APPOINTMENT OF CHAIR TO ANEURIN BEVAN UNIVERSITY HEALTH BOARD

Candidate Information Pack

Llywodraeth Cymru
Welsh Government

The Commissioner for Public Appointments

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1. INTRODUCTION

Message from Jeremy Miles, Cabinet Secretary for Health and Social Care, Senedd Cymru, Welsh Parliament

Thank you for showing an interest in the position of a Chair to Aneurin Bevan University Health Board.

NHS Wales currently consists of the following organisations:

- Aneurin Bevan University Health Board
- Betsi Cadwaladr University Health Board
- Cardiff & Vale University Heath Board
- Cwm Taf Morgannwg University Health Board
- Hywel Dda University Health Board
- Powys Teaching Health Board
- Swansea Bay University Health Board
- Public Health Wales NHS Trust
- Velindre University NHS Trust
- Welsh Ambulance Services University NHS Trust
- Digital Health and Care Wales
- Health Education and Improvement Wales

The successful candidate will have a critical role in taking forward the strategy and plans of the organisation. I particularly value the contribution made by Chairs and public appointees to our NHS boards, and I will look to the successful candidate to provide leadership to the Board to ensure the delivery of the organisation's priorities.

If you are interested in this role and would like to know more about the important role of a Chair within NHS Wales please contact Jacqueline Totterdell, Director General Health and Social Services/NHS Wales Chief Executive who will be very happy to discuss this role with you on my behalf. Additionally, you can contact the Board Secretary, details contained in section 6.

2. KEY RESPONSIBILITIES

The Board plays a key role in shaping the strategy, vision, purpose and culture of the organisation. It holds the Board to account for service delivery, performance, delivery of strategy and value for money, and strategic development and implementation.

It is also responsible for ensuring that risks to the organisation, staff and the public are managed and mitigated effectively. Led by an independent Chair and comprised of a mixture of both Executive and Independent Members, the Board has a collective responsibility for the performance of the organisation. The Chair will be accountable to the Cabinet Secretary for Health and Social Care 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.

The Chair will:

Strategy

- Lead the Board's development of a strategic vision for the organisation, identifying and realising the inherent potential and skills within the organisation to develop an innovative and world leading service.
- Provide independent judgement and advice on issues of quality, strategy, vision, performance, resources, and standards of conduct.
- Constructively challenge, influence and support the Executive Directors to develop proposals on such strategies.
- Support fellow Board Members in providing leadership within a framework of prudent and effective controls to ensure the long term sustainability of the organisation.
- Ensure that risks to the delivery of the organisation's strategy are articulated and managed.

Planning

- Be accountable for the performance of the Board at community, regional and national levels through the agreement and delivery of a three-year integrated medium term plan (or annual delivery plan) and the annual evaluation achievements against the plan.
- Ensure the Board provides effective scrutiny of the three-year integrated medium term 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 reviews performance against the plan.

Performance

- Receive, review and apply appropriate scrutiny to quality, performance, workforce and financial data and information to compare achievements against targets and, where necessary, support the implementation of remedial action.
- Agree challenging objectives for the Chief Executive and Executives for improving performance; agree objectives for the Vice Chair and Independent Members and undertake annual appraisals.

- Ensure effective control arrangements are in place to secure the financial viability of the organisation.

Governance

- Hold the Chief Executive to account across the breadth of their responsibilities.
- Provide strong, effective and visible leadership and communication across the breadth of the organisation's responsibilities, internally through the organisation and externally through their connections with a wide range of stakeholders and partners within and outside of the NHS at a national, community, and local authority level.
- Ensure the Board'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.
- Ensure the provision of accurate, timely and clear information to the Board to meet statutory requirements.
- 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; and
- Ensure the organisation complies with its Standing Orders, Standing Financial Instructions, policies and procedures, and relevant legislation and regulations.

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, and ensure the principles are upheld by all Board members.
- Embrace and promote the importance of Welsh language bilingualism and culture on all organisational activities.
- Instil 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, reflecting and learning from own and the lived experiences of others.
- Ensure the highest standards of probity, integrity, and governance, and 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.
- Bring current and past professional and lived experience, knowledge and influence to the work of the Board, to promote innovation, curiosity, and to challenge norms.

Engagement

- Build and maintain close relations between NHS Wales partners and stakeholder groups to promote the effective operation of our activities.
- Provide leadership to support and encourage effective working with partners, in particular with Health Boards, NHS Trusts, Special Health Authorities, local authorities, the third sector and social care partners, to ensure the planning and delivery of safe, effective services.
- Attend Welsh Government, health body peer groups and other stakeholder meetings, where required.
- Undertake an external ambassador role, delivering in the public spotlight and instilling public confidence.
- Be expected, with support, to understand the business of the organisation through active involvement.

