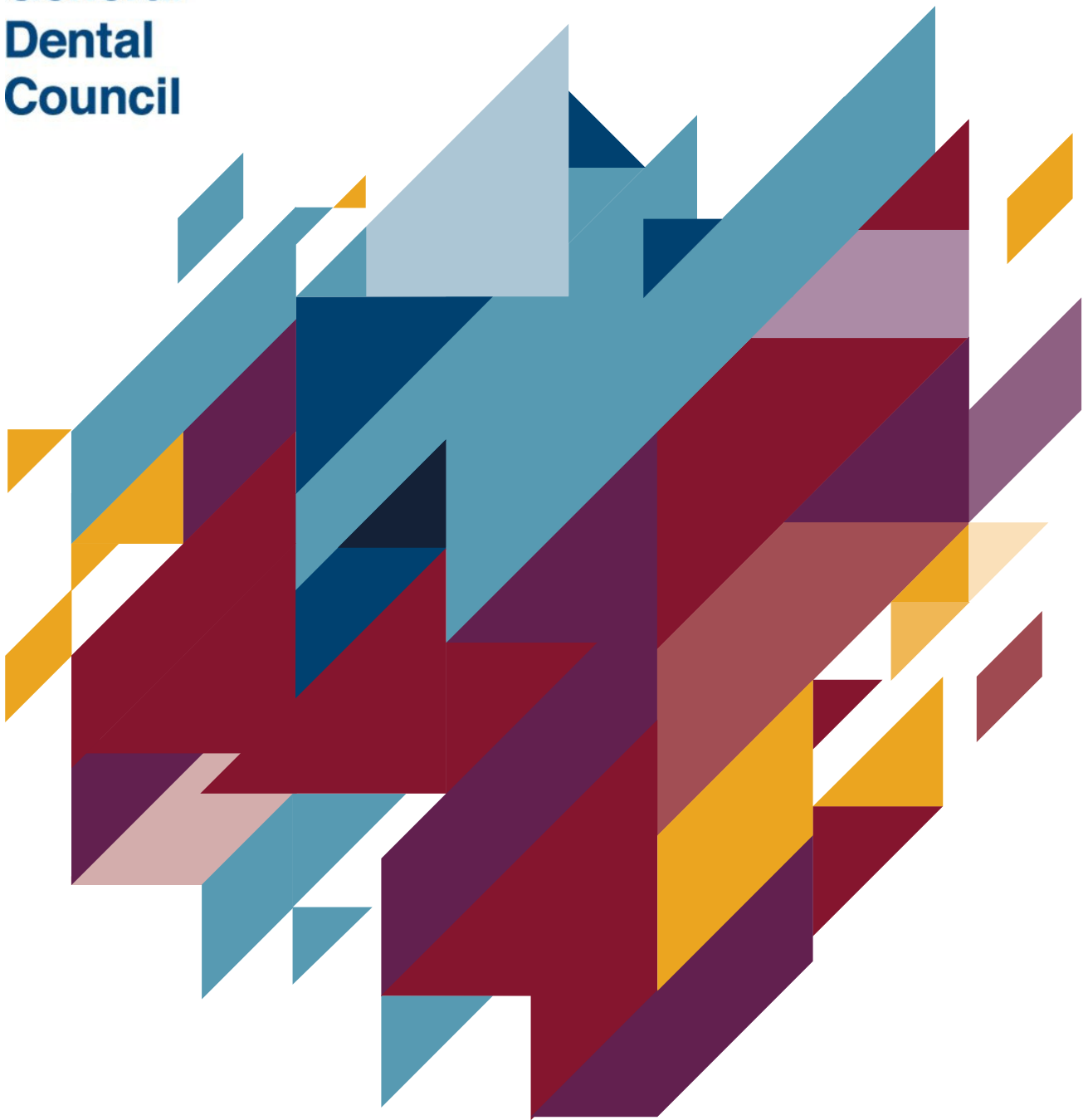


**General  
Dental  
Council**



**Appointment of the Independent Member  
of the Remuneration and Nomination  
Committee**

April 2024

Closing date: Noon, Wednesday 1st May 2024

*Saxton Bampfylde*



## Welcome from the Chair, Lord Toby Harris

Dear candidate,

I am delighted that you are interested in the role of Independent Member of the Remuneration and Nomination Committee at the General Dental Council (GDC).

