



Llywodraeth Cymru
Welsh Government

Information pack for applicants

**Cwm Taf Morgannwg University
Health Board**

Appointment of Chair

Closing date: 10:00, 28 June 2021



**The Commissioner for
Public Appointments**

Cwm Taf Morgannwg University Health Board

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Making an application

Thank you for your interest in the appointment of a chair to the Cwm Taf Morgannwg University Health Board. This is an exciting opportunity to lead a Local Health Board serving a population of 450,000 living in the county boroughs of Bridgend, Merthyr Tydfil and Rhondda Cynon Taf. We are looking for an individual who understands the needs of the Health Board's population and the importance of ensuring diversity, inclusion and the promotion of the Welsh Language. The new chair will be required to provide strong leadership of the Board and uphold the values of NHS Wales. This is particularly important as the Health Board is subject to escalation under the NHS Wales Escalation and Intervention Arrangements. In April 2019, the Health Board was put into 'Special Measures' for Maternity and 'Targeted Intervention' for Trust and Confidence, Leadership and Culture and Quality and Governance. Whilst good progress has been made since April 2019 there is still more to do under the leadership of the Chair and Chief Executive.

The attached Annexes provide details on the role and the person specification, the role and responsibilities of Cwm Taf Morgannwg 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 Cwm Taf Morgannwg University Health Board vacancy and click on 'Apply' at the bottom left hand corner. If this is the first time you applied 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, describing what your role was in achieving a specific result and how this would equip you to fulfil the role you are applying for. 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 **1000 words**. Your application may be rejected if you exceed this limit.

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CV

Your CV should be no more than **3 pages**. It should include 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 who will be contacted for successful candidates only. In order to preserve the highest standards of integrity and propriety, we are unable to accept Assembly Members or Welsh Government employees as referees for applications for membership of public bodies.

Indicative timetable

| | |
|---------------------------------|---------------------|
| Closing date: | 10:00, 28 June 2021 |
| Shortlisting: | w/c 5 July 2021 |
| Stakeholder Engagement Session: | 10 August 2021 |
| Panel Interviews: | 12 & 13 August 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, young people, 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 ensuring public bodies in Wales remove barriers so that all public appointees 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 Guaranteed Interview 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:

Cwm Taf Morgannwg University Health Board

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

For more information on the Cwm Taf Morgannwg University Health Board, please contact Mrs Georgina Galletly, Director of Governance via email at Georgina.galletly2@wales.nhs.uk who will arrange for you to receive the further information that you request, or for you to speak with Health Board colleagues if requested.

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

Annex A

Appointment of a Chair of the Cwm Taf Morgannwg University Health Board

Role description and person specification

Role and Responsibilities

The Chair will be accountable to the Minister for Health and Social Services for the performance of the Board and its effective governance, upholding the values of the NHS, and promoting the confidence of the public and partners throughout the Health Board area.

The Chair of Cwm Taf Morgannwg University Health Board will:-

- **Lead the Board in the Development of a Strategic Vision** for the Health Board's services of the future, realising and building on the inherent potential and skills within the organisation to develop an innovative and exemplar service with the aim of improving well-being and outcomes for the population;
- **Provide effective and visible leadership** across the breadth of the Board's responsibilities, internally through the Board and externally through connections with a wide range of stakeholders and partners at community, local authority, Health Board and national levels;
- **Ensure the Board delivers effectively together** the strategic and operational aims of the Health Board through delivery of strategic aims, policy and ensuring good governance;
- **Be responsible for maintaining** the highest quality of public health standards and practices, and improving quality and safety of healthcare;

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- **Be accountable for the performance of the Board** at community, local authority, Board and national levels through the agreement of a three year Integrated Medium Term Plan (IMTP) and an annual delivery plan and the annual evaluation of achievements against the plan in public by the Minister for Health and Social Services;
- **Hold the Chief Executive to account** across the breadth of their responsibilities;
- **Work effectively with partners**, in particular with primary care contractors and other NHS bodies, Universities, Local Authorities, the Third Sector and Social Partners, to ensure the planning and delivery of safe, effective, person centred services aiming to improve population outcomes;
- **Provide the assurance and governance for the proper stewardship of public money and other resources** for which the Board is accountable;
- **Provide the assurance for ensuring that the Board is governed effectively** within the framework and standards set for the NHS in Wales, with a particular emphasis on ensuring openness and transparency;
- **Undertake an external ambassador role**, delivering in the public spotlight and instilling public confidence.

