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Welsh Government

Information pack for applicants

Public Health Wales NHS Trust

**Appointment of an Independent
Member**

Closing date: 10/04/2019



Public Health Wales

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Making an application

Thank you for your interest in the appointment of an Independent Member to the Board of Public Health Wales NHS Trust, the National Public Health Institute in Wales. The new Independent Member will be required to participate as a full member 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 role of the Independent Member and the person specification, the role and responsibilities of Public Health 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/>.

Once you have registered, you will be able to access the application form. To apply, you will need to submit the application form and **two** supporting documents. The first is a document answering the questions below, a 'personal statement'. This document should be no more than two sides of A4. Your application may be rejected if you exceed this limit. The second document is a full, up to date curriculum vitae. The two documents should be uploaded to the "Reasons for applying" section of the online application form. There should be a 12pt minimum size of font on the supporting documents.

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.

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.

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.

Finally, provide a brief paragraph that outlines why you applied for the role and what benefits would you be able to bring to the Public Health Wales Board.

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

- Please describe your understanding of the public health challenges, opportunities and priorities in Wales and how these would apply within Public Health Wales.
- 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 worked with someone on an important matter where your perspectives may have differed, but still maintained a constructive relationship.
- Please provide evidence of your communication and engagement skills. Provide one specific example outlining your approach in communicating and engaging with people at any level, what skills and methods you used and the outcome achieved.
- 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.
- Please outline how you meet the role specific criteria as set out on page 7.

Curriculum Vitae (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.

Welsh Language Skills

As a national NHS organisation, Public Health Wales is working to strengthen its bilingual service provision across Wales and engage with the population effectively in both Welsh and English. It is committed to ensuring that the diversity of its Board is representative of Wales, its communities and its bilingual profile. Consequently, the ability to communicate in both Welsh and English is a **desirable requirement** for appointment to this post.

Guaranteed Interview Scheme

The Welsh Government operates a Guaranteed Interview Scheme 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 Guaranteed

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Interview Scheme a disabled candidate will be selected for interview if they meet the minimum essential criteria for the post.

Indicative timetable

Closing date:	10/04/2019
Shortlisting complete:	15/04/2019
Interviews held:	30/04/2019
Start date:	ASAP

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Key facts about the post

Location

Public Health Wales is the National Public Health Institute for Wales providing national system leadership on all aspects of public health. As an NHS Trust, Public Health Wales is part of the NHS Wales family. The organisation delivers public health services (including health protection, microbiology and national screening programmes), national health and wellbeing programmes, supports NHS quality improvement through the 1000 lives Improvement Service, analyses and provides population health intelligence, facilitates significant cross-sector collaborative programmes and advises Welsh Government on public health policy.

Public Health Wales occupies over 50 premises across Wales and has a policy of taking public meetings out into the communities it serves. The successful candidate will therefore be required to travel to all parts of Wales, although a significant number of meetings and Board related events will be held at the Headquarters in Cardiff. Some overnight stays will be required.

Remuneration £9,360 per annum

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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Contacts

For further information regarding the selection process, please contact:

Public Appointments Team Publicappointments@gov.wales

For further information regarding the role of Independent Member, please contact:

Helen Bushell
Board Secretary and Head of Board Business
Public Health Wales
Tel: 029 20104283
Email: helen.bushell@wales.nhs.uk

For further information about Public Health Wales, you may wish to visit the organisation's website: <http://www.publichealthwales.wales.nhs.uk/>

If you need any further assistance in applying for this role, please contact the Public Appointments Team on Publicappointments@gov.wales.

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

The Role of the Independent Member

Role description and person specification

This is an exciting time for Public health Wales as we embark on a new Long Term Strategy and is a great opportunity to use your skills and experience to make a contribution to our vision *'Working to achieve a healthier future for Wales'*.

Role and responsibilities

Independent Members will among other things:

- Discharge effective governance of the organisation, in all its integrated forms. You will take an active part in discussions, providing your opinion and challenge, and support to the Board on key issues.
- Contribute to the development and maintenance of a healthy culture across the organisation's functions and services.
- 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 to 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 ensuring 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.
- Oversee the effective stewardship of resources, ensuring openness and accountability in the allocation and utilisation of resources.

