

Candidate Information Pack

For the role of: Vice Chair

Closing Date: Monday 23rd January 2023



About the Aneurin Bevan University Health Board

Thank you for your interest in the role of Vice Chair to The Aneurin Bevan University Health Board. This document provides candidates with information on the Health Board, as well as detail of the roles and responsibilities of the post and selection process.

Aneurin Bevan University Health Board was established in October 2009 and achieved 'University' status in December 2013. The Health Board's principal role is to ensure the effective planning and delivery of our local NHS system, within a robust governance framework, to achieve the highest standards of patient safety and public service delivery, improve health and reduce inequalities and achieve the best possible outcomes for our citizens, and in a manner that promotes human rights. To fulfil this role, we are required to work with our partners and stakeholders in the best interests of the population we serve. As a Health Board, we serve the population of Gwent which reflects the five local authority areas: Blaenau Gwent, Caerphilly, Monmouthshire, Newport and Torfaen. The demographics of Gwent are varied and include rural countryside areas, urban centres and the most easterly of the south Wales valleys.

The Health Board employs 12,276 whole time equivalents (WTE) which translates to 13,306 staff and is the largest employer in Gwent. Our workforce is ageing, as is the demographic profile of our population and the health inequalities of our population are also found within our workforce. 80% of our staff live within our communities. Therefore, it is essential that staff health and wellbeing is a key priority and a feature of our preventative plans.



The Health Board has an annual budget from the Welsh Government of just under £1.6 billion per year from which we plan and deliver services for the population of Gwent. The Health Board, as well as providing services locally, works in partnership to seek to improve health and well-being in the area, particularly through our partnership arrangements to respond to the Social Services and Well-Being (Wales) Act 2014 and the Well Being of Future Generations (Wales) Act 2015.

The Grange University Hospital in Cwmbran opened in November 2020 and provides critical and specialist care to residents in Gwent and South Powys. Three enhanced Local General Hospitals continue to provide a range of inpatient and outpatient services; these are the Royal Gwent Hospital in Newport; Ysbyty Ystrad Fawr in Ystrad Mynach and Nevill Hall Hospital in Abergavenny. There are also a range of other hospitals and facilities across Health Board area.

For more information on Aneurin Bevan University Health Board please visit the Health Board's website.

The Vice Chair Role

Our Board plays a key role in shaping the strategy, vision, purpose and culture of an organisation. They hold the organisation to account for service delivery, quality and safety, performance, value for money and strategic development and implementation.

They are also responsible for ensuring that risks to the organisation, staff and the public are effectively managed. Led by an independent Chair and comprised of a mixture of both Executive and Independent Members (Prof. Helen Sweetland, Paul Deneen, Philip Robson, Shelley Bosson, Louise Wright, Katija Dew, Richard Clark, Pippa Britton, Keith Sutcliffe, Dafydd Vaughan, Iwan Jones), (also known in some organisations as Non-Executive Directors), the Board has a collective responsibility for the performance of the organisation.

The Vice-Chair has a specific brief and responsibility for overseeing the Health Board's performance in the planning, delivery and evaluation of primary care, community health and mental health services ensuring the delivery of priorities set by the Minister for Health and Social Services.

The Vice-chair will support the Chair in the performance of the Board and its effective governance, upholding the values of the NHS, and promoting the confidence of the public and partners. The Vice-chair will further strengthen the independent membership capability and act as a sounding board for the Chair.

SUPPORTING THE CHAIR AND CHIEF EXECUTIVE THE VICE CHAIR WILL:

Strategy

- Contribute to constructive debate regarding strategic development and other material and significant issues facing the organisation;
- Provide independent judgement and advice on issues of quality, strategy, vision, performance, resources and standards of conduct;
- Constructively challenge, influence and work with the Executive Directors develop proposals on such strategies;
- Together with other Board members, provide leadership within a framework of prudent and effective controls, to ensure the long-term sustainability of the organisation;

Planning

- Scrutinise the organisation's three year medium term (or annual) plan, ensuring that it establishes clear objectives to deliver the strategy; encompasses the necessary quality, workforce, operational and financial resources for the organisation to meet its objectives and regularly review performance against the plan.

