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Information pack for applicants

Aneurin Bevan University Health Board

Appointment of Vice-Chair

Closing date: 24 August 2018



**The Commissioner for
Public Appointments**

Aneurin Bevan University Health Board

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Aneurin Bevan University Health Board

Making an application

Thank you for your interest in the appointment of a Vice Chair to the Board of Aneurin Bevan University Health Board. The new Vice Chair will be required to participate as a full member of the Board setting the strategy for the organisation, playing a full and active role in the governance of the Health Board. The Board is a collegiate board with members having voting rights, for further information please see the attached link for the regulations of Local Health Boards <http://www.legislation.gov.uk/wsi/2009/779/made> 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 of the role of Vice Chair, the person specification, the role and responsibilities of Aneurin Bevan 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 Aneurin Bevan 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 in no more than 2 sides of A4.

Please give details of your experience of leading and developing an organisation at senior board level or equivalent and your ability to look ahead and provide strategic leadership.

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Through a specific example, please demonstrate your experience of developing effective relationships with stakeholders and how this could apply to working with NHS Trusts, Local Government, the Third Sector and Social Partners, patients, local communities and primary care contractors.

We are looking for people with an understanding of the relationship between resource allocation and management and delivery of service priorities within a framework of robust corporate governance. In this context please describe, the ways in which you have contributed to the planning, development and delivery of a service for which you have had responsibility?

Please demonstrate your knowledge and understanding of health and care issues in the context of Aneurin Bevan University Health Board at a community, local authority and national levels.

Please provide evidence of your interpersonal skills to demonstrate personal impact and credibility to be an effective advocate and ambassador with strong influencing and negotiating skills.

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: 24 August 2018

Shortlisting: 3 September 2018

Interviews: 27 September 2018

Start date: As soon as possible

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. Applications from candidates will be considered against the specific diversity needs of the Board at Aneurin Bevan University Health Board.

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:

Aneurin Bevan University Health Board

The Corporate Shared Service Centre
Tel: 03000 255454
Email: PublicAppointments@gov.wales

For further information regarding the role of the Vice Chair, please contact Ann Lloyd CBE, Chair of Aneurin Bevan University Health Board. Email: Ann.Lloyd@wales.nhs.uk or Richard Bevan, Board Secretary, Tel: 01633 435959. Email: richard.bevan@wales.nhs.uk

For further information about Aneurin Bevan University Health Board, you may wish to visit the Health Board's internet web site:
<http://www.wales.nhs.uk/sitesplus/866/home>

Annex A

Appointment of Vice Chair

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 Aneurin Bevan University Health Board. The Vice-Chair will be a member of the Board and will deputise for the Chair in the latter's absence.

Role and responsibilities

The Vice-Chair 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 and key stakeholders are fully involved in helping to shape, develop and improve services;

In addition to his/her corporate role across the breadth of the Health Board's responsibilities, the Vice-Chair will have a specific brief to oversee the UHB's primary, community and mental health and learning disability services ensuring a balanced care model to meet the needs of the UHB's population. An understanding of the working methods and priorities of key stakeholders i.e. local government and third sector, is important.

The Vice-Chair will:

- **Provide strong, effective and visible leadership**, across primary, community, mental health and learning disability services; internally through the board and its committees, and externally through his/her connections with a wide range of stakeholders and partners within the wider community levels and nationally;
- **Chair** the Mental Health Legislative Committee of the Board which oversees compliance with mental health legislation and associated codes of practice;
- **Be responsible for** scrutinizing the governance arrangements for primary, community, mental health and learning disability services. Working within the Health Board's governance framework, to provide Board assurance as to the effective delivery of whole-system working based on integrated care pathways;
- **Work closely** with the Chief Operating Officer and Divisional Director for Mental Health and Learning Disabilities and local government colleagues to agree and deliver an integrated work programme that reflects the relevant

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needs of the Health Board's population, and which enables the joint priorities of the health board and the partnership forum and public service boards to be delivered.

- **Work effectively** with community partners, particularly in their sphere of responsibility and more widely supporting the Chair to ensure that the organisational culture and working practices are based upon a spirit of open, meaningful and sustainable partnerships. The Vice-Chair will have excellent communication skills and will, through effective scrutiny, assure the Board that the organisational structures give equal weight to primary, community and mental health services as to other services and provide opportunities for contractor services and local government and third sector partners to engage fully in the design of services;
- **Support the Health Board's performance management processes**, to ensure integrated performance management and improvement;
- **Build and sustain a direct relationship** with primary care contractor professionals, ensuring their full engagement in the work of the Health Board;
- **Undertake an external ambassador role**, delivering in the public spotlight and instilling public confidence.