Person Specification

Independent Members will demonstrate the following qualities:

Essential criteria

Knowledge and Experience

- An understanding and an appreciation of public and population health issues
- Ability to contribute effectively at Board level
- Ability to understand the role and work of the organisation and ensure the Board is central to the delivery of its services
- Experience in analysing complex information and contributing to sound evidence-based informed decision making
- Ability to work with the Executive Directors and other Board members, as a unitary Board, to ensure effective Board level leadership. Where necessary you will demonstrate skills that will enable you to hold the Executives to account, with

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- appropriate challenge, for performance whilst maintaining a constructive relationship
- Ability to contribute to the governance of the organisation, ensuring it is open and honest in its work by contributing fully in the decision making process
 - Ability to provide a knowledgeable, impartial and balanced perspective on a range of sensitive and complex issues
 - Broad understanding of the governance requirements which need to be in place to comply with legislation, for example Data Protection Act (DPA), health and safety at work.
 - Appreciation of the requirements of the [Well-being and Future Generations \(Wales\) Act 2015](#) and the influence that this must have on ensuring a “[Healthier Future for Wales](#)” for the population of Wales and future generations.

Personal Attributes and Skills

The organisation has defined a set of shared core values – *Working together - with trust and respect - to make a difference*. To help demonstrate your commitment to these values you will need to be able to demonstrate the following:

- Good communication skills and the ability to engage with staff and staff representatives at all levels within the organisation
- Ability to act as an ambassador for the organisation and to represent Public Health Wales at various events and conferences
- Skills and ability to work as part of a team and in partnership with other key organisations.

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.

Role Specific Criteria

Public health affects all communities and individuals and we are therefore seeking applications from people from a wide variety of different and diverse backgrounds. For example, we would welcome applications from people with:

- a genuine desire to improve the health and wellbeing of the people of Wales
- an appreciation of the wider determinants of health
- experience of working with communities and community groups
- experience of providing and/or ensuring quality services and informed advice. This need not necessarily be in a health environment.

Time commitment

The post of Independent Member to Public Health Wales NHS Trust 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.

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.

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Remuneration

The post of Independent Member will be paid at £ 9,360 per annum paid monthly or quarterly in arrears as agreed with the Trust.

Where an Independent Member is allowed time off from their current employment with pay to perform their duties, 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 re-imbursed, if appropriate, against receipts for travel and subsistence expenses incurred while on Trust 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 Trust work.

Tenure of office

The Minister 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 Minister for Health and Social Services and are accountable to the Minister through the Chairperson 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 chair, member or director of a health service body has been terminated because his/her appointment is not in the

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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.

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.

Conflicts of Interest

You should particularly note the requirement for you to declare any private interests that may, or may be perceived to, conflict with the role and responsibilities as Independent Members of Public Health Wales including any business interests and positions of authority outside of the role in Public Health Wales.

If appointed, Independent Members must declare these interests and seek confirmation from the Chairperson of Public Health Wales that no conflict has arisen and that 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 Public Health Wales

