



Recruitment to The Wakefield District Health and Care Partnership – Committee of the West Yorkshire Integrated Care Board



Independent Committee Chair

Wakefield District Health and Care Partnership – Committee of the West

Yorkshire Integrated Partnership - Applicant pack

Thank you for expressing an interest in the following independent role on the Wakefield District Health and Care Partnership Committee of the West Yorkshire Integrated Care Board.

Independent Chair of the Wakefield District Health and Care Partnership - ICB Committee

The West Yorkshire Integrated Care Board (ICB) is a new statutory organisation that was established on 1 July 2022. It is a part of the West Yorkshire Integrated Care System (ICS) – known as the West Yorkshire Health and Care Partnership (the Partnership).

Our principles of subsidiarity and our scale mean that the ICB primarily discharges its duties through delegation to each of our five Places (Bradford District and Craven, Calderdale, Kirklees, Leeds and Wakefield District), alongside work that is delivered at West Yorkshire level. Most decisions will be made at Place level, in support of local Health and Wellbeing Board priorities and multi- agency partnerships working in communities, including NHS, local authority and voluntary & community sector partners.

Wakefield has established a partnership committee which has delegated authority from the ICB to make decisions about the use of NHS resources in Wakefield District including:

- Agreeing a plan to meet the health and healthcare needs of the population in Wakefield
- Allocating resources to deliver the plan in Wakefield District
- Arranging for the provision of health services in line with the allocated resources
- Approving the operating structure in Wakefield District
- Agreeing implementation in Wakefield District of workforce priorities

The Wakefield District Health and Care Partnership is made up of senior leaders from the local authority, NHS provider trusts, primary care and the voluntary and community sector. The independent Chair and independent members of the Committee play a key role in bringing constructive, independent and respectful challenge to the plans, aims and priorities of the Committee.

This pack provides information for potential applicants for the roles of:

- Independent Chair of the Wakefield District Health and Care Partnership - ICB Committee

About Wakefield District

The Wakefield District Health and Care Partnership serves a diverse population of some 391,344 who are registered with its 34 GP Practices across 52 sites with 7 Primary Care Networks (PCNs).

Partners across Wakefield District have a long history of working together to develop, agree and deliver improved population health and, together, we are making positive progress on improving health and addressing the challenges that affect people's ability to live well.

This approach has been inclusive, bringing together commissioners, NHS, social care

and independent providers and colleagues from the voluntary sector as well as Healthwatch with a focus on people and place, ensuring people are getting the care they need as close to home as possible.

There has been significant progress towards operating as an integrated system, with a focus on transformation to respond to the needs of communities, based on a commitment that:

- We have a Health and Wellbeing Board that brings together key partners to set the strategy
- The Health and Wellbeing Board has both elected members and engaged citizens at the heart of its approach
- The Wakefield District Health and Care Partnership implements the strategy as a team of teams with peer accountability
- We have an agreed set of system principles

The Wakefield Health and Care Partnership is committed to abide by the following values:

- Honesty
- Integrity
- Ambition
- Mutual respect
- Be bold
- Develop unity
- Deliver what we say

How we work together

- We support each other and work collaboratively.
- We assume good intentions.
- We will implement our shared priorities and decisions, holding each other mutually accountable for delivery and ensure our organisations develop mutual respect for all our organisations to ensure that the Integrated Care Partnership delivers what we say we will do together.
- We will ensure co-production of models of care across the system is at the heart of the way we operate together.
- We will ensure we have services that deliver against evidence-based outcomes, and which demonstrate effective prevention as well as personalisation of services.
- Wakefield will achieve a vibrant and diverse provider market including the voluntary sector and small businesses.
- We will make investment decisions transparently together that optimise outcomes for our community in Wakefield to ensure that the Wakefield District Health and Care Partnership can make the district a better place to live and work. Citizens and partner organisations will be able to see how the Wakefield district pound is being spent.
- We will create a pro-active and dynamic Health and Care Partnership; creating an environment and model of operation that underpins clarity of purpose, constructive challenge, embracing innovation, robust & secure decision making, collective ownership.
- Make 'every contact count' when our workforce is engaged with the public, sharing consistent messages.
- The system is focused on people who live in the district having a good life.
- We are committed to developing our partnership to increase and direct resources our seven Primary Care Networks match care integration to our neighbourhood need.

