



Llywodraeth Cymru
Welsh Government

Information pack for applicants

Hywel Dda University Health Board

**Appointment of an Independent
Member: Third Sector**

Closing date: 27 November 2020



**The Commissioner for
Public Appointments**

HYWEL DDA UNIVERSITY HEALTH BOARD

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HYWEL DDA UNIVERSITY HEALTH BOARD

Making an application

Thank you for your interest in the appointment of an Independent Member for the Third Sector to the Hywel Dda University Health Board (the University Health Board). The new Independent Member will be required to play a full and active role in the governance of the University Health Board.

The attached Annexes provide details on the role of the Independent Member, the person specification, the role and responsibilities of the 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 Hywel Dda 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.

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.

References

Please provide two referees (employer and personal) who will be contacted for successful candidates only.

Indicative timetable

Closing date:	27 November 2020
Shortlisting:	wc 30 November or 7 December 2020 TBC
Interviews:	wc 4 January or 11 January 2020 TBC

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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, and lesbian, gay, bisexual and transgender people.

Disability Confident

The Welsh Government accepts the social definition of disability, in which it is recognised that barriers in society act to disable people who have impairments or health conditions or who use British Sign Language. We are committed to removing barriers so that all staff can perform at their best. The Equality Act 2010 uses the medical definition of disability ("a physical or mental impairment which has a substantial and long-term impact on a person's ability to carry out normal day to day activities").

We guarantee to interview anyone who is disabled whose application meets the minimum criteria for the post. By 'minimum criteria' we mean that you must provide us with evidence in your application which demonstrates that you generally meet the level of competence for the role and any qualifications, skills or experience defined as essential.

We are committed to the employment and career development of disabled people. If you would like a guaranteed interview, please contact the Public Appointments team by email at publicappointments@gov.wales.

If you have an impairment or health condition, or use British Sign Language and need to discuss reasonable adjustments for any part of this recruitment process, please contact Public Appointments as above as soon as possible and a member of the team will contact you to discuss your requirements and any questions you may have.

Contacts:

For further information regarding the selection process, please contact:

Public Appointments Team
Public Bodies Unit
Email: publicappointments@gov.wales

For further information regarding the role of the Independent Member for Third Sector, please contact Maria Battle, Chair or Joanne Wilson, Board Secretary.

Tel: 01267 239637
Email: maria.battle2@wales.nhs.uk or joanne.wilson4@wales.nhs.uk

If you need any further assistance in applying for this role, please contact publicappointments@gov.wales.

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

Annex A

Appointment of an Independent Member for the Third Sector of the Hywel Dda UHB

Role description and person specification

Role and responsibilities

Independent Members will among other things:

- 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 third sector organisations and will make sure that the views of patients, carers and families are fully involved in helping to shape, develop and improve services; and
- Analyse and critically review complex information and contribute to sound decision-making, ensuring the decisions are open and transparent.

Person Specification

Independent Members will demonstrate the following qualities:

Knowledge & Experience

- An understanding of health issues and priorities in the Hywel Dda University Health Board area and the ability to understand the role and work of the Board;
- The ability to contribute effectively at Board level;
- The ability to hold the executives to account for performance whilst maintaining a constructive relationship; and
- The ability to provide a knowledgeable, impartial and balanced perspective on a range of sensitive and complex issues.

Personal Attributes & Skills

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
- 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.

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Essential Criteria

You must be an employee or a member of a third sector organisation that operates within the University Health Board's area: Carmarthenshire, Ceredigion or Pembrokeshire.

You will have to demonstrate:

- A knowledge and understanding of the third sector in Carmarthenshire, Ceredigion and Pembrokeshire; and
- Ability to apply your knowledge and understanding of third sector matters in a strategic board environment.

Welsh Language

For the Independent Member of the Third Sector role, Welsh Language Skills are desirable but not a pre-requisite for appointment. However, all candidates will be expected to display commitment towards the language and demonstrate leadership to strengthen bilingual service provision within the NHS in Wales.

Key facts about the post

Location:	Meetings will be held in Ystwyth, St David's Park, Carmarthen SA31 3BB, and in venues across the UHB's geographical area of Carmarthen, Ceredigion and Pembrokeshire. The use of remote meetings, using digital systems, has been trialled during the COVID-19 period and has been successful.
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.
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.
Remuneration:	£13,344 per annum

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Eligibility

A person shall be disqualified from appointment if he/she:

- a. has within the preceding five (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 three (3) months;
- b. has been adjudged bankrupt or has made a composition or arrangement with her/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; and/or
- e. is a health service employee;

Subject to the exception noted in (e), it is the policy of the Welsh Government that all recent employees of Local Health Board (LHB) and NHS Trusts should serve a non-involvement break before being considered for an NHS Public Appointment.

Any other information that may materially affect your application for appointment should be declared in the application form under the Conflict of Interests section.

Applicants should be persons who conduct themselves at all times in a manner which will maintain public confidence.

In particular, applicants are required to declare whether they are aware of anything in their private or professional life that would be an embarrassment to themselves or to the Welsh Government if it became known in the event of appointment.

