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Welsh Government

Information pack for applicants

Public Health Wales NHS Trust

**Appointment of an Independent
Member (Local Authority)**

Closing date: 16 November 2017



Regulated by
The Commissioner for
Public Appointments

Public Health Wales NHS Trust

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Making an application

Thank you for your interest in the appointment of an Independent Member to the Board of Public Health Wales NHS Trust. The new Independent Member will be required to participate as a full member of the Board setting the strategy for the organisation. In addition you will be expected to constructively challenge, to participate actively in the decision-making process of the Board, and to scrutinise the performance of the Executive in meeting agreed goals and objectives. The attached Annexes provide details on the role of the Independent Member and the person specification, the role and responsibilities of Public Health Wales NHS Trust and the selection process.

To make an application please visit the Welsh Government public appointment website here <https://cymru-wales.tal.net/vx/lang-en-GB/mobile-0/appcentre-3/brand-2/candidate/jobboard/vacancy/7/adv/>.

Once you've registered, you'll be able to access the application form. To apply, you will need to submit the application form and **two** supporting documents. The first is a document answering the questions below, a 'personal statement'. This document should be no more than two sides of A4. Your application may be rejected if you exceed this limit. The second document is a full, up to date CV. The two documents should be uploaded to the "Reasons for applying" section of the online application form.

Personal Statement

Your personal statement is your opportunity to demonstrate how you meet each of the criteria as set out in the questions below. How you choose to present this information is up to you. However, you should aim to provide detailed examples that demonstrate how your knowledge and experience matches each of the criteria, and which describe what your role was in achieving a specific result.

Please also note that your evidence will also be assessed against whether you have the necessarily level of experience to effectively operate at Board level.

It will also benefit the selection panel if you can be clear which particular evidence you provide relates to which criteria. Providing separate paragraphs in relation to each criterion is common practice.

Finally, provide a brief paragraph that outlines why you applied for the role and what benefits would you be able to bring to the Public Health Wales Board.

Questions to answer as part of your application in your personal statement

Describe your understanding of health issues and priorities in Wales and how these would apply within Public Health Wales NHS Trust.

Please give a specific example or examples of when you have had to analyse complex information to contribute to sound decision making.

Please describe an occasion when you have worked with someone on an important matter where your perspectives may have differed, but still maintained a constructive relationship.

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Please can you provide evidence of your communication and engagement skills. Provide one specific example outlining your approach in communicating and engaging with people at any level, what skills and methods you used and the outcome achieved.

Please describe a specific example, or examples, where you have involved various teams, partners or stakeholders to improve a service or process. Please outline your personal contribution and the outcome.

Please outline how you meet the role specific criteria as set out on page 7.

Curriculum Vitae (CV)

Please ensure your CV includes brief details of your current or most recent post and the dates you occupied this role. Please identify any past or present Ministerial appointments.

Welsh Language Skills

As a national NHS organisation, Public Health Wales is working to strengthen its bilingual service provision across Wales and engage with the population effectively in both Welsh and English. It is committed to ensuring that the diversity of its Board is representative of Wales, its communities and its bilingual profile. Consequently, the ability to communicate in both Welsh and English is desirable for the appointment to this post.

Guaranteed Interview Scheme

The Welsh Government operates a Guaranteed Interview Scheme (GIS) for disabled people. The Equality Act 2010 defines a person as disabled if they have a physical or mental impairment and the impairment has a substantial and long term adverse effect on their ability to carry out normal day to day activities. Under the GIS a disabled candidate will be selected for interview if they meet the minimum essential criteria for the post.

Indicative timetable

Closing date:	16 November 2017
Shortlisting complete:	W/C 20 November 2017
Interviews held:	W/C 27 November 2017
Start date:	As soon as possible after an appointment has been made

Key facts about the post

Applications are welcomed from individuals seeking a role share working arrangement. Applicants must indicate on their personal statement whether they would like to apply on a full time or role share basis.

Location: Public Health Wales is the national public health organisation in Wales. It has an all-Wales remit, occupies a number of premises across Wales and has a

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policy of taking public meetings out into the communities it serves. The successful candidate will therefore be required to travel to all parts of Wales, although a significant number of meetings and Board related events will be held at the Headquarters in Cardiff. Some overnight stays will be required.

Remuneration: £9,360 per annum

Time Commitment: The post of Independent Member is based on a notional commitment of a minimum of (four) 4 days per month but this will be subject to organisational demands and is often higher than the minimum requirement.

