

COMMUNITY ADVISORY PANEL

Job Advertisement

Summary

Organisation

Infected Blood Compensation Authority - Community Panel

Sponsor department

Cabinet Office

Location

National

Sectors

Governance

Skills

Working collaboratively, communication

Number of vacancies

Up to 15

Time commitment

Est. up to 15 day(s) per annum est

Length of term

18 months, renewable for a further 18 months, subject to agreement and satisfactory appraisal

Application deadline

5pm on Wednesday October 22nd, 2025

Foreword from Sir Robert Francis (Interim Chair, IBCA)

As Interim Chair, I would like to thank you for your interest in joining our community panel. At IBCA, we know the voices of the infected blood community are fundamental to shaping how we develop and deliver the compensation claim service. The creation of a Community Panel represents a crucial step in making sure that our work remains informed by the experiences of those we support. The panel will provide essential views and feedback on our approach, identify areas for consideration and ensure we remain accountable to the community throughout our work. We aim to deliver a service that is fair, compassionate and responsive to the community's needs, and panel members will be essential in helping us meet this.

About the appointment

Introduction

The Infected Blood Compensation Authority (IBCA) was set up by the UK government. It is an independent, arms-length body and was set up to deliver the Infected Blood Compensation Scheme. The Community Advisory Panel will report to the Board of IBCA, providing independent, experience-led advice and guidance. The Community Advisory Panel will provide advice solely in an advisory capacity.

We are recruiting up to fifteen standing members of the Panel, one of whom will become the Panel Chair. The Chair – and all members of the Panel – will be supported by a Non-Executive Director from the IBCA Board, Helen Parker. We are seeking members with lived experience of being infected or affected by the infected blood scandal and whose experience reflects the diversity of the community.

These are not Public Appointments, as they are made by the Chair of the IBCA Board.

Introduction from the Community Panel Lead, Helen Parker (Non-Executive Board Member, IBCA)

As the Non-Executive Director supporting the Community Panel, I would like to thank you for your interest in this appointment. It is vital that the IBCA Board has access to independent advice from those who have lived experience of the often devastating impact of infected blood. This advice will help to ensure that the decisions we make are informed by your views. But this advisory panel will also help to ensure that IBCA's work is transparent and that we take into account a range of community views. While I know that not all views can be represented on a single panel, listening to a range of views from those with a range of experiences is an important step.

Appointment description

We are looking to make up to fifteen appointments.

The overall role and responsibilities of every panel member are to:

- Engage fully in consideration of topics on which the panel is asked for views.
- Provide feedback on a range of areas, including emerging proposals, engagement activity and operational practices.
- Highlight barriers or risks with regard to how the compensation scheme may be experienced by the community.
- Represent views from those within the community where possible.
- Respect other views and encourage all panel members to actively participate.

The successful candidate must abide by the Seven Principles of Public Life (Annex A) and the Code of Conduct for Board Members.

Organisation description

The Infected Blood Compensation Authority will seek the views of the Community Panel on relevant issues or questions being considered by the Board. The panel members will attend the IBCA Board at least once a year. Officials from IBCA will provide Secretariat support.

The Community Panel will consider the issues on which advice is requested and offer views.

The Community Panel will meet as required and at least four times a year. Its considerations and advice, in the form of reports, and IBCA's decisions in relation to them, will be published on the IBCA website for transparency.

Community Panel composition

The community panel will be facilitated by Helen Parker, a non-executive Board Member of IBCA. The core membership of the panel will consist of up to fifteen members whom we are now recruiting. The panel's size and composition may, with the Board's agreement, change in order to reflect the changing needs of the organisation. The panel will elect its own Chair.

Regulation of appointment

Appointments to the Panel will be made by Sir Robert Francis, interim Chair of IBCA, with advice from Helen Parker, and an independent appointment panel member.

Person specification

Essential criteria

The successful candidates:

- Must have lived experience as a person infected or affected by the infected blood scandal.

- Demonstrate an ability to consider any impact on the community of delivery of the Infected Blood Compensation Scheme and related matters, including representing the views of others.
- Be willing to work flexibly and engage constructively with the other members of the panel and relevant stakeholders.

Desirable criteria

- Detailed understanding of the compensation scheme and relevant regulations.
- Experience of representing others in a panel or committee setting.