Performance

- Receive, review and apply appropriate scrutiny to safety, quality, performance, workforce and financial data and information to compare achievements against targets and, where necessary, support the implementation of remedial action;
- Seek out challenging objectives for improving performance;
- Ensure effective control and, where relevant, commissioning arrangements are in place to secure the financial viability of the organisation.

The Vice Chair Role Cont'd

Culture and Behaviour

- Demonstrate the Seven Principles of Public Life (also known as the Nolan Principles) of selflessness, integrity, objectivity, accountability, openness, honesty and leadership;
- Provide strong, effective, and visible leadership internally through Board and Committees, and externally through connections with a wide range of stakeholders, and for Health Boards (and other organisations as appropriate) in particular, across primary care, community care and mental health services;
- Support a culture that encourages staff, patients, families and the public to raise concerns that are then appropriately addressed;
- Embrace and promote equality, diversity and inclusion for the organisation's population, patients, staff and stakeholders;
- Demonstrate and encourage the highest standards of probity, integrity and governance, ensuring that the organisation's governance arrangements comply with best practice and statutory requirements;
- Provide visible compassionate leadership in supporting and promoting a healthy culture for the organisation and reflect this, and the values of the organisation, in their own behaviour;
- Embrace and promote the importance of Welsh language bilingualism and culture on all organisational activities;

Engagement

- Be expected, with support, to understand the business of the organisation through active involvement;
- Build and maintain strong partnership relations between the organisation's partners and stakeholder groups to promote the effective operation of the organisation's activities;
- Participate as a member of the All Wales Vice-chairs Network;

Governance

- Deputise for the Chair and lead the Board in their absence and perform additional functions as agreed with the Chair;
- Scrutinise the organisation's commitment to the highest standards of governance, such that it acts in the interests of the population and partners it serves and is seen to be accountable for the services provided and the resources used;
- Seek assurance that internal controls and systems of risk management are robust and well governed;
- Analyse and interpret information provided to the Board, seeking clarification, further assurances and triangulation of information, wherever possible;
- Ensure the organisation complies with its Standing Orders, policies and relevant legislation and regulations;



The Vice Chair Role Cont'd

Board Activities

- Participate fully in the work of the Board and Committees, including pre- and post-meeting engagement and annual evaluations to support good governance;
- Attend, and where relevant, chair Board Committees and other ad hoc meetings of the Board;
- Attend Board development sessions and other internal and external training and development opportunities;
- In conjunction with the other Board Members and where applicable, discharge their duties in relation to the Charitable Fund, of which the Board acts as the corporate trustee.
- Assume and promote the role of a champion in areas of focus which are either set by the Welsh Government or assigned by the organisation;
- Undergo an annual personal performance appraisal, participating in any additional training and development highlighted as a result of the evaluation process to ensure personal objectives are delivered.



Person Specification

Essential criteria:

Values

- Commitment to adhering to the Seven Principles of Public Life (Nolan Principles) and the values of the organisation
- Commitment to engaging with people who use our services, our staff and stakeholders.

Skills

- An understanding of and commitment to equality, diversity and inclusion
- Experience in providing independent challenge and scrutiny whilst maintaining constructive relationships
- Evident ability to work collaboratively and as part of a team to meet common goals
- Ability to apply strategic insight and/or lived experience for the benefit of the people who use our services, our staff and stakeholders

Desirable criteria:

Skills

- Excellent communication and/or public speaking skills

Candidates for the role will demonstrate commitment to adhering to the Aneurin Bevan University Health Board's Values and Behaviours Framework. We want Aneurin Bevan University Health Board to be an enjoyable and fulfilling place to work. We know that feeling valued at work has a positive impact on both staff and patients. Aneurin Bevan University Health Board expects a high standard of behaviour treating patients, their families, the public and colleagues with dignity and respect at all times.