Contacts:

For further information regarding the selection process, please contact:

The Corporate Shared Service Centre
Tel: 029 2082 5454
Email: sharedservicehelpdesk@wales.gsi.gov.uk

For further information regarding the role of Independent Member please contact Melanie Westlake, Board Secretary and Head of Corporate Governance, Public Health Wales NHS Trust.

Tel: 029 20104290

Email: melanie.westlake2@wales.nhs.uk

For further information about Public Health Wales NHS Trust, you may wish to visit the Trust's internet web site: <http://www.publichealthwales.wales.nhs.uk/>

If you need any further assistance in applying for this role, please contact the Welsh Government's Corporate Shared Service Centre Helpdesk on 029 2082 5454 or SharedServiceHelpdesk@wales.gsi.gov.uk

For further information about Public Appointments in Wales, please visit www.gov.wales/publicappointments

Feedback

The Welsh Government would like to find out what you think of the public appointments process. If you make an application, the Welsh Government would appreciate a few minutes of your time to complete this survey:

<http://publicappointmentscommissioner.independent.gov.uk/candidate-survey>

Your response will be anonymous and will inform the Welsh Government's ongoing work with to improve the public appointments process.

Annex A

The Role of the Independent Member

Role description and person specification

This is a great opportunity to use your skills and experience to make a contribution to our vision to achieve a “happier, healthier and fairer Wales”.

Role and responsibilities

Independent Members will among other things:-

- Play a full and active role in the governance of the Trust, both clinical and corporate. You will take an active part in discussions, providing your opinion and challenge and support to the Board on key issues.
- Contribute to the work of the Board based upon your independence, your past experience and knowledge, and your ability to stand back from the day to day operational management;
- Contribute and accept corporate decisions to ensure a joined up, robust and transparent decision making process by the Board;
- Be expected, in time, to fully understand the business through active involvement to enable the effective performance of the organisation;
- Work closely with other public, private and voluntary organisations and will make sure that the views of patients, carers and families are fully involved in helping to shape, develop and improve services;
- Analyse and critically review complex information and contribute to sound decision making.
- Ability to contribute to the ‘governance and finance’ of the Trust, ensuring it is open and honest in its work by contributing fully in the decision making process.

Person Specification

Independent Members will demonstrate the following qualities:-

Knowledge and Experience

- An understanding and an appreciation of public health issues;
- The ability to contribute effectively at Board level;
- The ability to understand the role and work of the organisation and ensure the Board is central to the delivery of its services;
- Experience in analysing complex information and contributing to sound evidence-based informed decision making;
- Ability to work with the Executive Directors and other Board members to ensure the Board leads the organisation effectively. Where necessary you will demonstrate skills that will enable you to hold the Executives to account, with appropriate challenge, for performance whilst maintaining a constructive relationship;
- Ability to contribute to the governance of the organisation, ensuring it is open and honest in its work by contributing fully in the decision making process;

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- Ability to provide a knowledgeable, impartial and balanced perspective on a range of sensitive and complex issues;
- A broad understanding of the governance requirements which need to be in place to comply with legislation, for example Data Protection Act (DPA), health and safety at work etc;
- An appreciation of the requirements of the Well-being and Future Generations (Wales) Act 2015 and the influence that this must have on ensuring a “*Healthier, Happier and Fairer Wales*” for the population of Wales and future generations.

Personal Attributes and Skills

The Trust has defined a set of shared core values – *Working together, with trust and respect, to make a difference*. To help demonstrate your commitment to these values you will need to be able to demonstrate the following:-

- Good communication skills and the ability to engage with employees and employee representatives at all levels within the organisation
- To act as an ambassador for the organisation and represent it at various events and conferences
- Skills and ability to work as part of a team and in partnership with other key organisations.

To be considered, you must be able to demonstrate that you have the qualities, skills and experience to meet all the essential criteria for appointment.

Role Specific Criteria

Public Health Wales works with local authorities across Wales and considers them important partners in the achievement of our mission and vision. It is important that we establish and maintain effective links with these public bodies via both formal and informal networks. We are therefore seeking applications from people with past or present **knowledge and experience of working with or within local authorities in Wales**, to ensure that this important perspective is brought to the Board.

In your application you will have to demonstrate:

- A knowledge and understanding of local authority matters in a particular area or across Wales
- Ability to apply your knowledge and understanding of local authority matters in a strategic board environment.
- Experience of working at a senior executive or board level.

Public Health affects all communities and individuals and we welcome applications from people from a wide variety of different and diverse backgrounds.

