

Arts Council of Wales



Llywodraeth Cymru
Welsh Government

Information pack for applicants

Arts Council of Wales

Appointment of Chair

Closing date: 03 January
at 16:00



**The Commissioner for
Public Appointments**

Arts Council of Wales

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Submitting an application

Thank you for your interest in the appointment of Chair at the Arts Council of Wales. As Chair, you can influence the strategic direction and development of the provision of arts experiences for the people of Wales. You will contribute to the development and the delivery of Welsh Government and Arts Council of Wales policies and priorities for the arts in Wales, the UK and internationally. The attached Annexes provide details on the role of members and the person specification, the role and responsibilities of the Arts Council of Wales and the selection process.

To apply 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 this role, click on the Arts Council of Wales 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 have registered, you will be able to access the application form. To apply you will need to upload a personal statement and your CV to the 'Reasons for applying' section of the online application form. The personal statement and CV should both be a maximum of two pages of A4 (four pages total).

Personal Statement

The personal statement is your opportunity to:

- 1) outline your interest in the role,
- 2) demonstrate how you meet the criteria set out in the person specification, and
- 3) outline how you could contribute to the work of the Arts Council of Wales.

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

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Please provide two referees who can be contacted later in the process (for successful candidates only).

Indicative timetable

Closing date:	03 January 2023 16:00
Shortlisting:	17 th & 18 th January 2023
Interviews:	14 th , 15 th & 17 th February 2023

Diversity Statement

The Welsh Government and the Arts Council of Wales believe 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, 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 essential criteria for this 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.

We are committed to the employment and career development of disabled people. If you would like a guaranteed interview, please contact publicappointments@gov.wales.

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 publicappointments@gov.wales as soon as possible and a member of the team will contact you to discuss your requirements and any questions you may have.

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Contacts:

For further information regarding the selection process, please contact:

Public Appointments Team
Public Bodies Unit
Email: publicappointments@gov.wales

For further information regarding the role of the Arts Council of Wales and the role of Chair please contact :

Jason Thomas Director Culture Sport and Tourism, The Welsh Government
E-mail: Jason.thomas@gov.wales

If you need any further assistance in applying for this role, please contact the Public Appointments Unit - publicappointments@gov.wales.

For further information about Public Appointments in Wales, please visit www.gov.wales/publicappointments.

Appointment of Chair to the Arts Council of Wales

The role of the Chair

The Chair is accountable to Welsh Government Minister(s) and may also be held to account by Senedd Cymru / Welsh Parliament. Communications between the Council and the Minister must, in the normal course of business, be conducted through the Chair. The Chair must ensure other Council members are kept informed of all such communications.

The Chair is responsible for ensuring the Council's policies and actions support the Minister's wider strategic policies, and the Body's affairs are conducted with probity. Where appropriate, the Chair must make arrangements to communicate and disseminate these policies and actions throughout the Body.

The Chair has particular leadership responsibilities for:

- formulating the Council's strategies;
- ensuring the Council, in reaching decisions, takes proper account of statutory and financial management requirements and all relevant guidance including guidance provided by the Welsh Ministers;
- -developing strong and effective relationships with the council and wider sector.
- maintaining oversight of overall progress of the Arts Council of Wales' senior leadership team, including the Chief Executive.
- promoting the economic, efficient and effective use of staff and other resources;
- ensuring high standards of regularity, propriety and governance; and
- representing the views of the Council to the public.

The Chair must also:

- ensure all Council members are briefed fully on the terms of their appointment and on their duties, rights and responsibilities;
- lead the council to actively widen access and create an inclusive Arts sector and organisation, in line with the Art's Council of Wales' Widening Engagement Action Plan and the Welsh Government's Anti-racist Wales Action Plan, Action on Disability Framework and the LGBTQ+ Action Plan;
- provide oversight throughout the Investment Review process and transition to the revised model.
- ensure all Council members receive appropriate training, including on the financial management and reporting requirements of charities and public sector bodies and on the differences which might exist between private and public sector practice;
- ensure the Council has a balance of skills appropriate to directing the Body's business;
- in instances where appointments to vacancies on the Council are to be made by the Minister, advise the Minister on the needs of the Body;

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- assess the performance of individual Council members in accordance with the arrangements agreed with the partnership team and the performance of the Chief Executive.
- ensure an appropriate code of conduct for Council members, including rules and guidance on Council members' interests and conflicts of interest, is in place.