In order to apply, you will need to provide:

1. A Curriculum Vitae (CV) which provides your contact details, and details of relevant experience (e.g. education, qualifications, employment history and/or other experience)
2. A supporting statement of 1000 words setting out how you meet the criteria for appointment, as set out in the person specification for the role
3. Information relating to any outside interests or other relevant issues
4. Diversity monitoring information. This allows us to see if there are any barriers to becoming a public appointee and whether there are any changes that we could make to encourage a more diverse field of applicants. You can select "prefer not to say" to any question you do not wish to answer. The information you provide will not be used as part of the selection process and will not be seen by the interview panel
5. Disability Confident – please state if you want to be considered for the disability confident scheme
6. Reasonable adjustments - requests for reasonable adjustments that you would like to the application process (if applicable)

Please provide the information at points 3-6 above on the relevant form, or as part of your supporting statement.

Completed applications should be submitted to panels@comms.ibca.org.uk

The IBCA reserves the right to only consider applications that contain all of the elements listed above, and that arrive before the published deadline for applications.

Overview of the application process

This appointment will be made on merit following a fair and open competition process in line with the principles of standards in public life. We will deal with your application as quickly as possible and will keep you informed at each stage of the recruitment process. We aim to conclude the appointment process as soon as possible, but at

most within three months of the deadline for applications – this is in accordance with the Governance Code.

The assessment process

1. An Advisory Assessment Panel (“Panel”) will be appointed by the Chair of the IBCA Board to assist him in his decision-making.
2. At the shortlisting meeting, the Panel will assess applications against the eligibility criteria and decide which candidates have best met the criteria, and who should be recommended for a short informal interview. If you have applied under the Disability Confident Scheme and you meet all the essential criteria, then you will be invited for an interview.
3. Once the shortlist has been agreed, you will be advised (by e-mail) whether you have been shortlisted. Those shortlisted will be invited to an online interview. The Panel will ask about your skills and experience, to confirm if you meet the criteria set out for the post. The Panel will also explore with you any potential conflicts of interest or any other issues arising from your personal and professional history which may impact on an appointment decision.
4. Once the decision on the appointment has been made, interviewed candidates will be advised of the outcome of their application, including the opportunity to ask for feedback. Successful candidates will be issued with their Terms & Conditions and a letter of appointment should they agree to take up the position.

Eligibility

You should have the right to work in the UK to be eligible to apply for this panel.

IBCA expects everyone to work to the highest personal and professional standards.

You cannot be considered for a public appointment if:

- you are disqualified from acting as a company director (under the Company Directors Disqualification Act 1986);
- have an unspent conviction on your criminal record;
- your estate has been sequestrated in Scotland or you enter into a debt arrangement programme under Part 1 of the Debt Arrangement and Attachment (Scotland) Act 2002 (asp 17) as the debtor or have, under Scots law, granted a trust deed for creditors.

When you apply, you should declare if:

- you are, or have been, bankrupt or you have made an arrangement with a creditor at any point, including the dates of this.
- you are subject to a current police investigation.

You must inform IBCA if, during the application process, your circumstances change in respect of any of the above points.

When you apply you should also declare any relevant interests, highlighting any that you think may call into question your ability to properly discharge the responsibilities of the role you are applying for. You should also declare any other matters which may mean you may not be able to meet the requirements of the [Code of Conduct of Board Members](#) (see Outside interests and reputational issues section below)

If you need further advice, please contact panels@comms.ibca.org.uk

Equality & Diversity

We encourage applications from individuals from all backgrounds and across the whole of the United Kingdom. Panels of public bodies are most effective when they reflect the diversity of views of the society they serve.

We collect data about applicants' characteristics and backgrounds, including information about people's educational and professional backgrounds, so that we can make sure we are attracting a broad range of people to these roles and that our selection processes are fair for everyone. When you submit your application, your responses are collected by IBCA. The data is used to produce management information about the diversity of applicants. You can select "prefer not to say" to any question you do not wish to answer. The information you provide will not be seen by the Advisory Assessment Panel who review applications against the advertised criteria and conduct interviews.

