



Llywodraeth Cymru
Welsh Government

Information pack for applicants

Powys Teaching Health Board

**Appointment of an Independent
Member of the Board**

Closing date: 27 November 2020 4pm



**The Commissioner for
Public Appointments**

Powys Teaching Health Board

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Making an application

Thank you for your interest in the appointment of an Independent Member to Powys Teaching Health Board. The new Independent Members 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 Powys Teaching 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 Powys teaching 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:	27/11/2020 at 4pm
Shortlisting:	w/c 07/12/2020
Interviews:	w/c 18/12/2021

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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 Public Appointments Team by email 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 team 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 Powys Teaching Health Board and the role of Independent Members please contact:

Vivienne Harpwood, Chair of Powys Teaching Health Board Tel: 01874 712643

Email: vivienne.harpwood@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

Appointment of two Independent Members of the Powys Teaching Health Board

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 Powys Teaching 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

To be considered, you must be able to demonstrate that you have the qualities, skills and experience to meet all the essential criteria for appointment.

Essential Criteria

- An understanding of health issues and priorities in the Health Board 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;
- An understanding of the principles of good governance.

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Welsh Language

Welsh language skills are desirable for this appointment. All candidates will be expected to display empathy towards the language and demonstrate leadership to strengthen bilingual service provision within the NHS in Wales.

Key facts about the post

Location: Meetings have been held virtually since the onset of the Covid-19 pandemic. Previously meetings were held in the PTHB offices, Bronllys, Brecon.

Time Commitment: The post of Independent Member to Powys Teaching 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.

Tenure of office: 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.

Remuneration: £9,360 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.

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 interests of the health service, for non-attendance at meetings or for non-disclosure of pecuniary interest;

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

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the Welsh Government if it became known in the event of appointment.

Applicants should also note that being a member of a Local Health Board 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>

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.

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 Powys Teaching Health Board, including any business interests and positions of authority outside of the role in Powys Teaching Health Board.

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:

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

The role and responsibilities of Powys Teaching Health Board

The Board

The purpose of NHS Boards is to govern effectively and in doing so to build public and stakeholder confidence that their health and healthcare is in safe hands. This fundamental accountability to the public and stakeholders is delivered by building confidence:

- In the quality and safety of health services.
- That resources are invested in a way that delivers optimal health outcomes.
- In the accessibility and responsiveness of health services.
- That the public can appropriately shape health services to meet their needs.
- That public money is spent in a way that is efficient and provides value for money.

The three key roles through which the Board demonstrates leadership within the organisation are:

- **Formulating strategy.**
- **Ensuring accountability** by holding the organisation to account for the delivery of the strategy and through seeking assurance that systems of control are robust and reliable.
- **Shaping a positive culture** for the Board and the organisation.

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Powys is one of the most rural counties in the UK. Whilst the county is approximately 25% of the landmass of Wales, it has only 5% of the population. The population in Powys is older compared to the rest of Wales and the proportion of older people is growing. The working age adult population is smaller compared to Wales and it is predicted that the number of young people and working age adults will decrease, whilst the number of older people will increase. It is predicted that there will be an 8% decline in the Powys population by 2039.

The county has a strong network of small towns and villages with a high level of community commitment and a strong voluntary sector. Unemployment is low, however Powys has a low income economy with low average earnings and house prices that are high when compared to other areas in Wales. Five areas (Lower Super Output Areas) are among the most deprived 30% in Wales, clustered around the main market towns with higher residential populations.

There are generally good health outcomes in the County and people live longer and spend more years in good health than the national average, eating a healthier diet and being more physically active. Fewer people feel lonely and there is a greater sense of community and satisfaction with life. 83% report that they feel they belong to their local area, compared to 75% in Wales as a whole. However, whilst general health is good, there are issues that have informed our long term strategy. 1 in 5 people still smoke, 1 in 4 children are overweight or obese on entering school and 6 in 10 adults are overweight or obese. Health inequalities amongst people living in the most deprived areas of Powys are significant; a child born in the most deprived area

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lives approximately 10 years (boys) to 14 years (girls) less than a child born in the least deprived area.

Powys Teaching Health Board is both a commissioner and a direct provider of healthcare and different to other health boards in Wales in relation to the proportion of services that are provided to the population by other health care providers.

The health board's budget is circa £300m. 50% is spent on secondary and specialist care, 20% is spent on primary care and 30% is spent on directly provided services. The directly provided services are delivered through a network of community services and community hospitals which includes mental health, learning disabilities, maternity and children's services. Care is also provided in Powys through primary care contractors such as General Practices, Dental Practices, Pharmacists and Optometrists, as well as the Third Sector. There is also provision of an increasing range of consultant, nurse and therapy led outpatient sessions, day theatre and diagnostics in community facilities, bringing care closer into Powys itself and closer to people's own communities and homes.

In relation to commissioning, there are some unique characteristics that set the Powys context. Being an entirely rural County with no major urban conurbations and no acute general hospitals, people in Powys have to travel outside the county for many services, including secondary and specialist healthcare, higher education, employment and leisure.

The health board buys services on behalf of the population from 15 main NHS provider organisations across England and Wales. Shrewsbury and Telford Hospitals NHS Trust makes up the largest proportion of our commissioned activity and Wye Valley NHS Trust is the second largest. In Wales, the health board buys services from Hywel Dda, Aneurin Bevan, Swansea Bay and Cwm Taf Morgannwg University Health Boards and others in smaller proportions. This covers all specialities, however PTHB is not the majority commissioner of any acute provider.

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.

The selection panel will consist of the Chair, Vivienne Harpwood, Chair of Powys Teaching Health Board, Rebecca Gorman, Welsh Government and an Independent Panel Member Carl Cooper, Chief Executive of Powys Association of Voluntary Organisations.

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 **07/12/2020** the panel will have decided who will be invited for interview during the week commencing **18/01/2021**.

It is our intention that interviews will take place in PTHB Health Board Headquarters and potentially via digital meeting platforms.

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.

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If you are successful, you will receive a letter appointing you as Independent Member of the 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 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.