



NHS
WALES
GIG
CYMRU



Llywodraeth Cymru
Welsh Government

Information pack for applicants

Cardiff and Vale University Health Board

Appointment of an Independent Member (Trade Union)

Closing date: 1 December 2017



Cardiff and Vale University Health Board

Contents	Page
Making an Application	3
Annex A: The role of the Independent Member	6
Annex B: The role and responsibilities of Cardiff and Vale University Health Board	10
Annex C: The selection process	13

Cardiff and Vale University Health Board

Making an application

Thank you for your interest in the appointment of an Independent Member (Trade Union) to the Cardiff and Vale University Health Board. The new Independent Member will be required to play a full and active role in the governance of the Health Board. The attached Annexes provide details on the role of the Independent Member, the person specification, the role and responsibilities of Cardiff and Vale University Health Board 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/>.

To apply for this role, click on the Cardiff and Vale University Health Board vacancy and click on 'Apply' at the bottom left hand corner. The first time you apply for a post, you will need to complete a registration form for the Welsh Government's online application system. You will only need to register once, and you will be able to keep yourself updated on the progress of your application, and any other applications you make, via your registered account.

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 supporting document is a **personal statement** providing answers, in terms of evidencing competences, to the questions detailed below. This document should be no more than two sides of A4. Your application may be rejected if you exceed this limit. The second supporting document is a full, up to date **CV**. The two supporting 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. 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 criteria is common practice.

Questions to answer as part of your application in your personal statement in no more than 2 sides of A4.

Please outline how you meet the role specific criteria on page 7 of this booklet.

Describe your understanding of health issues and priorities in Wales and how these would apply within the Cardiff and Vale University Health Board.

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 held a senior person to account while maintaining a constructive relationship.

Cardiff and Vale University Health Board

Please provide evidence of your of communications and engagement skills. Please provide a specific example outlining your approach in communicating and engaging with people at all levels, what skills and methods you used and the outcome.

How can you show you have demonstrated our values.

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.

Indicative timetable

Closing date:	1 December 2017
Shortlisting complete:	W/C 4 December 2017
Interviews held:	W/C 11 December 2017
Start date:	2 January 2018

Key facts about the post

Location: Board meetings held bi- monthly normally at various locations across the UHB. The UHB also has various committees, the meetings which meet either bi-monthly or quarterly.

Remuneration: As the Independent Member (Trade Union) will be an employee of Cardiff And Vale University Health Board, they will receive no additional remuneration for undertaking the Independent Member role.

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

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 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.

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

Cardiff and Vale University Health Board

disabled candidate will be selected for interview if they meet the minimum essential criteria for the post.

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 the Vice Chair, please contact Maria Battle, Chair of Cardiff and Vale University Health Board. Tel: 029 2074 5684. Email: Maria.battle@wales.nhs.uk

For further information about Cardiff and Vale University Health Board, you may wish to visit the Health Board's internet web site:

<http://www.cardiffandvaleuhb.wales.nhs.uk/home>

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

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 difference to the lives of the people served by Cardiff and Vale University Health Board.

Role and responsibilities

Independent Members will among other things:-

- Play a full and active role in the governance of the Health Board, 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 Health Board, 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 & Experience

- An understanding of health issues and priorities in the Cardiff and Vale University Health Board area and the ability to understand the role and work of the Board;
- Ability to hold the executives to account for performance whilst maintaining a constructive relationship;
- Ability to provide a knowledgeable, impartial and balanced perspective on a range of sensitive and complex issues;
- A broad understanding of the information governance requirements required to comply with legislation e.g. Data Protection Act (DPA);

Personal Attributes & Skills

The Health Board has defined a set of shared core values and behaviours – what the organisation stands for. 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 Health Board;
- Ability to work as part of a team and in partnership with other key organisations;

Cardiff and Vale University Health Board

- Ability to involve and work with stakeholders to help shape, develop and improve services; and
- Ability to analyse and critically review complex information

Role Specific Criteria

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. The role specific criteria for the Independent Member (Trade Union) is as follows:-

You must be a member of a trade union and a current employee of Cardiff and Vale University Health Board.

You will have to demonstrate:-

- A knowledge and understanding of trade union matters in the area served by Cardiff and Vale University Health Board
- Ability to apply your knowledge and understanding of trade union matters in a strategic board environment.

In addition to evidencing these criteria please answer the questions outlined on pages 3 and 4 of this candidate pack.

The Chair of Cardiff and Vale University Health Board is happy to discuss the role specific criteria with applicants on request. Please see page five for contact details.

Welsh Language

The Welsh Language skill level for this appointment is desirable.

Time commitment

The post of Independent Member to Cardiff and Vale University Health Board 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.

