

# **Investigation Committee: Candidate information pack**

One lay member and one registered medical practitioner  
vacancy

**Ref: GOC03/25**

**October 2025**

This information pack is available in alternative  
formats (for example large print).  
Please submit your request to the Governance  
team ([appointment@optical.org](mailto:appointment@optical.org))

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## Welcome letter



Thank you for expressing your interest in becoming a member of our Investigation Committee.

We are seeking to appoint one lay member and one registered medical practitioner to the Investigation Committee.

The Investigation Committee has a mixture of lay and registrant members. It meets in private to consider allegations that a registrant may not be fit to practise where case examiners cannot agree, and referrals from case examiners for an assessment of a registrant's health or performance.

As well as helping us to protect the public and regulate the profession, being a member of the Investigation Committee gives you the opportunity to share your unique skills and experience while learning from others. We are committed to supporting personal and professional development in the role.

If you welcome the challenge of helping to shape optical regulation at this time, we will be delighted to hear from you.

A handwritten signature in black ink that reads "Anne Wright". The signature is written in a cursive style.

**Dr Anne Wright CBE, Council Chair**  
**October 2025**

## Timeline

Key dates for this appointment are as follows:

### Application Deadline

Sunday 2 November 2025

### Interviews

Week commencing 5 January 2026

### Appointment Start Date

16 February 2026

### Induction dates

TBC

**Key contact:** Please email [appointment@optical.org](mailto:appointment@optical.org) for further information and we will aim to respond to your query within 48 hours. Please quote reference **GOC03/25** on all correspondence.

# About the GOC

## Background

We protect the public by upholding high standards in eye care services in the UK. We currently register and regulate around 35,000 optometrists, dispensing opticians, student optometrists and dispensing opticians, and optical businesses, known as registrants.

We hold registers for optometrists, dispensing opticians, student optometrists and dispensing opticians, specialty practitioners and bodies corporate conducting business in optometry or dispensing optics in the UK.

We are a registered charity and have an annual income of approximately £12 million. The GOC employs around 100 staff. Council members fulfil the trustee role for the organisation and ensure that we deliver on our core functions, use our resources effectively and fulfil our statutory responsibilities as a regulator and charity. You can read more about how Council does this in our [annual report from 2023/24](#).

## We have four core functions:

**Setting standards for the performance and conduct of our registrants**

**Approving qualifications leading to registration**

**Maintaining a register of individuals who are fit to practise or train as optometrists or dispensing opticians, and bodies corporate who are fit to carry on business as optometrists or dispensing opticians**

**Investigating and acting where registrants' fitness to practise, to train or carry on business may be impaired**

## Legislation

Our primary legislation is the Opticians Act 1989 (as amended), and we also have a series of related rules that describe how we carry out our statutory functions. This information can be found on our [website](#).

## Our values

The interests of patients and the general public are at the heart of all we do, and we aspire to the seven (Nolan) public sector principles of public life (selflessness, integrity, objectivity, accountability, openness, honesty and leadership).

Our values underpin the way we work with each other, and with the public, our registrants and partner organisations:

- We act with **integrity**
- We pursue **excellence**
- We **respect** other people and ideas
- We are **agile** and responsive to change
- We show **empathy**
- We behave **fairly**

# Overview of the role of Investigation Committee

Members of the Investigation Committee act as key decision makers for cases at the investigation stage of the fitness to practise process. They consider allegations that a registrant may not be fit to practise where case examiners cannot agree, and referrals from case examiners for an assessment of a registrant's health or performance.

The workload for the Investigation Committee is relatively low, there being on average four meetings per year. Investigation Committee meetings currently take place remotely via Microsoft Teams, although some may take place in central London.

The initial tenure for both roles will be four years with the possibility of reappointment subject to satisfactory appraisal.

The Investigation Committee comprises registrant and lay members with different backgrounds, skills, knowledge and experience.

