

Doc. 7



Llywodraeth Cymru  
Welsh Government

**Information pack for applicants**

# **Community Health Councils in Wales**

## **Appointment of Members 2017**

**Closing date : 22 JANUARY 2018**



**The Commissioner for  
Public Appointments**

# Community Health Councils

## Contents

Page

**Making an Application**

**Annex A: The role of the CHC Member**

**Annex B: The role and responsibilities of Community Health Councils**

**Annex C: The selection process**

**Annex D/E: Community Council areas and their local committees**

## Community Health Councils

### Making an application

Thank you for your interest in the appointment of a member to your local community health council. The new member will represent the views of the public in influencing and improving the way the NHS services are planned and provided in Wales. The attached Annexes provide details on the role of the member and the person specification, the role and responsibilities of the Community Health Councils 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 Community Health Council 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 upload a personal statement to the 'Reasons for applying' section of the online application form.

### Personal Statement

The personal statement is your opportunity to demonstrate how you meet each of the criteria set out in the person specification. How you choose to present the 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 criterion is common practice.

Please limit your personal statement to two pages. Your application may be rejected if you exceed this limit.

### Indicative timetable

Closing date:	22 January 2018
Shortlisting:	between 23 January and 2 February 2018
Interviews:	week commencing 26 February 2018

### 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.

## Community Health Councils

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 - Positive about Disability**

The Welsh Government operates a Positive about Disabled People scheme and welcome applications from people with disabilities. The scheme guarantees an interview to disabled people if they meet the minimum criteria for the post. The application form also enables you to detail any specific needs or equipment that you may need if invited to attend an interview.

### **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](mailto:sharedservicehelpdesk@wales.gsi.gov.uk)

For further information regarding the role of the members please contact the Board of CHCs on : ☎ 02920 235558 or ✉ [enquiries@waleschc.org.uk](mailto:enquiries@waleschc.org.uk) or visit their website on <http://www.wales.nhs.uk/sitesplus/899/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](mailto:SharedServiceHelpdesk@wales.gsi.gov.uk)

For further information about Public Appointments in Wales, please visit [www.gov.wales/publicappointments](http://www.gov.wales/publicappointments)

## Appointment of a member of the community health council

### Role description and person specification

#### What do members do?

- Talk to patients and the public and encourage them to share their views and experiences of NHS services
- Report the views and experiences of patients and the public in a clear and balanced way
- Represent the views of patients and the public in meetings with those who plan and deliver NHS services
- Look at local plans and proposals for service changes

#### Person Specification

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.

Members do not need to be experts in the work of the NHS. We are looking for individuals from all walks of life who have a genuine interest in helping their local community to improve the services provided by the NHS.

#### Essential Criteria

Members will need to demonstrate:

- a **genuine** interest in listening to others with very strong **social skills**
- an ability to **represent** others in a **balanced** way
- an ability to relate to people of **different** backgrounds
- an ability to work **effectively** as part of a **team**

#### Welsh Language

The ability to communicate through the medium of Welsh is desirable but not essential for the posts. However, all candidates will be expected to display an understanding of the bilingual nature of Wales, and the principles contained in the Welsh Government's Strategy for the language in Health and Social Services, *More Than Just Words*. This includes specifically:

- The importance of providing excellent bilingual services in the health sector;
- Not treating the Welsh language less favourably than English; and
- Promoting opportunities to use the Welsh language by means of the active offer principle.

## Community Health Councils

### Key facts about the post

Location:	There are 7 local community councils across Wales. See appendix 1 for details
Time Commitment:	3 – 5 days per month
Tenure of office:	Appointments will be for a term of between 1 and 4 years initially.
Remuneration:	CHC members are volunteers. Once appointed members can claim for travel and other reasonable expenses in accordance with the CHC's policies.

### Eligibility

Some people are not eligible to apply to be part of a CHC. These include:

- People who have been convicted of an offence in the past 5 years and served a prison sentence (suspended or not) of 3 months or more.
- Un-discharged bankrupts.
- People who have been dismissed from paid employment with the health service (apart from being made redundant) or have been terminated from a public appointment within the health service.
- Chairs, members, directors or employees of health service.
- Members of another Council.
- General Medical Practitioners, General Dental Practitioners, Registered Pharmacists, Registered Optometrists or Registered Dispensing Opticians, Registered Nurses or Midwives who work in the same district as the CHC.
- People who are candidates for, or are serving Members of, the National Assembly for Wales, the UK House of Commons and/or the European Parliament.

The maximum period of service on a Community Health Council is **8** years.

