



Llywodraeth Cymru
Welsh Government

Information for Candidates

APPOINTMENT OF CHAIR OF WELSH HEALTH SPECIALISED SERVICES COMMITTEE



NHS
WALES
GIG
CYMRU

Making an application

Thank you for your interest in the appointment of Chair of the Welsh Health Specialised Services Committee. The new Chair will be required to provide strong leadership of the Committee and to uphold the values of NHS Wales.

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/>.

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 is a document answering the questions below, a 'personal statement'. 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 curriculum vitae. The two documents should be uploaded to the "Reasons for applying" section of the online application form. There should be a 12pt minimum size of font on the supporting documents.

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.

Please also note that your evidence will also be assessed against whether you have the necessary level of experience to effectively operate at Board level.

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.

Questions to answer as part of your application in your personal statement

- 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.
- Please explain the methods you have used previously in a Board leadership situation to ensure ownership and accountability of corporate objectives
- Please give a specific example or examples of when you have had to analyse complex information to contribute to sound decision-making.
- Please describe an occasion when you have worked with someone on an important matter where your perspectives may have differed, but still maintained a constructive relationship.

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- Please outline how you meet the personal attributes and skills as set out on page 7 (*).

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:	17/04/2020
Shortlisting complete:	27/04/2020
Interviews held:	Mid May 2020
Start date:	04/07/2020 **

*** A shadowing period prior to 04 July 2020 will be organised by mutual agreement.*

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

The Welsh Government operates a Guaranteed Interview Scheme for disabled people. The Equality Act 2010, defines a person as disabled if they have a physical or mental impairment and the impairment has a substantial and long-term adverse effect on their ability to carry out normal day to day activities. Under the Guaranteed Interview Scheme a disabled candidate will be selected for interview if they meet the minimum essential criteria for the post.

Contacts:

For further information regarding the selection process, please contact:
Public Appointments Team publicappointments@gov.wales.

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

Prof Chris Jones, Deputy Chief Medical Officer.
Tel: 03000 257143
Email: chris.jones@gov.wales.

For further information about WHSSC, you may wish to visit their web site:
<http://www.whssc.wales.nhs.uk/home>

Selection Process

Although appointments to WHSSC do not come within the remit of the Commissioner for Public Appointments these appointments are made using a process which takes into account the Commissioner's Code of Practice on Ministerial Appointments to Public Bodies as best practice. It is the policy of the Welsh Government to promote and integrate equality of opportunity into all aspects of its business including appointments to public bodies. Applications are welcomed and encouraged from all groups and we ensure that no eligible candidate for public office receives less favourable treatment on the grounds of age, disability, gender, marital status, sexual orientation, gender reassignment, race, religion or belief, or pregnancy and maternity. The principles of fair and open competition will apply and appointments will be made on merit.

Background and Context

The Welsh Health Specialised Services Committee (“the Committee”) was established on 1 April 2010. It is hosted by Cwm Taf Morgannwg University Health Board and is responsible for the joint planning of specialised and highly specialised Services on behalf of the seven Local Health Boards (“LHBs”) in Wales.

The LHBs are as follows:

- Aneurin Bevan University Health Board
- Betsi Cadwaladr University Health Board
- Cardiff & Vale University Health Board
- Cwm Taf Morgannwg University Health Board
- Hywel Dda University Health Board
- Powys Teaching Health Board
- Swansea Bay University Health Board

Each LHB’s functions include planning, funding, designing, developing and securing the delivery of primary, community, in-hospital care services, and specialised services for the citizens in their respective areas. The WHSSC directions provide that the seven LHBs in Wales will work jointly to exercise functions relating to the planning and securing of specialised and highly specialised services functions.

Purpose and Delegated functions

The Committee has been established for the purpose of jointly exercising those functions relating to the planning and securing of certain specialised and highly specialised services on a national all-Wales basis, on behalf of each of the seven LHBs in Wales.

LHBs are responsible for those people who are resident in their areas. Whilst the Committee acts on behalf of the seven LHBs in undertaking its functions, the duty on individual LHBs remains, and they are ultimately accountable to citizens and other stakeholders for the provision of specialised and highly specialised services for residents within their area.