[Find out more information about the Investigation Committee.](#)

[Find out more information on the fitness to practise process and how we investigate a concern.](#)

# Appointment information and expectation

## Remuneration and Time Commitment

Members are paid up to £185 per meeting. This is taxable and subject to National Insurance (NI) contributions. This is in line with our [member fees policy](#) and [member fee schedule](#).

Members can claim expenses for travel and subsistence costs incurred on Council business as set out in our [expenses policy](#).

This role is part time with a commitment of approximately ten days per year, including time spent preparing for meetings. Hearings will usually take place via MS Teams but may on occasion be held at the GOC Offices at One Canada Square, London, E14 5AA or other suitable venues.

## Appointment and Tenure of Office

The initial tenure will not exceed four years (any decision on reappointment will be subject to the needs of Council and a satisfactory member review, up to a combined maximum of eight years).

## Member Reviews

All Investigation Committee members are required to take part in our [member review process](#). A satisfactory review will normally be required for Investigation Committee members to continue to hold office.

## Training and Development

Appropriate training and induction will be provided and tailored to the appointed candidate. Induction will take place prior to appointment where possible. All members are expected to undertake routine refresher training on key areas, such as information governance and equality, diversity and inclusion (EDI), as a condition of appointment.

## Standards in Public Life

You will be expected to demonstrate high standards of corporate and personal conduct including impartiality, integrity and objectivity in the execution of the role and its responsibilities.

To ensure that these values are maintained by those in public service, the successful candidate will be required to subscribe to our [Code of Conduct](#) on appointment.

You must also confirm that you understand the standards of probity required by public appointees outlined in the “Seven Principles of Public Life”, included within our [Code of Conduct](#).



## Disqualification

Appointments to healthcare professional regulatory bodies are governed by regulations which include details of the circumstances in which an individual may be disqualified from holding office.

The criteria for disqualification from appointment as a member are set out in Part 2 of [The General Optical Council \(Constitution\) Order 2009](#). Please read this carefully before you submit an application.

## Management of Interests

You should note your requirement to declare any interests you hold which relate to the advertised role. These are:

- Business or personal interests that might be relevant to our work, and which could lead to a real or perceived conflict of interest were you to be appointed, should be declared at the application stage.
- Any close personal relationships with any GOC employees, workers or Council, committee, Hearings Panel members or Investigation Committee members. Any actual, potential or perceived conflicts of interest will be fully explored by the selection panel at shortlisting and interview stage. Candidates will be given an opportunity to propose how they would manage or eliminate the conflict.

It is possible that certain interests will not be manageable or might be dealt with as a condition of appointment (for example, a candidate needing to terminate their conflicting activity to take up the role).

**We strongly recommend that you read our [Management of Interests policy](#) and consider any interests that may conflict with the role before deciding to apply.**

Examples of interests that will require the candidate to give up their interest prior to taking up appointment as an Investigation Committee member include:

- member of Council or the Hearings Panel;
- GOC Case Examiner;
- GOC employees;
- GOC Education Visitor Panel member; and
- members of the GOC Council or other GOC committees, including Audit, Finance and Risk, and Nominations and Remuneration Committees.

On appointment you will be required to declare any interests you hold which could conflict or be perceived to conflict with your role as an Investigation Committee member. To be transparent, these interests will be published on our website.

If you wish to discuss an interest before submitting your application, please email [appointment@optical.org](mailto:appointment@optical.org) or call the Governance team on 0207 307 3451.

# Person specification

Please note that the role for lay member, as defined in the Opticians Act 1989, means this vacancy is not open to individuals who are (or ever have been) registered in a register, or a director of a body corporate registered in a register, maintained by the GOC. In addition, you must not hold qualifications which would entitle you to apply for registration in one of the registers maintained by the GOC.

Candidates will be required to provide in their application examples of how their experience matches the criteria outlined below.

## Registered Medical Practitioner Only

A. GMC registrant (an ophthalmologist or a doctor working in a different area with an understanding of primary and/or secondary care services for patients with optical needs).