I hope that the attached pack will provide you with all the information you need to understand the role and responsibilities of an Independent Member, how the Council operates, and the pivotal leadership role that the Committee fulfils.

The General Dental Council regulates over 119,000 dental professionals who overwhelmingly provide excellent dental services across our four nations and share our commitment to putting the patient's interests first. Dental professionals play a vital role in the wider healthcare system, seeing millions of patients every year to support good oral and dental health.



We have a crucial role in ensuring that the public are protected, that they have confidence in dental professionals, and that professional standards are maintained. And in recent years there has been a strategic shift in how we regulate. We will always have patient safety and public confidence at the heart of what we do; but we are moving from a focus on enforcement when things go wrong, to an approach that emphasises learning within the system, resolving concerns locally wherever possible, and engaging more effectively with the dental professions.

Our Corporate Strategy 2023 – 2025 sets out our ambitions for the immediate years ahead. Our role in public protection remains unchanged. However, our plan recognises that we must modernise, and continue to improve our performance. We aspire to be a trusted, high-performing regulator which is both effective and efficient, and this requires financial rigour and effective operation alongside a commitment to open engagement with stakeholders.

At this time of significant change and challenge for patients and dental professionals, it is very important that we work collaboratively with colleagues from across the dental professions. We must have a proportionate approach to regulation, focus on important areas of public safety, and ensure public confidence in the professions we regulate.

The RemNom is one of the Council's non-statutory Committees. It is populated by Council Members and fulfils an important role in the Council's assurance framework by scrutinising the organisation's approach to senior level reward, appointments, appraisal, and succession planning. We are seeking an Independent Member to join the RemNom to support the work of the Committee in overseeing key organisational initiatives, such as Board appointments, our reward framework and approach to workforce development.

What we do matters. If you have the passion, breadth of view, and strategic and influencing skills, together with the personal values and an unwavering commitment to equality, diversity, and inclusion, which will underpin these skills and attributes, then we want to hear from you.

**Lord Toby Harris, Chair, GDC**



# What we do

The General Dental Council (GDC) is the UK-wide statutory regulator of over 119,000 members of the dental team, including over 45,000 dentists and 74,000 dental care professionals (DCPs).

An individual must be registered with the GDC to practise dentistry in the UK. Unlike other health professional regulators, we register the whole dental team, across the four nations of the UK, including dental nurses, clinical dental technicians, dental hygienists, dental technicians, dental therapists, orthodontic therapists and dentists.

## **Our primary purpose is to protect the public, and we do this by pursuing the following objectives:**

- protecting, promoting and maintaining the health, safety, and well-being of the public.
- promoting and maintaining public confidence in the professions regulated.
- promoting and maintaining proper professional standards and conduct for members of those professions.

All patients should be confident that the treatment they receive is provided by a dental professional who is properly trained, qualified, and meets our standards. To achieve this, we register qualified dental professionals, set standards for the dental team, investigate complaints about dental professionals' fitness to practise, and work to ensure the quality of dental education.

## **The Dentists Act 1984 provides the legislative framework for our work, giving us powers to:**

- Grant registration only to those dental professionals who meet our requirements on education and training, health and good character. Only those who are registered with us can practise dentistry in the UK.
- Set standards for providers of dental education and training in the UK.
- Set standards of conduct, performance, and ethics for the dental team.
- Investigate complaints against dental professionals and, where appropriate, take action through our fitness to practise process.
- Require dental professionals to keep their skills up to date through our continuing professional development requirements.

We are ultimately responsible to Parliament for the work we do and, in line with the nine other healthcare regulators, our work is scrutinised by another public body, the Professional Standards Authority (PSA).

Our Annual Report and Accounts can be read on our [website](#).



