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**Information pack for applicants**

**Swansea Bay Local University  
Health Board**

**Appointment of Vice-Chair**

**Closing date: 23/10/2020 at 4 pm.**



**The Commissioner for  
Public Appointments**

## Swansea Bay Local University Health Board

### Contents

	Page
<b>Making an Application</b>	<b>3</b>
<b>Annex A: The role of the Vice Chair</b>	<b>6</b>
<b>Annex B: The role and responsibilities of Swansea Bay LUHB</b>	<b>11</b>
<b>Annex C: The selection process</b>	<b>13</b>

## **Making an application**

Thank you for your interest in the appointment of a Vice-Chair to Swansea Bay Local University Health Board. The Vice-Chair will be required to participate as a full member of the Board setting the strategy for the organisation. In addition, the Vice-Chair 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 Vice-Chair and the person specification, the role and responsibilities of Swansea Bay Local 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 Swansea Bay Local University Health Board Vice-Chair 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 outline how you meet the person specification, using the questions below. How you choose to present the information is up to you. However, you should aim to provide examples and evidence that demonstrate how your knowledge and experience matches the person specification and which describe what your role was in achieving a specific result. It will benefit the selection panel if you can be clear as to which particular evidence you provide relates to which of the criteria. Providing separate paragraphs in relation to each criteria is common practice.

Please limit your personal statement to two pages. Your application may be rejected if you exceed this limit.

### **Questions to answer as part of your application in your personal statement in no more than 2 sides of A4.**

1. Please give details of your experience of leading and developing an organisation at senior board level or equivalent and your ability to look ahead and provide strategic leadership.
2. Please provide an example of your ability to contribute to the development of an effective unitary board through personal example in holding executives to account and by your chairing of board committees.

## Swansea Bay Local University Health Board

3. Through a specific example, please demonstrate your experience of developing effective relationships with stakeholders and how this could apply to working with NHS Trusts, Local Government, the Third Sector and Social Partners, patients, local communities and primary care contractors.
4. Please demonstrate your knowledge and understanding of health and care issues in the context of Swansea Bay University Health Board at community, local authority and national levels.
5. Please provide evidence of your communication and interpersonal skills to demonstrate personal impact and credibility with strong influencing and negotiating skills.

### 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.

### Indicative timetable TBC

Closing date:	23 October 2020
Shortlisting:	02/11/2020
Interviews:	09/12/2020
Start Date:	<b>TBC</b> *

\*However, the health board may require a hand over/shadowing period. Therefore, the successful candidate may be required to start prior if applicable. Confirmation of this will be provided to the successful candidate once their appointment is confirmed.

### 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, lesbian, gay, bisexual and transgender people.

### Guaranteed Interview Scheme - Positive about Disability

The Welsh Government operates a Positive about Disabled People scheme and welcome applications from people with disabilities. The scheme guarantees an interview to disabled people if they meet the minimum criteria for the post. The application form also enables you to detail any specific needs or equipment that you may need if invited to attend an interview.

### Contacts:

For further information regarding the selection process, please contact the Corporate Shared Service Centre Tel: 03000 255454 email: [PublicAppointments@gov.wales](mailto:PublicAppointments@gov.wales)

## Swansea Bay Local University Health Board

For further information regarding the role of the Independent Member, please contact Emma Woollett, Chair of Swansea Bay Local University Health Board. Tel: (01639) 683379 Email: [Emma.Woollett@wales.nhs.uk](mailto:Emma.Woollett@wales.nhs.uk)

For further information about Swansea Bay Local University Health Board, you may wish to visit the Health Board's internet web site:

<http://www.wales.nhs.uk/sitesplus/863/home>

## Annex A

### The Role of the Vice-Chair

#### Role description and person specification

##### Role Description

This is a great opportunity to use your skills and experience to make a difference to the lives of people and communities served by Swansea Bay Local University Health Board. The Vice-Chair will be a member of the Board and will deputise for the Chair in the latter's absence.

