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Information pack for applicants

Cardiff and Vale University Health Board

Appointment of an Independent Member (Capital and Estates)

Closing date: 8 November 2019



**The Commissioner for
Public Appointments**

Cardiff and Vale University Health Board

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Cardiff and Vale University Health Board

Making an application

Thank you for your interest in the appointment of an Independent Member (Capital and Estates) to Cardiff and Vale University Health Board. 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 Cardiff and Vale 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/>.

Once you've registered, you'll 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 **CV**. The two documents should be uploaded to the "Reasons for applying" section of the online application form.

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 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.

Your personal statement should, in addition to several points you would like to make, cover your reasons for applying for the post together with detailed examples of how your knowledge and experience matches the criteria set out in the person specification. Please limit your personal statement to two pages.

1. What is your experience in appraising capital investment business cases?
2. What is your understanding of the principles of effective project management?
3. What is your understanding of the principles of sound Estate Management and its effect on the efficient delivery of health care?
4. What do you understand the sustainability/climate change agenda to be?

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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

Welsh language skills are Desirable. However, all candidates will be expected to display an empathy towards the language and demonstrate leadership to strengthen bilingual service provision within the NHS in Wales.

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

The Welsh Government operates a Guaranteed Interview Scheme (GIS) 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 GIS, a disabled candidate will be selected for interview if they meet the minimum essential criteria for the post.

Indicative timetable

Closing date:	8 th November 2019
Shortlisting complete:	19 th November 2019
Interviews held:	4 th December 2019
Start date:	As soon as possible. Post currently vacant.

Key facts about the post

Location:	Board meetings held bi- monthly normally at various locations across the UHB. The UHB also has various committees, the meetings which meet either bi-monthly or quarterly.
Remuneration:	£15,936 per annum

Where a Board 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

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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.

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 expected to be higher than the minimum requirement.

Contacts:

For further information regarding the selection process, please contact:

For further information regarding the selection process, please contact:
Public Appointments Team Email: Publicappointments@gov.wales

For further information regarding the role of the Independent Member, please contact Charles Janczewski, Interim Chair of Cardiff and Vale University Health Board. Tel: 029 2183 6011 Email: Charles.Janczewski@wales.nhs.uk

For further information about Cardiff and Vale University Health Board, you may wish to visit the Health Board's internet web site: <http://www.cardiffandvaleuhb.wales.nhs.uk/home>

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

Annex A

The Role of the Independent Member

Role description and person specification

This is a great opportunity to use your skills and experience to make a contribution to our vision to achieve a “happier, healthier and fairer Wales”.

Role and responsibilities

Independent Members will among other things:-

- Play a full and active role in the governance of the Cardiff and Vale University 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 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

It is **Essential** that Independent Members will demonstrate the following qualities:-

Knowledge & Experience

- An understanding of health issues and priorities in the Health Board’s 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);
- An awareness and understanding of equality and diversity issues and how these relate to the health sector.

Personal Attributes and Skills

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The Health Board has defined a set of shared core values. To help demonstrate your commitment to these values, you will need to be able to demonstrate the following:-

- The ability to “Put Patients First”.
- The ability to work together as part of a team and in partnership with other key organisations.
- The ability to value and respect others and a commitment to ensuring and promoting equality and diversity
- The ability to communicate openly and honestly.

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

You will need to demonstrate:-

- Awareness of the need to critically appraise capital investment business cases;
- Understanding of the principles of effective project management;
- Understanding of the principles of sound Estate Management and its effect on the efficient delivery of health care; and
- An awareness of the sustainability/climate change agenda.

Time commitment

The post of Independent Member to Cardiff and Vale University Health Board is based on a notional commitment of a minimum four days (4) per month but this will be subject to organisational demands and is expected to be 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.

Remuneration

£15,936 per annum. Where a Board 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 re-imbursed, 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.

Tenure of office

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The Minister for Health and Social Services determines the length of the appointment, which will initially be up to 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 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/ her 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 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 a person is ineligible to be a chair, vice-chair or non-officer member if the person is or has been within the preceding year in the paid employment of a LHB or a Trust within the area of the Board to which they are seeking 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

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

If appointed, Independent Members must declare these interests and seek confirmation from the Interim Chair of Cardiff and Vale University Health Board that no conflict has arisen and if 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".

Annex B

The role and responsibilities of Cardiff and Vale University Health Board

Background

Cardiff and Vale University Health Board is one of the largest NHS organisations in Europe. We employ approximately 14,500 staff, and spend around £1.4 billion every year on providing health and wellbeing services to a population of around 472,400 people living in Cardiff and the Vale of Glamorgan. We also serve a wider population across South and Mid Wales for a range of specialties.

Our vision is to create a community where your healthy life chance does not depend on who you are or where you live.

We are a teaching Health Board with close links to the university sector, and together we are training the next generation of healthcare professionals, while working on research that will hopefully unlock the cures for today's illnesses.

Our Services

- **Primary and community based services:** GP practices, Dentists, Pharmacy and Optometry and a host of community led therapy services via community health teams.
- **Acute services through our two main University Hospitals and Children's Hospital:** providing a broad range of medical and surgical treatments and interventions.
- **Public Health:** we support the communities of Cardiff and Vale with a range of public health and preventative health advice and guidance.
- **Tertiary centre :** we also serve a wider population across Wales and often the UK with specialist treatment and complex services such as neuro-surgery and cardiac services.

Our Structure

We have a workforce of around 14,500 staff who consistently deliver high quality services to all of our patients. Our organisation is structured and designed into eight Clinical Boards which cover our four main service areas and much more.

The eight Clinical Boards were created in June 2013 and have been successful in providing strong leadership in clinical areas and have resulted in the acceleration of operational decision making, greatly enhancing the outcomes for patients in their care. The Boards are held to account via the Executive Directors and a process of scrutiny is ensured through monthly performance boards and a robust authorisation process.

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 be chaired by Charles Janczewski, Interim Chair of Cardiff and Vale University Health Board. The Welsh Government representative on the panel is Geraldine Buckley, Acting Head of Professional Regulation and Education, Health and Social Services Department. Huw Williams, Chief Legal Adviser, National Assembly for Wales Commission will be 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 on **19th November 2019** the panel will have decided who will be invited for the interviews which will take place on **4th December 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 he does, he 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 Powys Teaching 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. 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 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 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