We receive no financial support from the Government to carry out our regulatory responsibilities. The majority of our income comes from the annual retention fee (ARF) paid by dental professionals, who must be registered to work in the UK.

We recognise that creating an environment that supports professional behaviour in the public interest requires all those involved in dentistry to work together effectively, and we are committed to working collaboratively with others to achieve this.

Our Council is composed of 12 Members, six of whom are lay Members – from a variety of professional backgrounds - and six are registered dental professionals. Our Chair is one of the 12 Members of the Council.

Our oversight body, the Professional Standards Authority, provides assurance to the Privy Council that our recruitment processes are fair, transparent, based on merit and inspire confidence. The appointments to our Council are made by the Privy Council.

Details of the current Council Members can be found [here](#).

We employ around 410 staff, headed up by our interim Chief Executive and Registrar and the Executive Leadership Team. We are currently recruiting to appoint a new Chief Executive and Registrar and expect this process to conclude in early 2024.

We have a head office in London, and an operational hub in Birmingham, which is now where the majority of our staff are based. The organisation also aims to work flexibly - using a hybrid model of office and home-based working.

We work closely with around 500 associates who help us deliver a range of activities, including education inspections and Hearings to resolve fitness to practise concerns or Registration appeals. We also run the Dental Complaints Service (DCS), which resolves complaints between private patients and dental professionals, and the Dental Professionals Hearings Service, who hold independent hearings for cases brought by the GDC about dental professionals' fitness to practise and registration.





# Our Corporate Strategy 2023-2025

In 2022 we consulted upon and agreed the [Corporate Strategy 2023-2025](#).

## Our strategic aims are:

1. Dental professionals reach and maintain high standards of safe and effective dental care.
2. Concerns are addressed effectively and proportionately to protect the public and support professional learning.
3. Risks affecting the public's safety and wellbeing are dealt with by the right organisations.
4. Dental professional regulation is efficient and effective and adapts to the changing external environment.

The strategic plan is the next step in achieving our long-term ambition of moving dental professional regulation increasingly toward preventing harm to patients and the public, rather than responding to the consequences of it. [We have been working on this ambition since 2017 when we published \*Shifting the balance\* and reinforced it in 2020 with \*Right time, Right place, Right touch\*.](#)

- Some of the challenges facing patients, the professions and the GDC include: The economic uncertainty that affects patient choice and access to NHS services, dental businesses, individual dental professionals and the GDC.
- The delays and uncertainty over the plans to reform the health professional regulators, which is an essential component to achievement of our ambition.
- The changes to our routes to registration following the UK's departure from the EU.

Flexibility and adaptability will be essential for the GDC to respond to these challenges. Our efforts to improve how GDC operates, plan over the longer term, and manage expenditure have been essential and important activities, but this strategic plan builds in agility to be able to respond to a changing set of circumstances.

**Whatever context we face, our purpose remains constant: to protect the public. At the core of what we do is ensuring that the Register is maintained so that the public only receives dental care from safe and effective dental professionals.**





# The role of the Independent Member of the Remuneration and Nomination Committee

## The Committee

The Remuneration and Nomination Committee (RemNom) is one of the GDC's non-statutory Standing Committees. It is populated by both lay and registrant Council Members and supported by an Independent Member.

The role of the RemNom is to help the Council in fulfilling its oversight responsibilities with respect to:

- Scrutinising and approving the proposed reward approach for the Chief Executive & Registrar, Executive Leadership Team, Council Members (including the Chair), Independent Members of the non-statutory Committees of Council and some of our Associates.
- Scrutinising and approving the process for the appointment of the Chief Executive & Registrar, Council Members (including the Chair), and Independent Members of the non-statutory Committees of Council.
- Scrutinising and approving the proposed appraisal approach for the Chief Executive & Registrar, Council Members (including the Chair), and Independent Members of the non-statutory Committees of Council.
- Scrutinising the arrangements for succession planning for the Chief Executive & Registrar and providing assurance in relation to the Chief Executive's succession plan for the Executive team.