The Vice-Chair will:-

- **Play a full and active role in the governance of the Health Board**, both clinical and corporate. They are expected to bring to the Board an independent judgement on issues of performance, key appointments, looking ahead and accountability;
- **Contribute to the work of the Board** based upon their independence, their past experience and knowledge, and their 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 Health Board;
- **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;
- **Support the Chair**, and be able to deputise in her absence.

In addition to his / her corporate role across the breadth of the Health Board's responsibilities, the Vice-Chair will have a specific brief to oversee the UHB's primary, community and mental health and learning disability services ensuring a balanced care model to meet the needs of the UHB's population. The Vice-Chair will:

- **Provide strong, effective and visible leadership**, across primary, community, mental health and learning disability services; internally through the board and its committees, and externally through the development of constructive relationships with a range of stakeholders and partners both local and national;
- **Chair** the Mental Health Act Committee of the Board which oversees compliance with mental health legislation and associated codes of practice;
- **Be responsible for** scrutinising the governance arrangements for primary, community, mental health and learning disability services. Working within the Health Board's governance framework, to provide Board assurance as to the effective delivery of whole-system working based on integrated care pathways;
- **Work effectively** with community partners, particularly in their sphere of responsibility and more widely supporting the Chair to ensure that the organisational culture and working practices are based upon a spirit of open, meaningful and sustainable partnerships. The Vice-Chair will have excellent communication skills and will, through effective scrutiny, assure the Board that the organisational structures give equal weight to primary, community and

## Swansea Bay Local University Health Board

mental health services as to other services and provide opportunities for contractor services to fully engage in the design of services;

- **Support the Health Board's performance management processes**, to ensure integrated performance management and improvement;
- **Help build and sustain a direct relationship** with primary care contractor professionals, ensuring their full engagement in the work of the Health Board;
- **Undertake an external ambassador role**, delivering in the public spotlight and instilling public confidence.

### Person specification

The Vice-Chair will demonstrate the following qualities:

#### Knowledge & Experience

- Experience of leading and developing a successful private, public or third sector organisation, with the ability to look ahead and provide strategic leadership;
- Experience of contributing effectively at Board level and in supporting the development of a unitary board;
- Experience of chairing committees, ensuring robust scrutiny whilst maintaining a clear agenda and sense of purpose;
- Experience of overseeing effective delivery of service priorities and an understanding of when and how to require more detail without losing the perspective of an independent (non executive) member;
- Ability to analyse complex information and contribute to sound decision making;
- Ability to work with the executives to ensure the Board leads the organisation effectively. Where necessarily you will demonstrate skills that will enable you to hold the executives to account for performance whilst maintaining a constructive relationship;
- Ability to contribute to the governance of the Health Board, ensuring it is open and honest in its work by contributing fully in the decision making process;
- Experience of working within communities and multi-disciplinary teams and with key local government stakeholders.
- A commitment to advancing equality and diversity and the ability to demonstrate and champion inclusive leadership.

#### Personal Attributes & Skills

You will need to be able to demonstrate the following:-

- Ability to lead and inspire staff, to look ahead and identify key issues for the organisation;
- Strong interpersonal skills with personal impact and credibility to be an effective advocate and ambassador with strong influencing and negotiating skills;
- Drive and determination, with the ability to instil vision and develop defined strategies to pursue long and short-term goals;
- Excellent communication skills, with the ability to be clear and succinct, and to be able to engage with people at all levels;
- Strong personal integrity and values which align with those of Swansea Bay;
- Ability to facilitate understanding of complex issues while demonstrating respect for the views of others;

## Swansea Bay Local University Health Board

- Sound judgement, sensitivity and political awareness;
- Capacity to be independent and resilient; and
- Ability to discharge the Vice-Chair role in the context of the broader statutory and corporate responsibilities of the Board and the roles of the Chair and Chief Executive.

Candidates must also demonstrate:-

- A clear understanding and commitment to equality and diversity.
- A clear understanding and commitment to Nolan's 'Seven Principles of Public Life'.

A link to these values is attached below.

