



Llywodraeth Cymru
Welsh Government

Information pack for applicants

Social Care Wales

Appointment of Board Members

**Closing date: 16:00 on 11 November
2021**



**The Commissioner for
Public Appointments**

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About Social Care Wales

Message from the Chair



Thank you for your interest in becoming a member of the Board of Social Care Wales.

This is an exciting opportunity to use your skills and experience to make a difference to the social care and early years sectors in Wales. As a member of the Board, you will play an important role in helping to build confidence in the workforce and providing leadership and support to the improvement of social care for the people of Wales.

The Covid pandemic has demonstrated just how valuable the care workforce is in our society. They are, as we discovered, key workers. We want to build on that recognition, ensuring that there are sufficient numbers of well led and appropriately skilled people to sustain the needs of the sector going forward. This is essential if we are to meet the needs of our communities at a time when the impact of poverty, poor health and an ageing society are bringing ever increasing demand for good quality care and support.

Social care really does matter and that is why we are looking for two exceptional people to play their part in guiding Social Care Wales through Covid recovery and beyond.

We are already a relatively diverse Board, and we are proud to have been featured in the Lord Holmes review as an exemplar in terms of opening up public appointments to disabled people. However, there is still much more we need to do to be truly representative of the communities we serve.

For that reason, we would warmly welcome applications from people from minority ethnic groups who are under-represented at Board level. And if you haven't been a Board member before, please don't be put off. We will provide all of the development, support and encouragement you need to help you become an effective Board member.

This [video](#) explains a little more about being a member of the Board and the pivotal role which Social Care Wales plays in enabling people who need care and support to live the lives that matter to them.

I hope you find it interesting, and I hope that you will be encouraged to apply.

Mick Giannasi
Chair

An introduction to Social Care Wales

As a public body, our primary role is to fulfil statutory responsibilities set within the context of the Welsh Government's strategic aims.

We have the following statutory functions with a view to promoting and maintaining:

- high standards in the provision of care and support services;
- high standards of conduct and practice among social care workers;
- high standards in the training of social care workers, and;
- public confidence in social care workers.

We also:

- Maintain and publish the Register of social care workers;
- Prepare and publish codes of professional practice;
- Regulate social work and social care training;
- Make rules to secure appropriate education, training and learning provision;
- Develop qualifications and national occupational standards; and
- Lead and support service improvement.

As well as:

- Collect and analyse data to inform policy and planning at national and regional level; and
- Influence research priorities; and
- Undertake the functions of the Sector Skills Council - Skills for Care and Development (SfCD) including workforce information and planning.

Further background information on our work can be found here:

www.socialcare.wales; you can also visit our [Twitter](#) account.

About the role

The role of the Board

The Board of Social Care Wales is collectively responsible for making sure that Social Care Wales's strategic direction is focused on the well-being goals for Wales, the principles of the Social Services and Wellbeing (Wales) Act 2014 and the Regulation and Inspection (Wales) Act 2016. The Board is expected to adhere to the Nolan seven principles of public life and show the leadership values of the [Welsh Public Service](#).

The Board, through the Chair, is accountable to the Deputy Minister for Social Services for the performance of the Board and its effective governance by upholding the Welsh public service values and promoting the confidence of the public and partners throughout Wales.

Social Care Wales Board

Our Board is made up of a Chair and no more than 14 Members, all of whom are appointed by Welsh Ministers. The Board is made of people who use services, employ care workers, work in education, or are members of the public who want to make a positive difference to care and support in Wales.

All the members need to be committed to making sure that Social Care Wales works well so that people working in social work and social care have the right skills and training.

Role and responsibilities

The Board must make sure that the aims and objectives set by the Welsh Ministers are met. The Board must make sure that the organisation is run well and is accountable.

As a member you will:

- make sure Social Care Wales is working in line with procedures and policies;
- make sure Social Care Wales is spending money well and in the right way;
- listen, ask questions, join in discussions and contribute to ideas on what Social Care Wales will be doing in the future and how this can be done;
- make decisions as part of the Board and be responsible for these decisions;
- work with passion and enthusiasm with other Board Members and Social Care Wales staff; and
- represent Social Care Wales with its customers, other organisations and communities.

What support is provided to Members of the Social Care Wales Board?

A wide and varied range of support is available to Board members to meet individual needs, this includes but is not limited to:

- an introduction to the work of the organisation;
- opportunities for ongoing learning and development as an individual Board Member and also as a group;
- travel and subsistence costs to reimburse costs incurred as a Board Member. This could include overnight accommodation, travel, care costs, personal assistants, note takers;
- a supportive Chair and a link person in the organisation;
- electronic equipment and training, if needed, which you will use to access Board, Committee and organisational information. Additional software is also provided to support the use of this technology; and
- reasonable adjustments to enable members to effectively carry out their duties.