- Applicants should be people 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.
- Successful candidates will be subject to a Disclosure and Barring Service (DBS) check (formerly known as CRB check) on appointment. More information is available here on [DBS checks](#). This could apply to anyone who may have contact with children or vulnerable adults as a result of their appointment. The appointee will not be confirmed in post until those checks/registration requirements are satisfied.

## Community Health Councils

### **Conflict of Interests**

You will be asked to declare any private interests which may, or may be perceived to, conflict with the role and responsibilities as Member of Community Health Council, including any business interests and positions of authority outside of the role in Community Health Council.

Any conflicts of interest will be explored at interview. If appointed, you will also be required to declare these interests on a register which is available to the public.

### **Standards in public life**

You will be expected to demonstrate high standards of corporate and personal conduct. All successful candidates will be asked to subscribe to the Code of Conduct for Board Members of Public Bodies, you can access this document at:

<http://www.bl.uk/aboutus/governance/blboard/Board%20Code%20of%20Practice%202011.pdf>

## The role and responsibilities of the Community Health Council

### Background

Community Health Councils (CHCs) are responsible for representing independently and without bias the interests of patients and the public in order to influence and improve the way National Health Services are planned and provided in Wales. CHC members are local volunteers who act as the eyes and ears of patients and the public, visiting hospitals, listening to patient concerns and working with the health service to improve the quality of patient care.

### Community Health Councils – organisational structure

There are seven CHCs in Wales, each one covering a distinct geographical area of Wales. These geographical areas are aligned with the seven Local Health Boards which are responsible for designing and delivering NHS services in that area (see annexes D & E).

Each CHC is supported by a small team of paid staff, as well as local authority, third sector and volunteer members. The seven CHCs are overseen by the Board of Community Health Councils.

While CHCs represent the voice of patients in their local area, the Board of CHCs represents the voice of patients and the public at a national level. The Board of CHCs sets out the national standards CHCs must meet, provides advice, guidance and support and is also responsible for monitoring and managing their performance.

CHCs in Wales:

- help people get the services they need for themselves and those that they care for, by offering information and advice about health and related services in the local area,
- continuously listen to what individuals and the community have to say about their NHS,
- act as the public voice by letting NHS leaders and managers know what people want and how things can be improved,
- foster good relations with local NHS services,
- consult the public directly on certain issues; and relay the public's views to the NHS and the Welsh Government, and
- assist, advise and support people who wish to raise a concern about NHS services.

## Community Health Councils

### What do Community Health Council members do?

Some of the activities of the CHC, for example supporting individuals to raise a concern are carried out by the staff of the CHC. The role of CHC members is to provide a viewpoint from the public's perspective. Members may be involved in the following activities:

- **visiting, and scrutinising** local health services, including:
  - visits to GP surgeries, clinics and hospitals, listening to the views and experiences of patients, carers and staff,
  - participating in committees and working groups set up to monitor and review NHS performance, and
  - read and comment upon a wide range of NHS documents.
- **continuously engaging** with the communities they represent and the health service providers serving those communities.
- **representing** the interests of patients and the public in the planning and agreement of NHS **service changes**.

## **The selection process**

The interview panel will assess candidates' personal statement to determine who it believes best meet the criteria for the role, and who will be invited to interview. The panel will rely only on the information you provide in your 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 be chaired by a Welsh Government Official and will also comprise of a chair/vice chair of the local community health council 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 all of the panel.

We anticipate that during February 2018 the panel will have decided who will be invited for interview in February 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 in your local CHC area.

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.

Candidates who the panel believe are 'appointable', will be recommended to Ministers who will make the final decision. The Minister 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 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.

## Community Health Councils

If you are successful, you will receive a letter appointing you as member of the community health council, 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](mailto:sharedservicehelpdesk@wales.gsi.gov.uk).

