INDEPENDENT MEMBER

Information for Candidates

CARDIFF AND VALE UNIVERSITY HEALTH BOARD

Appointment of Independent Member (Community, Local Authority and Planning & Business Development)
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, members of ethnic minorities, disabled people, lesbian, gay, bisexual and trans people.

Positive about Disability

The Welsh Government operates a Positive about Disabled People scheme and welcome 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.
Background and Context
The Welsh Government’s vision for the NHS in Wales is “to create world-class health” is based on providing more community services closer to home, alongside specialist centres of excellence, which give better results for patients.

Who does what in the NHS in Wales?
The Cabinet Secretary for Health, Well-being and Sport is responsible for all aspects of the NHS in Wales. Details of the Ministers responsibilities can be found here http://gov.wales/about/cabinet/cabinetm/vaughan-gething/?lang=en

The National Delivery Group, forms part of the Welsh Government’s Health and Social Services (HSSG) Group, and is responsible for overseeing the development and delivery of NHS services across Wales.

There are seven (7) Local Health Boards (LHBs):
- Abertawe Bro Morgannwg University (ABMU)
- Aneurin Bevan University (Gwent)
- Betsi Cadwaladr University (North Wales)
- Cardiff & Vale University
- Cwm Taf University
- Hywel Dda University
- Powys Teaching

Each LHB is responsible for delivering all NHS healthcare services within their geographical area. This includes delivering primary, community and in-hospital care services. Where appropriate LHBs also deliver specialised services to address local needs.

There are three (3) NHS Trusts:
- Public Health Wales
- Velindre
- Welsh Ambulance Services

All three have a national remit, Public Health Wales is an NHS organisation providing professionally independent public health advice and services to protect and improve the health and wellbeing of the population of Wales, Velindre NHS Trust offers specialist services in cancer care and a range of national support services and the Welsh Ambulance Services Trust for emergency services.

About Cardiff and Vale University Health Board
Cardiff and Vale University Health Board (UHB) was established in October 2009 and is one of the largest NHS organisations in the UK. As a UHB, we have a responsibility for around 475,000 people living in Cardiff and the Vale of Glamorgan. This includes health promotion and public health functions as well as the provision of local primary care services (GP practices, dentists, optometrists and community pharmacists) and the running of hospitals, health centres, community health teams and mental health services. Together with some services from other health Boards and key partners, these provide a full ranges of health services for our local residents and those from further afield in both Wales and England who use our specialist services. The Noah’s Ark Children’s Hospital for Wales (CHiW) is based on the site of the University Hospital of Wales in Cardiff. It provides health care for the children.
of Cardiff but also provides tertiary services for children across Wales. At the University Hospital Llandough we have Hafan y Coed, the new adult mental health unit which opened in April 2016, providing a modern, therapeutic and recovery focussed environment to adults experiencing mental health issues. This new unit is first class and will help recovery and rehabilitation for service users.

**Shaping our Future Wellbeing** is our 10 year Strategy (2015-2025) [www.bit.ly/SOFWHome](http://www.bit.ly/SOFWHome) Caring for People; Keeping People Well is why we exist as a UHB, our vision being that a person’s chance of leading a healthy life is the same wherever they live and whoever they are. At its heart our strategy has the desire to achieve joined up care based on home first, avoiding harm waste and variation, empowering people and delivering outcomes that matter to them.

To deliver these highly diverse and complex services, we spend over £1.2 billion every year and employ around 14,000 staff. When many people think of the NHS they think of doctors and nurses, but it is important to remember that many varied roles that make the care we provide possible. Allied healthcare professionals and health scientists comprise more than 40 different professions including dieticians, physiotherapists, radiographers, audiologists and laboratory scientists. Healthcare support workers play a key role in supporting staff to deliver direct clinical care and those providing non-clinical support include our portering staff, cleaning and catering staff, electricians and engineers and many others.