About the West Yorkshire Health and Care Partnership

Across West Yorkshire, the Partnership supports 2.4 million people, including 315,000 unpaid carers, living in urban and rural areas; 570,000 are children and young people; 500,000 people live in areas ranked in the most deprived 10% of England; and 20% of people are from minority ethnic communities. Together we employ over 100,000 staff and work alongside thousands of volunteers.

Our five places are: Bradford District and Craven; Calderdale; Kirklees; Leeds; and Wakefield.

Partnership principles, mission, values and behaviours

We have worked hard to build a way of working founded on the following values:

- We are leaders of our organisation, our place and of West Yorkshire
- We support each other and work collaboratively
- We act with honesty and integrity, and trust each other to do the same
- We challenge constructively when we need to
- We assume good intentions
- We will implement our shared priorities and decisions, holding each other mutually accountable for delivery

Mission

- Reduce health inequalities
- Manage unwarranted variations in care
- Use our collective resources wisely
- Secure the wider benefits of investing in health and care
- Values
- We are ambitious for the people we serve and staff we employ
- This is a true partnership
- We always agree the evidence and data, before acting
- We value good governance to make good decisions and choices
- Subsidiarity applies in all we do

Behaviours

- Decisions motivated by shared purpose
- Empathy with staff and people
- Collaboration in all we do
- Suspend egos in service of each other
- We see diversity as strength
- Conceptual and critical thinking
- Agility
- Willingness to share risk
- Sharing power
- Retaining accountability, giving others authority

Role Outline, Attributes and Skills

Members of the Wakefield District Health and Care Partnership - ICB Committee share responsibility for ensuring that the Committee exercises its functions effectively, efficiently, economically, with good governance and in accordance with the terms of the West Yorkshire ICB Constitution.

The **Independent Chair of the Place Committee** will bring objectivity, independence and challenge to the Committee. They will play a key role in ensuring that the Committee takes transparent, efficient, effective and safe decisions that make effective use of health and care resources. The Committee Chair will support the Wakefield Place Lead in ensuring that the Committee remains continuously able to discharge its duties and responsibilities as set out in the ICB scheme of delegation, in line with the governance standards adopted by the Integrated Care System.

The independent Chair of the Wakefield District Health and Care Partnership will act in a Non-Executive capacity and as a meeting facilitator. The Chair will need to maintain the confidence of place partners and will work closely with them, in particular the Chair of the Health and Wellbeing Board, to ensure strong alignment between the work of the Committee and the place strategy. Ultimate accountability is to the ICB Chair.

You will ideally have experience of governance committee delivery and development in a regulated environment as well as a background in effective meeting facilitation at a senior level with a focus on financial oversight, effective use of resources and the achievement of social outcomes.

Eligibility

Given their public profile and responsibility, it is vital that those appointed inspire confidence of the public, patients and NHS staff at all times. You will be able to demonstrate that you meet the requirements of the fit and proper person test and that you have no substantial conflicts of interests that would interfere with your ability to be independent and offer an impartial perspective.

Successful applicants will not have an ongoing leadership role (hold Executive, Non-Executive or elected positions or offices) at a health or social care organisation within the Wakefield district. You will need to stand down from such a role if appointed to this new independent role.

Applicants should have strong connections with the area served by the ICS.

Applications will be assessed on merit, as part of a fair and open process, from the widest possible pool of candidates. The information provided by applicants will be relied on to assess whether sufficient personal responsibility and competence have been demonstrated in previous/other roles, to satisfy the experience, skills and values being sought.

