



Llywodraeth Cymru
Welsh Government

Information pack for applicants

Social Care Wales

Appointment of Board Member

Closing date: 4 January 2019



**The Commissioner for
Public Appointments**

Social Care Wales

Contents

Making an Application

Annex A: The role of Chair / Member

Annex B: The role and responsibilities of Social Care Wales

Annex C: The selection process

Annex D: Board Recruitment Assessment Matrix -How candidates will be assessed

Annex E: Board and Committee dates 2019-20

Social Care Wales

Making an application

Thank you for your interest in being a Board member of Social Care Wales.

This is an exciting opportunity to use your skills and experience to make a difference to the social care and early years sectors in Wales, to help build confidence in these sectors' workforce, to lead and support improvement in social care throughout Wales.

Further information on the role and remit of Social Care Wales can be found here: www.socialcare.wales

Social Care Wales are looking for a lay Board member - this means that you cannot apply for this opportunity if you, in the last five years, have:

- worked in social care or early years; or
- represented the social care and early years workforce; or
- been an employer of social care or early years workers.

The attached Annexes provide details on the role of a member and the person specification, the role and responsibilities of Social Care Wales 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 <https://cymru-wales.tal.net/vx/lang-en-GB/mobile-0/appcentre-3/brand-2/candidate/so/pm/1/pl/8/opp/5163-Appointment-of-Member-Social-Care-Wales/en-GB> 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

Please complete the questions included within the essential criteria for the role. You should answer each of the questions. When answering the questions you should aim to provide detailed examples that demonstrate your knowledge and experience and describe what your role was in achieving a specific result. Also bear in mind the essential criteria for the post when preparing your answers (all criteria is listed at Annex B). You should consider knowledge and experiences gained from all walks of life and not necessarily the conventional workplace.

Please limit your response to each question to 250 words each. Your application may be rejected if you exceed this limit.

Social Care Wales

CV

Your CV is the opportunity to outline a brief overview of recent roles and experiences which shows how your knowledge, experiences and skills meet the essential **person specification** criteria for this role. Please ensure your CV includes brief details of your current or most recent role and the dates you occupied this role. Please identify any past or present Ministerial appointments.

Indicative timetable

Closing date:	4 January 2019
Workshops:	6-8 February 2019
Interviews:	20 & 25 March 2019

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. For this specific recruitment campaign, applications from BAME candidates would be particularly welcome.

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:

Public Appointments
Tel: 03000 61 6095
Email: publicappointments@gov.wales

For further information regarding the role of a Board member for Social Care Wales please contact Llinos Bradbury, Board Secretary, Social Care Wales:

Tel: 029 2078 0540
Email: llinos.bradbury@socialcare.wales

If you need any further assistance in applying for this role, please contact the Public Appointments Unit on 03000 61 6095 or email publicappointments@gov.wales.

For further information about Public Appointments in Wales, please visit www.gov.wales/publicappointments

Appointment of a Member of the Social Care Wales

The Board of Social Care Wales collectively are responsible for making sure that Social Care Wales' strategic direction is focused on the well-being goals for Wales, the principles of the Social Services and Wellbeing (Wales) Act 2014 and the Regulation and Inspection (Wales) Act 2016. The Board is expected to adhere to the Nolan seven principles of public life and show the leadership values of the [Welsh Public Service](#).

The Board, through the Chair, is accountable to the Minister for Children, Older People and Social Care for the performance of the Board and its effective governance, upholding the Welsh public service values and promoting the confidence of the public and partners throughout Wales.

Role description and person specification

Role and responsibilities

The Board must make sure that the aims and objectives set by the Welsh Ministers are met. The Board must make sure that the organisation is run well and is accountable.

As a Member you will:

- make sure Social Care Wales is working in line with procedures and policies;
- make sure Social Care Wales is spending money well and in the right way;
- listen, ask questions, join in discussions and contribute to ideas on what Social Care Wales will be doing in the future and how this can be done;
- make decisions as part of the Board and be responsible for these decisions;
- work with passion and enthusiasm with other Board Members and Social Care Wales staff; and
- represent Social Care Wales with its customers, other organisations and communities.

Person Specification

Essential Criteria

To be a Social Care Wales lay Board Member you must be able to:

- commit to Social Care Wales for 2 days a month
- balance competing priorities;
- show passion and commitment to improving social care in Wales;
- have an understanding of social care issues in Wales;
- make decisions and explain how you have come to that decision;
- work with others in a team, as well as on your own; and
- have good communication skills in order to participate at meetings and act as an ambassador for Social Care Wales.

Social Care Wales

Public service values are at the heart of how Social Care Wales operates. As a Social Care Wales Board Member, you will be expected to:

- work with others to achieve shared objectives;
- learn from successes and mistakes and use that experience and knowledge to ensure better outcomes;
- maintain realistic and positive attitudes to challenges, adversity and change and support others to do the same; and
- communicate openly with people to gain their trust and confidence.