We are also a teaching Health Board with close links to Cardiff University, which boasts a high profile teaching, research and development role with the UK and abroad. This is alongside other academic links with Cardiff Metropolitan University and the University of South Wales. Together, we are training the next generation of clinical professionals in order that we develop our expertise and improve our clinical outcomes.

### Our Values ‘CARING FOR PEOPLE; KEEPING PEOPLE WELL’

Cardiff and Vale University Health Board has an important job to do. What we do matters because it’s our job to care for people and keep them well. We all want to do this to the best of our abilities – but we know that good intentions are not always enough.

At Cardiff and Vale University Health Board our values and example behaviours are:

<table>
<thead>
<tr>
<th>We care about the people we serve and the people we work with</th>
<th>Treat people as you would like to be treated and always with <strong>compassion</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>We trust and respect one another</td>
<td>Look for <strong>feedback</strong> from others on how you are doing and strive for <strong>better</strong> ways of doing things</td>
</tr>
<tr>
<td>We take personal responsibility</td>
<td>Be <strong>enthusiastic</strong> and take responsibility for what you do.</td>
</tr>
<tr>
<td>We treat people with kindness</td>
<td><strong>Thank</strong> people, celebrate success and when things go wrong ask ‘what can I learn’?</td>
</tr>
<tr>
<td>We act with integrity</td>
<td>Never let structures get in the way of doing the <strong>right</strong> thing.</td>
</tr>
</tbody>
</table>

Our values guide the way we work and the way we behave with others. Post holders will be expected at all times to behave in accordance with our values demonstrating commitment to the delivery of high quality services to patients.
The role of the board
The three key roles through which effective Boards demonstrate leadership within their organisations 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 arrangement 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

Role Description
This is a great opportunity to use your skills and experience to make a difference to the lives of people served by Cardiff and Vale UHB.

Independent Members will among other things:

- Play a full and active role in the governance of the UHB, 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.
- 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 ‘governance and finance’ of the Health Board, ensuring it is open and honest in its work by contributing fully in the decision making process;
INDEPENDENT MEMBER

In addition to the above generic duties undertaken by Independent Members, we are also looking for role specific skills and experience (Community, Local Authority and Capital & Estates) which are outlined below:

Role Specific Criteria – Community Independent Member
You will have to demonstrate:
- A knowledge of and empathy with local community issues and priorities;
- A citizen focussed approach championing the Board’s purpose in serving the public;
- Organisational experience that will benefit the development of the Health Board moving forward.

Role Specific Criteria – Local Authority Independent Member
You must be an elected member of a local authority whose area is within the Cardiff and Vale UHB area. You will have to demonstrate:
- A knowledge and understanding of local authority matters in the area served by the Cardiff and Vale UHB.
- Ability to apply your knowledge and understanding of local authority matters in a strategic board environment.

Role Specific Criteria – Planning and Business Development Independent Member
You will have to demonstrate:-
- A knowledge and understanding of capital and estates matters.
- Ability to apply your knowledge and understanding of capital and estates matters in a strategic board environment.
- A knowledge and understanding of business development within the public or private sectors.

Person specification
Independent Members will demonstrate the following qualities:

Knowledge & Experience
- An understanding of health issues and priorities in the Cardiff and Vale UHB area you will have 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. Data Protection Act (DPA);

Personal Attributes & Skills
The Health Board has defined a set of shared core values and behaviours – what the organisation stands for. You will need to be able to demonstrate the following:
- Good communication skills and the ability to engage with employees and employee representatives at all levels within the Health Board;
- Ability to work as part of a team and in partnership with other key organisations;
- Ability to involve and work with stakeholders to help shape, develop and improve services.
INDEPENDENT MEMBER

- Ability to analyse and critically review complex information

Candidates must also demonstrate:
- A clear understanding and commitment to equality issues and challenging discriminatory practices.
- A clear understanding and commitment to Nolan’s ‘Seven Principles of Public Life’.

Welsh language skills are desirable but not a pre-requisite for appointment. However all candidates will be expected to display an empathy towards the language and demonstrate leadership to strengthen bilingual service provision within the NHS in Wales.

