



Llywodraeth Cymru
Welsh Government

Information pack for applicants

**Swansea Bay University Health
Board**

**Appointment of an Independent
Member**

Closing date : 10/08/2021 at 4pm



**The Commissioner for
Public Appointments**

Swansea Bay University Health Board

Contents

	Page
Making an Application	2-4
Annex A: The role of Chair / Member	5-6
Annex B: The role and responsibilities of Swansea Bay UHB	7
Annex C: The selection process	8-9

Swansea Bay University Health Board

Making an application

Thank you for your interest in the appointment of an independent member to the Swansea Bay University Health Board. This is a fantastic opportunity to share your talents and expertise to make a positive difference to the lives of people across Swansea Bay. As well as playing a full and active role in the governance of the Health Board you will bring specialist experience gained at a senior level in a large organisation in at least one of the following areas: finance, organisational development/people, consumer facing services, estates and business intelligence. The attached Annexes provide details on the role of the Independent Member and the person specification, the role and responsibilities of Swansea Bay 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 University Health Board 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.

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

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 the relevant areas of specific expertise you would bring to this role.

Swansea Bay University Health Board

2. Through a specific example, please demonstrate your previous experience in finance or internal control and of holding others to account while maintaining good relationships.
3. Please describe the ways in which you have contributed to the development and delivery of strategy, either as an executive with responsibility or as a non executive with oversight.
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 interpersonal skills to demonstrate personal impact and ability to work as a team.

CV

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

References

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

Indicative timetable

Closing date:	10/08/2021
Shortlisting:	16/08/2021
Interviews:	27/09/2021

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

Swansea Bay University Health Board

of competence for the role and any qualifications, skills or experience defined as essential.

If you would like a guaranteed interview, please contact Public Appointments Team by email PublicAppointments@gov.wales 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 Public Appointments team 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 independent member, please contact Emma Woollett, Chair of Swansea Bay University Health Board. Tel: (01639) 683379
Email: Emma.Woollett@wales.nhs.uk

For further information about Swansea Bay University Health Board, you may wish to visit the Health Board's internet web site:
<http://www.wales.nhs.uk/sitesplus/863/home>

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 an Independent Member of the Swansea Bay University Health Board

Role description and person specification

Role Description

This is a fantastic opportunity to use your skills and experience to make a difference to the lives of people and communities served by Swansea Bay University Health Board. As a member of the Board, you will:

- **Play a full and active role in the governance of the Health Board**, both clinical and corporate. You are expected to bring to the Board an independent judgement on issues of financial and operational performance, key appointments, looking ahead and accountability;
- **Contribute to bringing the Board's strategic vision to life**, based upon your independence, 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 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 in developing an effective unitary board.**

Person specification

Knowledge & Experience

- Relevant and recent experience in at least one of the following areas, gained at a senior level in a large organisation: finance, internal control, organisational development/people, consumer facing services, estates and business intelligence.
- Experience of contributing effectively at a board and an understanding of what is needed to support the development of a unitary board;
- 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;

Personal Attributes & Skills

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

- Ability to analyse complex information and contribute to sound decision making;
- Excellent communication skills, with the ability to be clear and succinct, and to be able to engage with people at all levels;

Candidates must also demonstrate:-

Swansea Bay University Health Board

- 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 our 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 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:	Baglan, Port Talbot
Time Commitment:	4 days per month
Tenure of office:	initial appointment will be for a period of <u>up to</u> 4 years, however, this will be subject to the Ministers agreement.
Remuneration:	£15,936 per year, plus travel and other reasonable expenses within reasonable limits.

Eligibility

The eligibility requirements for members of Local Health Boards in Wales are specified in Schedule 2 of The Local Health Boards (Constitution, Membership and Procedures (Wales) Regulations 2009. Applicants should refer to this to ensure they are eligible to apply for the role. The relevant Schedule can be accessed as follows:

<https://www.legislation.gov.uk/wsi/2009/779/schedule/2/made>

Applicants are also not eligible for the role if they are:

A current board member of another health service body in Wales, where:

- 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.

Applicants should also note that being a member of Swansea Bay University Health Board is a disqualifying post for membership of the National Assembly for Wales under the National Assembly for Wales (Disqualification) Order 2015.

Swansea Bay University Health Board

<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 Swansea Bay 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 other relevant checks, for example Data Barring Service (DBS) and eligibility to undertake the role of a Director. These checks will be 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 independent member of Swansea Bay University Health Board including any business interests and positions of authority outside of the role in Swansea Bay 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>

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 Abertawe Bro Morgannwg University Health Board [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 deliver 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 practitioners, 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 three 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 of Future Generations Act.

The Health Board has developed strong partnerships with neighbouring health boards, local authorities, the 3rd sector and others. These includes Swansea University with whom we strive to develop a research and education-driven culture, working in close partnership with Swansea University, its College of Medicine, Human and Health Science, and the Institute of Life Science.

Swansea Bay University Health Board

Swansea Bay 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 the board of the Swansea Bay 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

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. 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 Emma Woollett, Chair of Swansea Bay I University Health Board and will also comprise of Ian Owen, Welsh Government and Michael Hearty, Associate Member of Hywel Dda University Health Board as the Independent Panel Member.

A stakeholder panel will be held in the morning, prior to the interview.

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 w/c 16/08/2021 the panel will have decided who will be invited to present to a stakeholder group and interview in w/c 27/09/2021.

It is our intention that interviews will take place in remotely via Microsoft Teams.

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, 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 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.

Swansea Bay University Health Board

If you are successful, you will receive a letter appointing you as an independent member of the Swansea Bay University Health Board, which will confirm the terms on which the appointment is offered.

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.