

## **CIW National Advisory Board**

### **Appointment of Board members Information pack for applicants**

**Closing date: 16:00, 28 February 2022**

## **1. About us**

Care Inspectorate Wales (CIW) is the independent regulator of social care and childcare in Wales. We register, inspect and take action to improve the quality and safety of services for the well-being of the people of Wales. Services we regulate and inspect include:

- Care homes services (adults and children)
- Domiciliary support services
- Adult placement services
- Secure accommodation services
- Residential family centre services
- Adoption services
- Fostering services
- Advocacy services
- Childminders
- Day Care (including Play) for children under twelve

We also review the performance of local authorities in delivery of social services functions. We carry this out through a combination of inspection and performance evaluation activity. In addition, we inspect boarding schools, residential special schools (boarding arrangements under 295 days) and further education colleges which accommodate students under 18.

CIW carries out functions on behalf of Welsh Ministers but has operational independence from the Welsh Government.

CIW has approximately 283 staff located across three offices in Wales - Carmarthen, Llandudno Junction and Merthyr Tydfil.

## **2. CIW National Advisory Board**

The CIW National Advisory Board (the Board) provides a voice for people in the way we do our work.

The Board includes members from across childcare, social care and social services as well as members of the general public including carers, and people who use services we regulate.

The Board provides expertise and advice to help support CIW to improve the quality and safety of social care and childcare services for the well-being of the people of Wales. It also helps to set our [strategic priorities](#); monitors and challenges our delivery and performance levels; and helps raise awareness of our work.

### **3. Board members**

The Board comprises of a Chair with a maximum of 25 members.

The Board provides a voice for people with representation from families, relatives, carers, service users and the voluntary sector. The Board also provides a voice for service providers and partner organisations from social care, childcare and play and social services.

Members are chosen to reflect the different regions of Wales, the range of care and social services regulated by CIW and the cultural and linguistic diversity of the people of Wales.

### **4. Your role as a Board member**

We are looking for enthusiastic individuals who are interested in helping to shape and inform CIW's work. As a Board member, you will need to:

- share what you think about social services and the social care and childcare and play sectors
- give ideas and say how you think social services and the social care and childcare and play sectors can be better across Wales
- listen, join in and share your ideas and thoughts on what CIW is doing and anything we can do differently
- help to promote the work of CIW
- take part in three National Advisory Board meetings each year
- keep what other panel members say about themselves private

As a Board member, you may also be invited to join other CIW task groups for time limited pieces of work or projects.

## **5. Who are we looking for?**

We are looking to appoint approximately ten new Board members to replace departing Board members.

Board members should be using or working in the social care and / or childcare and play sector. This includes umbrella / third sector organisations who are involved with the work we do, carers and people who use the services we regulate and inspect. We would also welcome applications from young people and/or care experienced people.

In particular, you should:

- get support from social services and / or social care
- care for someone who gets support from social services and / or social care
- be a relative of someone who gets support from a care service
- be a volunteer working in social services / childcare / social care
- be a voluntary organisation representing people, families and carers who use social services and / or social care
- work for or be a provider of a care home service
- work for or be a provider of a childcare and play service; or
- work for or be a provider of a domiciliary support service

Reasonable adjustments will be put in place to enable you to fully participate in the work of the Board. If you would like to discuss any adjustments you require please contact us on:

[CIW.ChiefInspectorOffice@gov.wales](mailto:CIW.ChiefInspectorOffice@gov.wales).

## **6. The Application Process**

Please complete the questions on the application form. You should answer each of the questions. Please limit your response to each question to a maximum of 250 words each.

We welcome applications in Welsh or English. When submitting your application please provide your contact details, as well as your place of work and current role, if applicable.

We would be grateful if you would also complete the equality monitoring form. Any information you provide will be treated as strictly confidential.

Applications should be submitted by no later than **16:00 on Monday 28 February 2022** by email to [CIW.ChiefInspectorOffice@gov.wales](mailto:CIW.ChiefInspectorOffice@gov.wales) or by post to: Care Inspectorate Wales, Welsh Government Office, Sarn Mynach, Llandudno Junction, LL31 9RZ.

If you require any reasonable adjustments in order to apply for this role, please email [CIW.ChiefInspectorOffice@gov.wales](mailto:CIW.ChiefInspectorOffice@gov.wales).

## **7. The Selection Process**

A selection panel will assess your application and undertake an initial sifting exercise. You will be notified by the Board Secretariat if your application has been successful / unsuccessful at this stage.

Successful applicants at this stage will be invited to attend an informal discussion with the panel to discuss their suitability for this role. This will take place via Microsoft Teams and will be held in March or April. Applicants invited to attend an informal discussion will be asked to provide details of any individual needs and / or reasonable adjustments they may require to support their participation in these discussions.

You will be notified of the panel's decision by no later than 30 April 2022.

## **8. Terms of Appointment**

### **Remuneration**

This is an unpaid, voluntary position but Board members will be reimbursed reasonable travel, subsistence and carers costs (expenses) when attending any meetings in person.

### **Time commitment**

There will be three meetings each year. Meetings normally take place from 10:30 to 14:30. Meetings are currently being held virtually. We may hold some future meetings in person, however, you will still have the option to attend these meetings virtually.

### **Length of service**

Members will be appointed for an initial term of three years, with the option of a further three year term.

### **Welsh Language requirements**

We are looking to appoint additional Welsh speakers to our Board but Welsh language skills are not a pre-requisite for all Board appointments. 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 childcare and social care.

### **Our commitment to diversity**

We are committed to the social model of disability and removing barriers so all individuals can perform at their best. We want to be an anti racist Board and are keen to have new members to help us deliver this as part of the work of the Board. We want the Board to reflect Welsh society and the people of Wales. This is why we are encouraging a wide and diverse range of people to apply. 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, lesbian, gay, bisexual and transgender people.

### **Conflict of Interests**

You will be asked to declare any private interests which may, or may be perceived to, conflict with the role and responsibilities of being a Board member.

## **9. Queries**

If you wish to have an informal discussion about this role or have any queries on the application process, please contact the Board Secretariat by email on: [CIW.ChiefInspectorOffice@gov.wales](mailto:CIW.ChiefInspectorOffice@gov.wales).