Officers from Social Care Wales will speak with all Board Members on an individual basis to identify any particular requirements.

Person specification

Social Care Wales is looking to appoint two lay members to its Board - this means that you cannot apply for this role if, in the last five years, you have:

- worked in social care or early years; or
- represented the social care and early years workforce; or
- been an employer of social care or early years workers.

We're looking to appoint people whose values and behaviours are compatible with those to which the organisation aspires. Your background and what you have done previously, whether that be in the public, voluntary or private sector is less important. It's your skills, experience and insight that we are more interested in.

For one of the roles, we are looking specifically for someone with knowledge and experience in either qualifications development, further education or higher education for the social care or social work sector.

For the other role, we are much more flexible and are looking for someone who will add real value to the existing membership. However, we would particularly welcome applications from individuals with a background or experience in any of the following areas which are relevant to the organisation's longer term strategic development:

- ICT and cyber security
- Working with or in a digital organisation
- Diversity and inclusion
- Lived experience of black and minority ethnic groups
- Corporate governance or business management

Essential Criteria

To be a Social Care Wales lay Board Member you must be able to:

- commit to Social Care Wales for 2 days a month
- balance competing priorities;
- Understand current issues relating to social care and early years sectors
- show passion and commitment to improving social care and early years in Wales;
- digest and make sense of complex and sometimes conflicting information;
- make decisions and explain how you have come to that decision;
- provide constructive challenge and hold officers to account for their actions;
- work with others in a team, as well as on your own; and
- have good communication skills in order to participate at meetings and act as an ambassador for Social Care Wales;
- An understanding and commitment to diversity and inclusion, particularly in the context of social care.

Public service values are at the heart of how Social Care Wales operates. As a Social Care Wales Board Member, you will be expected to:

- work with others to achieve shared objectives;
- learn from successes and mistakes and use that experience and knowledge to ensure better outcomes;
- maintain realistic and positive attitudes to challenges, adversity and change and support others to do the same; and
- communicate openly with people to gain their trust and confidence.

To be considered, you must be able to show that you have the qualities, skills and experience to meet all the essential criteria for appointment. **This should be included within your CV**

So, what should be covered within your personal statement?

During the recruitment process you will be assessed against the recruitment matrix as at annex A.

In no more than 250 words per question please:

- Describe a time when you have worked with others to achieve a shared objective (max 250 words)
- Provide an example of when you have learnt from either a success or a mistake and used that experience and knowledge to ensure a better outcome (max 250 words)
- Explain how you have maintained a positive attitude to challenges, adversity and change and supported others to do the same (max 250 words)
- Provide an example of when you have had to communicate openly with people to gain their trust and confidence (max 250 words)

Welsh Language

Welsh language skills are desirable but not a pre-requisite for appointment. But all candidates will be expected to show leadership in strengthening a bilingual social care and early years workforce. All candidates will also be required to show the importance of Welsh Language in how Social Care Wales works and as an employer in Wales.

Our commitment to diversity

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 we are encouraging a wide and diverse range of people 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.

Terms of appointment

All appointments will be made by the Deputy Minister for Social Services, Julie Morgan MS.

Duration

Up to 4 years (initial appointment), renewable subject to satisfactory performance and Ministerial agreement, up to a maximum total duration of 8 years. There should be no presumption of automatic reappointment.

Time commitment

24 days per year / 2 days per month (this includes Board, Committee and stakeholder meetings).

Location

The Board will continue to make use of meeting virtually for most Committee meetings and the majority of Board meetings. Meetings in person are held mainly in Cardiff but there will be times when meetings take place across Wales.

Remuneration

£282 per day and members can claim travel and subsistence in accordance with Welsh Government guidance.

Induction and training

We offer full induction and training, with a focus on development throughout the year. If it's your first role as a Board Member, we will offer you the support you need to be an effective member of the Board.

Eligibility

Applicants should also note that being a Board member of Social Care Wales 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're successful, you'll receive a letter from the Deputy Minister for Social Services appointing you and confirming the terms on which the appointment is offered. Your appointment will be subject to the necessary security checks.

Conflict of Interests

You will be asked to declare any private interests which may, or may be perceived to, conflict with the role and responsibilities as a Member of Social Care Wales including any business interests and positions of authority outside of the role in Social Care Wales.

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.

If you have any questions, such as whether an existing public appointment disqualifies you from appointment, then please check with us. We'd be happy to provide further advice on any question around eligibility.

Due Diligence

Welsh Government's 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'll 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-ofpublic-bodies>

How to apply

Appointment timetable

Applications open:	14 October 2021
Closing date:	11 November 2021
Workshops:	17-19 January 2022 (held virtually)
Interviews:	14 –18 February 2022 (held face to face)

Should any of the above dates change, you will be informed via the application centre.