Board Activities

- Plan Board meetings with the Chief Executive and Director of Corporate Governance and design a Board development programme to deliver high performance.
- Facilitate the effective contribution of Board Members and ensure constructive relations within the organisation and between Executive Directors and Independent Members.
- Chair the Board meetings and lead development sessions and other meetings of members, as appropriate.
- Participate fully in the work of the Board and Committees, including pre and post meeting engagement and annual evaluations to support good governance.
- In conjunction with the other Board Members, discharge their duties as Chair of the orgnisation’s Charitable Fund, of which the Board acts as the Corporate Trustee.
- 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.

3. JOB DESCRIPTION

To be considered, you must be able to demonstrate that you have the qualities and experience to meet all the essential criteria for this appointment. Some of these are more easily demonstrated at the application stage whilst others are better explored at interview (please see below). An opportunity will also be taken at interview to explore in more detail some of the criteria evidenced in your personal statement.

Section A

Essential criteria to be evidenced in personal statement.

Values

- Ability to demonstrate a commitment to engaging with people who use our services, their carers and families, our staff and stakeholders.

Skills

- A track record of strategic, Board level leadership in a public sector, private or third sector organisation.
- Ability to instil vision and lead the development of defined strategies in the pursuit of achieving long, medium and short-term goals.
- Ability to understand and facilitate the understanding of complex issues.
- Strong interpersonal and influencing skills and ability to act as an effective advocate and ambassador.
- Ability to work collaboratively and as part of a team to meet common goals.
- Evidence of an understanding of effective governance.

Desirable criteria to be evidenced in personal statement where relevant.

Experience

- An understanding of risk management and systems of internal control and assurance.

Section B

Essential criteria to be evidenced at interview.

Values

- Commitment to adhering to the Seven Principles of Public Life (Nolan Principles) and the values of the organisation.

Skills

- Ability to provide, and encourage others to provide, independent challenge and scrutiny whilst maintaining constructive relationships.
- Ability to show an appreciation of bilingualism and culture, and a commitment to promoting and mainstreaming of the Welsh language.
- An understanding of and commitment to equality, diversity, and inclusion, including ability to reflect on and learn from your own lived experiences.

- Astute and able to grasp relevant issues and understand the relationships between interested parties demonstrating sound judgement, sensitivity and political awareness.
- Ability to motivate and develop the Board, to define roles and responsibilities, ensuring ownership and accountability.

Desirable criteria to be evidenced at interview where relevant.

Experience

- Demonstrable leadership and strategic change management experience including culture change.

Welsh language skills are desirable; however, all candidates will be expected to show commitment towards the language and culture and demonstrate leadership to strengthen and promote bilingual service provision within the NHS in Wales (see above essential skills and experience).

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

Understanding	Can understand routine work-related conversations
Reading	Can read some basic words and phrases with understanding
Speaking	Can converse in some work-related conversations
Writing	Can write some basic messages on everyday topic

4. KEY FACTS ABOUT THE POST

Location:
The post will be based in South Wales – Caerleon. Attendance in person at Board Meetings or Board Development Sessions once a month is expected where possible.

Time Commitment:
The role is based on a notional commitment of a 15 days per month.

Tenure of office:
Initial appointment will be for a period of up to 4 years, however, this will be subject to the Cabinet Secretary's agreement.

Remuneration:
£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 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 Board work.

MAKING AN APPLICATION

To make an application, please visit the Welsh Government vacancies page. https://cais.tal.net/vx/lang-en-GB/mobile-0/appcentre-4/brand-7/xf-509f77e961d6/candidate/jobboard/vacancy/6/adv/

To apply for this role, click on the vacancy Aneurin Bevan Chair and click on 'apply' at the bottom left-hand corner. The first time you apply for a post, you will need to register on the Welsh Government online application system. You will only need to register once, after which you can track the progress of your current application, and any future applications via your online registered account.

https://cais.tal.net/vx/lang-en-GB/mobile-0/appcentre-4/brand-7/xf-4ac5797242e0/candidate/register

When you have completed registration, you will be able to access the application form. To apply, you will need to upload a personal statement and CV with your online application form.

The Public Appointments team operates name-free recruitment. Key personal information, including a candidate's name and address, is concealed from the recruiting panel during the sifting process. Certain personal information will also be concealed from the interview panel if it is not relevant to assessment. This policy is in line with our commitment to eliminate bias, and to promote equality and diversity.

Personal Statement

The personal statement is your opportunity to demonstrate how you meet each of the criteria set out in the person specification (**Section A**). **Note:** as mentioned above, you need not include all of your skills and experience in the personal statement. An opportunity will also be given to demonstrate the skills and experience in **Section B** at interview.

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

Please limit your personal statement to **1000 words**.

Curriculum Vitae (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. **Your CV should be no more than three pages long.**

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 as referees for applications for membership of public bodies.

Selection process

The Cabinet Secretary for Health and Social Care will be assisted in their decision making by an Advisory Assessment Panel. This panel will be made up of three members from the Health, Social Care and Early Years Group, Welsh Government and a senior independent panel member.

The panel will select for interview only the candidates who it feels have demonstrated they 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. However, if you have applied under the guaranteed interview scheme (see below) and you meet the minimum essential criteria for the post, you will also be invited for interview.

