



Llywodraeth Cymru
Welsh Government

Information pack for applicants

**Cwm Taf Morgannwg University
Health Board**

Appointment of Vice Chair

Closing date: 17 December 2020 at 4pm



**The Commissioner for
Public Appointments**

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Making an application

Thank you for your interest in the appointment of the Vice Chair of Cwm Taf Morgannwg University Health Board (CTMUHB).

The new Vice Chair will be required to participate as a full member of the Board setting the strategy for the organisation. In addition, you will be expected to constructively challenge, to participate actively in the decision-making process of the Board, and to scrutinise the performance of the Executive in meeting agreed goals and objectives.

The attached Annexes provide details on the role of the Independent Member and the person specification, the role and responsibilities of CTMUHB 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. The first time you apply for a post, you will need to complete a registration form for the Welsh Government's online application system. You will only need to register once, and you will be able to keep yourself updated on the progress of your application, and any other applications you make, via your registered account.

Once you've registered, you'll be able to access the application form. To apply you will need to upload a personal statement and CV to the 'Reasons for applying' section of the online application form.

Personal Statement

The personal statement is your opportunity to demonstrate how you meet each of the criteria set out in the person specification. How you choose to present the information is up to you. However, you should aim to provide detailed examples that demonstrate how your knowledge and experience matches each of the criteria, and which describe what your role was in achieving a specific result. It will also benefit the selection panel if you can be clear which particular evidence you provide relates to which criteria. Providing separate paragraphs in relation to each criterion is common practice.

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

CV

Please ensure your CV includes brief details of your current or most recent post and the dates you occupied this role. Please identify any past or present Ministerial appointments.

References

Please provide two referees (employer and personal) who will be contacted for successful candidates only.

Indicative timetable

Closing date: 17 December 2020 at 4pm
Shortlisting: w/c 11 January 2021
Interviews: w/c 01 February 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.

We are committed to the employment and career development of disabled people. If you would like a guaranteed interview, please contact Sharon Williams by email sharon.williams059@gov.wales or by phone 03000 625737 to let them know.

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 Sharon Williams as above as soon as possible and a member of the team will contact you to discuss your requirements and any questions you may have.

Contacts:

For further information regarding the selection process, please contact:

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

For further information regarding the role of the Cwm Taf Morgannwg University Health Board Independent Member, please contact Professor Marcus Longley, Chair.

Tel: 01443 744922

Cwm Taf Morgannwg University Health Board

Email: Marcus.Longley@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 Vice Chair of the Cwm Taf Morgannwg University Health Board.

Role description and person specification

Role and responsibilities

- Play a full and active role in the governance of CTMUHB, both clinical and corporate. You will take an active part in discussions, providing your opinion and challenge and support to the Board on key issues.
- Act as a Corporate Trustee of CTMUHB Charity
- Contribute to the work of the Board based upon your independence, your past experience and knowledge, and your ability to stand back from the day to day operational management;
- Contribute and accept corporate decisions to ensure a joined up, robust and transparent decision making process by the Board;
- Be expected, in time, to fully understand the business through active involvement to enable the effective performance of the organisation;
- Work closely with other public, private and voluntary organisations and will make sure that the views of patients, carers and families are fully involved in helping to shape, develop and improve services;
- Analyse and critically review complex information and contribute to sound decision making.
- Ability to contribute to the 'quality, governance and finance' of the Health Board, ensuring it is open and honest in its work by contributing fully in the decision making process.

Person Specification

It is **Essential** that Independent Member will demonstrate the following qualities:-

Knowledge and Experience

- An understanding of health issues and priorities in the Health Board's area and the ability to understand the role and work of the Board;
- Ability to hold the executives to account for performance whilst maintaining a constructive relationship;
- Ability to provide a knowledgeable, impartial and balanced perspective on a range of sensitive and complex issues;
- A broad understanding of the information governance requirements required to comply with legislation e.g. General Data Protection Regulations (GDPR);
- an awareness and understanding of diversity and inclusion and a commitment to promoting equality and diversity issues, particularly as they relate to the health sector

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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.

Welsh Language Skills

Welsh Language skills are essential. All candidates will need to be aware of the current legislation relating to the Welsh language and demonstrate an understanding towards the need to promote and strengthen bilingual services within the NHS in Wales. Empathy towards the language and the culture of Wales is important for this role in order to ensure the ethos behind the Welsh language Standards is supported and that the Welsh language is not treated less favourably than the English language.