## Criteria for all applicants

1. Demonstrable commitment to equality, diversity and inclusion; able to evidence how individual and collective actions make a difference to progressing inclusion. You are also confident in speaking up to challenge discriminatory behaviours when they arise.
2. Ability to analyse and interpret complex information and evidence, demonstrating impartiality, intellectual flexibility and sound judgment.
3. Ability to listen, communicate and participate constructively in active debate and decision-making. You tailor your communication style according to the needs of others around you.
4. Ability to understand and operate within a complex legislative framework assessing large volumes of complex evidence logically to achieve well-founded impartial decisions.
5. Demonstrable interest in upholding public protection and confidence in the professions and businesses we regulate and the maintenance of high professional standards.
6. Ability to build supportive relationships and work as a team, showing regard to the views of others and supporting collective decision making / Demonstrable commitment to accountability – taking personal responsibility and holding others to account.

We are committed to working in a fair and transparent manner, free from discrimination, harassment and victimisation, and to promoting equality, valuing diversity, being inclusive, and meeting our equality duties.

We will not discriminate on age; disability; gender reassignment; race/ethnicity; religion or belief; gender; sexual orientation; marriage and civil partnership; pregnancy; maternity; or geographical location.

# How to apply

## Your application

Please apply with the following:

- your CV outlining your employment history, any relevant voluntary work, public service or other experience; together with any relevant professional, academic or vocational qualifications (please keep this to two sides of A4);
- the application form, stating how your experience matches the criteria for the vacancy you are applying for; and
- the completed [Equality Diversity and Inclusion \(EDI\) Monitoring Form](#).

## Equality monitoring

We would welcome applications from individuals who are disabled and from diverse ethnic backgrounds as these are currently under-represented on our Council and committees.

When submitting your application, we encourage you to complete the equality, diversity and inclusion (EDI) monitoring information. This is to ensure all candidates are treated fairly throughout our application process. The form can be accessed [here](#).

Please note the information you submit will be treated in the strictest confidence and used for monitoring purposes only. This will be separated from your application and will not be seen by anyone directly involved in the selection process.

## Deadline

Please complete your application by **midnight Sunday 2 November 2025**. Please **email your completed application quoting reference GOC03/25 to [appointment@optical.org](mailto:appointment@optical.org)**.

If you have any questions, please email them to [appointment@optical.org](mailto:appointment@optical.org) and we will aim to respond to you within 48 hours. You may also contact us by telephone 0207 307 3451.

# Appointments process

For more information on our appointments process and guidance to support applicants in preparing their application form, please use this link [here](#).

We will process your application as quickly as possible and keep you informed at key stages. **Please read the information below carefully, which outlines important information and our process once we receive your application:**

- We will acknowledge receipt of your CV, application and EDI form by email and check it for completeness and eligibility.
- There will be a shortlisting stage, and if candidates are successful they will be invited to interview with an appointments panel. The appointments panel for these appointments will be comprised of:
  - Lisa Gerson (Chair, Registrant member)
  - Poonam Sharma (Registrant member)
  - Catherine Yelf (Lay member)
- The appointment panel membership can be subject to change at short notice. We will confirm the final membership of the panel when inviting you to interview.
- The appointment panel will rely on the information you provide in your application form and CV to determine whether you have demonstrated that you meet selection criteria as set out in the person specification. All applications are anonymised at the shortlisting stage.
- Where 30 or more applications are received for a role, applications will be “pre-assessed” by the Chief of Staff and the Head of Case Progression before being forwarded to the full appointments panel for consideration.
- Candidates shortlisted for interview will be notified **by 23 December 2025**.
- If you have **not** heard from us by this date, please assume you have not been invited to interview. This will be confirmed to you via email at a later date. Please note that individual feedback will only be available to candidates who attend interview but are not appointed.
- Interviews will take place remotely via Microsoft Teams on week commencing **5 January 2026**.