All staff are expected to carry out their roles with dedication and a commitment to the NHS and its core values.

Our key values are:

- People First
- Personal Responsibility
- Passion for Improvement
- Pride in What We Do

Welsh Language

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

Where a candidate wishes to demonstrate they meet the desirable criteria they should provide an indication of their skills against the following level of skill:

Understanding: Level 3 = Can understand routine work-related conversations

Reading: Level 1 = Can read some basic words and phrases with understanding

Speaking: Level 3 = Can converse in some work-related conversations

Writing: Level 1 = Can write basic messages on everyday topics

Person Specification cont'd

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.

Key Facts about this post

Location:

The Health Board's headquarters are at St Cadoc's Hospital, Caerleon, at which most Board meetings and Committee meetings are held. Board members are also expected to attend events and activities throughout the Health Board area. The Health Board does utilise hybrid and agile working where appropriate.

Time Commitment:

The post of Vice-Chair to Aneurin Bevan University Health Board is based on a notional commitment of a minimum thirteen (13) days per month but this will be subject to organisational demands and is often higher than the minimum requirement.

Tenure of office:

The Minister for Health and Social Services will determine the length of the appointment, which will initially be up to four (4) years. However, this is subject to the Vice Chair remaining eligible for the role for the duration of the term. Board members may stand for a maximum of eight (8) years and no more than two terms.

Remuneration: £56,316 per annum plus travel and other reasonable expenses within reasonable limits.



Personal Development and Performance Review

Welsh Government values the contribution made by public appointees and wishes to ensure, in association with Aneurin Bevan University Health Board, that post holders are able to access a range of personal development opportunities. On appointment a personal development plan and objectives will be agreed with the Chair.

Successful candidates will also be required to attend an induction programme. Academi Wales deliver a range of leadership development programmes across the public service in Wales and opportunities to access these and other programmes will be explored on appointment.

Making an Application

To make an application please visit the Welsh Government's public appointment website click on 'apply' at the bottom left hand corner. If this is your first time applying for a Welsh public appointment you will need to register with the Welsh Government's online application system. You will only need to do this once, and you will be able to check the status of your application at any time.

To apply you will need to complete an online form and upload two supporting documents:

- a full CV; and
- a personal statement detailing your experience, how you meet the role description and person specification and how you will contribute to the role of Vice-chair.

The two documents should be uploaded to the 'attach supplementary document(s)' section of the online application form. Failure to do so may lead to your application being discounted.

If you need adjustments to be put in place to enable you to make an application or any assistance or guidance, please contact the Public Appointments Team at PublicAppointments@gov.wales.

Curriculum Vitae

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

Your CV should be no more than 3 pages long.

Personal Statement

The personal statement is your opportunity to demonstrate how you meet each of the criteria set out in the person specification in this pack.

The statement should include examples that show how your knowledge and experience matches each of the criteria for the role. These examples should describe what your role was, and the approach you took to achieving a specific result; you are welcome to use examples of both professional and lived experience.

How you choose to present the information is up to you, however the appointment advisory panel will need to be able to assess how the examples provided relate to the criteria and so we encourage you to avoid using statements which simply reference the criteria without giving examples.

Please limit your personal statement to 1000 words.

Your application may be rejected if you exceed requirements relating to the length of your CV or personal statement.

References

Please provide two referees who will be contacted for successful candidates only.

In order to preserve the highest standards of integrity and propriety we are unable to accept Senedd Members or Welsh Government employees and referees for applications for membership of public bodies.

The Selection Process

The Minister for Health and Social Services will appoint the Vice Chair.

The appointment will be a significant appointment made by Welsh Ministers and is regulated under the Governance Code for Public Appointments.