## The role

As an independent member of the Committee, you will:

- Have a genuine interest in making a significant contribution to protecting the public and promoting confidence in the dental professions.
- Prepare for and attend scheduled meetings of the Committee, and additional meetings and workshops as agreed by the Committee.
- Contribute your knowledge and expertise to meetings to aid effective decision-making.
- Contribute to any area of future development that will enhance the work of the Committee.
- Take part in induction, training and appraisal in order to improve the operation, decision-making and credibility of the Committee.
- Have a demonstrable commitment to promoting equality, diversity and inclusion in your work.
- Carry out the responsibilities of the Committee in accordance with the Council's leadership behaviours, Members' Code of Conduct, Managing Interests Policy, and the Standards in Public Life

The independent member will be expected to take part in RemNom discussions and may vote on matters under consideration by the Committee but will not count towards the quorum requirements for meetings.



# Person specification

The successful candidate will bring the following:

## Knowledge and Experience

1. Significant, recent, and relevant experience as a senior professional in the People Services field, such as in Human Resources or Organisational Development.
2. A recognised professional People Services qualification (e.g. CIPD) or equivalent professional experience and up to date professional skills.
3. Knowledge and experience of the roles and responsibilities of a non-executive member of a committee.
4. Experience working with the public sector.

## Skills, abilities, and personal qualities

5. A genuine interest in making a significant contribution to safeguarding the health and well-being of the public.
6. Demonstrable experience of contributing constructively to collective decision-making processes, respecting and listening to others and earning the respect of colleagues.
7. The ability to operate effectively in non-executive context and to inspire trust and confidence.
8. The ability to assimilate complex information in order to form opinions and reach effective, fair and independent conclusions.
9. Open-minded strategic thinking, able to bring their own experience to bear on issues under discussion.
10. A personal commitment to good governance, and of upholding the recognised principles of public life, identifying and managing conflicts of interest.
11. An understanding of, and demonstrated commitment to, equality, diversity, and inclusion.

# Equality of opportunity

The GDC is committed to promoting equality of opportunity and it values diversity among its staff. We strongly encourage applications from all suitably qualified individuals, and we welcome applications from those with protected characteristics. We will seek to ensure that all applicants are treated fairly, with respect and without bias.



# Terms of appointment

The Independent Member will usually serve one single four-year term.

Re-appointments can be made at the end of the first period of appointment subject to satisfactory appraisal and the needs of the GDC. However, there should be no expectation of automatic reappointment.

The successful candidate will take on the role from **3 October 2024**. The newly appointed member will be required to take part in an induction as part of their role.

The GDC will run the recruitment process with support from an external partner and will follow its own policy guidance on making appointments of this type.

The outcome of the recruitment process will be a recommendation from the Selection Panel to the Council to make the appointment. **Therefore, you may not hear the outcome of your interview until summer 2024.**

## Time commitment

The time commitment will usually be a maximum of ten days per year. This will include preparing for and attending meetings, training and appraisal days. In addition, there can be occasional ad hoc requests to travel to one of the GDC's offices that can happen at relatively short notice, dictated by events.

Meetings are held both in person and online via MS Teams. When in person, Committee meetings are held at the GDC's offices in London, however, some meetings may be held in Birmingham.

## Remuneration

£400 per day, plus any related expenses for travel and subsistence occurred on GDC business.

## Location

The main GDC offices are located in central London (at Wimpole Street) and Birmingham (One Colmore Square). The GDC operates flexible working; where most staff work part of the week from home, and part of the week in the office.

## Development and Appraisal

An induction programme will be provided upon appointment. This will take place in the summer of 2024. Members are also expected to take part in an annual appraisal process.

## Standards in Public Life

You will be expected to demonstrate high standards of corporate and personal conduct. The successful candidate must subscribe to our Code of Conduct (**Appendix 1**). Applicants must also observe the standards of probity required by public appointees outlined in the Principles of Public Life.





## Eligibility and Disqualification

The General Dental Council (Constitution) Order 2009 sets out the disqualification criteria for Members (**Appendix 2**). Further advice about disqualification for appointment can be given by the GDC's Governance team – [governance@gdc-uk.org](mailto:governance@gdc-uk.org).

