



Llywodraeth Cymru
Welsh Government

Information pack for applicants

**Cardiff and Vale University Health
Board
Appointment of Chair**

Closing date: 17 January 2020



**The Commissioner for
Public Appointments**

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Making an application

Thank you for your interest in the appointment of a Chair to Cardiff and Vale University Health Board. The new Chair will be required to provide strong leadership of the Board and to uphold the values of NHS Wales.

The attached Annexes provide details on the role of the Chair, the person specification and the role and responsibilities of Cardiff and Vale University Health Board. An outline of the selection process is also provided.

To make an application, please visit the Welsh Government Public Appointments 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 Cardiff and Vale 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 submit the application form and **two** supporting documents.

The first document is a **personal statement** answering the questions below. This document should be no more than two sides of A4. Your application may be rejected if you exceed this limit. The second supporting document is a full, up to date **CV**.

The two documents should be uploaded to the "Reasons for applying" section of the online application form.

Personal Statement

Your personal statement is your opportunity to demonstrate how you meet each of the criteria as set out in the questions below. How you choose to present this 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.

Question 1 - Please provide an example, with outcomes, of a situation where you have provided forward thinking, strategic leadership in the development of a successful private, public or third sector organisation.

Question 2 - Please provide an example, with outcomes, of a situation where you have built highly effective relationships in order to build and maintain the confidence of a range of partners and stakeholders.

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Question 3 - Please provide an example, with outcomes, of a time when you have ensured that a Board worked effectively through the collective involvement of its members in a robust and transparent decision making process.

Question 4 - Please explain the methods you have used previously in a Board leadership situation to ensure ownership and accountability of corporate objectives.

Question 5 - Please provide an example, with outcomes, of a time when you used your communication skills clearly and succinctly in engaging people at all levels.

Question 6 - Please describe a situation when you have been required to allocate scarce resources to ensure the delivery of service priorities within a robust corporate governance framework.

Curriculum Vitae

Please ensure that 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: 17 January 2020

Shortlisting: w/c 27 January 2020

Interviews: w/c 10 February 2020

Start date: As soon as possible. Post is currently vacant.

Key facts about the post

Location: Cardiff and Vale University Health Board has a policy of taking public meetings and engagement events out into the community it serves. The successful candidate will therefore be required to travel throughout the Cardiff and Vale of Glamorgan areas as well as across South and Mid Wales. It may be necessary to stay overnight on some occasions.

Remuneration and Expenses: The remuneration for the role of Chair of Cardiff and Vale University Health Board is a fixed sum of £69,840 per annum. You also will be entitled, on production of supporting receipts, to the re-imbursement of travel and subsistence expenses incurred whilst 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.

Time Commitment: The role is based on a notional commitment of a minimum of fifteen (15) days per month. However, this will be subject to organisational demands and is often higher than the minimum requirement.

Place of Work: Unless otherwise agreed by the Health Board's Remuneration Committee, the designated place of work will be Woodland House, Maes y Coed Road, Cardiff.

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

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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 welcomes 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.

For further information or to arrange an informal discussion about the role of the Chair please contact:

Dr Andrew Goodall, NHS Wales Chief Executive.
Tel: 03000 251182 (Dr Goodall)
Email: Andrew.Goodall@gov.wales.

For further information about Cardiff and Vale University Health Board, you may wish to visit the Health Board's web site: <http://www.cardiffandvaleuhb.wales.nhs.uk/home>

If you need any further assistance in applying for this role, please contact the Welsh Government's Corporate Shared Service Centre Helpdesk on 03000 255454 or publicappointments@gov.wales.

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

The Role of the Chair

Role description

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 Wales.

The Chair of Cardiff and Vale University Health Board will:-

- **Develop a Strategic Vision** for the Board's services of the future, identifying and realising the inherent potential and skills within the organisation to develop an innovative and world leading service;
- **Provide strong, effective and visible leadership** across the breadth of the Board's responsibilities, internally through the Board and externally through his/her 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 governance;
- **Be responsible for maintaining** the highest quality of public health standards and practices, and improving quality and safety of healthcare;
- **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 his/her responsibilities;
- **Work effectively with partners**, in particular with other Health Boards, Local Authorities, the Third Sector and Social Partners, and also with primary care contractors, to ensure the planning and delivery of safe, effective services;
- **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;
- **Undertake an external ambassador role**, delivering in the public spotlight and instilling public confidence.

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Person Specification

The Chair will demonstrate the following qualities:-

Knowledge and Experience

Essential

- Ability to develop the strategic vision for the future;
- Ability to provide systems leadership and to work with Health Boards, Welsh Government, community groups, patients and other stakeholders to develop and drive forward that strategic vision;
- Ability to hold the executives to account for performance whilst maintaining a constructive relationship;
- A broad understanding of governance issues and how governance applies to the corporate, clinical and information management.

