

INDEPENDENT MEMBER CANDIDATE PACK AND ROLE DESCRIPTION



ACCESSIBLE FORMATS

This document is also available in Welsh.

If you would like this publication in an alternative format and/or language, please contact us at enquiries@llaiscymru.org.

You can download it from our website or ask for a copy by contacting our office.

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About Llais



We're a new independent statutory body, set up by the Welsh Government to give the people of Wales much more say in the planning and delivery of their health and social care services – locally, regionally and nationally.

On the 1 April 2023, the Citizen Voice Body for Health and Social Care, Wales (known operationally as Llais) replaced the 7 Community Health Councils, who have represented the interests of people in the NHS in Wales for almost 50 years.

Llais was established under the Health and Social Care (Quality and Engagement) (Wales) Act 2020 (the “**Act**”).

Its general objective is to represent the interests of the public in respect of health services and social services (Section 13(1) of the Act).

The functions of Llais are set out in Part 4 of the Act:

<p>Section 14: Llais must take steps to promote public awareness of its general objectives and its functions, preparing and publishing a statement relating to how it proposes to promote awareness of its functions and seek the views of the public for the purpose of its general objective</p>	<p>Section 15: Llais may make representations to a local authority or an NHS body about anything it considers relevant to the provision of a health services or the provision of social services</p>	<p>Section 16: Llais may provide assistance (by way of representation or otherwise) to any individual making or intending to make a complaint relating to the provision of health or social services in accordance with subsections 16 (2)-(9)</p>
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Llais employs approximately 110 staff and the work of the organisation is supported by approximately 250 volunteer members.

We are looking to appoint 2 independent members, with the relevant skills and experience, to our Audit and Risk Assurance Committee.

Independent

Member 1: Financial Lead

Possessing a degree or relevant further education or professional qualification in accountancy or finance. Demonstrating significant, relevant or recent financial management experience at a senior level, ideally including within the public sector and/or third sector.

Independent

Member 2: Digital Lead

With a specific skillset relating to significant, relevant and recent strategic experience at a senior level, ideally including digital transformation and cyber resilience.



Essential criteria

- ④ Skill and expertise in audit, risk management and corporate governance, ideally including within the public sector and/or third sector.
- ④ Highly developed analytical skills with the ability to identify trends, patterns, key issues and information gaps in complex situations and deal with them appropriately.
- ④ Experience of monitoring and holding Senior Management to account.
- ④ Independence of mind, objectivity and impartiality.
- ④ High level of personal integrity.
- ④ Demonstrates good teamworking skills, listening and effectively contributing
- ④ Able to provide support and constructive challenge that balances risk appetite with progressive solutions to issues faced by the sector
- ④ A willingness to attend and participate in committee meetings and development events, support Llais's aims, values and objectives, and observe and comply with the Llais's standards of behaviour.

Desirable criteria

- 🗣️ A commitment to, and understanding of, health and social care services.
- 🗣️ A commitment to their own personal and professional continuous professional development.
- 🗣️ Recent experience of working in the Welsh public sector and/or third sector, particularly in governance and assurance work.
- 🗣️ Previous experience of undertaking a non-executive directorship role or working at Board level.
- 🗣️ Knowledge/experience of procedures for Board and Committee meetings.
- 🗣️ Good communication skills in both written and spoken Welsh.
- 🗣️ High level interpersonal skills.



Role and responsibilities of the Committee

You will be responsible for supporting the Audit and Risk Assurance Committee in carrying out their role and responsibilities.

While the Audit and Risk Assurance Committee has no executive powers, it plays an important role in Llais's activities.

The primary purpose of the Committee is to:

- 🗣️ Advise the Chief Executive as Accounting Officer by reviewing the comprehensiveness and reliability of assurances on our internal controls; and
- 🗣️ Report to the Board on our audit arrangements to ensure that adequate controls are in place; that risks are identified and managed; and that governance arrangements meet the required standards and ensure compliance with statutory requirements.



Time commitment and remuneration

This appointment will be for 2 years with the option to extend for a further 2 years subject to satisfactory performance.

As an Independent Member, you will be required to spend up to 10 days a year on committee matters. This will include 4 Committee meetings, training and other ad hoc meetings.

Remuneration for this role is £198 per day.

These appointments are not pensionable.

Travel and other reasonable expenses incurred through carrying out your duties will be covered by Llais.

How to Apply

In order to be considered for the role, you will need to submit a CV and a supporting statement outlining your suitability for the post.

As a guide we suggest that your supporting statement is one side of A4 in length.

Together, your CV and supporting statement should evidence your skills and experience of the essential criteria and as many of the desirable criteria as possible. These are listed in the 'Essential and Desirable criteria' section of this candidate pack.

All applications should be sent directly to the workforce@llaiscymru.org mailbox.

The closing date for applications is 24 November 2023.

We will not be able to consider any applications received after the closing date.

Further information and contact details

If you have any queries or questions regarding the role, please contact Ceri Sullivan, Interim Head of Governance and Board Secretary at:

Email: ceri.sullivan@llaescymru.org

Telephone: **0300 025 4956**

In addition, the Chair of the Audit and Risk Committee would be happy to discuss the role with you prior to submitting your application.

If you would like to speak with the Chair of the Committee, please contact Ceri Sullivan (details above) who can make the necessary arrangements.

Welsh Language

Welsh language skills are desirable but not a pre-requisite for appointment. All candidates will be expected to display an empathy towards the language and demonstrate a desire to strengthen bilingual service provision.

Diversity statement

We are looking for passionate and capable people from all walks of life who bring different lived experiences that will help change the way we think. We are looking for applications from diverse candidates who can bring fresh skills, lived experiences and perspectives to our work.

Disability statement

We recognise 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 our people can perform at their best.

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 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 us at workforce@llaiscymru.org as soon as possible and a member of the team will contact you to discuss your requirements and any questions you may have.

Pre-appointment checks

If you are successful in your application, we will need to carry out pre-appointment checks. If you'd like more information about the nature of these pre-appointment checks you can contact us at workforce@llaiscymru.org.

Who is unable to apply for the roles

The following individuals are not eligible to serve as Independent Members on our Audit and Risk Assurance Committee:

- a serving Board Member or Llais member of staff (or the spouse or civil partner of a Board or staff member)
- a former member of staff
- an individual who has any business connection with the Llais

Llais has further agreed that independent members should not:

- should not occupy a paid party political post or hold a particularly sensitive or high-profile role in a political party.
- have had significant previous dealings with Llais which compromise their impartiality.
- have a close relationship with any Board Member or Llais staff member.