



Llywodraeth Cymru  
Welsh Government

**Information pack for applicants**

**Supporting People National  
Advisory Board**

**Appointment of Independent  
Member**

**Closing date : 6 April 2017**

# **Supporting People National Advisory Board**

## **Contents**

### **Making an Application**

#### **Annex A: The role of Chair / Member**

#### **Annex B: The role and responsibilities of the Supported People National Advisory Board**

#### **Annex C: The Assessment Process**

### Making an application

Thank you for your interest in the appointment of a member to the Supporting People National Advisory Board. The new member will be part of the Board which advises the Cabinet Secretary and represents the diverse views of the Programme's service providers, landlords and users across Wales, however they will be independent of these organisations. Independent members must be able to take the Chair and Vice Chair position when necessary. The attached Annexes provide details on the role of the member and the person specification, the role and responsibilities of the Supporting People National Advisory 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 Independent 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

The personal statement is your opportunity to demonstrate how you meet each of the essential 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.

### Indicative timetable

Closing date:	06 April 2017
Shortlisting:	20 April 2017
Decision expected during	May 2017

## Supporting People National Advisory Board

### 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.

### Contacts:

For further information regarding the selection process, please contact:

The Corporate Shared Service Centre

Tel: 029 2082 5454

Email: [sharedservicehelpdesk@wales.gsi.gov.uk](mailto:sharedservicehelpdesk@wales.gsi.gov.uk)

For further information regarding the role of the Supporting People National Advisory Board and the role of Member please contact the Homelessness and Supporting People branch, Housing Policy Division

Tel: 0300 062 8300/8258

Email: [Julie.woollard1@wales.gsi.gov.uk](mailto:Julie.woollard1@wales.gsi.gov.uk)

[Sheilah.gaughan@wales.gsi.gov.uk](mailto:Sheilah.gaughan@wales.gsi.gov.uk)

[Supportingpeople@wales.gsi.gov.uk](mailto:Supportingpeople@wales.gsi.gov.uk)

If you need any further assistance in applying for this role, please contact the Welsh Government's Corporate Shared Service Centre Helpdesk on 029 2082 5454 or [SharedServiceHelpdesk@wales.gsi.gov.uk](mailto:SharedServiceHelpdesk@wales.gsi.gov.uk)

For further information about Public Appointments in Wales, please visit [www.gov.wales/publicappointments](http://www.gov.wales/publicappointments)

## **Appointment of a Member of the Supporting People National Advisory Board**

### **Role description and person specification**

#### **Role and responsibilities**

The independent Board member will

- contribute to the work of the Board by thorough preparation, making informed contributions and regular attendance;
- assist the Chair in securing consensus in the Board's deliberations;
- meet high standards of probity and governance;
- assist in communicating the vision for Supporting People across the sector and to service users;
- be able to take the Chair position when necessary, chair meetings in a fair impartial way and meet with Welsh Government officials to discuss agenda's and papers prior to meetings
- advise the Cabinet Secretary on policy, priorities, practices and strategic direction to achieve an effective, efficient and value-added delivery of outcome-based support services and projects to meet the supported housing needs of disadvantaged and vulnerable people.
- in developing advice and in the presentation of information, draw on the best available evidence and thinking on those matters relevant to the provision of services to meet the supported housing needs of the people for whom the Supporting People Programme in Wales is intended.
- provide constructive challenge and scrutiny of the Welsh Government's policies and proposals.
- it is expected that members will commit as a minimum two days a quarter, with quarterly Board meetings.

The members will have a range of skills. In summary the candidate will have knowledge and/or expertise in the housing or associated sectors, strategic thinking, leadership and communications skills and the ability to foster collaboration and co-production. They will also possess a clear understanding and commitment to equality issues and challenging discriminatory practices when appropriate; and have a clear understanding and commitment to Nolan's 'Seven Principles of Public Life'.

This is a voluntary position, however travel and subsistence costs will be met.

## Supporting People National Advisory Board

### Person Specification

#### *Essential Criteria*

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

- Excellent communication and interpersonal skills, with a personal and professional demeanour that generates trust and confidence in others.
- The ability to contribute to discussions at meetings and offer constructive challenge and scrutiny to the work of the Board and Welsh Government policies and proposals.
- A collaborative approach to the work of the Board.
- The ability to analyse and evaluate complex information to identify the main strengths and weaknesses of a case and draw sound conclusions.
- The ability to contribute to workable recommendations.
- Demonstrate high standards of corporate and personal conduct through a sound understanding of, and strong commitment to equal opportunities, public service values and the seven principles of Public Life;

#### *Desirable Criteria:*

In addition the independent member will have expertise in one of the following:

- Broad expertise in the housing sector or another sector relevant to the Supporting People programme as well as an understanding of the experience of people who use Supporting People services.
- Expertise in financial management or in programme governance.
- Business acumen and an ability to analyse progress towards outcomes and return on investment.
- Experience of working at Board level/holding a responsible position in a private, public or third sector organisation with the ability to look ahead and provide strategic leadership.

### Welsh Language

Welsh Language skills are desirable, but not essential to undertake the duties of this role. However, any Welsh Language ability that the successful candidate may have will bring a valuable skill to the board; particularly in strengthening its ability to provide an effective and efficient bilingual service.