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

Knowledge and Experience

- Ability to instil vision and lead the development of defined strategies in the pursuit of achieving long and short-term goals;
- Ability to facilitate the understanding of complex issues while demonstrating respect for the views of others;
- Ability to ensure a board works together effectively through their active involvement in a robust and transparent decision making process;
- Ability to motivate and develop the board to define roles and responsibilities to ensure ownership and accountability;
- A clear commitment to understanding and promoting equality, diversity and inclusion; and
- Ability to show an appreciation of bilingualism and culture, and a commitment to promoting and mainstreaming of the Welsh language.

Personal Attributes

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- Strong interpersonal and influencing skills and ability to act as an effective advocate and ambassador;
- Sound judgement, sensitivity and political awareness;
- Capacity to be independent and resilient;

Desirable

- The ability to speak Welsh

Welsh Language

Welsh Language Skills are desirable, however, all candidates will be expected to show commitment towards the language and culture, and demonstrate leadership to strengthen and promote bilingual service provision within the NHS in Wales. The level of skill required is as follows:

Desirable

Understanding = 2 - Can understand basic conversations about everyday topics

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

Speaking = 3 - Can converse in some work-related conversations

Writing = 1 - Can write basic messages on everyday topics

Key facts about the post

| | |
|-------------------|---|
| Location: | Cwm Taf Morgannwg University Health Board Headquarters 3 Ynysmeurig House Navigation Park Abercynon CF45 4SN |
| Time Commitment: | 15 days per month |
| Tenure of office: | 4 years |
| Remuneration: | £59,760 per annum (review pending) plus travel and other reasonable expenses within reasonable limits. |

Eligibility

A person shall be disqualified from appointment if they:

- 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 them a sentence of imprisonment (whether suspended or not) for a period of not less than 3 months without the option of a fine;
- b. is the subject of a bankruptcy restrictions order or an interim order or has made a composition or arrangement with 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. are a current board member of another health service body in Wales, where:

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- the tenure will not have ended prior to commencement in this position if appointed, or
- the intention is not to resign from that position if appointed.
- e. is a person whose tenure of office as the chair, member or director of a health service body has been terminated because their appointment is not in the interests of the health service, for non-attendance at meetings or for non-disclosure of pecuniary interest;
- f. a person will be disqualified if they are or have been within the preceding year in the paid employment of a Trust or Health Board in Wales within the area of the Board to which they are seeking appointment.

Applicants should also note that being the Chair of Cwm Taf Morgannwg University Health Board is a disqualifying post for membership of the Welsh Parliament 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 Chair to Cwm Taf Morgannwg 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 pre-appointment checks, including a DBS check undertaken by the NHS Wales Shared Services Partnership.

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 Chair of Cwm Taf Morgannwg University Health Board including any business interests and positions of authority outside of the role in Cwm Taf Morgannwg University 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 Cwm Taf Morgannwg University Health Board

Formed on 1 April 2019, Cwm Taf Morgannwg University Health Board (CTMUHB), **provides and commissions** a full range of hospital and community, population health services for the residents of **Rhondda Taf Ely, Merthyr Cynon and Bridgend**. This includes the provision of local primary care services; GP Practices, Dental Practices, Optometry Practices and Community Pharmacy and the running of hospitals, health centres and community health teams. The Health Board is also responsible for making arrangements for residents to access more specialised health services where these are not provided within the Health Board boundary

The CTMUHB population amounts to around 450,000 (Stats. Wales) comprising Bridgend, Rhondda Cynon Taff and Merthyr Tydfil County Borough Councils. With around 12,000 staff, it is one of the largest employers in the area (10,500 whole time equivalents). A significant number of our workforce live and work within these communities. Detailed information about the services we provide and our facilities can be found on our [website](#). The Health Board reports regularly on its performance including the [Delivery Framework](#) targets set by Welsh Government which can be found there too.

During 2020, the Health Board introduced a **new Operating Model** which sets out how the Health Board is organised to best support keeping people healthy and caring for our population. This has seen the creation of three Integrated Locality Groups (ILGs) covering the population CTMUHB serves. These localities, which are clinically led, now enable decision-making closer to those citizens who rely on CTM services and therefore more tailored to local population needs. This new way of working has empowered staff and provided opportunities for leadership and involvement in developing and delivering quality services, with a focus on population health.