Key facts about the post

Location:

CTMUHB has a headquarters in Abercynon, in Rhondda Cynon Taf, however provides services across the Rhondda Taf Ely, Merthyr Cynon and Bridgend Locality. The successful candidate will therefore be required to travel.

Time Commitment:

The role is based on a notional commitment of a minimum of 13 days per month. However, this will be subject to organisational demands and is often higher than the minimum requirement.

Tenure of office:

The initial appointment will be for a period of 4 years.

Remuneration:

The remuneration for the role of Vice Chair of the Health Board is a fixed sum of £TBC per annum (pay award pending).

Where an Independent Member is allowed time off from their current employment with pay to attend meetings of the Health Board, they will receive no additional remuneration for undertaking the Independent Member role. They will be treated in the same way as other employees who are given paid time off to undertake public duties.

You also will be entitled, on production of supporting receipts, to the re-imbusement of travel and subsistence expenses incurred whilst on Trust 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 activity work.

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/ her creditors;

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- c. has been dismissed, otherwise than by reason of redundancy, or non-renewal of a fixed term contract, from any paid employment with a health service body;
- d. is a person whose tenure of office as the chair, member or director of a health service body has been terminated because his/her appointment is not in the interests of the health service, for non-attendance at meetings or for non-disclosure of pecuniary interest;
- e. a person will be disqualified if she/he is an employee of a Trust or Health Board.

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 Health Board 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.

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.

Applicants should also note that being a member of Cwm Taf Morgannwg UHB is a disqualifying post for membership of the National Assembly for Wales under the National Assembly for Wales (Disqualification) Order 2015. <http://www.legislation.gov.uk/uksi/2015/1536/contents/made>

If you are successful, you will receive a letter from the Minister for Health and Social Services appointing you as an Independent Member of Public Health Wales, which will confirm the terms on which the appointment is offered. Your appointment will be subject to a reference check undertaken by the Welsh Government's Public Bodies Unit and to a DBS check undertaken by the NHS Wales Shared Services Partnership. Attendance at the NHS Wales Independent Member Induction Programme is mandatory on appointment and you will be required to attend the next available course.

Conflict of Interests

When applying you will be asked to declare any private interests which may, or may be perceived to, conflict with the role and responsibilities as Vice Chair (Independent Member) of CTMUHB including any business interests and positions of authority outside of the role in CTMUHB.

Any conflicts of interest will be explored at interview. If appointed, you will also be required to declare these interests on a register which is available to the public.

Standards in public life

You will be expected to demonstrate high standards of corporate and personal conduct. All successful candidates will be asked to subscribe to the Code of Conduct for Board Members of Public Bodies, you can access this document at:

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

Annex B

The role and responsibilities of CTMUHB

About CTMUHB:

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 in the section under '[Services](#)'. 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. The new 'Operating Model' supports a focus on communities' and patients' experiences of the health board's services. It makes it easier for people in the health board to **work with patients themselves**, other **public sector and voluntary organisations** and helps it to **focus on keeping people well, mentally and physically**, rather than just treating people when they are unwell.

The Services we host:

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 we work with:

CTMUHB works with a wide range of partners in a range of capacities including other health bodies, local authorities, ambulance service, police, fire & 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.

Annex C

The selection process

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The interview panel will assess candidates' CVs and personal statements to determine who it believes best meet the criteria for the role, and who will be invited to interview. The panel will rely only on the information you provide in your CV and statement to assess whether you have the skills and experience required. Please ensure that you provide evidence to support how you meet all of the essential criteria.

The selection panel will be chaired by Professor Marcus Longley, Chair and will also comprise of Welsh Government representative Gemma Nye and David Jenkins as an 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 week commencing 11 January 2021 the panel will have decided who will be invited for interview in week commencing 1 February 2021. It is our intention that interviews will take place in Cwm Taf LHB Headquarters, Unit 3, Ynysmeurig House, Navigation Park, Abercynon or due to Covid 19 restrictions it may be held via a digital meeting platform.

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 Member of the CWM Taf Morgannwg UHB, which will confirm the terms on which the appointment is offered.

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.