### **If you are not completely satisfied**

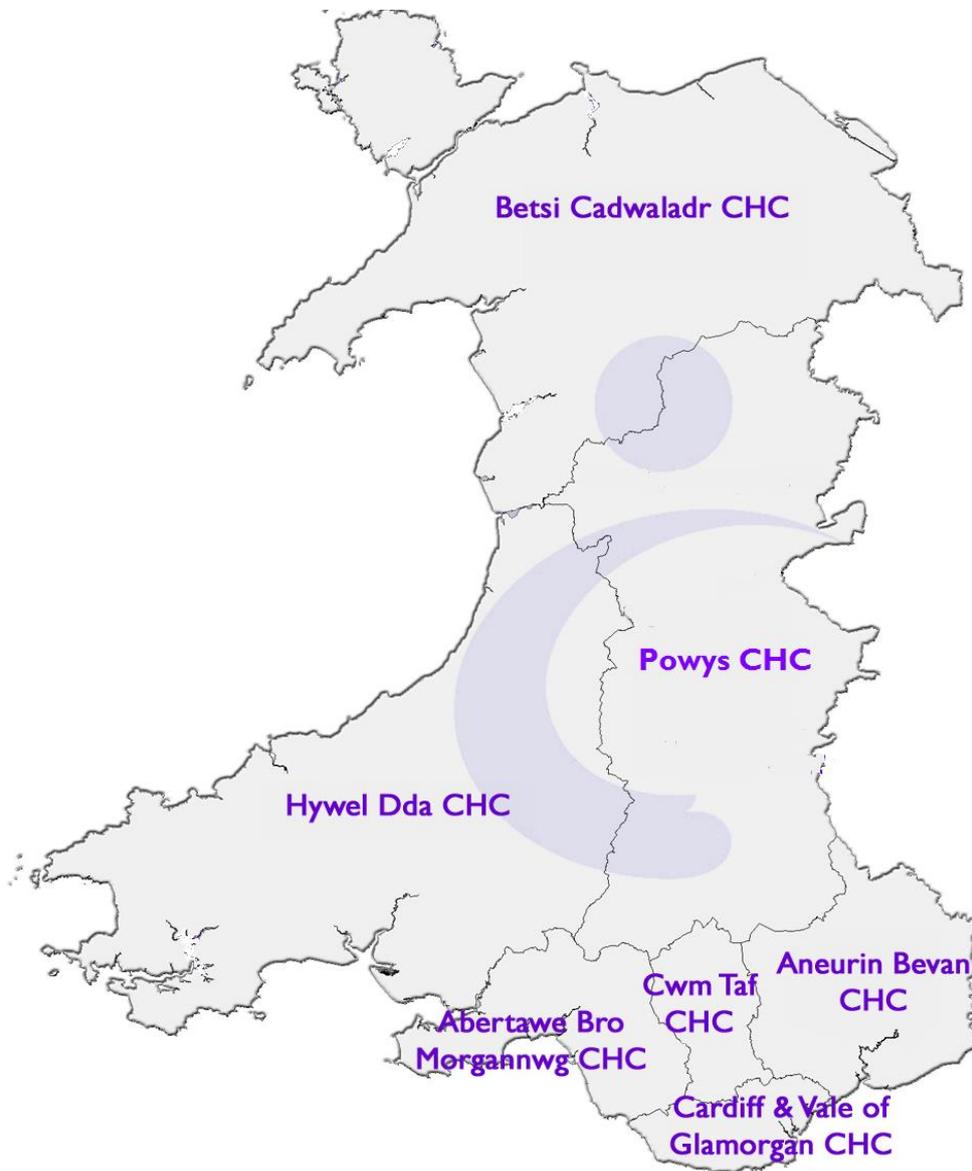
Welsh Government will aim to process all applications as quickly as possible and to treat all applicants with courtesy. If you have any complaints about the way your application has been handled, please contact the Corporate Shared Service Helpdesk on 029 2082 5454 or [sharedservicehelpdesk@wales.gsi.gov.uk](mailto:sharedservicehelpdesk@wales.gsi.gov.uk).

Please note: Candidates will **not** be entitled to claim “out of pocket” costs to attend interviews.

## Community Health Councils

### Annex 1: Geographical CHC areas in Wales

*There are seven CHC's in Wales, each one covering a distinct geographical area of Wales. These geographical areas are aligned with the seven Local Health Boards which are responsible for designing and delivering NHS services in that area (as below).*



## Community Health Councils

### Annex 2: Community Health Councils and their local committees

<b>Name of Community Health Council</b>		<b>Local Committees within the CHC</b>
<b>1</b>	Aneurin Bevan Community Health Council	i. Blaenau Gwent ii. Caerphilly iii. Newport iv. Monmouth v. Torfaen
<b>2</b>	Abertawe Bro Morgannwg Community Health Council	i. Bridgend ii. Neath Port Talbot iii. Swansea
<b>3</b>	Betsi Cadwaladr Community Health Council (known locally as North Wales Community Health Council)	i. Anglesey ii. Denbighshire iii. Conwy iv. Flintshire v. Gwynedd vi. Wrexham
<b>4</b>	Cardiff and Vale of Glamorgan Community Health Council	i. Cardiff ii. Vale of Glamorgan
<b>5</b>	Cwm Taf Community Health Council	i. Merthyr ii. Rhondda Cynon Taf
<b>6</b>	Hywel Dda Community Health Council	i. Carmarthenshire ii. Ceredigion iii. Pembrokeshire
<b>7*</b>	Powys Community Health Council	the district of Radnorshire and Brecknock and Montgomeryshire which forms part of the Principal Local Government Area of Powys including the communities of Llanrhaeadr-ym-mochnant, Llansilin and Llangedwyn