In April 2019, CTMUHB was put into 'Special Measures' for Maternity and 'Targeted Intervention' for Trust and Confidence, Leadership and Culture and Quality and Governance. The Health Board continues to improve services, informed by learning lessons and is committed to continuous improvement working with staff, patients and families and other partners across the CTM community.

Extensive engagement with staff, partner organisations and our local communities has helped the Health Board begin the journey to transform organisational culture to one that is underpinned by a clear and shared set of values and behaviours.

The Health Board is currently developing its strategy as an organisation to truly focus on how they can improve the health and wellbeing of their population as well as ensuring they continue to improve outcomes and provide the best, high quality services to local communities.

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The Services CTMUHB hosts:

CTMUHB is responsible for hosting the following organisations on behalf of the Welsh Government and NHS Wales:

- Welsh Health Specialised Services Committee (WHSSC)
- Emergency Ambulance Services Committee (EASC).
- National Imaging Academy

The Partners CTMUHB works with:

CTMUHB works with a wide range of partners in a range of capacities including other health bodies, local authorities, ambulance service, police, fire and rescue services and the voluntary/charity sector.

Boards Role

All CTMUHB's 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. The Board, which comprises of the Chair, Vice Chair, 9 Independent Members, 3 Associate Members, the Chief Executive and 8 Executive Directors provide leadership and direction, ensuring that sound governance arrangements are in place.

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 and to participate in a meeting with stakeholders. 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.

We are committed to conducting a robust selection process to enable candidates to demonstrate both their technical/specialist and leadership abilities relative to the role of Chair whilst allowing candidates the opportunity to share their views on the challenges and opportunities that being Chair of Cwm Taf Morgannwg University Health Board present. Therefore, the recruitment process will include a stage where shortlisted candidates will be invited to meet with colleagues from the Health Board and some key partners in a *Stakeholder Engagement Session*. This will provide an opportunity for candidates to discuss topical issues (to be determined) with stakeholders who will provide feedback to the interview panel in support of the recruitment process. The Stakeholder Engagement Session will also provide an opportunity for shortlisted candidates to ask questions of stakeholders in advance of the panel interview.

The Stakeholder Engagement Session will consist of colleagues from the CTMUHB Board (including the Chief Executive), Welsh Government, Local Authorities, Community Health Council and Trade Unions.

The selection panel will be chaired by Dr Andrew Goodall, Director General of Health and Social Services and will also comprise David Jenkins, former Chair of Aneurin Bevan University Health Board and Ruth Marks as a Senior Independent Panel Member.

We anticipate that during June 2021 the panel will have decided who will be invited for interview in August 2021. It is our intention that the Stakeholder Engagement Panel and interviews will take place virtually via Microsoft Teams.

The panel will select for interview only the 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 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.

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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 they do, they 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 Chair of the Cwm Taf Morgannwg University Health Board which will confirm the terms on which the appointment is offered.

If you are successful, you may also be asked to attend a Senedd Cymru – Welsh Parliament Committee hearing. Pre-appointment scrutiny by select committees is an important part of the process for some of the most significant public appointments made by Ministers. It is designed to provide an added level of scrutiny of the overall process and verify that the recruitment meets the principles set out in the Governance Code on Public Appointments. This scrutiny may involve the relevant select committee requesting and reviewing information from the Department and the Minister's preferred candidate. The select committee may also choose to hold a pre-appointment hearing.

Pre-appointment hearings are held in public and involve the select committee taking evidence from the Minister's preferred candidate. These public hearings take place before an appointment is confirmed, but after the selection process has taken place.

Where a public appointment is subject to pre-appointment scrutiny, it is a matter for the relevant select committee to decide whether to undertake such scrutiny, including whether to hold a pre-appointment hearing. Following a review of information provided by the Department about the recruitment process, the select committee may decide that a pre-appointment scrutiny hearing is not required before it publishes its report, if it agrees with the Minister's choice of candidate.

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.

Additionally you can write to: Office of the Commissioner for Public Appointments
G/08, 1 Horse Guards Road, London SW1A 2HQ.

