



Llywodraeth Cymru  
Welsh Government

**Information pack for applicants**  
**Independent Remuneration Panel**  
**for Wales**

**Appointment of Chair**

**Closing date: 17 July 2019**



**The Commissioner for  
Public Appointments**

## **Making an application**

Thank you for your interest in the appointment of Chair to the Independent Remuneration Panel for Wales.

To make an application please visit the Welsh Government public appointment website here <https://cymru-wales.tal.net/vx/lang-en-GB/mobile-0/appcentre-3/brand-2/candidate/jobboard/vacancy/7/adv/>.

To apply for either of these roles, click on the Chair vacancy and click on 'Apply' at the bottom left hand corner.

The first time you apply for a post, you will need to complete a registration form for the Welsh Government's online application system. You will only need to register once, and you will be able to keep yourself updated on the progress of your application, and any other applications you make, via your registered account.

Once you've registered, you'll be able to access the application form. To apply you will need to upload a personal statement and CV to the 'Reasons for applying' section of the online application form.

### **Personal Statement**

The personal statement is your opportunity to demonstrate how you meet each of the criteria set out in the person specification. How you choose to present the information is up to you. However, you should aim to provide detailed examples that demonstrate how your knowledge and experience matches each of the criteria, and which describe what your role was in achieving a specific result. When applying, you must clearly state if you are applying for the Chair role, Member role or both ensuring that your evidence explicitly relates to the appropriate criteria.

Please limit your personal statement to two pages. Your application may be rejected if you exceed this limit.

### **IMPORTANT INFORMATION FOR APPLICANTS**

If you are applying for the post of Chair you will need to evidence how you meet the criteria set out under the heading core skills at essential criteria.

**If you are applying for the Chair role or both the Chair and Member roles you will need to evidence how you meet the criteria under both the essential core and the additional essential criteria.**

### **CV**

Please ensure your CV includes brief details of your current or most recent post and the dates you occupied this role. Please identify any past or present Ministerial appointments.

## Independent Remuneration Panel for Wales

### **Indicative timetable**

Closing date: 17 July 2019  
Shortlisting: 23 July 2019  
Interviews: 3-6 September 2019

### **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.

### **Guaranteed Interview Scheme - Positive about Disability**

The Welsh Government operates a Positive about Disabled People scheme and welcome applications from people with disabilities. The scheme guarantees an interview to disabled people if they meet the minimum criteria for the post. The application form also enables you to detail any specific needs or equipment that you may need if invited to attend an interview.

### **Contacts:**

For further information regarding the selection process, please contact:

Public Appointments Team  
Email: [publicappointments@gov.wales](mailto:publicappointments@gov.wales)

For further information regarding the role of Chair to the Independent Remuneration Panel for Wales please contact Leighton Jones, Local Government Democracy Division:

Tel: 0300 025 3038  
Email: [Leighton.jones@gov.wales](mailto:Leighton.jones@gov.wales)

If you need any further assistance in applying for this role, please contact the Public Appointments Team [publicappointments@gov.wales](mailto:publicappointments@gov.wales).

For further information about Public Appointments in Wales, please visit [www.gov.wales/publicappointments](http://www.gov.wales/publicappointments)

## **Appointment of Chair to the Independent Remuneration Panel for Wales (IRPW)**

### **Role description and person specification**

This is an exciting opportunity to be part of the Welsh Governments vision in setting the range and maximum level of allowances payable to:

- Elected members of Principal Councils
- Members of National Park Authorities
- Members of Welsh Fire and Rescue Authorities
- Elected town and community councillors

The IRPW plays an important role in setting the range and maximum level of allowances payable by the local authorities to their councillors and co-opted members across Wales.

### **Role and responsibilities**

The Panel is required to produce an annual report, which will prescribe the level of allowances paid to councillors and members of the organisations listed above. The Panel may produce Supplementary Reports at any time that it considers necessary. In preparing its reports the Panel is required to take into account the likely financial impact of its decisions on the authority in question. Panel members also consider any suggested changes to the salary of a Head of Paid Service and councils Chief Officers, as and when required.

