



Information pack for applicants

Hywel Dda University Health Board

**Appointment of an Independent
Member (2 roles Community and
Third Sector)**

Closing date : 15 December 2017



The Commissioner for Public Appointments

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Making an application

Thank you for your interest in the appointments for either the Independent Member post for Community or the Independent Member post Third Sector (covering Ceredigion, Carmarthenshire and Pembrokeshire) to the Hywel Dda University Health Board. The new Independent Members will be required to play a full and active role in the governance of the University Health Board. The attached Annexes provide details on the role of the Independent Member, the person specification, the role and responsibilities of Hywel Dda 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 these roles, click on the Hywel Dda University Health Board vacancies 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.

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

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 for either the Community or Third Sector Independent Member role as outlined on page 7.

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

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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

Please can you provide evidence of your communication and engagement skills. 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.

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.

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:	15th December 2017
Shortlisting complete:	W/C 8 th January 2018
Interviews held:	W/C 15 th January 2018
Start date:	1 April 2018 for the Independent Member (Community) and 1 May 2018 for the Independent Member (Third Sector). To allow for a shadowing / handover period, appointments for both roles will be confirmed in January 2018.

Key facts about the post

Location:	Board meetings held bi- monthly at various locations across the UHB. The UHB also has Board Seminar meetings and various committees, the meetings which meet either bi-monthly or quarterly.
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Remuneration:	£13,344 per annum
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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.
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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

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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 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 Independent Member, please contact Bernadine Rees, Chair of Hywel Dda University Health Board. Tel: [01267 239637](tel:01267239637) Email: Bernadine.rees@wales.nhs.uk

For further information about Hywel Dda University Health Board, you may wish to visit the Health Board's internet web site: <http://www.hywelddalhb.wales.nhs.uk/> or contact the Health Board's Board Secretary on [01267 239644](tel:01267239644) or via joanne.wilson4@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

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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 Hywel Dda 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 Hywel Dda University Health Board area and the ability to understand the role and work of the Board;
- The ability to contribute effectively at board level.
- 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;

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- Ability to work as part of a team and in partnership with other key organisations;
- Ability to involve and work with stakeholders to help shape, develop and improve services; and
- Ability to analyse and critically review complex information

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.

Essential Role Specific Criteria

Independent Member – Community

You will have to demonstrate:

- A knowledge of and empathy with local community issues and priorities;
- A citizen focussed approach championing the Board's purpose in serving the public;
- Organisational experience that will benefit the development of the Health Board moving forward.

Independent Member – Third Sector

You will have to demonstrate:

- A knowledge and understanding of the third sector in the area served by Hywel Dda UHB.
- Ability to apply your knowledge and understanding of third sector matters in a strategic board environment.

Welsh Language

For the Community role, Welsh Language Skills are desirable. For the Third Sector role, Welsh language skills are also desirable but not a pre-requisite for appointment. However, all candidates will be expected to display empathy towards the language and demonstrate leadership to strengthen bilingual service provision within the NHS in Wales.

Time commitment

The post of Independent Member to Hywel Dda 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

The post of Independent Member will be paid at £13,344 per annum .paid monthly or quarterly in arrears as agreed with the Health Board.

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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 and Social Services 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 and Social Services and are accountable to the Cabinet Secretary for Health and Social Services 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;
- e. is a health service employee;

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.

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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 Hywel Dda University Health Board including any business interests and positions of authority outside of the role in Hywel Dda University Health Board.

If appointed, Independent Members must declare these interests and seek confirmation from the Chair of Hywel Dda University Health Board 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."

The role and responsibilities of Hywel Dda University Health Board

Background

Hywel Dda University Health Board (UHB) is the planner and provider of all NHS healthcare services for people in Carmarthenshire, Ceredigion, Pembrokeshire and its bordering counties, to a total population of around 384,000 across a quarter of the landmass of Wales.

It provides Acute, Primary, Community, Mental Health and Learning Disabilities services via General and Community Hospitals, Health Centres, GPs, Dentists, Pharmacists and Optometrists and other sites.

The Health Board has four main hospital sites at Bronglais in Aberystwyth, Glangwili in Carmarthen, Prince Philip in Llanelli and Withybush in Haverfordwest, with a further seven community hospitals. The population is served by 54 general medical practices, 48 dental practices, 99 community pharmacies, 56 opticians and 11 health centres, together with numerous locations from which mental health, learning disabilities and related services are provided. Highly specialised and tertiary services are commissioned by the Welsh Health Specialised Services Committee.

The Health Board has in place governance and assurance arrangements which are continually being developed and strengthened. The Board is responsible for maintaining appropriate governance arrangements to ensure that it is operating effectively and delivering safe, high quality care, recognising the need to govern the organisation effectively and in doing so build public and stakeholder confidence. All Board members share corporate responsibility for formulating strategy, ensuring accountability, monitoring performance and shaping culture, together with ensuring that the Board operates as effectively as possible. This is fundamental to the Board's role in pursuing performance and ensuring that the interests of patients are central and creates a culture supporting open dialogue.

Hywel Dda University Health Board, to accord with the core values for the NHS in Wales, designed to support good governance and the achievement of high standards of care (as included in the NHS e-governance manual), places significant emphasis on:

- Prioritising quality and safety
- Improvement being integrated with everyday working
- Focusing on prevention, health improvement and inequality
- Partnership working
- Investing in staff

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The role of the Board

The three key roles through which effective the board of the Hywel Dda 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 Bernadine Rees OBE, Chair of Hywel Dda University Health Board, Hilary Hopkins, 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 8th January 2018 the panel will have decided who will be invited for interview which will take place during the week commencing 15th January 2018.

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. It is our intention that interviews will take place at the following location:

Hywel Dda University Health Board - Bwrdd Iechyd Prifysgol Hywel Dda
Corporate Offices - Swyddfeydd Corfforaethol
Ystwyth Building - Adeilad Ystwyth
Hafan Derwen - Hafan Derwen
St David's Park - Parc Dewi Sant
Jobswell Road - Heol Jobswell
Carmarthen - Caerfyrddin
SA31 3BB

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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 and Social Services who will make the final decision. The Cabinet Secretary for Health and Social Services may choose to meet with appointable candidates before making a decision. Any meetings will be held in the 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 and Social Services appointing you as an Independent Member of Hywel Dda 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

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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 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.