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.

If you attend an 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 the Cabinet Secretary, who will make the final decision. The Cabinet Secretary may choose to meet with appointable candidates before making their decision. If they do, they will meet all candidates 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.

Timetable

Advert Closing date	**21 November 2025**
Sift	**9 December 2025**
Interviews	**21 January 2026**
Pre appointments hearing	**26 February 2026**
Appointment confirmed	**February 2026**
Appointment start	**1 April 2026**

Pre-appointment hearing

The Cabinet Secretary's preferred candidate will be subject to pre-appointment scrutiny and may be asked to attend a Senedd Cymru Committee hearing.

Pre-appointment scrutiny by Senedd committees is an important part of the process for some of the most significant public appointments made by Cabinet Secretaries/Ministers. It is designed to provide an added level of scrutiny of the overall process and verify that the recruitment meets the principles set out in the Governance Code on Public Appointments. This scrutiny may involve the relevant committee requesting and reviewing information from the Welsh Government and the Cabinet Secretary's preferred candidate.

Pre-appointment hearings are held in public and involve the Senedd committee taking evidence from the Cabinet Secretary's/Minister's preferred candidate. These public hearings take place before an appointment is confirmed, but after the selection process has been completed.

Where a public appointment is subject to pre-appointment scrutiny, it is a matter for the relevant committee to undertake such scrutiny, including whether to hold a pre-appointment hearing. Following a review of information provided by the Welsh Government about the recruitment process, the committee may decide that a pre-appointment scrutiny hearing is not required before it publishes its report, if it agrees with the Cabinet Secretary's choice of candidate.

Diversity Statement

The Welsh Government recognises the value of having public bodies reflecting a wide range of cultures, identities and backgrounds. We encourage applications from all parts of society and want to appoint from the widest and most diverse pool of talent.

We welcome applications from everyone regardless of age, marriage (including same-sex marriage) and civil partnership, sexual orientation, sex, gender identity, impairment or health condition, race, religion or belief or pregnancy.

We are committed to recruiting women, Black, Asian and Minority Ethnic people, disabled people and members of the LGBTQ+ community, who are currently under-represented in Board positions at public bodies.

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 (BSL).

We are committed to removing barriers so 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 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 Team at PublicAppointments@gov.wales to let them know.

If you have an impairment or health condition or use BSL and need to discuss reasonable adjustments for any part of this recruitment process, please contact the Public Appointments Team as above as soon as possible to discuss your requirements and any questions you may have.

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 and Codes of Conduct and Accountability for NHS Boards and the Code of Conduct for NHS Managers Directions 2006.
Code of Conduct for Board Members of Public Bodies (gov.uk)

Personal Development and Performance Review

Welsh Government values the contribution made by public appointees and wishes to ensure, in association with NHS Wales Bodies 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 Cabinet Secretary. 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.

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, including any business interests and positions of authority outside of the organisation you are applying to.

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 Appointments Team 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, any due diligence findings may be explored further at interview.

Making an appointment

If you are successful, you will receive a letter from the Cabinet Secretary for Health and Social Care appointing you to the position 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 Appointments Team and to a DBS check undertaken by the NHS Wales Shared Services Partnership. Attendance at the NHS Wales 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:

Jacqueline Totterdell, Director General Health and Social Care/NHS Wales Chief Executive, email: Jacqueline.Totterdell@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

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
Ground Floor,
1 Horse Guards Road,
London SW1A 2HQ.

or via email at publicappointments@csc.gov.uk

5. ELIGIBILITY

A person shall be disqualified from appointment if they:

a. have within the preceding five (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 three (3) months.
b. have been adjudged bankrupt or has made a composition or arrangement with their 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, and;
d. are a person whose tenure of office as the chairman, 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. have within the preceding year been in the paid employment of Velindre University NHS Trust, Welsh Ambulance Services NHS Trust or Powys Teaching Health Board.

Employment with other NHS bodies in Wales does not, at present mean a person is disqualified from appointment in accordance with the relevant Regulations in practice. Welsh Government Policy is that a person is disqualified from appointment if they have within the preceding year been in the paid employment of a Health Board in Wales, Public Health Wales NHS Trust, Health Education and Improvement Wales or Digital Health and Care Wales.

An individual shall also not normally serve concurrently as a Non-Officer Member (Chair, Vice-Chair or Independent Member) on the Board of more than one NHS body in Wales.

Applicants should also note that membership of a Health Board is a disqualifying post for membership of the Welsh Parliament under the Senedd Cymru (Disqualification) Order 2020.

6. ABOUT ANEURIN BEVAN UNIBERSITY HEALTH BOARD

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 13,424 whole time equivalents (WTE) which translates to 17,011 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 further information regarding the role please contact Rani Dash, Director of Corporate Governance: Rani.Dash@wales.nhs.uk

Additional information on Aneurin Bevan University Health Board can also be found on the Health Board's website.