Making an application

Thank you for your interest in the role of a Board members of Social Care Wales. Details of the role and responsibilities of a Board member.

To make an application please visit the Welsh Government public appointment website: [Public Appointments - Welsh Government \(tal.net\)](https://tal.net)

To apply for this role, click on the Social Care Wales Board Member 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

Please complete the questions included within the essential criteria for the role. You should answer each of the questions. When answering the questions, you should aim to provide detailed examples that demonstrate your knowledge and experience and describe what your role was in achieving a specific result. Also bear in mind the essential criteria for the post when preparing your answers, all criteria is listed at pages 6&7. You should consider knowledge and experiences gained from all walks of life and not necessarily the conventional workplace.

Please limit your response to each question to 250 words each. 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.

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.

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.

The selection process

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.

The criteria which you will be tested upon at each stage in the selection process is given at Annex A.

Application sift

The selection panel will assess candidates’ personal statements and CVs to determine who best meets the criteria for the role, and who will be invited to the workshop. The panel will rely only on the information you provide in your personal

statement and CV to assess whether you have the knowledge and experience required. Please ensure that you have fully considered the criteria in Annex A and answered all of the questions.

Workshop

At the workshop you will take part in a group and individual activity. These activities will assess you against the criteria within this application highlighted in Annex A. Following the workshop, the selection panel will decide who will be invited to attend interviews.

Unfortunately, the applicant workshop cannot be run at a later date. If you are unable to attend, then your application will be set aside. If for any reason the workshop dates need to be rescheduled, we will endeavour to give you as much notice as possible. You will receive email communication from the Welsh Government's Appoint recruitment system to let you know whether or not you have been invited to the workshop and also whether you have been invited to be interviewed

Interview

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

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.

Candidates who the panel believe are 'appointable', will be recommended to the Deputy Minister for Social Services who will make the final decision. The Deputy Minister may choose to meet with appointable candidates before making a decision. If she does, she will meet all candidates 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 a member of Social Care 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.

All candidates may also be invited to take part in a short survey, following the recruitment exercise to seek their views on the selection process to understand what went well and what might be done differently in the future.

The Appointment Panel

The appointment panel will be responsible for making a recommendation of appointment to the Deputy Minister for Social Services.

Andrea Street (Panel Chair) Deputy Director, Social Services & Integration, Welsh Government

Mick Giannasi, Chair, Social Care Wales

Hadassah Radway, Race Council Cymru Management Board member

Independent Panel Member - Jonathan Griffiths, Director of Social Services and Housing Pembrokeshire and current President of the Association of Directors of Social Services (ADSS) Cymru

Making reasonable adjustments

As part of the outcome letter, candidates selected for the workshop and/or interview will be invited to provide details of any individual needs and adjustments needed to support their participation in the workshop and/or interview. This will include the option for undertaking a familiarisation of the virtual platforms being used.

Contacts:

For further information regarding the selection process, please contact:

Public Appointments Unit

Public Bodies Unit

Email: publicappointments@gov.wales

For further information regarding the role of a Board member for Social Care Wales please contact Llinos Bradbury, Board Secretary, Social Care Wales:

Tel: 029 2078 0540

Email: llinos.bradbury@socialcare.wales

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

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.

Board Recruitment Assessment Matrix - How candidates will be assessed

Annex A

	Sift-Application Form	Applicant workshop-Group Activity	Applicant workshop-Individual Activity	Panel Interview
ESSENTIAL				
Lay member	X			
Be able to commit to Social Care Wales for 2 days a month	X			
Balance competing priorities		X	X	X
Show passion and commitment to improving social care in Wales		X	X	X
Have an understanding of social care or early years issues in Wales	X	X	X	X
Be able to make decisions and explain how you have come to that decision		X	X	
Be able to work with others in a team, as well as on your own		X	X	
Have good communication skills in order to participate at meetings and act as an ambassador for Social Care Wales		X	X	
Demonstrate experience the public service values: <ul style="list-style-type: none"> • work with others to achieve a shared objective; • learn from mistakes and successes and use that experience and knowledge to ensure a better outcome 	X	X	X	X

	Sift-Application Form	Applicant workshop-Group Activity	Applicant workshop-Individual Activity	Panel Interview
<ul style="list-style-type: none"> • maintain realistic and positive attitudes to challenges, adversity and change and support others to do the same; and • communicate openly with people to gain their trust and confidence. 				
DESIRABLE				
Speak Welsh	X	X	X	X
Are able to display an awareness of the language profile of Wales and show the importance of Welsh Language in how Social Care Wales works		X	X	
An understanding of the diverse communities in Wales and a commitment to promoting diversity.		X		X