



Llywodraeth Cymru
Welsh Government

Information pack for applicants

**BETSI CADWALADR UNIVERSITY
LOCAL HEALTH BOARD**

**Appointment of an Independent
Member (Third Sector)**

**Closing date:
6th August 2021 at 16:00**



**The Commissioner for
Public Appointments**

Betsi Cadwaladr University Local Health Board

Contents

	Page
Letter to Candidates from Chair of Betsi Cadwaladr University Local Health Board	3-4
Making an Application	5-7
Annex A: The role of Independent Member	8-10
Annex B: The role and responsibilities of Betsi Cadwaladr University Local Health Board	11-12
Annex C: The selection process	13-14

Betsi Cadwaladr University Local Health Board



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CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Betsi Cadwaladr
University Health Board

Dear Candidate

Independent Member Vacancy – Third Sector

I am delighted that you are interested in joining the Betsi Cadwaladr University Local Health Board as an Independent Member with a particular interest in representing the community across north Wales.

I would like to take this opportunity to tell you more about the Health Board, and how you can play an important part of shaping the future of healthcare services for our communities across north Wales.

We are the largest health organisation in Wales, with a budget of £1.8 billion, and a workforce of more than 17,000 staff providing primary, community, mental health and acute hospital services for the population of north Wales.

As well as our three main hospital sites at Ysbyty Gwynedd in Bangor, Ysbyty Glan Clwyd Hospital in Bodelwyddan, and Ysbyty Wrexham Maelor, we are also responsible for community hospitals, health centres, clinics, mental health units, community teams, some GP practices, and other NHS services provided by dentists, opticians and pharmacists.

Significant improvements have been achieved to some of our services in recent years to move the Health Board out of the Welsh Government Special Measures framework. While we remain in Targeted Intervention, we are confident we can continue this journey of improvement.

Like the rest of the NHS, the COVID-19 pandemic has had a huge impact on our patients, staff and services. It has been an extremely challenging time and as we start to return to some form of normality our focus is on restarting services and developing and implementing transformational plans for the future. We know there is a lot of work to be done to ensure we have safe and sustainable services in place for the population of north Wales for the years to come.

If you feel you can play your part in helping us to achieve our ambitions as an Independent Member of the Board by bringing insight and experience, along with the right values then I hope you will take the time to find out more about the role from this briefing pack.

Betsi Cadwaladr University Local Health Board

I look forward to hearing from you.

Yours sincerely



Mark Polin OBE QPM
Cadeirydd / Chair

Cyfeiriad Gohebiaeth ar gyfer y Cadeirydd a'r Prif Weithredwr / Correspondence
address for Chairman and Chief Executive: Swyddfa'r Gweithredwyr / Executives'
Office:

Ysbyty Gwynedd, Penrhosgarnedd Bangor, Gwynedd LL57 2PW Gwefan:
www.pbc.cymru.nhs.uk / Web: www.bcu.wales.nhs.uk

Betsi Cadwaladr University Local Health Board

Making an application

Thank you for your interest in the appointment of Independent Member (Third Sector) to the Betsi Cadwaladr University Local Health Board. The new Independent Member will have experience, knowledge and understanding of the Third Sector, and the ability to apply this knowledge and understanding strategically for the benefit of the Board, to ensure that the views of patients, carers and families are fully involved in helping to shape, develop and improve services. The attached Annexes provide details on the role of the Independent Member (Third Sector) and the person specification, the role and responsibilities of Betsi Cadwaladr University Local 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/>.

Please note, to apply, you must be an employee or a member of a third sector organisation that operates within the University Health Board's area: Anglesey, Gwynedd, Conwy, Denbighshire, Flintshire and Wrexham.

To apply for this role, click on the 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 have registered, you will 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; any material that extends beyond two pages will not be considered.

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.

Betsi Cadwaladr University Local Health Board

Indicative timetable

Closing date: 6th August 2021 at 16:00
Shortlisting: 12th August 2021
Interviews: 14-17th September 2021

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. You will be asked to specify if you would like your application to be considered under the Disability Confident Scheme in your submission.

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 the Public Appointments Team, publicappointments@gov.wales, 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

Betsi Cadwaladr University Local Health Board

For further information regarding the role of the Betsi Cadwaladr University Local Health Board, and the role of the Independent Member (Third Sector), please contact Mark Polin, Chair, or Louise Brereton, Board Secretary.

Email: mark.polin@wales.nhs.uk, or louise.brereton@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 Independent Member (Third Sector) of the Betsi Cadwaladr University Local Health Board

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 to 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.
- Analyse and critically review complex information and contribute to sound decision-making, ensuring that decisions are open and transparent.

Person Specification

Essential Criteria

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

Knowledge and Experience

- An understanding of health issues and priorities in the Betsi Cadwaladr University Local Health Board area and the ability to contribute effectively as part of a unitary Board.
- The ability to provide a knowledgeable, impartial and balanced perspective on a range of sensitive and complex issues.
- A knowledge and understanding of the third sector across north Wales.
- A sound knowledge and understanding of corporate governance processes.
- A knowledge of and empathy with local community issues and priorities
- An understanding of the Nolan Principles

Personal Attributes & Skills

A commitment to the values of the Health Board which include demonstrating a patient centred approach, an ability to work in partnership with colleagues and stakeholders and the ability to value and respect others, communicating openly and honestly.

