

27 October 2017

[REDACTED]

**By email**

[REDACTED]

Wellington House  
133-155 Waterloo Road  
London SE1 8UG

T: 020 3747 0000  
E: [nhsi.enquiries@nhs.net](mailto:nhsi.enquiries@nhs.net)  
W: [improvement.nhs.uk](http://improvement.nhs.uk)

Dear [REDACTED]

**Request under the Freedom of Information Act 2000 (the "FOI Act")**

I refer to your email of **15 October 2017** in which you requested information under the FOI Act from NHS Improvement. Since 1 April 2016, Monitor and the NHS Trust Development Authority "NHS TDA" are operating as an integrated organisation known as NHS Improvement. For the purposes of this decision, NHS Improvement means the NHS TDA.

**Your request**

You made the following request:

*"Please can you tell me:*

- (1) On how many occasions has HSIB advertised for Advisory Panel members?*
- (2) How many applications did HSIB receive altogether?*
- (3) To the best of HSIB's knowledge, what is the diversity breakdown of the applicants, including Race, Gender, Disability and Age*
- (4) What remuneration do HSIB advisory panel members receive?  
- Does HSIB pay a standard rate or does it vary according to the panel member?  
- Does HSIB pay a standard expert by experience rate? (If so, what is this rate?)  
- Does HSIB pay expenses, and if so, at what rates?*
- (5) How often does HSIB's advisory panel meet and what records are kept?*
- (6) Is a formal note made of any potential conflicts of interest for HSIB advisory panel members and is it published?*
- 7) Where does HSIB's panel sit in respect of HSIB's governance structure and what is the job description and seniority of the manager with responsibility for liaison with HSIB advisory panel?"*

## **Decision**

NHS Improvement holds the information that you have requested and has decided to release it. Please see below for the answers to your questions.

### **On how many occasions has HSIB advertised for Advisory Panel members?**

HSIB advertised once for Expressions of Interest to its Advisory Panel. The advertisement was made on the HSIB website which went live on 31<sup>st</sup> March 2017 and ran until 30<sup>th</sup> April 2017.

### **How many applications did HSIB receive altogether?**

In total HSIB received 37 Expressions of Interest.

### **To the best of HSIB's knowledge, what is the diversity breakdown of the applicants, including Race, Gender, Disability and Age**

HSIB did not request nor gather information regarding Race, Gender, Disability or Age when advertising for Expressions of Interest.

### **What remuneration do HSIB advisory panel members receive?**

Does HSIB pay a standard rate or does it vary according to the panel member? £150.00 per meeting attendance

Does HSIB pay a standard expert by experience rate? (If so, what is this rate?) No

Does HSIB pay expenses, and if so, at what rates? Yes – travel expenses are paid on receipt of a valid receipt. Mileage to and from the location of an Advisory Panel meeting is paid at the standard NHSi rate of 45 pence per mile.

### **How often does HSIB's advisory panel meet and what records are kept?**

The Advisory panel is scheduled to meet 4 times per year. The first Advisory Panel meeting was held on October 13<sup>th</sup> 2017. Minutes of each meeting will be taken and uploaded for public record to the HSIB website.

### **Is a formal note made of any potential conflicts of interest for HSIB advisory panel members and is it published?**

Full details of each Advisory Panel member are recorded on the HSIB website. Conflicts of Interest forms have been sent to each Panel member.

**Where does HSIB's panel sit in respect of HSIB's governance structure and what is the job description and seniority of the manager with responsibility for liaison with HSIB advisory panel?**

The role of the 'Advisory Group' (now called 'Advisory Panel') is as outlined in 'The National Health Service Trust Development Authority (Healthcare Safety Investigation Branch) Directions 2016' section 9 points 3, 4, 5 and 6.

The Advisory Panel report to Chief Investigator of HSIB.

**Review rights**

If you consider that your request for information has not been properly handled or if you are otherwise dissatisfied with the outcome of your request, you can try to resolve this informally with the person who dealt with your request. If you remain dissatisfied, you may seek an internal review within NHS Improvement of the issue or the decision. A senior member of NHS Improvement's staff, who has not previously been involved with your request, will undertake that review.

If you are dissatisfied with the outcome of any internal review, you may complain to the Information Commissioner for a decision on whether your request for information has been dealt with in accordance with the FOI Act.

A request for an internal review should be submitted in writing to FOI Request Reviews, NHS Improvement, Wellington House, 133-155 Waterloo Road, London SE1 8UG or by email to [nhsi.foi@nhs.net](mailto:nhsi.foi@nhs.net).

**Publication**

Please note that this letter will shortly be published on the NHSi website. This is because information disclosed in accordance with the FOI Act is disclosed to the public at large. We will, of course, remove your personal information (e.g. your name and contact details) from the version of the letter published on our website to protect your personal information from general disclosure.

Yours sincerely,



**Keith Conradi**  
Chief Investigator