Candidates should also note that membership of a LHB is a disqualifying office for membership of the National Assembly for Wales under the National Assembly for Wales (Disqualification) Order 2015.

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

If you are successful, you will receive a letter from the Minister for Health and Social Services appointing you as an Independent Member of Hywel Dda University Health Board, which will confirm the terms on which the appointment is offered. Your appointment will be subject to a reference check undertaken by the Welsh Government's Public Bodies Unit and to a DBS check undertaken by the NHS Wales Shared Services Partnership. Attendance at the NHS Wales Independent Member Induction Programme is mandatory on appointment and you will be required to attend the next available course.

Conflict of Interests

When applying you will be asked to declare any private interests which may, or may be perceived to, conflict with the role and responsibilities as Independent Member of the University Health Board, including any business interests and positions of authority outside of the role in Hywel Dda University Health Board.

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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.

Due diligence

The Public Bodies Unit will undertake due diligence checks on all candidates successfully sifted to interview. This will include, but not necessarily be limited to, social media and Internet searches. As a result, you may be asked questions at interview in relation to any due diligence findings.

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:

<https://www.gov.uk/government/publications/code-of-conduct-for-board-members-of-public-bodies>

The role and responsibilities of Hywel Dda University Health Board

Background

Hywel Dda University Health Board (the University Health Board) is the planner and provider of all NHS healthcare services for people in Carmarthenshire, Ceredigion, Pembrokeshire and its bordering counties, to a total population of around 384,000 across a quarter of the landmass of Wales.

It provides Acute, Primary, Community, Mental Health and Learning Disabilities services via General and Community Hospitals, Health Centres, GPs, Dentists, Pharmacists and Optometrists and other sites.

The University Health Board has four main hospital sites at Bronglais in Aberystwyth, Glangwili in Carmarthen, Prince Philip in Llanelli and Withybush in Haverfordwest, with a further seven community hospitals. The population is served by 48 general medical practices, 46 dental practices, 3 Orthodontic Practices, 48 Optometric Providers, 99 community pharmacies, and 15 health centres, together with numerous locations from which mental health, learning disabilities and related services are provided. Highly specialised and tertiary services are commissioned by the Welsh Health Specialised Services Committee.

The Health Board has in place governance and assurance arrangements, which are continually being developed and strengthened. The Board is responsible for maintaining appropriate governance arrangements to ensure that it is operating effectively and delivering safe, high quality care, recognising the need to govern the organisation effectively and in doing so, build public and stakeholder confidence. All Board members share corporate responsibility for formulating strategy, ensuring accountability, monitoring performance and shaping culture, together with ensuring that the Board operates as effectively as possible. This is fundamental to the Board's role in pursuing performance and ensuring that the interests of patients are central and creates a culture supporting open dialogue.

The University Health Board, to accord with the core values for the NHS in Wales, designed to support good governance and the achievement of high standards of care (as included in the NHS e-governance manual), places significant emphasis on:

- Prioritising quality and safety;
- Improvement being integrated with everyday working;
- Focusing on prevention, health improvement and inequality;
- Partnership working; and
- Investing in staff.

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Its six Strategic Objectives are:



These three organisational values and three service aims encapsulate the aim set out in *A healthier Wales: long term plan for health and social care* (updated 1 October 2019) but maintaining local resonance.

Board's Role

The three key roles through which the 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; and
- Shaping a positive culture for the Board and the organisation.

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

- **Strategy** – to contribute to strategic development and decision-making;
- **Performance** – to ensure that effective management arrangements and an effective team are in place at the top level of the organisation. To help clarify which decisions are reserved for the Board and then ensure that the rest are clearly delegated, and to hold management to account for its performance in meeting agreed goals and objectives, through purposeful challenge and scrutiny, and to monitor the reporting of performance;
- **Risk** – to ensure that financial information is accurate and that financial controls and systems of risk management and assurance are robust and defensible; and
- **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.

The selection process

The interview panel will assess candidates' CVs and personal statements to determine who it believes best meet the criteria for the role, and who will be invited to interview. The panel will rely only on the information you provide in your CV and 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 essential criteria.

A stakeholder panel will be held prior to the interview.

The selection panel will be chaired by Maria Battle and will also comprise Michael Hearty (Associate Member), a representative of the Welsh Government, Annie Jones and Sue Leonard as an independent panel member.

We anticipate that during November 2020, the panel will have decided who will be invited for interview early January 2021. It is our intention that interviews will take place in the boardroom in Ystwyth, St David's Park, Carmarthen SA31 3BB or virtually. Candidates will be offered the opportunity to discuss the arrangements for a virtual interview in advance, and are encouraged to request reasonable adjustments in order to support individual need with the Public Bodies Unit.

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 Welsh Government's application centre 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.

Candidates who the panel believe are 'appointable', will be recommended to Ministers who will make the final decision. The Minister may choose to meet with appointable candidates before making a decision. If she/he does, she/he will meet all candidates and 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 Independent Member of the Hywel Dda Health Board, which will confirm the terms on which the appointment is offered.

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If you are unsuccessful at interview, you will be notified through the Welsh Government's application centre. 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.

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.