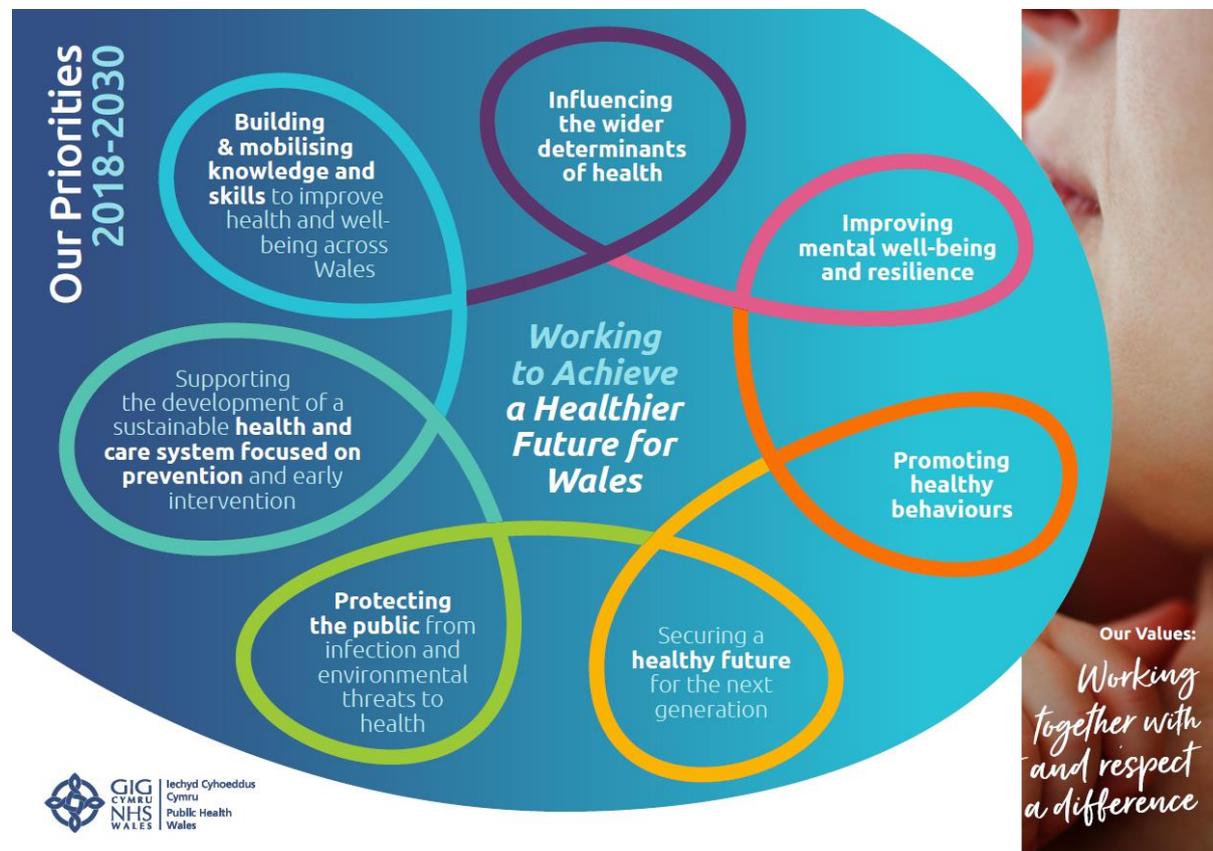
Background

Public Health Wales is an organisation with amazing talent amongst its people. It is the National Public Health Institute for Wales. Public Health Wales' vision is "*Working to achieve a healthier future for Wales*", working across the life course to create an environment and society in Wales in which making healthy choices means making the easy choices. Public Health Wales works locally, nationally and internationally to improve the health and wellbeing of the people of Wales and to reduce health inequalities.

Public Health Wales has approximately 1,500 staff working in 51 locations across Wales and has a core budget of £117m.

Our Long Term Strategy

Public Health Wales has published its new Long Term Strategy for 2018-30. [Working to Achieve a Healthier Future for Wales](#). This sets out seven new strategic priorities with a plan on what success will look like for protecting the public and improving health over the next twelve years.



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The Long Term Strategy sets out the ways in which we will work with partners to have the optimum impact on health and wellbeing in Wales. Our newly awarded status as a World Health Organisation Collaborating Centre on investment for health and wellbeing also gives us the opportunity to build and mobilise global knowledge and skills in pursuit of our organisational purpose.

What we do

Public Health Wales is the National Public Health Institute in Wales providing national system leadership on all aspects of public health. As an NHS Trust, Public Health Wales is part of the NHS Wales family. The organisation delivers public health services (including health protection, microbiology and national screening programmes), national health and wellbeing programmes, supports NHS quality improvement through the 1000 lives Improvement Service, analyses and provides population health intelligence, facilitates significant cross-sector collaborative programmes and advises Welsh Government on public health policy.



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Our challenges

Wales is facing challenging times over the coming years. Globally, these include an ageing population, the rise in the prevalence of long term conditions, a growing disparity in wealth within many nations, the early impacts of climate change, emerging threats in infectious diseases and antimicrobial resistance, as well as the rise in violence and extremist behaviour. In a European context, our transition from the European Union will have implications that may have an impact on health. Within the UK, we continue to face economic challenges and socio-economic inequalities that can impact negatively on our health and well-being.

Despite these challenges, significant opportunities lie ahead: advances in technology will continue to emerge and materialise at pace. While we might not be able to imagine the extent of these over the next decade, it is clear that technology will be at the heart of improving health and well-being, particularly helping us to predict, prevent and treat ill-health. Better use of genomics, data science, artificial intelligence and social media will maximise these future opportunities. We will need to be innovative, agile and responsive to ensure that we consider, exploit and adopt, new and existing technology over the course of the Strategy.