## Recruitment Process

**The timetable for the recruitment process is as follows:**

- Closing date – noon, 1 May 2024
- Preliminary interviews – During 20 May – 10 June 2024
- Final interviews – 8 July 2024, Wimpole Street, London
- Induction period – Summer - Early Autumn 2024
- Take office – 3 October 2024

The campaign will be run in line with the best practice, including the Professional Standards Authority's four principles of a good appointments process:

- merit
- fairness
- transparency and openness
- inspiring confidence

## Selection Panel

The selection panel will be made up of:

- Lord Toby Harris, Chair of the General Dental Council
- Anne Heal, Lay Council Member and Chair of the RemNom
- Angie Heilmann, Registrant Council Member and Member of the RemNom
- Kay Hampton, Independent Panel Member





# How to apply

Saxton Bampfylde Ltd is acting as an employment agency advisor to the General Dental Council on this appointment.

Candidates should apply for this role through our website [www.saxbam.com/appointments](http://www.saxbam.com/appointments) using code **AZNM**. The closing date for applications is **noon on 1 May 2024**.

Click on the 'apply' button and follow the instructions, submitting a CV, a covering letter that addresses the person specification and an equal opportunity monitoring form. (This monitoring form will **not** be shared with anyone involved in assessing your application.)

Should you have any problems submitting your application, please contact [Rhys.Davies@saxbam.com](mailto:Rhys.Davies@saxbam.com) **before** the deadline for applications. If you contact us following the deadline, we will be unable to accept your application.

After you have completed the Equal Opportunities information, you will see a confirmation screen acknowledging your application. You will also receive an email to the email address you provided, confirming receipt of your application. If you do not receive this acknowledgment immediately, please check your spam and, if you still cannot see it, please email [Belinda.Beck@saxbam.com](mailto:Belinda.Beck@saxbam.com).

## Reasonable adjustments

Please can you let us know in your application if you require any reasonable adjustments to be made to assist you in completing your application, attending the interview, or any reasonable adjustments that would need to be made to the role or the working environment if your application is successful. Please email [Rhys.Davies@saxbam.com](mailto:Rhys.Davies@saxbam.com).

## Disability Confident Scheme

The GDC operates the Disability Confident Scheme. Candidates who apply under this scheme, who meet the essential criteria for this role, will be given additional consideration for a preliminary interview. Should you wish to apply under this scheme, when submitting your application, please indicate accordingly when asked to do so. If you require information in a different format, please contact [Rhys.Davies@saxbam.com](mailto:Rhys.Davies@saxbam.com).

## GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.

\* The equal opportunities monitoring online form will **not** be shared with anyone involved in assessing your application. Please complete as part of the application process.

## Contact

If, once you have read this pack, you have any specific questions about the roles or the process, please contact our advisors, Alex Richmond and Jonathan Morgan. Please email [Rhys.Davies@saxbam.com](mailto:Rhys.Davies@saxbam.com) to arrange a conversation.



## How we will handle your application

We will deal with your application as quickly as possible (timings below are indicative).

The selection process will be evidence led. Your covering letter will be assessed and scored only on the basis of the responses given which reflect how your skills and experience match the person specification. Your CV will not be scored but will be used to provide further context.

The responses you give will be scored from 0-5:

- 0 being that you have provided no evidence to demonstrate that you meet a key skill
- 1 being that there is very poor evidence
- 2 being poor evidence
- 3 being acceptable evidence
- 4 being strong evidence and
- 5 being very strong evidence.

Panel members will be supplied with, and will assess, copies of your application.

## Process for appointments

In the **week commencing 13 May 2024**, the selection panel will decide the candidates who will be selected for preliminary interview with our recruitment partner. This will take account of the evidence provided on your application. In selecting the best people for interview, the panel will ensure that all the applicants demonstrate any essential requirements in the person specification for the post. You will be advised of the outcome of your application by our recruitment partner via e-mail.

Preliminary Interviews will take place **weeks between 20 May – 10 June 2024** and will be conducted virtually through Microsoft Teams video conferencing.