## Supporting People National Advisory Board

### Key facts about the post

Location:	Meetings held in Cardiff but there may be occasion when meetings are required elsewhere in Wales
Time Commitment:	The Independent Member will be expected to be available to work a minimum of 2 days per quarter as the Supporting People National Advisory Board will meet at least 6 times a year
Tenure of office:	Initial appointment of 3 years
Remuneration:	Unpaid, but Members are entitled to travel and other reasonable expenses within reasonable limits

### Eligibility

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 the Board 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/ukxi/2015/1536/contents/made>

### 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 Member of the Supporting People National Advisory Board, including any business interests and positions of authority outside of the role in the Supporting People National Advisory 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.

### 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 Governance; you can access this document at:

<https://www.gov.uk/government/publications/governance-code-for-public-appointments>

## **The role and responsibilities of the Supporting People National Advisory Board**

### **Background**

The Supporting People Programme started in April 2003. It is a Government programme for funding, planning and monitoring housing related support services. The programme provides support to individuals and families who are at risk of losing their home to maintain their accommodation and regain their independence. People receiving services include:

- families fleeing domestic violence
- people dealing with mental or physical health problems or learning disabilities,
- young people
- people with alcohol or drug problems
- older people
- ex offenders

Supporting people services have a major impact on preventing homelessness across Wales by enabling people to live as independently as possible in the community whether in their own homes or in hostels, sheltered housing or other specialized supported housing.

The programme also provides complementary support for people who may also need personal or medical care and therefore plays a very important part in reducing the demands on other public services, including the NHS and Social Services.

The Supporting People programme plays a key role in, and is shaped by, relevant Welsh Government policies and strategies. Close links exist between the programme and the Violence against Women, Domestic Abuse and Sexual Violence (VAWDASV) agenda. The programme links with the Welsh Government's substance misuse strategy "Working together to Reduce Harm" and its supporting 2016-2018 delivery plan which aims to set out a clear national agenda for tackling and reducing the harms associated with substance misuse in Wales. Prevention is at the heart of the Welsh Government programme of change for Social Services. This programme will have vital links in achieving the preventative theme set out in the Social Services and Well-being (Wales) Act 2014 and the Well-being of Future Generations (Wales) Act 2015.

The Welsh Government established the Supporting People National Advisory Board in 2012 the aim and overall focus of the Board is to provide advice to the Cabinet Secretary to make sure that the Supporting People programme is focused on meeting the housing-related needs of vulnerable people in Wales.



## **Supporting People National Advisory Board**

### **The Board's Role**

The Board's duties, through consultation and collaboration with Regional Collaborative Committees and other bodies, include:

- advising the Cabinet Secretary on the strategic direction for the programme and support the vision and Welsh national policy for the Supporting People programme in Wales
- monitoring the development and performance of Regional Collaborative Committees and the administration of the Supporting People Programme funding
- advising the Cabinet Secretary on the appropriate implementation of, and changes to, all Supporting People governance, grant conditions, policy, guidance and legislation
- holding annual events with Supporting People Service Users
- providing assurance that processes and practices are fair, transparent, equitable and that planning and procurement are clearly defined.

All members will also be responsible for:

- ensuring that decisions made by the Board follow proper procedures, are supported by sufficient high quality information and are robust and defensible
- be aware of evidence and policy approaches in other parts of the UK and beyond in order to learn from those and to evaluate Wales' relative performance
- ensuring that the Supporting People National Advisory Board operates within its remit
- exercising independent judgment, reasonable care, skill and diligence in undertaking duties

The Board does not have executive powers or functions.

The Board advises the Welsh Government within the remit agreed for it by the Cabinet Secretary.

Minutes of the Board will normally be published, subject to legal requirements.

## **The Assessment Process**

The advisory assessment panel will assess candidates' CVs and personal statements to determine who it believes best meets the criteria for the role. 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 advisory assessment panel will be chaired by Dr Kerry Bailey, Chair of the Supporting People National Advisory Board, and will also comprise Emma Williams, Deputy Director, Housing Policy, Welsh Government and Phillip Howells, Head of Community Housing Services, Rhondda Cynon Taf County Borough Council, as an Independent Panel Member.

Appointments will be made on the basis of the CV and personal statements, though in exceptional circumstances the selection panel may decide that they wish to interview some candidates. Your application will be considered and assessed by the Advisory Assessment Panel. We anticipate that during May 2017 the panel will have decided who is 'appointable'.

Candidates who the panel believe are 'appointable', will be recommended to Ministers who will make the final decision. There will be a time gap between assessment panel and a final appointment decision being made.

If you are successful, you will receive a letter appointing you as member of the Supporting People National Advisory Board, which will confirm the terms on which the appointment is offered.

If you are unsuccessful, 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.

### **Queries**

For queries about your application, please contact the Corporate Shared Service Helpdesk on 029 2082 5454 or [sharedservicehelpdesk@wales.gsi.gov.uk](mailto:sharedservicehelpdesk@wales.gsi.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 the Corporate Shared Service Helpdesk on 029 2082 5454 or [sharedservicehelpdesk@wales.gsi.gov.uk](mailto:sharedservicehelpdesk@wales.gsi.gov.uk)

## **Supporting People National Advisory Board**