To be considered, you must be able to show that you have the qualities, skills and experience to meet all the essential criteria for appointment. **This should be included within your CV.**

So, what should be covered within your personal statement?

During the recruitment process you will be assessed against the recruitment matrix as at annex D.

In no more than 250 words per questions please answer:

- Describe a time when you have worked with others to achieve a shared objective (max 250 words)
- Provide an example of when you have learnt from either a success or a mistake and used that experience and knowledge to ensure a better outcome (max 250 words)
- Explain how you have maintained a positive attitude to challenges, adversity and change and supported others to do the same (max 250 words)
- Provide an example of when you have had to communicate openly with people to gain their trust and confidence (max 250 words)

Welsh Language

Welsh language skills are desirable but not a pre-requisite for appointment. However all candidates will be expected to demonstrate leadership to strengthening a bilingual social care and early years workforce. All candidates will also be required to demonstrate the importance of Welsh Language to Social Care Wales as an employer in Wales.

Social Care Wales

Key facts about the post

Location:	Meetings are held mainly in Cardiff but there will be times when meetings take place across Wales.
Time Commitment:	24 days per year / 2 days per month (this includes Board, Committee and stakeholder meetings).
Tenure of office:	Initial appointment of up to four years to be decided by the Minister for Children, Older People and Social Care.
Remuneration:	£282 per day and members can claim travel and subsistence in accordance with Welsh Government guidance.

Eligibility

Applicants should also note that being a Board member of Social Care Wales is a disqualifying post 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 will be asked to declare any private interests which may, or may be perceived to, conflict with the role and responsibilities as a Member of Social Care Wales including any business interests and positions of authority outside of the role in Social Care Wales.

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>

Welsh Public Service values

We have a set of public service values and leadership behaviors in Wales which guide how we work, change culture and shape the way people working in the Welsh Public Service behave:

<https://academiwales.gov.wales/Repository/resource/c1990615-e602-4e58-9d29-309d8b125f0b/en> .

The role and responsibilities of Social Care Wales

Background

Social Care Wales was renamed under section 67 of the Regulation and Inspection of Social Care (Wales) Act 2016, having initially been established as the Care Council for Wales under section 54 of the Care Standards Act 2000. As a public body, its primary role is to fulfil its statutory responsibilities set within the context of the Welsh Government's strategic aims.

Social Care Wales has the following statutory functions with a view to promoting and maintaining:

- high standards in the provision of care and support services;
- high standards of conduct and practice among social care workers;
- high standards in the training of social care workers, and;
- public confidence in social care workers.

Social Care Wales also:

- Maintain and publish the Register of social care workers;
- Prepare and publish codes of professional practice;
- Regulate social work and social care training;
- Make rules to secure appropriate education, training and learning provision;
- Develop qualifications and national occupational standards; and
- Lead and support service improvement.

As well as:

- Collect and analyse data to inform policy and planning at national and regional level; and
- Influence research priorities; and
- Undertake the functions of the Sector Skills Council - Skills for Care and Development (SfCD) including workforce information and planning.

To see what Social Care Wales achieved in its first year read their [impact report 2017-18 making a positive difference to social care in Wales](#).

Further background information on the work of Social Care Wales can be found here: www.socialcare.wales

Social Care Wales Board

The Social Care Wales Board is made up of a Chair and no more than 14 Members, all of whom are appointed by Welsh Ministers. The Board is lay led which means that there will always be more people who use services, carers and members of the public, on the Board than professionals from the care sector.

Social Care Wales

All the members need to be committed to making sure that Social Care Wales works well so that people working in social work and social care have the right skills and training.

The Social Care Wales Board provides leadership and direction to the organisation. The Board does this by setting plans, agreeing how and where money is spent, and by reviewing the progress and delivery of Social Care Wales' work. The Board works closely with the executive management team in carrying out their role.

The Board must make sure that the aims and objectives set by the Welsh Ministers are met. The Board must make sure that the organisation is run well and is accountable.

Board members:

- make sure Social Care Wales is working in line with procedures and policies
- make sure Social Care Wales is spending money well and in the right way
- listen, ask questions, join in discussions and contribute to ideas on what Social Care Wales will be doing in the future and how this can be done
- make decisions as part of the Board and be responsible for these decisions
- work with passion and enthusiasm with other Board Members and Social Care Wales staff
- represent Social Care Wales with its customers, other organisations and communities

What support is provided to Members of the Social Care Wales Board?