The Minister for Health and Social Services will be assisted in their decision making by an Advisory Assessment Panel 'the panel'. The panel will be made up of Ann Lloyd, Chair, Aneurin Bevan University Health Board, Jan Williams, Chair, Public Health Wales, Charles Janczewski, Chair, Cardiff and Vale University Health Board and Geraldine Bickley, Welsh Government. In undertaking their assessment of candidates, the role of the Panel is to decide objectively who meets the published selection criteria for the role, in other words, who is appointable to the role. The panel will be chaired by Ann Lloyd, Chair, Aneurin Bevan University Health Board.

The panel will select for interview only the candidates who it feels have demonstrated best meet the criteria set out in the person specification. They will rely only on the information you provide in your CV and personal statement to assess whether you have the skills and experience required.

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. There will also be a stakeholder session stage for shortlisted candidates which will be made up of individuals from Aneurin Bevan University Health Board and its stakeholders. Shortlisted candidates will be asked to engage with stakeholders during the session on a relevant and critical topic which will be agreed nearer the time. It is our intention that the stakeholder session and interviews will take place virtually.

At interview candidates will be asked to give a short presentation on a topic which will be provided closer to the interview date.

You will receive email communication from the 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 Minister who will make the final decision. The Minister may choose to meet with appointable candidates before making a decision.

Timetable

Advert closing date: 23rd January 2023

Sift: 1st February 2023

Interviews: 27th March 2023

Appointment start:: TBC



The Selection Process

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

If you would like a guaranteed interview, please contact the Public Appointments Unit at 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 the Public Appointments Unit 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.

Eligibility

Regulation 5 and Schedule 2 of The Local Health Boards (Constitution, Membership and Procedures) (Wales) Regulations 2009 and the model Standing Orders for Local Health Boards detail the grounds in which a person may be disqualified from being appointed as the Vice Chair. Further details are included in this pack at Annex A.

If candidates require any further clarification regarding the above eligibility criteria they should contact:

PublicAppointments@gov.wales providing the question to which they require a response.

Candidates should also note that membership of the Health Board is a disqualifying office for membership of The Senedd Cymru under The Senedd Cymru Disqualification) Order 2020. The Senedd Cymru (Disqualification) Order 2020 (legislation.gov.uk).

An individual shall not normally serve concurrently as a non-executive officer member on the Board of more than one NHS body in Wales.

The Selection Process

Conflict of Interests

When applying you will be asked to declare any interests which may, or may be perceived to, conflict with the role and responsibilities as Vice Chair of the Health Board. This includes any interests and positions of authority outside of the role in the Health Board. You will also be asked to declare any political roles or activity.

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 may not necessarily be limited to social media and Internet searches. As a result any due diligence findings may be explored further at interview.

Making an appointment

If you are successful, you will receive a letter from the Minister for Health and Social Services appointing you as Vice Chair of the 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 to a DBS check 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.

Contacts

For further information regarding the role please contact Rani Mallison, Director of Corporate Governance, Rani.Mallison2@wales.nhs.uk

If you need any further assistance in applying for this role please email The Public Appointments Team, Public Bodies Unit on PublicAppointments@gov.wales.

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

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.

Additionally, you can write to: Office of the Commissioner for Public Appointments G/08, 1 Horse Guards Road, London SW1A 2HQ.

Eligibility – Health Boards Annex A

A person shall be disqualified from appointment if they:

- a. have 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 them a sentence of imprisonment (whether suspended or not) for a period of not less than 3 months without the option of a fine;
- b. are the subject of a bankruptcy restrictions order or an interim order or has made a composition or arrangement with creditors
- c. have 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. are a person whose tenure of office as the chair, member or director of a health service body has been terminated because their appointment is not in the interests of the health service, for non-attendance at meetings or for non-disclosure of pecuniary interest;
- e. they are or have been within the preceding year in the paid employment of a Trust or Health Board in Wales.

Note: in addition to the above it should also be noted that an individual shall not normally serve concurrently as a non-executive officer member on the Board of more than one NHS body in Wales.





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