Person Specification

Vice-Chairs will demonstrate the following qualities:-

Knowledge & Experience

- Experience of leading and developing a successful private, public or third sector organisation, with the ability to look ahead and provide strategic leadership;
- Experience of understanding the relationship between resource allocation and management and delivery of service priorities within a framework of robust governance;
- Ability to analyse complex information and contribute to sound decision making;
- Ability to work with the executives to ensure the Board leads the organisation effectively. Where necessarily you will demonstrate skills that will enable you to hold the executives to account for performance whilst maintaining a constructive relationship;
- Ability to contribute to the 'Governance' of the Health Board, ensuring it is open and honest in its work by contributing fully in the decision making process;
- Experience of working within communities and multi-disciplinary teams and with key local government stakeholders.

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

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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

You will have to demonstrate:

- Knowledge of and empathy with local community issues and priorities;
- A citizen focussed approach, championing the Board's purpose in serving the public;
- Experience and skills that will support the Health Board in developing its community engagement.

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:	The Health Board's headquarters are at St Cadocs Hospital, Caerleon, at which most Board meetings and Committee meetings are held. Board members are also expected to attend events and activities throughout the Health Board area.
Time Commitment:	The post of Vice-Chair to Aneurin Bevan University Health Board is based on a notional commitment of a minimum thirteen (13) days per month but this will be subject to organisational demands and can be 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 Vice Chair remaining eligible for the role for the duration of the term. Board members may stand for a maximum of eight (8) years.
Remuneration:	<p>The post of Vice Chair will be paid at £56,316 per annum paid monthly or quarterly in arrears, as agreed with the Health Board.</p> <p>Where the Vice Chair is allowed time off from their current employment with pay to perform their</p>

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duties, they will receive no additional remuneration for undertaking the Vice Chair 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.

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.

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.

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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>

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 a Vice-Chair of Aneurin Bevan University Health Board including any business interests and positions of authority outside of the role in Aneurin Bevan University Health Board.

If appointed, Vice-Chairs must declare these interests and seek confirmation from the Chair of Aneurin Bevan 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 Aneurin Bevan University Health Board

Background

Aneurin Bevan University Health Board (UHB) is an organisation with a budget of just over £1 billion. It was established in 2009 as an integrated Local Health Board responsible for planning and delivering a wide range of primary, community and secondary health services to the populations of Blaenau Gwent, Caerphilly, Monmouthshire, Newport, and Torfaen. The Health Board also has the responsibility to work with partners to promote and improve the health and well-being of its local population. Taken together with an estimate of the patients living in South Powys and other areas that are served by the UHB for acute services, the patient population served is close to 600,000. The University Health Board commissions a broad range of services secured through a number of contracts and contracting arrangements with English, Welsh and Third Sector Providers.

The University Health Board has three acute hospitals providing a range of inpatient and outpatient services; these are the Royal Gwent Hospital in Newport; Ysbyty Ystrad Fawr in Ystrad Mynach and Nevill Hall Hospital in Abergavenny. There are also a range of other hospitals and facilities across Health Board area.

The University Health Board employs 400 General Practitioners and Salaried GPs providing general medical services from 88 General Practices. Supporting these are 214 practice nurses, 145 health care support workers and a number of administrative staff, including practice managers, receptionists, secretaries and IT officers. Around 375 General Dental Practitioners provide general dental services from 79 practices. There are 129 Community Pharmacies and 69 Optometry premises across the University Health Board.

The University Health Board delivers a growing range of community based services in patient's homes, through community hospitals and through health centres and clinics. There are a number of smaller community hospitals, integrated health and social care centres, and health centres providing important clinical services to our residents closer to home.

The University Health Board also provides comprehensive Mental Health and Learning Disabilities services in both hospital and community settings to the population of Gwent and South Powys.

The role of the Board

The three key roles through which the board of the Aneurin Bevan 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.

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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 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 Ann Lloyd CBE, Chair of Aneurin Bevan University Health Board and Tesneem Ahmad, Welsh Government representative. The independent Panel Members will be Councillor Anthony Hunt, Leader, Torfaen Borough Council and Peter Molyneux, Chair, South West London and St George's Mental Health Trust.

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.

On 3 September 2018, the panel will have decided who will be invited for the interviews which will take place on 27 September 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's headquarters in St Cadocs Hospital, Caerleon.

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.

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If you are successful, you will receive a letter from the Cabinet Secretary for Health and Social Services appointing you as Vice-Chair of Aneurin Bevan 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.

Queries

For queries about your application, please contact the Corporate Shared Service Helpdesk on 03000 255454 or 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 03000 255454 or PublicAppointments@gov.wales