Remuneration

Where an Independent Member is allowed time off from their current employment with pay to attend meetings of the Health Board, 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 reimbursed, if appropriate, against receipts for travel and subsistence expenses incurred while on Health Board 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 Health Board 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

Cardiff and Vale University Health Board

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 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 chairman, 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;

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 an Independent Member of Cardiff and Vale University Health Board including any business interests and positions of authority outside of the role in Cardiff and Vale University Health Board.

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

Cardiff and Vale University Health Board

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."

The role and responsibilities of Cardiff and Vale University Health Board

Background

Cardiff and Vale University Health Board (UHB) was established in October 2009 and is one of the largest NHS organisations in the UK. As a UHB, we have a responsibility for around 475,000 people living in Cardiff and the Vale of Glamorgan. This includes health promotion and public health functions as well as the provision of local primary care services (GP practices, dentists, optometrists and community pharmacists) and the running of hospitals, health centres, community health teams and mental health services. Together with some services from other health Boards and key partners, these provide a full ranges of health services for our local residents and those from further afield in both Wales and England who use our specialist services. The Noah's Ark Children's Hospital for Wales (CHfW) is based on the site of the University Hospital of Wales in Cardiff. It provides health care for the children of Cardiff but also provides tertiary services for children across Wales. At the University Hospital Llandough we have Hafan y Coed, the new adult mental health unit which opened in April 2016, providing a modern, therapeutic and recovery focussed environment to adults experiencing mental health issues. This new unit is first class and will help recovery and rehabilitation for service users.

Shaping our Future Wellbeing is our 10 year Strategy (2015-2025) www.bit.ly/SOFWHome *Caring for People; Keeping People Well* is why we exist as a UHB, our vision being that *a person's chance of leading a healthy life is the same wherever they live and whoever they are*. At its heart our strategy has the desire to achieve joined up care based on home first, avoiding harm waste and variation, empowering people and delivering outcomes that matter to them.

To deliver these highly diverse and complex services, we spend over £1.2 billion every year and employ around 14,000 staff. When many people think of the NHS they think of doctors and nurses, but it is important to remember that many varied roles that make the care we provide possible. Allied healthcare professionals and health scientists comprise more than 40 different professions including dieticians, physiotherapists, radiographers, audiologists and laboratory scientists. Healthcare support workers play a key role in supporting staff to deliver direct clinical care and those providing non-clinical support include our portering staff, cleaning and catering staff, electricians and engineers and many others.

We are also a teaching Health Board with close links to Cardiff University, which boasts a high profile teaching, research and development role with the UK and abroad. This is alongside other academic links with Cardiff Metropolitan University and the University of South Wales. Together, we are training the next generation of clinical professionals in order that we develop our expertise and improve our clinical outcomes.

Cardiff and Vale University Health Board

Our Values 'CARING FOR PEOPLE; KEEPING PEOPLE WELL'

Cardiff and Vale University Health Board has an important job to do. What we do matters because it's our job to care for people and keep them well. We all want to do this to the best of our abilities – but we know that good intentions are not always enough.

At Cardiff and Vale University Health Board our values and example behaviours are:

We care about the people we serve <i>and</i> the people we work with	Treat people as you would like to be treated and always with compassion
We trust and respect one another	Look for feedback from others on how you are doing and strive for better ways of doing things
We take personal responsibility	Be enthusiastic and take responsibility for what you do.
We treat people with kindness	Thank people, celebrate success and when things go wrong ask 'what can I learn'?
We act with integrity	Never let structures get in the way of doing the right thing .

Our values guide the way we work and the way we behave with others. Post holders will be expected at all times to behave in accordance with our values demonstrating commitment to the delivery of high quality services to patients.

The role of the Board

The three key roles through which the board of the Cardiff and Vale University Health Board demonstrates leadership within its organisation are:-

- Formulating strategy.
- 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

The selection process

The interview panel will assess your application form, CV and the questions you answered as part of your personal statement to determine whether you meet the criteria for the role, and whether or not you will be invited to interview. The panel will rely only on the information you provide in your CV and the questions you answered as part of your 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 essential criteria.

The selection panel will consist of Maria Battle, Chair of Cardiff and Vale University Health Board, David Pritchard, Welsh Government 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 panel.

We anticipate that during the week commencing 4 December 2017 the panel will have decided who will be invited for interview which will take place during the week commencing 11 December 2017.

The panel will select for interview only the strongest applicants who it feels have demonstrated that they best meet the criteria set out in the person specification. 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 role. 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. Any meetings will be held in the

Cardiff and Vale University Health Board

presence of the 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 Vice Chair of Cardiff and Vale University Health Board, which will confirm the terms on which the appointment is offered.

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 the Code of Governance 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