- Where a candidate is unable to attend an interview on the published dates, the selection panel *may* consider a new date, but at their discretion and in light of those interviewed first time.
- If invited to interview, the selection panel will question you about your experience and expertise and ask specific questions to find whether you meet the selection criteria.
- Written references from two referees, including one from a professional colleague who has worked with you closely in the last three years, and other due diligence checks (including Google/LinkedIn/Facebook searches, director/trustee checks) will be undertaken for shortlisted candidates **after interview**. Please ensure that your referees are aware and will be able to respond when contacted.
- These checks are undertaken to appropriately identify any potential conflicts of interest, and that there is nothing in the candidates' past which would render them ineligible or unable to perform the role (and which could pose a risk to the GOC's or the Privy Council's reputation). If any information comes to light that might affect a candidate's suitability for appointment, an opportunity will be provided to discuss the information before a course of action is decided upon.
- All candidates who have been interviewed will be notified of the outcome once the final decision has been made which we expect to be on the week commencing **2 February 2026**.
- On appointment, you will receive further information about training and induction.

# Equal opportunities and accessibility

## Equality Diversity and Inclusion (EDI)

We strive to be as diverse as the public we protect and welcome applications from everyone, regardless of age, disability, gender reassignment, race/ethnicity, religion or belief, gender, sexual orientation, marriage and civil partnership, pregnancy, maternity and geographical locations outside of London. We are committed to equality of opportunity for all, and appointments will be made solely on merit. We believe that for any organisation to be successful, it needs to work with the most talented and diverse people available. We positively encourage applications from people from all of the community, from all backgrounds and with a broad range of experience.

To ensure all candidates are treated fairly, we monitor diversity at all stages of the appointments process. The application process includes a monitoring section which is submitted online. Providing this information is optional, but we would be grateful for your co-operation.

Information provided will be treated as strictly confidential 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. Monitoring information gathered from application processes is published annually in our [EDI annual report](#). Our approach to monitoring can be viewed on our [website](#).

## Access Requirements

We have a duty to promote equality of opportunity for people who have disabilities. One of the ways we are doing this is through identifying barriers to opportunity facing people with disabilities and making reasonable adjustments to remove them.

If you would like to discuss your requirements for reasonable adjustments at any stage of the recruitment process in more detail, please contact the Governance team on 0207 307 3451. If you would like more information on reasonable adjustments please read this link: <https://www.gov.uk/reasonable-adjustments-for-disabled-workers>



# Your data

## Data Protection

Our data protection policy is published on our [website](#). We are required to retain information about the people who apply for public appointments, and make this available for audit purposes, if requested to do so. Our retention policy in relation to the information we collect in respect of public appointments is that we keep the following information for one year for unsuccessful candidates and six years for successful candidates and then it is destroyed:

- initial contact details, including your name and address;
- application form and any supporting documentation; and
- monitoring information.

Some of the information requested on the application form will be made public if you are appointed (e.g. your name, brief career/background history, other public appointments held, any other information that it is in the public interest to disclose). Moreover, we may be required to release information, including personal data, on request under the UK Data Protection Act 2018. However, we will not permit any unwarranted breach of confidentiality, and where possible will look to gain consent from the individual. Nor will we act in contravention of our obligations under the UK General Data Protection Regulation (UK GDPR).

## Questions and Concerns

We aim to process all applications as quickly as possible. However, if you have a complaint about the process used in this recruitment campaign, please refer to our [Corporate Complaints and Feedback Policy](#) which provides guidance on what can and cannot be considered and how to raise concerns. In the first instance, you should raise your concern/complaint informally within 72 hours of the action you are complaining about.

You can raise your concern by email ([appointment@optical.org](mailto:appointment@optical.org)) or telephone 0207 307 3451.

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[www.optical.org](http://www.optical.org)

Email: [goc@optical.org](mailto:goc@optical.org)

X: @GOC\_UK

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