We value and promote diversity and are committed to equality of opportunity for all. We welcome applications irrespective of people's age, disability, sex, gender, identity and gender expression, race or ethnicity, religion or belief, sexual orientation or other personal circumstances. We have policies and procedures in place to ensure that all applicants are treated fairly and consistently at every stage of the recruitment process, including the consideration of reasonable adjustment for people who have a disability.

Terms of

Appointment

Remuneration

Indicative remuneration, subject to agreement by the ICB Remuneration and Nomination Committee is:

- Independent Chair: up to £13,000 per annum

Committee Members are also eligible to claim allowances for travel and subsistence costs incurred necessarily on ICB business.

Term of Appointment

3 years

You will have considerable flexibility to decide how you manage the time needed to undertake the role. On average, it is expected to require a minimum of 2 days a month, including preparation time, the occasional evening engagement and events designed to support your continuous development.

We are anticipating that the majority of meetings will be on Thursdays at the beginning of the month, and you would need to be available to attend these.

Standards in Public Life

All committee members are required to comply with the [Nolan Principles of Public Life](#) and meet the [Fit and proper person requirements](#).

Training and Development

This will be discussed in line with individual requirements.

How we will handle your application

This section outlines the timetable you should expect if you apply for one of these posts. After the closing date for applications:

- Your application will first be checked for completeness and eligibility.
- A short-listing Panel will assess the extent to which you have the qualities and expertise specified for the role.
- It is anticipated that shortlisting will be completed during week commencing 29 May 2023. Shortlisted candidates will be informed as soon as possible after this if they have been selected for interview and the interview details will be confirmed by email.
- If you are not shortlisted for interview, you will be informed via by email.
- A stakeholder panel will take place Tuesday 6 June 2pm – 5pm on teams
- It is anticipated that the interviews will take place on Friday 9 June – 12pm – 5pm in person Wakefield venue TBC. You will be asked questions by the panel so they are able to assess whether you can demonstrate the qualities and expertise specified. The selection panel will be made up of representatives from Wakefield, the West Yorkshire ICB, HR and the Race Equality Network.
- The Selection Panel will make the final appointment/s
- The successful candidate/s will be contacted by the Panel chair
- All unsuccessful interview candidates will be advised of the outcome of the selection process by telephone

How to respond

To apply for this post please send the following via email to wycb.peopleteam@nhs.net

- A CV which demonstrates how you meet the criteria
- A covering letter highlighting the aspects of the role that particularly attract you and outlining why you feel you are right for the role

- Contact details for three referees (who will not be contacted without your permission)
- A completed Equal Opportunities Monitoring Form and Fit and Proper Persons Monitoring Form

For further information

If you have any questions, or would welcome an informal discussion, please contact Ruth Unwin, Director of Strategy, Wakefield at ruth.unwin@nhs.net before the closing date. This will play no part in the selection process.

Independent Chair of the Wakefield Health and Care Partnership - Committee of the West Yorkshire Integrated Care Board

Role descriptor

The independent Chair of the Wakefield Health and Care Partnership will bring objectivity, independence, and challenge to the Committee. They will play a key role in ensuring that the Committee takes transparent, efficient, effective, and safe decisions that make effective use of NHS resources. They will support the Wakefield Executive Lead in ensuring that the Committee remains continuously able to discharge its duties and responsibilities as set out in the ICB scheme of delegation, in line with the governance standards adopted by the Integrated Care System.

The Chair of the Wakefield Health and Care Partnership will act in a lay or Non-Executive capacity and as a meeting facilitator. The Chair will need to maintain the confidence of Wakefield partners and will work closely with them, in particular the Chair of the Health and Wellbeing Board, to ensure strong alignment between the work of the Committee and the place strategy. The Chair of the Committee is ultimately accountable to the ICB Chair.

The Wakefield Health and Care Partnership Lead holds an Executive role and is accountable to the ICB's Chief Executive for the discharge of those functions and resources delegated by the ICB to the Wakefield Health and Care Partnership.