Terms of Appointment
Appointments will be made by the Cabinet Secretary for Health, Well-being and Sport.

Duration of Appointments
Appointments are normally made for up to four (4) years, however this is subject to the Independent Member remaining eligible for the role for the duration of the term. Board members may stand for a maximum of eight (8) years.

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 a health service employee

Subject to the exception noted in (e), it is the policy of the Welsh Government that all recent employees of LHBs and NHS Trusts should serve a non-involvement break before being considered for an NHS Public 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.

Candidates should also note that membership of a LHB is a disqualifying office for
INDEPENDENT MEMBER

membership of the National Assembly for Wales under the National Assembly for Wales (Disqualification) Order 2015.

Time Commitment
The post of Independent Member is based on a notional commitment of a minimum of four (4) days per month but this will be subject to organisational demands.

Remuneration
Eligible Independent Members will be eligible to receive a taxable remuneration of £15,936 per annum paid monthly or quarterly as agreed with the UHB.

However for the Local Authority Independent Member, where a Board Member is allowed time off from their current employment with pay to attend meetings of the UHB, the remuneration will not be payable.

Expenses
You will be entitled to be re-imbeursed, if appropriate, against receipts for travel and subsistence expenses incurred while on UHB business.

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

Assistance for Disabled Members
Where appropriate all reasonable adjustments will be made to enable Board members to effectively carry out their duties.

Selection Process
The appointment is regulated by the Commissioner for Public Appointments and made in accordance with the Commissioner’s Code of Practice for Ministerial Appointments to Public Bodies. 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.

Starting Date
The post will commence towards the beginning of October 2016.

Further Information and Queries
For further information on the application process and to apply, please visit www.gov.wales/publicappointments or for queries contact the Shared Service Helpdesk on 029 2082 5454 / sharedservicehelpdesk@wales.gsi.gov.uk.

For further information about Cardiff and Vale UHB you may wish to visit the UHB’s internet web site: http://www.cardiffandvaleuhb.wales.nhs.uk/home
INDEPENDENT MEMBER

Application
To apply for any of these roles, click on the Cardiff and Vale 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.

In your application, you will also be asked to provide details of any activities which have helped you to develop skills that would be useful in a public appointment role, and list the organisations for which you undertook these activities. We also need to know about any political activity that you’ve undertaken over the last 5 years.

It is recommended that you register for an account and access the application form as soon as possible so that you see how the application form is structured, before starting to prepare your evidence. You don’t have to complete the application form all in one go. You can save your responses, and log in and out as required, until you’re ready to submit – just follow the guidance in the application form.

Once you’ve registered, you’ll be able to access the application form. To apply you will need to submit two supporting documents.

The first, a document answering the questions contained below. This document should be no more than 2 sides of A4. Your application may be rejected if you exceed this limit.

The second 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.

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

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

Questions to answer as part of your application.

Please outline how you meet the role specific criteria.

Describe your understanding of health issues and priorities in Wales and how these would apply within the Cardiff and Vale University Health Board.

Please give a specific example or examples of when you have had to analyse complex information to contribute to sound decision making

How can you show you have demonstrated our values.

Please describe an occasion when you have held a senior person to account while maintaining a constructive relationship
INDEPENDENT MEMBER

Please can you provide evidence of your communications and engagement skills. Provide a specific example outlining your approach in communicating and engaging with people at all levels, what skills and methods you used and the outcome.

Please describe a specific example or examples where you have involved various teams, partners or stakeholders to improve a service or process. Please outline your personal contribution and the outcome.

Closing Date
The closing date for applications is 5 August 2016. Application forms received after this date will not be considered.

The appointment process as well as an interview may include further assessment of suitability for the roles. Further information will be provided in advance to those called for interview, it is expected to hold the selection processes during the weeks commencing the 12 and 19 September 2016.

If you are unable to make the arranged interview and/or assessment 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.