### **Chairs role description**

- Leadership skills – Including chairing meetings and setting standards for the effective operation of the Panel and the timely completion of reports
- Attendance at Panel meetings and other stake holder meetings with senior officials
- Financial and resource management of Panels budget
- Effective communication skills
- Ability to challenge constructively within the Panel
- Analysis and Use of Evidence
- Contribution to policy development – including the preparation of discussion papers/ report writing
- Understanding and commitment to equality issues and challenging discriminatory practices

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### Person Specification

To be considered, you must be able to demonstrate that you have the qualities, skills and experience to meet all the essential criteria for appointment.

### Essential Criteria

All Candidates should show evidence of:

- Ability to communicate effectively, both verbally and in writing to individuals ranging from members of the public to senior leaders
- Ability to consider and analyse evidence from a wide range of sources and reach decisions based upon that evidence which are both fair and reasonable
- Ability to work confidently as both a member of the team and independently as required.
- An understanding and commitment to equality issues and challenging discriminatory practices
- Understanding of, and commitment to, the principles of public life ([Nolan Principles](#)).
- Ability to work in a politically neutral way.

### Additional Essential Criteria –

- Responsibility for ensuring the team, collectively and individually, adhere to the [Nolan seven principles of public life](#)
- Providing vision and strategic leadership
- Strong interpersonal skills including the ability to negotiate, persuade and influence
- Proven record of delivering against objectives within appropriate timescales.
- Effective management of meetings

### Desirable criteria for the Chair role

- Ability to understand and speak Welsh
- Awareness of the role of Councillors and /or the work of local authorities, National Park Authorities or Welsh Fire and Rescue Authorities.

### Key facts about the roles

Location:	Meetings held in Cardiff and across Wales
Time Commitment: meetings per year	1 day per month and as and when required
Tenure of office:	Up to 4 years

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Remuneration: £256 per day. The Chair is also entitled to travel and other reasonable expenses within reasonable limits

### **Eligibility**

The following are disqualified from being a Chair of the Panel;

- A member of the National Assembly
- A member of the House of Commons
- A member of the House Of Lords
- A member of the European Parliament
- A member of the local authority or a community council
- A person who is disqualified from being a member of a local authority or community council

This might include specific disqualification or eligibility criteria or where the House of Commons Disqualification Act 1975 or Orders made under the Government of Wales Act 2006 apply.

Applicants should also note that being a Chair of the Independent Remuneration Panel for Wales is a disqualifying post for membership of the National Assembly for Wales under the National Assembly for Wales (Disqualification) order 2016. <http://www.legislation.gov.uk/uksi/2015/1536/contents/made>

### **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 as a Chair of the Independent Remuneration Panel for Wales including any business interests and positions of authority outside of the role in the Independent Remuneration Panel for Wales

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.

### **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; you can access this document at:

<http://www.bl.uk/aboutus/governance/blboard/Board%20Code%20of%20Practice%202011.pdf>

## **The role and responsibilities of a Chair of the Independent Remuneration Panel for Wales**

### **Background**

The Independent Remuneration Panel for Wales was appointed in January 2008 by the then Welsh Government Minister for Social Justice and Local Government following a public recruitment exercise.

The Panel is independent of central and local government and was established on a permanent basis initially to determine the range and levels of allowances payable by county and county borough councils to their councilor's and co-opted members with voting rights.

The Local Government (Wales) Measure 2011 provided that there is to continue to be a panel of persons known as the Independent Remuneration Panel and extended its remit to also include community councils, National Park Authorities and fire and rescue authorities. The Panel's remit was further extended in 2014, the Panel may make recommendations in respect of any proposal to change the salary of the Head of Paid Service (HoPS) and Chief Fire Officers as and when required.

### **Membership**

The Panel comprises of a Chair and five other Members. The Panel must appoint one of their Members as Vice-Chair. The Panel must meet at least once every calendar month. The quorum for meetings is three and must include either the Chair or Vice-Chair.

### **Role of the Panel**

The Independent Remuneration Panel for Wales is responsible for determining the level of payments to elected members of councils, national park authorities and fire and rescue authorities in Wales.

