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Llywodraeth Cymru  
Welsh Government

**Information pack for applicants**

**The Independent Appeals for Rural  
Grants and Payments**

**Appointment of a Member**

**Closing date: 16:00 on 26/09/22**

## **Independent Appeals for Rural Grants and Payments**

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## Independent Appeals for Rural Grants and Payments

### Making an application

Thank you for your interest in the appointment of a member to The Independent Appeals for Rural Grants and Payments. The new member will consider appeals submitted by claimants who disagree with decisions made by the Welsh Government concerning Rural Grants and Payments.

The attached Annexes provide details on the role of the member and the person specification, the role and responsibilities of The Independent Appeals for Rural Grants and Payments and the selection process.

To make an application please visit the Welsh Government public appointment website

<https://cymru-wales.tal.net/vx/lang-en-GB/mobile-0/appcentre-3/brand-2/candidate/jobboard/vacancy/7/adv/>.

To apply for this role, click on the Independent Appeals for Rural Grants and Payments 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. It will also benefit the selection panel if you can be clear which particular evidence, you provide relates to which criteria. Providing separate paragraphs in relation to each criterion is common practice.

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

### 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.

### References

Please provide two referees (employer and personal) who will be contacted for successful candidates only.

### Indicative timetable

Closing date:

26 September 2022

## Independent Appeals for Rural Grants and Payments

Shortlisting: w/c 3 October 2022  
Interviews: w/c 7 November 2022

### 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.

### 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. We are committed to removing barriers so that 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 Unit at [PublicAppointments@gov.wales](mailto:PublicAppointments@gov.wales) to let them know.

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 the Public Appointments Unit as above as soon as possible and a member of the team will contact you to discuss your requirements and any questions you may have.

### Contacts:

For further information regarding the selection process, please contact:

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

For further information regarding the role of The Independent Appeals for Rural Grants and Payments and the role of Member(s) please contact Independent Appeals Secretariat:

Tel: 0300 062 2286  
Email: [IndependentAppealsSecretariat@gov.wales](mailto:IndependentAppealsSecretariat@gov.wales)

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

## Independent Appeals for Rural Grants and Payments

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

## Appointment of a Member of the Independent Appeals for Rural Grants and Payments

### Role description

The process is intended to ensure farmers or businesses that receive Rural Grants and Payments who feel the Welsh Government has not made the right decision in relation to a claim or application can appeal through a fair and independent procedure. Decisions are reviewed to ensure that Welsh Government officials have been objective and have correctly applied the rules in reaching a decision.

### Role and responsibilities

Panel members review officials' interpretation and application of the relevant rules and make recommendations to the Minister for Rural Affairs and North Wales, and Trefnydd. They consider the facts of the case along with EU Regulations and domestic legislation.

Panel members are required to:

- Actively participate in appeal hearings, demonstrating familiarity with key issues - including information on appeal papers and relevant legislation.
- Provide an independent opinion on the cases presented.
- Make recommendations to the Minister for Rural Affairs and North Wales, and Trefnydd.
- Meet at various locations throughout Wales as required.
- Attend induction before beginning any appeals and further annual training.

The Minister for Rural Affairs and North Wales, and Trefnydd has the power under the Agricultural Subsidies (Appeals) (Wales) Regulations (SI 2001/2537) to confirm, amend or revoke recommendations made by the Independent Appeal Panel.

### 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.

(Appellants can ask to be heard in the language of their choice so hearings can be held in Welsh. To facilitate understanding with appellants it is important that a proportion of the new members appointed to the Panel can speak Welsh fluently. The ability to conduct business through the medium of Welsh would therefore be an essential requirement for at least 5-6 appointees. (Simultaneous translation is provided for situations where Welsh speaking panel members are not available).

## Independent Appeals for Rural Grants and Payments

### Essential Criteria

- Excellent communication skills, balanced judgment, and impartiality.
- Ability to work as part of a team.
- An awareness, understanding and commitment to diversity and inclusion.
- Extensive knowledge and experience of agricultural issues and farming systems.
- An understanding of at least one of: the food processing & the supply chain, sustainable farming, timber industry, fishery sector and rural development.
- Knowledge of Rural Grants and Payments and the processes involved in their administration.
- An interpret understanding of EC and domestic rules and regulations.
- A clear understanding and commitment to the [Nolan Principles](#)

### Welsh Language

Welsh language skills are essential for at least 5-6 Panel members. You should note your Welsh language skills in your application.

### Key facts about the post

Location:	Physical with the possibility of virtual meetings throughout Wales at Welsh Government Offices
Time Commitment:	No more than 5 days a year
Tenure of office:	3 years initially, with the possibility of re-appointment for a period of up to ten years subject to an annual review.
Remuneration:	<p>Panel members receive £200 per day plus £75 if three or more appeals are heard in one day.</p> <p>Travel expenses and other reasonable expenses that may arise while working for the independent appeals panel can be claimed from the Welsh government within recognised limits.</p> <p>Panel members may also be eligible to claim reimbursement for childcare costs / caring for the elderly / employing an assistant carer, as they carry out work on behalf of the panel.</p>

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### Eligibility

The candidates should be individuals who behave in a manner that will always maintain public confidence.

We cannot consider applications from members of the Welsh Government, or Westminster Parliament. Similarly, any member of the panel who is selected as a potential candidate for the Senedd or Westminster Parliament elections will not be allowed to consider appeals during the period of their candidacy and if they are selected, they will be notified of the need to terminate their membership of the panel.

We are also unable to consider applications from Welsh Government employees and organisations supported by it.