Time commitment

The post of Independent Member to Public Health Wales NHS Trust is based on a notional commitment of a minimum four (4) days per month but this will be subject to organisational demands and is often higher than the minimum requirement.

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Welsh Language

Welsh language skills are desirable for this appointment. All candidates will be expected to display empathy towards the language and demonstrate leadership to strengthen bilingual service provision within the NHS in Wales.

Remuneration

The post of Independent Member will be paid at £ 9,360 per annum .paid monthly or quarterly in arrears as agreed with the Trust.

Where an Independent Member is allowed time off from their current employment with pay to perform their duties, they will receive no additional remuneration for undertaking the Independent Member role. They will be treated in the same way as other employees who are given paid time off to undertake public duties.

Expenses

You will be entitled to be re-imbursed, if appropriate, against receipts for travel and subsistence expenses incurred while on Trust business. Expenses must be claimed within three months of them being incurred unless there are exceptional circumstances.

Childcare and other dependent expenses may also be paid, on production of receipts, for additional costs incurred while undertaking Trust work.

Tenure of office

The Cabinet Secretary for Health, Well-being and Sport .determines the length of the appointment, which will initially be up to four (4) years. However, this is subject to the Independent Member remaining eligible for the role for the duration of the term. Board members may stand for a maximum of eight (8) years.

Accountability

Members are appointed by the Cabinet Secretary for Health, Well-being and Sport and are accountable to the Cabinet Secretary for Health, Well-being and Sport via the Chair for carrying out their duties and for their performance.

Assistance for Disabled Members

Where appropriate all reasonable adjustments will be made to enable members to effectively carry out their duties.

Eligibility

A person shall be disqualified from appointment if he/she:

- a. has within the preceding 5 years been convicted in the UK, Channel Islands or the Isle of Man of any offence and has had passed on him/her a sentence of

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- imprisonment (whether suspended or not) for a period of not less than 3 months;
- b. has been adjudged bankrupt or has made a composition or arrangement with his creditors;
 - c. has been dismissed, otherwise than by reason of redundancy, or non-renewal of a fixed term contract, from any paid employment with a health service body;
 - d. is a person whose tenure of office as the chair, member or director of a health service body has been terminated because his/her appointment is not in the interests of the health service, for non-attendance at meetings or for non-disclosure of pecuniary interest;
 - e. is an employee of a health service body

Subject to the exception noted in (e), it is the policy of the Welsh Government that all recent employees of LHBs and NHS Trusts should serve a non-involvement break before being considered for an NHS Public Appointment.

Any other information that may materially affect your application for appointment should be declared in the application form under the Conflict of Interests section.

Applicants should be persons who conduct themselves at all times in a manner which will maintain public confidence.

In particular, applicants are required to declare whether they are aware of anything in their private or professional life that would be an embarrassment to themselves or to the Welsh Government if it became known in the event of appointment.

Candidates should also note that membership of a LHB is a disqualifying office for membership of the National Assembly for Wales under the National Assembly for Wales (Disqualification) Order 2015.

Conflicts of Interest

You should particularly note the requirement for you to declare any private interests which may, or may be perceived to, conflict with the role and responsibilities as Independent Members of Public Health Wales NHS Trust including any business interests and positions of authority outside of the role in Public Health Wales NHS Trust.

If appointed, Independent Members must declare these interests and seek confirmation from the Chair of Public Health Wales NHS Trust that no conflict has arisen and if it is appropriate for them to remain a board member.

Standards in public life

Independent Members will be expected to adhere to the standards of good governance set for the NHS in Wales, which are based on the Welsh Government's Citizen Centred Governance Principles and incorporate Nolan's "Seven Principles of Public Life".

Annex B

The role and responsibilities of Public Health Wales NHS Trust

Background

The vision of Public Health Wales is to make Wales a happier, healthier and fairer place to live. We do this by working locally, nationally and internationally to protect and improve the health and wellbeing of the population of Wales and reduce health inequalities.

We have approximately 1,500 staff across Wales and a budget of over £100 million. The organisation employs the majority of the specialist public health resource in Wales.

Our strategy

Our Integrated Medium Term Plan, also known as our [Strategic Plan](#), presents how we will work for our population over the next three years. It is radically different to how we have worked before. It is about continuing to improve the services we deliver to ensure they are high quality, safe, efficient and effective.

We provide advice, expertise and specialist services to the Welsh Government, working across departments, the seven health boards, NHS Trusts, 22 local authorities, other agencies and to the population of Wales. Each of the seven health boards in Wales employs a Director of Public Health who is supported by the critical mass of expertise employed by Public Health Wales at the local and community level and who, under an honorary contract, manages locally based Public Health Wales staff.