Desirable

- An understanding of health issues and priorities in the Swansea Bay Local University Health Board area and the ability to understand the role and work of the Board;
- Ability to provide a knowledgeable, impartial and balanced perspective on a range of sensitive and complex issues;

Personal Attributes and Skills

Essential

- Ability to lead and inspire staff, to look ahead and identify key issues for the Board;
- Drive and determination, with the ability to instil vision and develop defined strategies to pursue long and short-term goals;
- Ability to facilitate, 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;

Desirable

- Strong interpersonal skills with personal impact and credibility to be an effective advocate and ambassador with strong influencing and negotiating skills;
- Excellent communication skills, with the ability to be clear and succinct, and to be able to engage with people at all levels;
- Sound judgement, sensitivity and political awareness;
- Capacity to be independent and resilient.

The Chair must also demonstrate:-

A clear understanding and commitment to equality.

Welsh Language

Welsh language skills are desirable but not a pre-requisite for appointment. However, all candidates will be expected to display an empathy towards the

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language and demonstrate leadership to strengthen bilingual service provision within the NHS in Wales.

Tenure of office

The Minister for Health and Social Services determines the length of the appointment, which will initially be up for a period of up to four (4) years. However, this is subject to the Chair remaining eligible for the role for the duration of the term. Board members may stand for a maximum of eight (8) years.

Accountability

The Chair is appointed by the Minister for Health and Social Services and is accountable to the Minister for carrying out their duties and for their performance.

Assistance for Disabled Members

Where appropriate, all reasonable adjustments will be made to enable the Chair to effectively carry out his/her 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.

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.

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

Conflicts of Interest

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 Chair of Cardiff and Vale University Health Board, including any business interests and positions of authority outside of the role in Cardiff and Vale University Health Board.

If appointed, you must declare these interests. These may be explored at interview more fully. Any conflicts will be brought to the attention of the Minister for Health and Social Services when he is provided with a list of appointable candidates from which to make his selection.

Standards in public life

The Chair will be expected to adhere to the standards of good governance set for the NHS in Wales, which are based on the Welsh Government's Citizen Centred Governance Principles and incorporate Nolan's "Seven Principles of Public Life".

Annex B

The role and responsibilities of Cardiff and Vale University Health Board

Background

Background

Cardiff and Vale University Health Board is one of the largest NHS organisations in Europe. We employ approximately 14,500 staff, and spend around £1.4 billion every year on providing health and wellbeing services to a population of around 472,400 people living in Cardiff and the Vale of Glamorgan. We also serve a wider population across South and Mid Wales for a range of specialties.

Our vision is to create a community where your healthy life chance does not depend on who you are or where you live.

We are a teaching Health Board with close links to the university sector, and together we are training the next generation of healthcare professionals, while working on research that will hopefully unlock the cures for today's illnesses.

Our Services

- **Primary and community based services:** GP practices, Dentists, Pharmacy and Optometry and a host of community led therapy services via community health teams.
- **Acute services through our two main University Hospitals and Children's Hospital:** providing a broad range of medical and surgical treatments and interventions.
- **Public Health:** we support the communities of Cardiff and Vale with a range of public health and preventative health advice and guidance.
- **Tertiary centre :** we also serve a wider population across Wales and often the UK with specialist treatment and complex services such as neuro-surgery and cardiac services.

Our Structure

We have a workforce of around 14,500 staff who consistently deliver high quality services to all of our patients. Our organisation is structured and designed into eight Clinical Boards which cover our four main service areas and much more.

The eight Clinical Boards were created in June 2013 and have been successful in providing strong leadership in clinical areas and have resulted in the acceleration of operational decision making, greatly enhancing the outcomes for patients in their care. The Boards are held to account via the Executive Directors and a process of scrutiny is ensured through monthly performance boards and a robust authorisation process.

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 as set out on pages 3 and 4.

The selection panel will consist of Dr Andrew Goodall, Director General and NHS Wales Chief Executive, Welsh Government, Helen Arthur, Director of Workforce and Organisational Development, Welsh Government, a Senior Independent Panel Member and 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 the entire selection panel.

During the week commencing 27 January 2020, the panel will have decided who will be invited for the interviews which will take place during the week commencing 10 February 2020.

Only the strongest applicants, who the panel feels have best demonstrated that they meet the criteria outlined in the Information for Candidates pack, will be invited to interview. 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 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 at the offices of the Welsh Government, Crown Building, Cathays Park, Cardiff CF10 3NQ.

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.

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The appointment process may include a further assessment of suitability for the role in addition to an interview. Further information will be provided in advance to those called for interview.

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 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 Chair of Cardiff and Vale University Health Board, which will confirm the terms on which the appointment is offered. Attendance at the NHS Independent Member Induction Programme is mandatory and you will be required to attend the next available course.

The successful candidate will be subject to pre-appointment scrutiny by the National Assembly for Wales Health and Social Services Committee.

If you are unsuccessful at interview, 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 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

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

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Email: publicappointments@csc.gsi.gov.uk