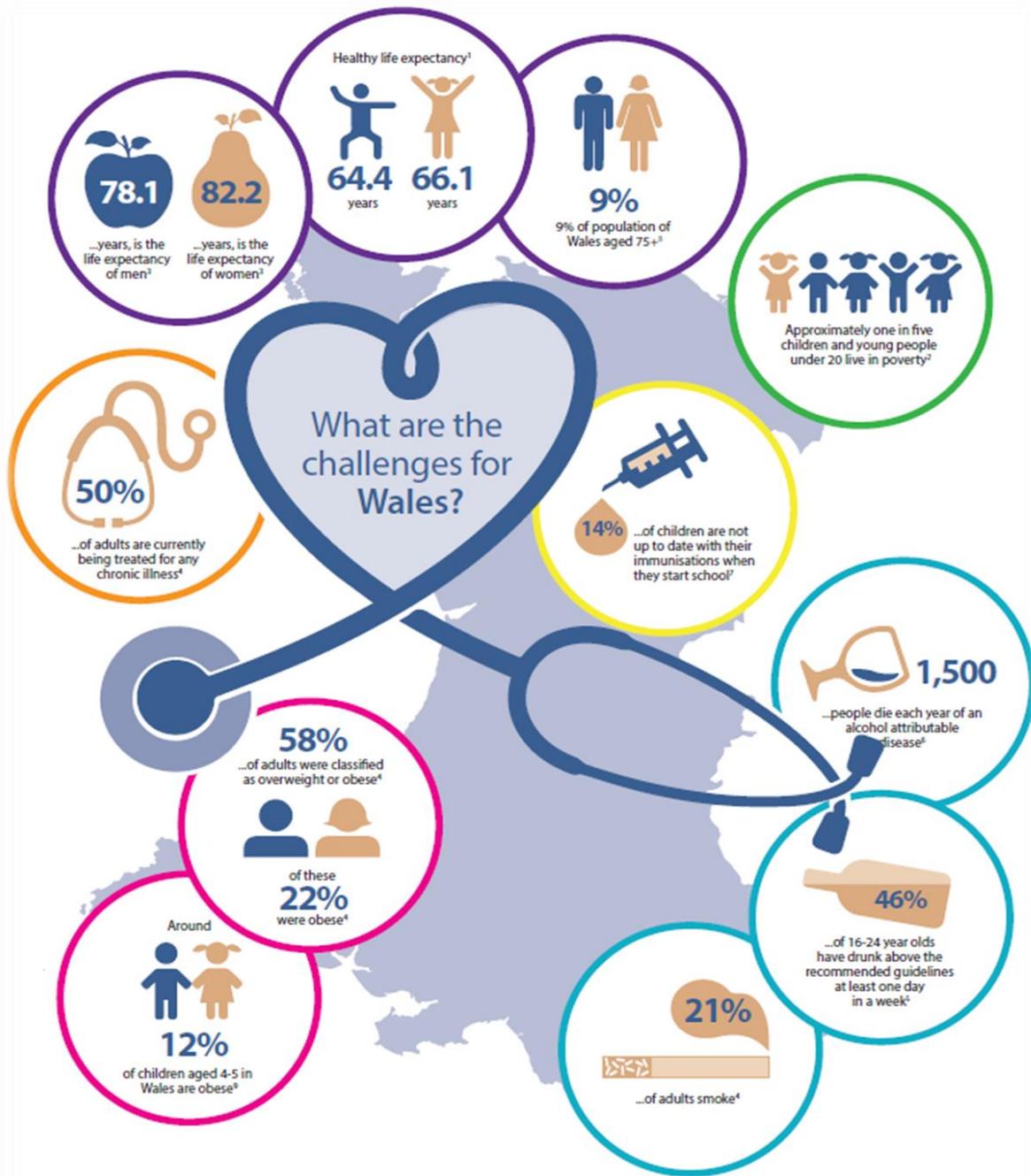
Our people are living longer than ever before. Like many other countries, we in Wales face increasing challenges about how to stay well as we get older. We continue to experience significant gaps in health related to levels of disadvantage across Wales. This means that we are not as healthy a country as we could be. As we age some of us will need significant support and this contributes to challenges in the sustainability of our health and care services in Wales. Our recently refreshed analysis of the burden of disease in Wales shows that people are spending longer in good health. However, the number of years spent living with poor health is also increasing and our gains in life expectancy have begun to plateau over recent years.