Disability Confident

We are a member of the Government's Disability Confident scheme. We use the Disability Confident scheme symbol, along with other like-minded employers, to show our commitment to good practice in employing people with a disability. The scheme helps recruit and retain disabled people. As part of implementing the scheme, we guarantee an interview for anyone with a disability whose application meets the essential criteria for the role, set out in the advert, and who has asked that their application is considered under the scheme. Indicating that you wish your application to be considered under the scheme will in no way prejudice your application. By 'essential criteria', we mean that you must provide evidence which demonstrates that you meet the level of competence required under each of the essential criteria, as set out in the job-advert. When you apply you will have the opportunity to select if you would like your application considered under this scheme.

Reasonable adjustments

We are committed to making reasonable adjustments to make sure applicants with disabilities, physical or mental health conditions, or other needs are not substantially disadvantaged when applying for public appointments. This can include changing the recruitment process to enable people who wish to apply to do so.

Some examples of common changes are:

- ensuring that application forms are available in different or accessible formats;
- making adaptations to interview locations;
- allowing candidates to present their skills and experience in a different way;

- giving additional detailed information on the selection / interview process in advance to allow candidates time to prepare themselves;
- allowing support workers, for example sign language interpreters;
- making provision for support animals to attend.
- When you apply you will have the opportunity to request reasonable adjustments to the application process.

Seven Principles of Public Life

The Seven Principles of Public Life (also known as the Nolan Principles) apply to anyone who works as a public office-holder.

1. Selflessness

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

2. 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.

3. Objectivity

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

4. 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.

5. 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.

6. Honesty

Holders of public office should be truthful.

7. Leadership

Holders of public office should exhibit these principles in their own behaviour and treat others with respect. They should actively promote and robustly support the principles and challenge poor behaviour wherever it occurs.

Management of outside interests

Holders of public office are expected to adhere and uphold the Seven Principles of Public Life and the Code of Conduct for Board Members of Public Bodies. Before you apply you should consider carefully:

- any outside interests that you may have, such as shares you may hold in a company providing services to government;
- any possible reputational issues arising from your past actions or public statements that you have made;
- and/or - any political roles you hold or political campaigns you have supported; which may call into question your ability to do the role you are applying for.

You will need to answer relevant questions in relation to these points when making an application. Many conflicts of interest can be satisfactorily resolved and declaring a potential conflict does not prevent you from being interviewed. If you are shortlisted for an interview, the panel will discuss any potential conflicts with you during that interview, including any proposals you may have to mitigate them and record that. Alongside your own declaration, we will conduct appropriate checks, as part of which we will consider anything in the public domain related to your conduct or professional capacity. This may include searches of previous public statements and social media, blogs or any other publicly available information. The successful candidate(s) may be required to give up any conflicting interests and their other business and financial interests may be published in line with organisational policies.

Details of declared political activity will be published when the appointment is announced, as required by the Governance Code (political activity is not a bar to appointment, but must be declared).

Status of appointment

As this is an office holder appointment, you will not become a member of the Civil Service. You will not be subject to the provisions of employment law.

Appointment and tenure of office

Appointments are for the term set out in this advert, with the possibility of re-appointment for a further term, at the discretion of the Chair of IBCA. Any re-appointment is subject to satisfactory appraisals of performance during the first term in the post. There is no automatic presumption of reappointment; each case should be considered on its own merits, taking into account a number of factors, including, but not restricted to, the diversity of the panel and its balance of skills and experience.

Remuneration, allowances and abatement

Remuneration for this role is treated as employment income and will be subject to tax and National Insurance contributions, both of which will be deducted at source under PAYE before you are paid.

You can claim reimbursement for reasonable travel and subsistence costs which are properly and necessarily incurred on official business, in line with the travel and

subsistence policy and rates for the organisation to which you are applying. However these payments are taxable as earnings and will be subject to tax and national insurance, both of which will be deducted at source under PAYE before you are paid.

You can choose not to be paid for this role if you prefer.

Pension and redundancy

This is an office holder appointment and does not attract any benefits under any Pension Scheme. You will not be eligible for redundancy pay as you are not an employee. No other arrangements have been made for compensation upon the end of your term of appointment because an office holder who is appointed for a limited duration would have no expectation of serving beyond that period.

Application Feedback

We will notify you of the status of your application. We regret that we are only able to offer detailed feedback to candidates who have been unsuccessful at the interview stage.

How to complain

We aim to process all applications as quickly as possible and to treat all applicants with courtesy.