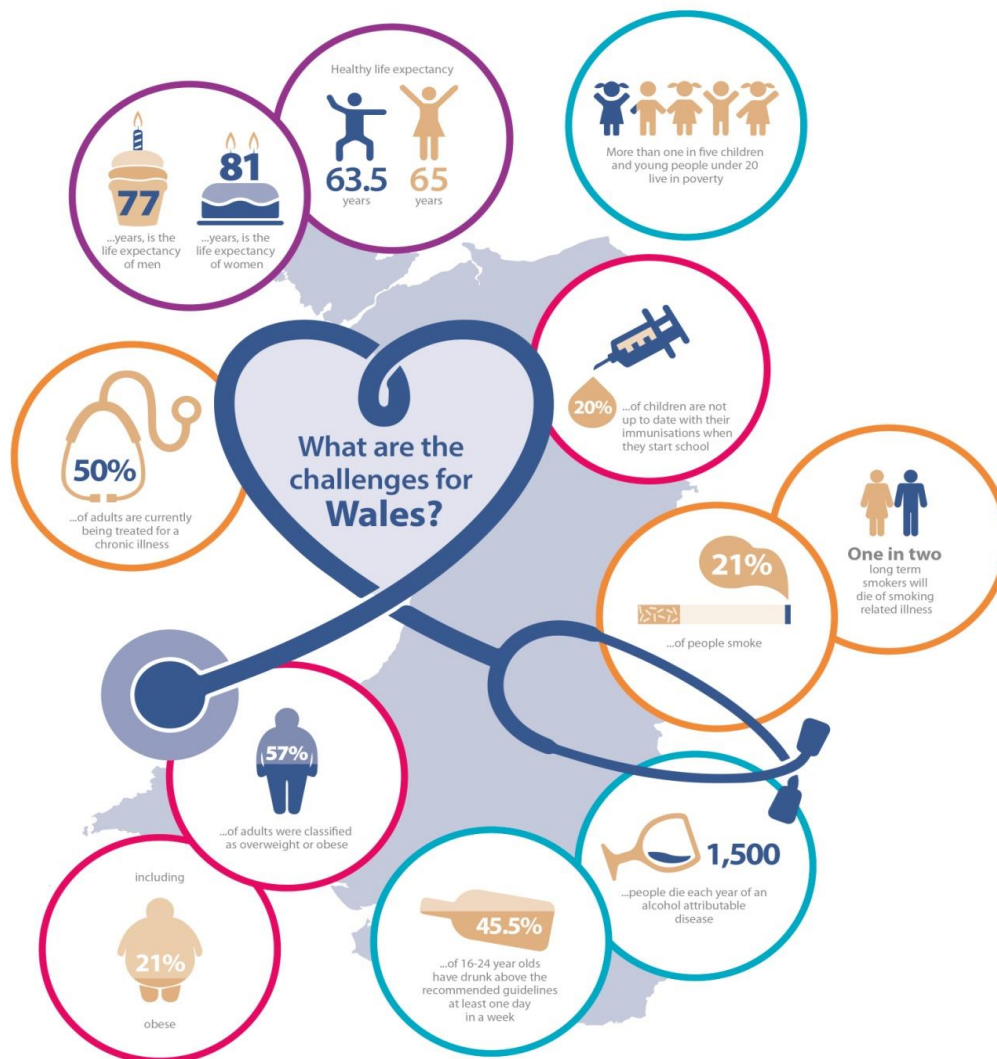
What we do

Public Health Wales provides the public health knowledge, scientific expertise and intelligence to lead change and the intellectual challenge to make sure public services focus on delivering health improvement and reducing inequality.



Our challenges

Health and local government are among the devolved issues so, working nationally and locally, Public Health Wales has access to both policy levers and local delivery systems. Public Health Wales, health boards and local authorities work closely together to promote public health in their areas and will jointly identify and set the local strategic agenda. However, fundamental challenges to improving public health remain.



The role of the Board

The three key roles through which the board of Public Health Wales NHS Trust demonstrates leadership within its organisation are:-

- Formulating strategy.

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- Ensuring accountability by holding the organisation to account for the delivery of the strategy and through seeking assurance that systems of control are robust and reliable
- Shaping a positive culture for the Board and the organisation.