### **Organisations for which the Panel determines remuneration**

#### **Principal Councils**

Councils are responsible for a very wide range of services, many of which are statutory (i.e. they are legally required to fulfil them). These include:

- Education for example providing schools, transport to get children to school and providing opportunities for adult learning
- Housing such as finding accommodation for people in need and maintaining social housing
- Social Services for example caring for and protecting children, older people and disabled people

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- Highways and Transport including maintaining roads and managing traffic flow
- Waste Management including collecting rubbish and recycling
- Leisure and Cultural Services for example providing libraries, leisure services and arts venues
- Consumer Protection such as enforcing trading standards and licencing taxis
- Environmental Health and Services for example making sure that the food provided in pubs and restaurants is safe to eat, and controlling pollution locally
- Planning including managing local development and making sure buildings are safe
- Economic Development for example attracting new businesses and encouraging tourism
- Emergency Planning for things like floods or terrorist attacks

### **Town and Community councils**

There are over 735 town and community councils in Wales with over 8000 councillors. The levels of services these councils deliver vary across Wales, and whilst some are content with largely acting in a representative role, many also deliver a range of services on behalf of the community such as:

- maintenance of community halls
- bus shelters
- public spaces
- play grounds

### **National Park Authorities**

The three Welsh National Park Authorities work in partnership as National Parks Wales (NPW). NPW promotes the purposes and interests of Wales' three National Parks; the Brecon Beacons, the Pembrokeshire Coast and Snowdonia.

NPW provides National Park Authorities with the means of identifying issues of joint interest and agreeing outputs. Information and experiences are shared between colleagues, policy makers, local communities within the National Parks and visitors to these protected areas.

### **Welsh Fire and Rescue Authorities**

The 3 Fire and Rescue Services (FRAs) in Wales: Mid and West Wales, North Wales and South Wales were formed as part of Local Government reorganisation in 1996. FRAs comprise elected members who are nominated by the Principal Councils within the Fire and Rescue Service area.

## **The selection process**

The interview panel will assess candidates' CVs and personal statements to determine who it believes best meet the criteria for the role, and who will be invited to interview. The panel will rely only on the information you provide in your CV and statement to assess whether you have the skills and experience required. Please ensure that you provide evidence to support how you meet all of the essential criteria.

The selection panel will be chaired by Lisa James, Deputy Director of Local Government Democracy and will also comprise of Daniel Hurford, WLGA, Head of Policy (Improvement and Governance). There will also be an independent member (to be confirmed).

Your application may be "long-listed", subject to the volume of applications received, before it is passed to the shortlisting panel for consideration. You should be aware that in this situation, your application might not be considered in full by the entire panel.

We anticipate that during July 2019 the panel will have decided who will be invited for interview in September 2019.

The panel will select for interview only the strongest applicants who it feels have demonstrated that they best meet the criteria set out in the person specification. However, if you have applied under the guaranteed interview scheme and you meet the minimum essential criteria for the post, then you will also be invited for interview.

If you are invited to interview and if the interview date is not already provided in this information pack, we will aim to provide you with as much notice as we can of the interview date. If you are unable to make the arranged interview date, we will endeavour to re-arrange it but it might not be possible due to time constraints within the appointment timetable or selection panel availability.

You will receive email communication from the Appoint system to let you know whether or not you have been invited to be interviewed. It is our intention that interviews will take place in Cardiff.

If invited to interview, the panel will question you about your skills and abilities, 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 Ministers who will make the final decision. The Minister may choose to meet with appointable candidates before making a decision. If they do, they will meet all candidates and 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.

If you are successful, you will receive a letter appointing you as Chair of the Independent Remuneration Panel for Wales, which will confirm the terms on which the appointment is offered.

## Independent Remuneration Panel for Wales

If you are unsuccessful at interview, you will be notified by Welsh Government. We appreciate it takes a lot of time and effort to apply for roles and that feedback is a valuable part of the process. As a result, the letter will provide the details of who you may approach for feedback on your interview and application, if you so wish

### **Queries**

For queries about your application, please contact the Public Appointments Team on [publicappointments@gov.wales](mailto: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 the Public Appointments Team on email [publicappointments@gov.wales](mailto:publicappointments@gov.wales).