Governance and accountability

The Chair will:

- Ensure that the Committee has the necessary governance and risk management arrangements to ensure its effectiveness
- Ensure that conflicts of interest are managed effectively and transparently in the Committee
- Lead and support a constructive and inclusive dynamic within the Committee, bringing independent and respectful challenge and scrutiny to the work programme
- Actively bring in a range of voices to Committee discussions, ensuring decisions take full account of perspectives from across the place health and care system to meet the health and healthcare needs of the population
- Promote open and transparent Committee decision-making and good governance that facilitates consensus and manages areas of disagreement
- Ensure that all members of the Committee comply with the Nolan principles of public life

Partnerships and communities

The Chair will:

- Ensure that the Committee is focused on improving Wakefield District outcomes in population health and healthcare and operates within our agreed vision, objectives, principles, values and behaviours of the Wakefield District Health and Care Partnership

Social justice and health equalities

The Chair will:

- Ensure that the Committee champions diversity, inclusion, health equality and social justice to close the gap on health inequalities
- Ensure the Committee is responsive to people and communities, and that public/citizen, patient/service user and carer voices are embedded in the Committee's work plan and decision-making

Sustainable outcomes

The Chair will:

- Ensure the Committee plays its part in social and economic development and achieving environmental sustainability, including in the broader Wakefield partnership

People and culture

The Chair will:

- Promote a healthy and inclusive culture which promotes diversity and system working and is reflected in the Committee's behaviour and decision-making

Person Specification

The Chair is expected to be able to demonstrate the following:

Knowledge

- Sound understanding of good corporate governance
- Understanding of the health, care and local government landscape
- Understanding of different sectors, groups, networks and the needs of diverse populations
- Understanding of the quadruple aim: 1. Improving the health and wellbeing of the people; 2. Tackling inequalities; 3. Improving the quality of services provided or arranged by partners or other relevant bodies; and 4. Ensuring that places act in a way that results in sustainable and efficient use of resources by both partners and other relevant bodies
- Commitment to the values of the NHS long term plan, the NHS people plan, Nolan principles and the standards for members of NHS boards and governing bodies in England
- Awareness and appreciation of social justice

Experience

- Of chairing complex professional meetings in public at a senior level in a collaborative, efficient and effective manner
- Of navigating politically sensitive situations and environments
- Of leading a board or committee in a lay or non-executive capacity to identify and address issues, including underperformance and balance the competing objectives of quality, operational performance, and finance
- Of demonstrable commitment to equality, diversity and inclusion

Skills

- A high degree of strategic thinking and awareness of how national policy may impact on regional and local decision making
- Ability to work with multi agency and across sector senior level stakeholders, reaching consensus in a group despite competing interests
- Ability to plan in advance meeting agendas and related documents with governance-related staff and teams to ensure effective and productive meetings and committee engagement
- Ability to remain independent and provide independent and unbiased leadership of the committee with a high degree of personal integrity
- Problem solving skills and the ability to identify issues and areas of risk, leading the committee to effective decisions
- Confidence in constructively challenging information and explanations provided by others and negotiating when needed
- Ability to deal with and address poor engagement or performance by committee members against the Nolan Principles and Committee Terms of Reference

Desirable Knowledge, Experience & Skills

- Working in an Executive, Lay or Non-Executive related role in a regulated environment or body
- Passionate about the place and meeting the health and care needs of its population
- Knowledge and/or experience at a senior level of quality improvement methodologies, their implementation and evaluation
- Knowledge and/or experience at a senior level of performance and/or financial management oversight and scrutiny
- Leadership of equality, diversity and inclusion practice and its promotion, creating inclusive cultures at a senior level

Personal Attributes and Values

- Demonstrates respect and adopts a compassionate and inclusive chairing style with a demonstrable commitment to equality, diversity and inclusion
- Creates and lives by the values of openness and transparency
- Demonstrate a strong commitment to public sector and NHS values



Wakefield District
Health & Care
Partnership

West Yorkshire
Health and Care Partnership



Wakefield District Health and Care Partnership,
proud to be part of West Yorkshire Health and
Care Partnership

A Partnership made up of the NHS, local
councils, care providers, Healthwatch, voluntary
and community organisations and charities



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