The role of the Board member focuses on four key areas:-

- **Strategy** – to contribute to strategic development and decision-making
- **Performance** – to ensure that effective management arrangement and an effective team are in place at the top level of the organisation. To help clarify which decisions are reserved for the Board and then ensure that the rest are clearly delegated and to hold management to account for its performance in meeting agreed goals and objectives through purposeful challenge and scrutiny, and to monitor the reporting of performance
- **Risk** – to ensure that financial information is accurate and that financial controls and systems of risk management and assurance are robust and defensible
- **Behaviour** – to live up to the highest ethical standards of integrity and probity and comply fully with the Code of Conduct. Board members should demonstrate through their behaviour that they are focusing on their responsibilities to citizens, the organisations and its stakeholders

Annex C

The selection process

The selection panel will assess your application form in terms of your CV and personal statement to determine whether you meet the criteria for the role, and

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whether or not you will be invited to interview. The panel can rely only on the information you provide in your CV and personal statement to assess whether you have the skills and experience required. Please ensure that you provide evidence to support how you meet all of the criteria and questions asked to complete as part of your personal statement.

The selection panel will consist of Annie Jones, Welsh Government, Janice Williams, Chair of the Public Health Wales NHS Trust and an Independent Panel Member.

Your application may be “long-listed”, subject to the volume of applications received, before it is passed to the shortlisting panel for consideration. You should be aware that in this situation, your application might not be considered in full by the entire selection panel.

We anticipate that during the week commencing 20 November 2017 the panel will have decided who will be invited for interview during the week commencing 27 November 2017.

The panel will select for interview only the strongest applicants who it feels have demonstrated that they best meet the criteria as asked to demonstrate in the personal statement. However, if you have applied under the guaranteed interview scheme and you meet the minimum essential criteria for the post, then you will also be invited for interview.

If you are invited to interview and if the interview date is not already provided in this information pack, we will aim to provide you with as much notice as we can of the interview date. If you are unable to make the arranged interview date, we will endeavour to re-arrange it but it might not be possible due to time constraints within the appointment timetable or selection panel availability.

You will receive email communication from the Appoint system to let you know whether or not you have been invited to be interviewed.

If invited to interview, the panel will question you about your skills and experience, asking specific questions to assess whether you meet the criteria set out for the post. The appointment process as well as an interview may include further assessment of suitability for the roles. Further information will be provided in advance to those called for interview

Candidates who the panel believe are ‘appointable’, will be recommended to the Cabinet Secretary for Health, Well-being and Sport who will make the final decision. The Cabinet Secretary for Health, Well-being and Sport may choose to meet with appointable candidates before making a decision. If he does, he will meet all candidates and in the presence of the selection panel chair or their nominated representative. There will be a time gap between interview and a final appointment decision being made. Candidates who have been interviewed will be kept informed of progress.

If you are successful, you will receive a letter from the Cabinet Secretary for Health, Well-being and Sport appointing you as an Independent Member of Public Health Wales NHS Trust, which will confirm the terms on which the appointment is offered.

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If you are unsuccessful at interview, you will be notified by Welsh Government. We appreciate it takes a lot of time and effort to apply for roles and that feedback is a valuable part of the process. As a result, the letter will provide the details of who you may approach for feedback on your interview and application, if you so wish

Queries

For queries about your application, please contact the Corporate Shared Service Helpdesk on 029 2082 5454 or sharedservicehelpdesk@wales.gsi.gov.uk.

Regulation by the Commissioner for Public Appointments

The Commissioner regulates and monitors appointments to public bodies to ensure procedures are fair, open and transparent and based on merit. More information about the role of the Commissioner and his Code of Practice is available from <http://publicappointmentscommissioner.independent.gov.uk>

If you are not completely satisfied

Welsh Government will aim to process all applications as quickly as possible and to treat all applicants with courtesy. If you have any complaints about the way your application has been handled, please contact the Corporate Shared Service Helpdesk on 029 2082 5454 or sharedservicehelpdesk@wales.gsi.gov.uk

If after receiving a comprehensive response from the Welsh Government you are still concerned, you can write to the Commissioner for Public Appointments. Please contact:

The Commissioner for Public Appointments
1 Horse Guards Road
London
SW1A 2HQ
Tel: 0207 271 0849
Email: publicappointments@csc.gsi.gov.uk

Annex D

Diversity Statement

The Welsh Government believes that public bodies should have board members who reflect Welsh society - people from all walks of life - to help them understand people's needs and make better decisions. This is why the Welsh Government is encouraging

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a wide and diverse range of individuals to apply for appointments to public bodies. Applications are particularly welcome from all under-represented groups including women, people under 30 years of age, black, Asian and minority ethnic people, disabled people, lesbian, gay, bisexual and transgender people.

