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**Information pack for applicants**

## **Cwm Taf University Health Board**

### **Appointment of Independent Members – Trade Union & Third Sector**

**Closing date: 2 April 2018**



**The Commissioner for  
Public Appointments**

## **Cwm Taf University Health Board**

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### **Making an application**

Thank you for your interest in the appointment of Independent Members (Trade Union and Third Sector) to Cwm Taf University Health Board. The new Independent Members will be required to participate as full members 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 roles of the Independent Members and the person specification, the role and responsibilities of Cwm Taf 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 a role, click on the relevant Cwm Taf 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 upload a personal statement and CV 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.

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

Please outline how you meet the role specific criteria as set out on page 8 of this booklet.

Describe your understanding of health issues and priorities in Wales and how these would apply within the Cwm Taf 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 provide evidence of your communication 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.

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:	2 April 2018
Shortlisting:	w/c 9 April 2018
Interviews:	w/c 23 April 2018
Start date:	ASAP

### 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 - 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: 03000 255454  
Email: [PublicAppointments@gov.wales](mailto:PublicAppointments@gov.wales)

For further information regarding the role of the Independent Member, please contact Marcus Longley, Chair of Cwm Taf University Health Board.  
Email: [Marcus.Longley@wales.nhs.uk](mailto:Marcus.Longley@wales.nhs.uk) or Board Secretary Robert Williams. Email: [Robert.Williams@wales.nhs.uk](mailto:Robert.Williams@wales.nhs.uk)

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For further information about Cwm Taf University Health Board, you may wish to visit the Health Board's internet web site: <http://cwmtaf.wales/>

## **Annex A**

### **Appointment of 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 Cwm Taf 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 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 Cwm Taf 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;

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- 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 – Trade Union**

You must be a member of a recognised trade union in relation to employment matters and a current employee of Cwm Taf University Health Board.

You will be able to demonstrate;

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

#### **Independent Member – Third Sector**

You must be an employee or a member of a voluntary organisation that operates within the Board's area.

You will be able 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.

These are only intended to be examples and are by no means exhaustive.

### **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.

### **Key facts about the post**

Location:

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

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**Time Commitment:** The Independent Member posts to Cwm Taf University Health Board are 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.

**Tenure of office:** The Cabinet Secretary for Health and Social Services will determine 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.

### Remuneration Independent Member - **Trade Union:**

As the Independent Member - Trade Union will be an employee of Cwm Taf Health Board they will receive no additional remuneration for undertaking the Independent Member role. Reasonable expenses will be paid.

### Remuneration Independent Member – **Third Sector:**

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

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.



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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 an employee of a health service body (with the exception of Trade Union applicants).

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.

<http://www.legislation.gov.uk/uksi/2015/1536/contents/made>

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### **Conflict of Interests**

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

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

### **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>

## **ANNEX B**

### **The role and responsibilities of Cwm Taf University Health Board**

#### **Background**

Cwm Taf University Health Board is responsible for providing healthcare services to the population of Merthyr Tydfil and Rhondda Cynon Taff, estimated to be around 289,400 people. They provide a full range of hospital and community-based services employing approximately 7,000 members of staff making them the second largest employer in the area. Their services also extend to people living in the neighbouring areas of the Upper Rhymney Valley, South Powys, North Cardiff and the Western Vale. In addition, some specialist services are provided to the wider catchment area of South Wales.

#### The role of the Board

The three key roles through which effective the board of the Cwm Taf 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 arrangements 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 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 the Chair of Cwm Taf University Health Board Marcus Longley, Helen Arthur, Welsh Government and an Independent Panel Member, to be confirmed.

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 April 2018 the panel will have decided who will be invited for interview in April 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 Health Board.

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 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. 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 Independent Member to Cwm Taf University

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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.

### **Queries**

For queries about your application, please contact the Corporate Shared Service Helpdesk on 03000 255454 or [PublicAppointments@gov.wales](mailto:PublicAppointments@gov.wales)

### **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 03000 255454 or [PublicAppointments@gov.wales](mailto:PublicAppointments@gov.wales)