Desirable

- The ability to speak welsh.
- Experience of chairing committees

Betsi Cadwaladr University Local Health Board

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. For this role, we will be looking for the following welsh language skills:

Understanding = 2 - Can understand basic conversations about everyday topics

Reading = 2 - Can read simple material on everyday topics with understanding

Speaking = 2 - Can converse in simple work-related conversations

Writing = 1 - Can write basic messages on everyday topics

Key facts about the post

Location Meetings will be held across north Wales. The use of virtual meetings has been trialled successfully during the COVID-19 pandemic, and we propose to have a blended approach to meetings going forwards.

Time Commitment The post of Independent Member is based on a notional commitment of a minimum of four (4) days per month, however 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 will determine 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 be appointed for two terms of office, up to a maximum of eight (8) years with the Health Board.

Remuneration £15,936 per annum.

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;

Betsi Cadwaladr University Local Health Board

Subject to the exception noted in (e), it is the policy of the Welsh Government that all recent employees of Local Health Boards (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 Senedd Cymru under The Senedd Cymru (Disqualification) Order 2020.

[The Senedd Cymru \(Disqualification\) Order 2020 \(legislation.gov.uk\)](https://legislation.gov.uk).

If you are successful, you will receive a letter from the Minister for Health and Social Services appointing you as an Independent Member of Betsi Cadwaladr University Local 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 Betsi Cadwaladr University Local Health Board. This will include any business interests and positions of authority outside of the role in Betsi Cadwaladr University Local 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.

Due Diligence

Welsh Government 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 Betsi Cadwaladr University Local Health Board

Background

The Betsi Cadwaladr University Local Health Board was established on 1st October 2009 as a part of the Welsh Assembly Government One Wales reform programme for the NHS in Wales.

The Health Board is the largest health organisation in Wales, and is responsible for improving the health and wellbeing of a population of over 670,000 people across the six counties of north Wales (Anglesey, Gwynedd, Conwy, Denbighshire, Flintshire and Wrexham). This encompasses prevention of ill-health, as well as treating illness and providing excellent healthcare services.

The Health Board provides primary, community and mental health services, as well as acute hospital services. It operates three main hospitals (Ysbyty Gwynedd in Bangor, Ysbyty Glan Clwyd in Bodelwyddan, and Ysbyty Wrexham Maelor in Wrexham), along with a network of community hospitals, health centres, clinics, mental health units, and community team bases. It also delivers prison health care services within HMP Berwyn, Wrexham. The Health Board also co-ordinates the work of 98 GP practices, and NHS services provided by 89 dental practices, 74 optometry practices and opticians, and 152 pharmacies in North Wales.

The Health Board was placed in Special Measures in 2015, and has recently been de-escalated to Targeted Intervention status, a decision which reflects the progress we have made to-date, and the confidence that we will continue on this journey of improvement. In January 2021 Jo Whitehead took up her post as Chief Executive of the Health Board, and along with the Chairman, will lead the Board as we face many challenges, including our response to COVID-19 and its impact, including work to reinstate our planned care pathways and to begin to tackle the waiting list position. We will also be focusing on primary and community care services, improving unscheduled and emergency care and mental health services.

Board's Role

The role of the Board is to:

- Formulate strategy for the organisation within the overall policies and priorities of the Welsh Government, responsive to the health needs of the local population.
- Ensure accountability by holding the organisation to account for the delivery of the strategy and through seeking assurance that the systems of control are robust and reliable.
- Shape a positive culture for the Board and the organisation.
- Maintain high standards of corporate governance.
- Ensure effective financial stewardship.

The Board functions as a corporate decision making body. It meets on a bi-monthly basis and consists of the Chair, ten Independent Members (IMs), three Associate Members, the Chief Executive and eight Executive Directors. Executive Directors and

Betsi Cadwaladr University Local Health Board

Independent Members are full and equal members sharing corporate responsibility for all decisions of the Board. The Board Secretary is in attendance as principal advisor on all aspects of governance within the Health Board.

The Board's committee structure currently comprises eight committees and two sub-committees, although this is currently under review. These are:

- Audit Committee
- Remuneration and Terms of Service Committee
- Mental Health Act Committee, with its Mental Health Act Power of Discharge Sub-Committee
- Finance and Performance Committee
- Digital Information & Governance Committee
- Quality, Safety and Experience Committee
- Strategy, Partnerships and Population Health Committee
- Charitable Funds Committee, with its Charitable Funds Advisory Group Sub-Committee

The selection process

The interview panel will assess candidates' CVs and personal statements to determine who it believes best meets 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 be chaired by Mark Polin, Chair of the Health Board, and will also comprise Olivia Shorrocks, (Welsh Government), and Councillor Louise Emery, Deputy Leader of Conwy CBC, 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 all of the panel.

We anticipate that during August the panel will have decided who will be invited for interview in September. It is our intention that interviews will take place virtually via MS Teams.

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 Board Member (Third Sector) of the Betsi Cadwaladr University Local Health Board which will confirm the terms on which the appointment is offered.

Betsi Cadwaladr University Local Health Board

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.