A wide and varied range of support is available to Board members to meet individual needs; this includes but is not limited to:

- an introduction to the work of the organisation;
- opportunities for ongoing learning and development as an individual Board Member and also as a group;
- travel and subsistence costs to reimburse costs incurred as a Board Member. This could include overnight accommodation, travel, care costs, personal assistants, note takers;
- a supportive Chair and a link person in the organisation;
- electronic equipment and training, if needed, which you will use to access Board, Committee and organisational information. Additional software is also provided to support the use of this technology; and
- reasonable adjustments to enable members to effectively carry out their duties.

Officers from Social Care Wales will speak with all Board Members on an individual basis to identify any particular requirements.

The selection process

The selection panel will be Chaired by Andrea Giordano, Deputy Director, Social Services and Improvement Division, , Welsh Government and will also comprise Arwel Elis Owen, Chair of Social Care Wales, Uzo Iwobi, CEO, Race Council Cymru (and the Independent Panel Member) and Fiona Santos, Early Years and Childcare Lead, Caerphilly County Borough Council.

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.

The criteria which you will be tested upon at each stage in the selection process is given at Annex D.

Application sift

The selection panel will assess candidates’ personal statements and CV’s to determine who best meets the criteria for the role, and who will be invited to the workshop. The panel will rely only on the information you provide in your personal statement and CV to assess whether you have the knowledge and experience required. Please ensure that you have fully considered the criteria in Annex A and answered all of the questions.

Workshop

At the workshop you will take part in a group and individual activity. These activities will assess you against the criteria within this application highlighted in Annex A. Following the workshop the selection panel will decide who will be invited to attend interviews.

Unfortunately, the applicant workshop cannot be run at a later date. If you are unable to attend then your application will be set aside. If for any reason the workshop dates need to be rescheduled we will endeavour to give you as much notice as possible. You will receive email communication from the Welsh Government’s Appoint recruitment system to let you know whether or not you have been invited to the workshop and also whether you have been invited to be interviewed

Interview

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

Social Care Wales

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.

Candidates, who the panel believe are 'appointable', will be recommended to the Minister 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 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 appointing you as a member of Social Care Wales, 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.

All candidates may also be invited to take part in a short survey, following the recruitment exercise to seek their views on the selection process to understand what went well and what might be done differently in the future.

Making reasonable adjustments

As part of the outcome letter, candidates selected for the workshop and/or interview will be invited to provide details of any individual needs and adjustments needed to support their participation in the workshop and/or interview. This will include the option for undertaking a familiarisation visit at the Social Care Wales offices.

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 his Code of Practice 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 email_publicappointments@gov.wales.

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:

Social Care Wales

The Commissioner for Public Appointments
1 Horse Guards Road
London
SW1A 2HQ
Tel: 0207 271 0849
Email: publicappointments@csc.gsi.gov.uk

**Accessible formats of this pack are available upon request
by contacting the Welsh Government shared service centre**

Social Care Wales

Board Recruitment Assessment Matrix - How candidates will be assessed

Annex D

	Sift- Application Form	Applicant workshop- Group Activity	Applicant workshop- Individual Activity	Panel Interview
ESSENTIAL				
Be able to commit to Social Care Wales for 2 days a month	X			
Balance competing priorities		X	X	X
Show passion and commitment to improving social care in Wales		X	X	X
Have an understanding of social care issues in Wales	X	X	X	X
Be able to make decisions and explain how you have come to that decision		X	X	
Be able to work with others in a team, as well as on your own		X	X	
Have good communication skills in order to participate at meetings and act as an ambassador for Social Care Wales		X	X	
Demonstrate experience the public service values: <ul style="list-style-type: none"> • work with others to achieve a shared objective; • learn from mistakes and successes and use that experience and knowledge to ensure a better outcome 	X			X

Social Care Wales

	Sift- Application Form	Applicant workshop- Group Activity	Applicant workshop- Individual Activity	Panel Interview
<ul style="list-style-type: none"> • maintain realistic and positive attitudes to challenges, adversity and change and support others to do the same; and • communicate openly with people to gain their trust and confidence. 				
DESIRABLE				
Speak Welsh	X	X	X	X
Are able to display an awareness of the language profile of Wales and support compliance with the forthcoming Welsh Language Standards		X	X	
An understanding of the diverse communities in Wales and a commitment to promoting diversity.		X		X

Social Care Wales Board and Committee dates 2019-20

Board development / seminar and meetings:

17 & 18 July 2019
18 & 19 September 2019
23 & 24 October 2019
11 & 12 December 2019
29 & 30 January 2020
29 & 30 April 2020

Audit and Risk Committee

26 September 2019
21 November 2019
13 February 2020

Improvement Committee

25 September 2019
20 November 2019
12 February 2020

Regulation and Standards Committee

26 September 2019
21 November 2019
13 February 2020

Remuneration and Wellbeing Committee

24 October 2019
30 January 2020
30 April 2020