



TEC Services Association CIC and TEC Quality

# **Innovation and Challenge Panel (ICP)**

## **Recruitment pack**

March 2024

Page | 1



## **Introduction and welcome**

Dear Candidate,

Thank you for taking the time to consider being a part of the Innovation and Challenge Panel (ICP). We hope you will find this pack useful in understanding more about the role.

## **Background to TSA**

The Technology-enabled care Services Association (TSA) is the industry and advisory body for Technology Enabled Care (TEC) in the UK. Our purpose is to be the trusted voice and source of knowledge to enhance the understanding, development, and adoption of technology in care. Our vision is that people's everyday lives are enriched, enhanced and enabled by technology enabled care.

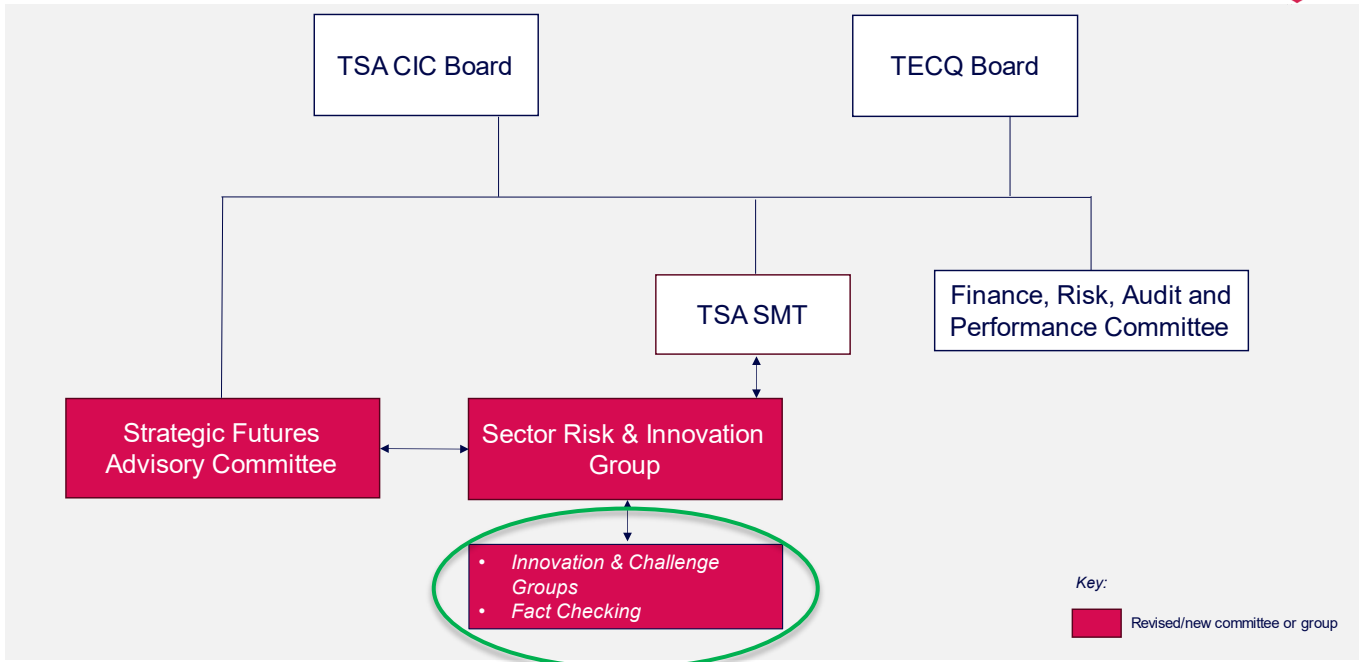
We work alongside and advise TEC organisations through our business and system transformation consultation services, workforce development, Quality Standards Framework, and membership services. Our stakeholders include telecare and telehealth providers, suppliers, housing associations, care providers, health and social care commissioners, government bodies, procurement frameworks, emergency services, academia, charities.

A copy of our latest business plan (TSA Business Plan 2023 -2025) can be found in **Appendix A**.

## **TSA governance**

TSA comprises two legal entities – a community interest company and a wholly-owned subsidiary (TEC Quality) which is the certification body for the Quality Standards Framework (QSF), the only UKAS-accredited quality assurance scheme for the sector.

Following a governance review in late 2021, TSA has been making a number of changes to its governance and leadership structures. TSA is planning on implementing a refreshed governance structure from 1 July 2024 with the objective of the Boards of TSA and TEC Quality to have a better understanding of strategic sector risks to inform TSA's strategy and delivery plans, whilst also ensuring operational risks are actively managed. The refreshed governance structure is set out overleaf.



The refreshed governance structure includes three new/revised committees/groups:

- The **Strategic Futures Advisory Committee (SFAC)**, a new Committee reporting to the Boards of TSA CIC and TEC Quality, made up of internal and external members to support the Boards in horizon scanning and identifying and responding to strategic sector risks and opportunities, informing TSA’s strategic direction;
- The **Sector Risk and Innovation Group (SRIG)**, a Group replacing the Quality Improvement Programme Board, made up of internal and external members, to act in response to operational risks and opportunities by commissioning and overseeing delivery of projects to address (Innovation and Challenge Groups and Fact Checking Projects); and
- **Innovation and Challenge Groups (ICGs) / Fact Checking Projects**, time-bound projects with clear deliverables, with project group members resourced from a pool of internal and external skilled panellists (**the Innovation and Challenge Panel**).  
This recruitment pack provides information for the ICP role.