The Committee’s role is to:

- Determine a long-term strategic plan for the development of specialised and highly specialised services in Wales, in conjunction with the Welsh Ministers;
- To sign off the three year integrated medium term plans developed by the LHBs;
- Identify and evaluate existing, new and emerging treatments and services and advise on the designation of such services;
- Develop national policies for the equitable access to safe and sustainable, high quality specialised and highly specialised healthcare services across Wales, whether planned, funded and secured at national, regional or local level;

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- Agree annually those services that should be planned on a national basis and those that should be planned locally;
- Produce an annual plan for agreement by the Committee following the publication of the individual LHBs' Corporate and Annual Quality / Delivery Plans;
- Agree the appropriate level of funding for the provision of specialised and highly specialised services at a national level, and determine the contribution from each LHB for those services (which will include the running costs of the Joint Committee and the WHSST) in accordance with any specific directions set by the Welsh Ministers;
- Establish mechanisms for managing the in year risks associated with the agreed service portfolio and new pressures that may arise;
- Secure the provision of specialised and highly specialised services planned at a national level, including those to be delivered by providers outside Wales; and
- Establish mechanisms to monitor, evaluate and publish the outcomes of specialised and highly specialised healthcare services and take appropriate action.

The Committee must ensure that all its activities are in exercise of these functions or any other functions that may be conferred on it. Each LHB shall be bound by the decisions of the Committee in the exercise of its roles. The Chair must ensure compliance with the procedures in respect of decision-making set out in the Committee's Standing Orders.

To fulfil its functions, the Committee shall lead and scrutinise the operations, functions and decision making of the Management Team undertaken at the direction of the Committee.

The Committee shall work with all its partners and stakeholders in the best interests of its population across Wales.

Role Description

The Chair is responsible for the effective operation of the Committee:

- Chairing Committee meetings;
- Establishing and ensuring adherence to the standards of good governance set for the NHS in Wales, ensuring that all Committee business is conducted in accordance with WHSSC Standing Orders; and
- Developing positive and professional relationships amongst the Committee's membership and between the Committee and each LHB's Board.

The Chair shall work in close harmony with the Chair of each LHB and, supported by the Committee Secretary, shall ensure that key and appropriate issues are discussed

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by the Committee in a timely manner with all the necessary information and advice being made available to members to inform the debate and ultimate resolutions

The Chair is directly accountable to the Minister for Health and Social Services in respect of their performance as Chair; to each LHB Board in relation to the delivery of the functions exercised by the Committee on its behalf and, through the host LHB's Board, for the conduct of business in accordance with the defined governance and operating framework.

Person Specification

The Chair will demonstrate the following qualities:

Knowledge and Experience

- Experience of leading and developing a successful private, public or third sector organisation at a senior level, with the ability to look ahead and provide strategic leadership;
- Experience of establishing and monitoring sound systems of governance in a complex organisation;
- Experience of effectively encouraging the resolution of situations of conflict and promoting positive professional relationships
- A proven track record of efficient chairing in situations where extremely complex matters are discussed and there may be tensions regarding potential conflicts of interest;
- A proven track record in building highly effective relationships with a range of stakeholders; and
- Knowledge and understanding of the health service, specialist service provision and/or a clinical background.

***Personal Attributes and Skills**

- 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 facilitate understanding of complex issues while demonstrating respect for the views of others;
- Ability to absorb large amounts of information and to evaluate complex evidence within a short time frame;

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- Ability to summarise and identify a common purpose in order to facilitate harmonious and efficient decision-making;
- Sound judgement, sensitivity and political awareness; and
- Capacity to be independent and resilient.

Candidates must also demonstrate:

- A clear understanding and commitment to equality issues and challenging discriminatory practices; and
- A clear understanding and commitment to Nolan's 'Seven Principles of Public Life'.

Welsh language skills are desirable. All candidates will be expected to display empathy towards the language and demonstrate leadership to strengthen bilingual service provision within the NHS in Wales.

Candidates shortlisted for interview will be required to expand on how they meet the criteria above using examples and evidence.

Term of Appointment

The appointment will be made by the Minister for Health and Social Services.

Duration of Appointment

The Chair may be appointed for a period of no longer than four (4) years, and the Chair may stand for a maximum of eight (8) years. The term of appointment could change if there are any NHS system structural changes in the future which affect WHSSC.

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 received a sentence of imprisonment (whether suspended or not) for a period of not less than three months without the option of a fine;
- b. is the subject of a bankruptcy restrictions order or an interim order or has made a composition or arrangement with creditors;
- c. has been dismissed, other than by reason of redundancy, from paid employment with a health service body; and
- d. has had his or her membership as chair, member or director of a health service body terminated, other than by reason of redundancy, voluntary resignation, reorganisation of the health service body, or expiry of the period of office for which that person was appointed.

Any other information that may materially affect your application for appointment should be declared in the application form under the 'Conflict of Interests' section.

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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.

Time Commitment

The post of Chair is based on a time commitment of 52 days per year.

Remuneration

The Chair is entitled to receive a taxable remuneration of £322 per day.

Expenses

You will be entitled to be reimbursed, if appropriate, against receipts for travel and subsistence expenses incurred while on Committee business.

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

Assistance for Disabled Members

Where appropriate all reasonable adjustments will be made to enable members to effectively carry out their duties.

Starting Date

04/07/2020