<http://www.wales.nhs.uk/sitesplus/863/page/79228>

To be considered, you must be able to demonstrate that you have the qualities, skills and experience to meet the person specification.

The Chair of Swansea Bay Local University Health Board is happy to discuss the role and person specification with applicants on request. Please see page five for contact details.

### 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:

Unless otherwise agreed by the Health Board's Remuneration Committee, the designated place of work will be the Health Board's Headquarters in Port Talbot, although it would be expected that the post holder would seek to be visible across the organisation

Time Commitment:

The post of Independent Member is based on a notional commitment of a minimum of (thirteen) **13 days per month** but this will be subject to organisational demands and is often higher than the minimum requirement.

Tenure of office:

The Minister for Health and Social Services 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 stand for a maximum of eight (8) years.

## Swansea Bay Local University Health Board

Remuneration: The post of Independent Member will be paid at **£56,316 per annum** paid monthly or quarterly in arrears as agreed with the Health Board.

Expenses: You will be entitled to be reimbursed, if appropriate, against receipts for travel and subsistence expenses incurred while on Health Board business. Expenses must be claimed within three months of them being incurred unless there are exceptional circumstances.

Childcare and other dependent expenses may also be paid, on production of receipts, for additional costs incurred while undertaking Health Board work.

Accountability: Vice-Chairs are appointed by the Minister for Health and Social Services and are accountable to the Minister for Health and Social Services, via the Chair, for carrying out their duties and for their performance.

Assistance for Disabled Members: Where appropriate all reasonable adjustments will be made to enable members to effectively carry out their 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 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;
- e. is an employee of a health service body.

Subject to the exception noted in (e), it is the policy of the Welsh Government that a person is ineligible to be a chair, vice-chair or non-officer member if the person is or has been within the preceding year in the paid employment of a LHB or a Trust within the area of the Board to which they are seeking 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.

## Swansea Bay Local University Health Board

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

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

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

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

### **Conflict of Interests**

You should particularly note the requirement for you to declare any private interests which may, or may be perceived to, conflict with the role and responsibilities as an Independent Member of Swansea Bay Local University Health Board including any business interests and positions of authority outside of the role in Swansea Bay Local University Health Board

If appointed, Vice Chair must declare these interests and seek confirmation from the Chair of Swansea Bay Local University Health Board that no conflict has arisen and if it is appropriate for them to remain a board member.

### **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:

<http://www.bl.uk/aboutus/governance/blboard/Board%20Code%20of%20Practice%202011.pdf>

## Annex B

### The role and responsibilities of Swansea Bay University Health Board

#### Background

This is an exciting opportunity to make a contribution to local health services, aligned with the Strategic direction of NHS Wales.

Swansea Bay University Health Board (formerly ABMU) was created on April 1, 2019 after responsibility for providing healthcare services in the Bridgend County Borough Council area passed from ABMU to the new Cwm Taf Morgannwg University Health Board.

Swansea Bay University Health Board covers a population of around 390,000 people, has an annual budget of over £1 billion and employs around 12,500 staff, 70% of whom are involved in direct patient care. We provide integrated care for patients and delivers tertiary, acute, intermediate, mental health, community and primary care services to people in Swansea and Neath Port Talbot.

In addition, we provide a large range of regional and sub-regional services including cardiac surgery and burns and plastic surgery for patient in the South West of England, forensic mental health for South Wales and learning disability services from Swansea to Cardiff as well as for the Rhondda Cynon Taf and Merthyr Tydfil areas.

Primary Care Services are provided through general practitioner, opticians, community pharmacists and dentists who all operate as independent contractors. Swansea Bay University Health Board manages GP Out-of-Hours Services and General Medical Services for Swansea prison.

Swansea Bay University Health Board has three acute hospitals providing a range of services:

- Neath Port Talbot Hospital in Port Talbot;
- Singleton Hospital in Swansea; and
- Morriston Hospital in Swansea.

There are also a number of smaller community hospitals primary care resource centres providing important clinical services to residents outside the four main acute hospital settings.