**Opportunity to become a part of the ICP**

This is an exciting opportunity for the right individuals to contribute to strengthening governance and supporting TSA’s senior management team by providing independent challenge on projects responding to key operational risks. ICP members will sit on a panel and be selected by the SRIG to support specific Innovation and Challenge Groups (ICGs) and Fact-Checking projects, based on their relevant skills and expertise.

We are looking for individuals who can provide independent input, expertise, challenge and review project proposals, who will give considered advice and provide constructive challenge in relation to operational risks. We are actively seeking individuals who can provide specialist knowledge and experience (including lived



experience, housing expertise, health and social care expertise, technology-enabled care or consumer technology experience).

Please refer to **Appendix B - ICP member role profile** for full details of the role and the relevant skills and experience being sought.

Please note that current Quality Improvement Programme Board, Special Interest Group members and TEC Action Alliance partners will automatically migrate to the ICP and do not need to apply to become a part of the ICP.

### **Find out more**

If you have any questions in relation to this role, please contact [marketing@tsa-voice.org.uk](mailto:marketing@tsa-voice.org.uk).



**APPENDIX A – TSA Business Plan: 2023 - 2025**

[TSA - TSA Business Plan: 2023-2025 \(tsa-voice.org.uk\)](https://tsa-voice.org.uk)

**ANNEX B – ICP role profile**

# Innovation and Challenge Panel (ICP) recruitment and role requirements

## Roles and Responsibilities

The Innovation and Challenge Panel (ICP) is a pool of skilled panellists who will independently challenge and review project proposals, as part of Innovation and Challenge Groups (ICGs) and Fact Checking projects or projects commissioned by the Strategic Futures Advisory Committee (SFAC).

ICGs and Fact Checking projects are time-bound groups reporting to the Sector Risk and Innovation Group (SRIG). The relevant skills and experience of ICP members will be considered in selecting individuals for ICGs and Fact Checking Projects.

Responsibilities of the panel includes:

### **Risk management**

- To understand current sector operational risks and be able to recommend possible actions in response.

### **Independent thinking**

- To provide independent review and challenge of project findings and proposals.

### **Delivery focus**

- To support the effective delivery of ICGs and Fact Checking projects to the agreed timeframes.

### **Independence**

- To provide independent challenge based on skills and expertise, representing the broader sector and not individual or organisational interests.

### **Probity**

- To ensure that ICG and Fact Checking project activities are compliant with any relevant legal and regulatory requirements.

### **Time commitment**

- Every ICP member will be required to attend any general panel briefings and read any communications from SRIG or the Strategic Futures Advisory Committee (SFAC). The time commitment will increase when an ICP member is selected for an ICG or Fact Checking projects which will require the individual to commit sufficient time to support delivery of the project as set out in the agreed scope.

## Person Specification

<p>ICP members are expected to provide independent challenge and review project proposals, with a focus on operational issues. ICP members should provide:</p> <ul style="list-style-type: none"> <li>• Considered, independent advice</li> <li>• Specialist knowledge</li> <li>• Constructive challenge</li> </ul> <p>Successful candidates will have:</p>	
<b>Essential</b>	<b>Desirable</b>
Knowledge of the Technology enabled care sector and/or relevant parallel sectors/markets.	Knowledge of, and interest in, health, care and housing issues as they relate to the company and TEC sector.
The ability to independently challenge and review projects and provide expertise on relevant subject matter.	An understanding of or experience of any of the following (panel members should aim to cover a range of these):
<p>Experience or an in-depth understanding of one or more of the following areas:</p> <ul style="list-style-type: none"> <li>• Lived experience;</li> <li>• Housing;</li> <li>• Health and social care;</li> <li>• Technology-enabled care; or</li> <li>• Consumer technology.</li> </ul>	<ul style="list-style-type: none"> <li>• TEC sector technology (hardware and software);</li> <li>• Product and proposition development;</li> <li>• Risk management;</li> <li>• Consumer technology;</li> <li>• Technology/systems integration;</li> <li>• Private and public sector market development; and</li> <li>• Data analytics and AI.</li> </ul>
Sound and confident communication skills and able to convey an independent view.	
A clear understanding, and acceptance, of the responsibilities of an ICP member, including compliance with TSA's conflicts of interest policy.	
A full understanding of and commitment to equal opportunities and valuing diversity.	



<b>Term:</b>	Panel members are appointed for a year (subject to annual reappointment by SFAC on the recommendation of SRIG).
<b>Subsistence:</b>	This role is not remunerated except where the ICP member is appointed as a person with lived experience. You may claim travel and subsistence expenses, which are properly and necessarily incurred in carrying out your role and responsibilities as a member of the ICP in line with travel and subsistence policy and rates for TSA. A copy of the policy and rates can be obtained from the TSA.
<b>Applications:</b>	<p>Please send applications to <a href="mailto:marketing@tsa-voice.org.uk">marketing@tsa-voice.org.uk</a>. Applications should comprise the following:</p> <ul style="list-style-type: none"><li>(1) CV; and</li><li>(2) Brief cover letter explaining your interest in and suitability for the role.</li></ul> <p>If you require an initial discussion with TSA's CEO (the Chair of the SRIG), please request by email.</p>