In the **week commencing 24 June 2024**, the selection panel will decide the candidates who will be selected for final stage interview. This will take account of the evidence provided on your application and in your preliminary interview. In selecting the best people for interview, the panel will ensure that all the applicants demonstrate any essential requirements in the person specification for the post. You will be advised of the outcome of your application by our recruitment partner via telephone.

Reasonable adjustments will be made for candidates with disabilities who progress to preliminary and final interviews.

References for shortlisted candidates will be taken **between 25 June and 5 July 2024** – please ensure that your referees are aware and able to respond during this time.



In addition, we will also undertake checks, including internet and social media checks, related to any information about you which could bring into question your eligibility or ability to perform the role, or which might represent a reputational risk to the GDC or the Privy Council. Where checks reveal information that might affect your eligibility for appointment, candidates will be given an opportunity to discuss the information before a course of action is decided upon.

For those candidates selected for final interview, the formal panel interview will take place in London on **Monday 8 July 2024**. The interview format will be confirmed with candidates at the point of invite.

It is expected that the GDC's Council will confirm the appointment in **early Summer 2024**. We endeavour to keep candidates updated during this period. If successful, you would take office on **3 October 2024**.

If, following preliminary interview or final interview with the GDC your application is unsuccessful, you will be offered verbal feedback from our recruitment partner.

### **Conflicts of interest**

It is particularly important to declare any actual or perceived conflicts of interest that could be considered relevant to the GDC at the application stage of the process. This includes:

- Close relationships with other Council, Committee Members or Members of the interview panel.
- Any relevant business interests, positions of authority or other connections with organisations relevant to the business of the GDC.
- Interests relating to other connected persons (defined as a person with whom you have a personal or business relationship), which could be perceived as influencing the position of an Independent Member.

Actual and perceived conflicts of interest will be fully explored by the selection panel at the interview stage.

### **Travel expenses**

The GDC will reimburse travel expenses in line with corporate policy.

### **If you have a complaint**

The General Dental Council is committed to processes and procedures that are fair, transparent and free from discrimination. Complaints about any aspect of the appointments process for the Council member roles will be monitored, recorded, and promptly handled.

If you have any complaints about the way your application has been handled, please contact the Governance team – [governance@gdc-uk.org](mailto:governance@gdc-uk.org).

Complaints will be acknowledged as soon as possible and responded to within 20 working days.

Following investigation of the complaint, if an applicant remains dissatisfied with the response provided by or on behalf of the GDC, they can raise their concerns with the Privy Council. The Privy Council is responsible for appointing the Council members. Please contact: Privy Council Office, Room G/04, 1 Horse Guards Road, London, SW1A 2HQ, Telephone: 020 7271 3292, Email: [enquiries@pco.gov.uk](mailto:enquiries@pco.gov.uk).



## Terms

### **Monitoring information**

The GDC values equality and diversity and is committed to ensuring its processes and procedures are fair, transparent and free from unlawful discrimination. To ensure we are treating candidates fairly, we monitor diversity at all stages of the appointments process. The application process includes an online equal opportunities monitoring form. Providing this information is optional and each question may be answered on an individual basis, but we would be grateful for your cooperation.

Information provided will be treated as strictly confidential and held securely in line with data protection and other relevant legislation and will be used for monitoring purposes only. It will not be seen by anyone directly involved in the selection process and will not be treated as part of your application. No information will be published or used in any way which allows any individuals to be identified.

### **Use of your personal data**

For full details of how your personal data will be handled, please click [here](#). Please be aware that information may be shared with the Professional Standards Authority and the Privy Council as required as part of the appointments process.

### **Ministerial appointments**

We ask that candidates give full information about any ministerial appointments they hold. You should also include details of any current NHS board appointments you hold. Please ensure that you include full details of the body to which you have already been appointed, the period of appointment and annual remuneration or daily fees paid.



## Appendices

Appendix 1 – Code of Conduct

Appendix 2 – The General Dental Council (Constitution) Order 2009 – Disqualification criteria

# General Dental Council

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