We have an ambitious organisational strategy, closely aligned to the progressive policy and legislative landscape in Wales, including a shift to prevention and primary care, close integration with social services and the Wellbeing and Future Generations Act.

The Health Board has developed strong partnerships with neighbouring health boards, local authorities, the 3<sup>rd</sup> sector and others. These include Swansea University with whom we strive to develop a research and education-driven culture, working in

## Swansea Bay Local University Health Board

close partnership with Swansea University, its College of Medicine, Human and Health Science, and the Institute of Life Science.

Swansea Bay Local University Health Board is currently involved in an exciting project with Swansea University and Hywel Dda health Board called a Regional Collaboration for Health (ARCH). This is health and science working together, to improve the health, wealth and wellbeing of the people of South West Wales.

### **The role of the Board**

The three key roles through which effective the board of the Swansea Bay Local University Health Board demonstrates leadership within its organisation are:-

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

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

- **Strategy** – to contribute to strategic development and decision-making
- **Performance** – to ensure that effective management arrangements and an effective team are in place at the top level of the organisation. To help clarify which decisions are reserved for the Board and then ensure that the rest are clearly delegated and to hold management to account for its performance in meeting agreed goals and objectives through purposeful challenge and scrutiny, and to monitor the reporting of performance
- **Risk** – to ensure that financial information is accurate and that financial controls and systems of risk management and assurance are robust and defensible
- **Behaviour** – to live up to the highest ethical standards of integrity and probity and comply fully with the Code of Conduct. Board members should demonstrate through their behaviour that they are focusing on their responsibilities to citizens, the organisations and its stakeholders

**Annex C**

**The selection process**

The selection panel will assess your application form in terms of your CV and personal statement to determine whether you meet the criteria for the role, and whether or not you will be invited to interview. The panel can rely only on the information you provide in your CV and personal 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 criteria and questions asked to complete as part of your personal statement.

The selection panel will be chaired by Emma Woollett, Chair of Swansea Bay Local University Health Board and will also comprise of Ian Owen, Policy Manager NHS Workforce Policy & Practice, Welsh Government and Marcus Longley, Chair to Cwm Taf University Health Board as the 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 the entire selection panel.

We anticipate that during the week commencing **02 November 2020** the panel will have decided who will be invited for the interviews which will take place during the week commencing **07 December 2020**.

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 the Appoint system to let you know whether or not you have been invited to be interviewed. It is our intention that interviews will take place in Swansea Bay University Health Board, Headquarters, 1Talbot Gateway, Seaway Parade, Port Talbot, SA12 7BR. However, please note, due to the Covid 19 these maybe held virtually.

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 the Minister for Health and Social Services who will make the final decision. The Minister for Health and Social Services may choose to meet with appointable candidates before making a decision. There will be a time gap between interview and a final

## Swansea Bay Local University Health Board

appointment decision being made. Candidates who have been interviewed will be kept informed of progress.

If you are successful, you will receive a letter from the Minister for Health and Social Services appointing you as a Vice Chair of Swansea Bay Local University Health Board, which will confirm the terms on which the appointment is offered. If you are unsuccessful at interview, you will be notified by Welsh Government.

### **Queries**

For queries about your application, please contact the Corporate Shared Service Helpdesk on 03000 255454 or [PublicAppointments@gov.wales](mailto:PublicAppointments@gov.wales)

### **Regulation by the Commissioner for Public Appointments**

The Commissioner regulates and monitors appointments to public bodies to ensure procedures are fair, open and transparent and based on merit. More information about the role of the Commissioner and his Code of Practice is available from <http://publicappointmentscommissioner.independent.gov.uk>

### **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](mailto:Publicappointments@gov.wales)

If after receiving a comprehensive response from the Welsh Government you are still concerned, you can write to the Commissioner for Public Appointments. Please contact:

The Commissioner for Public Appointments  
1 Horse Guards Road  
London  
SW1A 2HQ  
Tel: 0207 271 0849  
Email: [publicappointments@csc.gsi.gov.uk](mailto:publicappointments@csc.gsi.gov.uk)