Similar to other developed countries it shows reductions in the burden of some conditions such as cardiovascular disease in Wales. However, we have an increase in preventable diseases such as liver disease and some forms of dementia. We have also seen an increase in poor mental well-being and substance misuse. Whereas smoking is the risk factor which has contributed most to the current burden of disease in Wales, being overweight and obese contribute most to years lived with a disability in Wales.

Despite these future challenges, we have a significant opportunity to meet them head on. By working together across all parts of society and sectors and building enablement and trust, we will focus and prioritise our collective efforts to improve the health and well-being of our people in Wales.

Our heritage, one of our many strengths in Wales, is one of community, passion, strength and innovation. We need to harness these characteristics to enable a Wales that is equal; has the healthiest generations than ever before; and can maximise the potential of our people and natural resources, in order to be resilient, sustainable and thriving.

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¹ Healthy life expectancy 2008-2012 Data sourced from 'Our Healthy Future Indicators 2015' Public Health Wales

² More than one in five children and young people under 20 live in poverty (22%) Data sourced from 'Children and Young People's profile, 2010' Public Health Wales

³ Data sourced from 'Office for National Statistics' 2009-2013'

⁴ Data sourced from 'Welsh Health Survey' Welsh Government

⁵ 45.5% of 16-24 year olds who reported drinking above the recommended guidelines on at least one day in the previous week, 2008-2011 Data sourced from 'Health of Children and Young People in Wales, Public Health Wales Observatory 2013'

⁶ Data sourced from 'Alcohol Profile 2014' Public Health Wales

⁷ Data sourced from '2010/11 - 2014/15, Pregnancy and childhood surveillance tool 2016' Public Health Wales

⁸ Data sourced from 'UK nations 2014 - Office for National Statistics'

⁹ Data sourced from 'Childhood Measurement Programme (Public Health Wales) and Welsh Index of Multiple Deprivation (WIMD) (Welsh Government)'

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The role of the Board

The three key roles through that the Board discharges within the organisation are:

- formulating strategy and setting the direction of the organisation
- ensuring accountability by holding the Executive to account for the delivery of the strategy and through seeking assurance that the systems of control are robust and reliable
- setting the risk appetite for the organisation, determining the key strategic risks and overseeing the management and mitigation of those risks
- shaping a healthy tone and culture for the Board and the organisation.

The role of a Board member focuses on four key areas:

- **Strategy:** to contribute to strategic development and decision-making
- **Performance:** to ensure that effective leadership and management arrangements are in place discharged through an effective Executive Team. To hold the Executive to account for its performance in meeting agreed goals and objectives through purposeful challenge and scrutiny, and to monitor the reporting of performance
- **Financial and risk management:** to ensure that financial information is accurate and that financial controls and systems of risk management and assurance are robust and defensible. To ensure that all strategic risks are identified, managed and mitigated appropriately.
- **Behaviours:** to live the values of the organisation, comply with 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, our staff and our stakeholders.

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 Annie Jones, Welsh Government, Janice Williams, Chair of the Public Health Wales NHS Trust and Dr Rhodri Griffiths, Board Member, Life Sciences Hub Wales as the 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 selection panel.

We anticipate that during the week commencing 15/04/2019 the panel will have decided who will be invited for interview during the week commencing 29/04/2019.

The panel will select for interview only the strongest applicants who it feels have demonstrated that they best meet the criteria as asked to demonstrate in the personal statement. 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.

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 roles. Further information will be provided in advance to those called for interview

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Candidates who the panel believe are 'appointable', will be recommended to the Minister for Health and Social Services who will make the final decision. The Minister for Health and Social Services may choose to meet with appointable candidates before making a decision. If they do, they will meet all candidates and in the presence of the selection 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 Minister for Health and Social Services appointing you as an Independent Member of Public Health 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

Queries

For queries about your application, please contact Publicappointments@gov.wales

Regulation by the Commissioner for Public Appointments

The Commissioner regulates and monitors appointments to public bodies listed on the latest Order in Council 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

The 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 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:

The Commissioner for Public Appointments
1 Horse Guards Road
London
SW1A 2HQ
Tel: 0207 271 0849

Email: publicappointments@csc.gsi.gov.uk

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.