Candidates should also note that membership of the Independent Appeals for Rural Grants and Payments is a disqualifying office for membership of The Senedd Cymru under The Senedd Cymru Disqualification) Order 2020. [The Senedd Cymru \(Disqualification\) Order 2020 \(legislation.gov.uk\)](https://legislation.gov.uk).

### Conflict of Interests

When applying you will be asked to declare any private interests which may, or may be perceived to, conflict with the role and responsibilities as a Member of the Independent Appeals for Rural Grants and Payments, including any business interests and positions of authority outside of the role.

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 Bodies Unit 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, you may be asked questions at interview in relation to any due diligence findings.

### 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:

<https://www.gov.uk/government/publications/code-of-conduct-for-board-members-of-public-bodies>



## Independent Appeals for Rural Grants and Payments

Annex B

### The role and responsibilities of the Independent Appeals for Rural Grants and Payments

#### Background

An independent appeals process was established in 2001 following consultation with the farming industry. The process is intended to ensure farmers or businesses that receive Rural Grants and Payments who feel the Welsh Government has not made the right decision in relation to a claim or application can appeal through a fair and independent procedure. Decisions are reviewed to ensure that Welsh Government officials have been objective and have correctly applied the rules in reaching a decision.

The process initially considered only appeals against decisions of the Integrated Administration and Management System (IACS) 2001 (and subsequent years). Since then, the process has been extended to cover the following schemes. Where appropriate, new schemes will be added to this list:

Basic Payment Scheme (BPS)	Cross Compliance
Glastir Entry / Advanced	Farm Woodland Premium Scheme (FWPS)
Glastir Commons	Farm Woodland Scheme (FWS)
Glastir Organic	Improved Land Premium (ILP)
Glastir Woodland Creation (GWC)	Co-operative Forest Planning Scheme (CFPS)
Glastir Woodland Restoration (GWR)	Co-operation & Supply Chain Development Scheme (CSCD)
Glastir Woodland Creation Premium (GWCP)	Food Business Investment Scheme (FBIS).
Glastir Creation Maintenance (GCM)	Leader
Glastir Creation Premium (GCP)	Rural Business Investment Scheme (RBIS)
Glastir Small Grants (GSG)	Rural Communities Development Fund (RCDF)
Timber Business Investment Scheme (TBIS)	Sustainable Management Scheme (SMS)
Farm Business Grant	Sustainable Production Grant (SPG)
Small Grants - Efficiency	Farm Business Grant Yard Coverings
Small Grants – Horticulture Startup	Small Grants – Environment
Small Grants – Woodland Creation	Small Grants – Yard Coverings

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Growing for the Environment	Horticultural Development
Organic Conversion Scheme	Nutrient Management Investment Scheme
Woodland Creation Planning Scheme	Woodland Creation Grant
Woodland Creation Premium	Woodland Creation Maintenance
Woodland Restoration Scheme	

There are two stages to the appeal process:

Stage 1 - review by Welsh Government, Rural Payment Wales Officials.

Stage 2 - review by the Independent Appeal Panel

### Boards Role

Panel members are called upon as necessary to form an Independent Advisory Panel of 3 Members (one of whom will have received specific training as chair of the panel) to consider cases and make recommendations to the Minister for Rural Affairs and North Wales, and Trefnydd. Hearings are held throughout Wales as required and individual panel members are selected based on the distance to the hearing venue and their knowledge relevant to the appeal. When a hearing is arranged specific panel members will be contacted to seek their availability on the required date and to confirm that they do not know the appellant personally. The panel member would not be allowed to hear the appeal if he/she knows the appellant well.

The appeal case papers, containing all the evidence submitted and a relevant extract of the scheme rules and legislation, will be sent to the three selected panel members and to the appellant approximately 10 days before the date of the hearing so that they can familiarize themselves with the case in question.

The time available for each hearing varies according to the case in question and whether the appellant has chosen to submit his own appeal (oral appeal) or to have the appeal documents considered by the panel only (written appeal). Usually for an oral hearing, the panel will convene (for pre-hearing discussion) half an hour before the appellant presents their case. The appellant will be allowed approximately one hour to present their case and for the panel to ask the appellant and the Welsh Government representative questions. After the appellant and the Welsh Government representative have left the hearing, the Panel will be allowed a further half hour to formulate its recommendation.

Based on this time it is usual to hold three or four appeal hearings (oral and / or written) in a day.

As it is not possible to estimate when and how many stage 2 appeals will be received in a year it is also impossible to estimate how often and where appeal hearings will be held. As an estimate of what to expect from panel members, 10 appeal panels were held in the 12 months ending 31 December 2021.

### 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.

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 all of the panel.

#### Panel Members

The English Language Panel is:

Gary Spiller – Head of CAP Policy and Appeals Unit

Tom Skyrme – Senior Policy Co-ordinator

Judith Jones – Independent Appeal Panel Chair

The Welsh Language Panel is:

Isabel Owen – Head of Caernarfon Divisional Office

Manon Parry – Customer Contact Centre and Stage 1 Appeals Manager

Rhodri Evans – Independent Appeal Panel Chair

We anticipate that during October 2022 the panel will have decided who will be invited for interview in November 2022. Interviews will be held across Wales.

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 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.

Candidates who the panel believe are 'appointable', will be recommended to the Minister for Rural Affairs and North Wales, and Trefnydd who will make the final

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decision. The Minister may choose to meet with appointable candidates before making a decision. If she/he does, she/he 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 member of the Independent Appeals for Rural Grants and Payments, which will confirm the terms on which the appointment is offered.

If you are unsuccessful at interview, you will be notified through the Welsh Government's application centre. 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 [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 [publicappointments@gov.wales](mailto:publicappointments@gov.wales).

Additionally you can write to: Office of the Commissioner for Public Appointments  
G/08, 1 Horse Guards Road, London SW1A 2HQ.