Essential Criteria

In your application, you will be expected to demonstrate the following essential criteria, which will be tested further at interview:

- Experience of operating as a senior leader in a complex, multi-disciplinary organisation, and the ability to operate in an environment of change;
- A strong commitment to developing the role of the arts throughout Wales and extensive knowledge of the arts, culture, heritage and/or creative industries sectors. An appreciation of the cultural, economic and socio-political contexts in which the Arts Council of Wales operates; and its obligations under the Well-being of Future Generations (Wales) Act 2015;
- A proven track record of increasing diversity and promoting inclusion and equality. A demonstrable commitment to widening access and participation in the arts throughout Wales;
- Able to evidence a thorough understanding of good governance, accountability and financial responsibility, ideally including public sector finances;
- Experience of sound decision-making and leading the development of strategic, creative and impartial solutions and strategies to achieve long term goals;
- Demonstrable ability to build effective relationships across sectors and act as an ambassador for the arts. Command the confidence of stakeholders at all levels, including Ministers;
- Has a commitment to [Nolan's Seven Principles of Public Life](#).

Desirable Criteria:

- Experience of the arts, culture, heritage or creative industries in a Welsh context.
- Welsh Language (as detailed below) or a commitment to developing these skills within two years

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- Experience or understanding of commercial and income-generating activities, including fundraising, and the ability to apply this to arts organisations, and/or
- Experience or understanding of applying digital technology for the promotion and sustainability of the arts.

We particularly welcome applications from women, disabled people and Black, Asian and Minority Ethnic people.

Welsh Language

The ability to communicate through the medium of Welsh is desirable, as follows.

Understanding: Can understand parts of a basic conversation

Reading: Can read some basic words and phrases with understanding

Speaking: Can hold a basic conversation in Welsh

Writing: Can write basic messages on everyday topics

In addition, all candidates should demonstrate an awareness of the importance of the Welsh language in a bilingual Wales with an appreciation of the Welsh Government's policies and strategies for the language.

Other:

Location: Meetings are held on-line, at ACW's Offices in Cardiff Bay and at various locations throughout Wales. The Council's response to Covid-19 means that on-line meetings are more likely in the short to medium term.

Time Commitment: 18.5 hours per week, approx.

Tenure of office: Three years.

Remuneration: **£43,810** , the Chair is also are entitled to travel and other reasonable expenses within agreed limits.

Eligibility

Candidates should also note that membership of the Arts Council of Wales is a disqualifying office for membership of [The Senedd Cymru under The Senedd Cymru Disqualification\) Order 2020.](#)

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Conflict of Interests

You will be asked to declare any private and professional interests which may, or may be perceived to, conflict with the role and responsibilities as a Member of the Arts Council of Wales, including any business interests and positions of authority outside of the role in the Arts Council of 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.

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:

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

The role and responsibilities of the Arts Council of Wales

Background

The Arts Council of Wales was established by Royal Charter in 1994. The Arts Council funded largely by grant in aid from the Welsh Government. It is also a registered charity subject to Charity Law and is one of the four Lottery Distributors in Wales.

The Council's aims as set out in its Royal Charter are:

- a) to develop and improve the knowledge, understanding and practice of the arts;
- b) to increase the accessibility of the arts to the public in Wales;
- c) to advise and co-operate with the Welsh Government and relevant bodies;
and
- d) to carry out the objects through the medium of both the English and Welsh languages.

As part of the terms and conditions of funding, Council Members have individual and corporate responsibility to the Welsh Government.

About the Arts Council of Wales

As the country's funding and development agency for the arts, the Arts Council:

- **supports and develops high quality arts activity** – it invests public funding, provided by the taxpayer, and allocated by the Welsh Government, helping the arts to thrive in Wales
- **develops and delivers the Welsh Government's strategic priorities for the arts** – it ensures appropriate mechanisms, process and procedures are in place to deliver on the strategic agenda set by the Welsh Government, as set out in the prevailing strategy document (currently the Programme for Government) and the Annual Remit letter
- **distributes Lottery funds** – through applications to its funding programmes it invests in projects that develop new arts activity, supporting individuals and organisations
- **provides advice about the arts** – through its staff and its advisers, the Arts Council has the largest concentration of arts expertise and knowledge in Wales
- **shares information** – the Arts Council is the national centre of a network of information and intelligence about the arts in Wales. It also has strong international links in the UK and beyond
- **raises the profile of the arts in Wales** – the Arts Council is the national voice for the arts in Wales, making sure that people are aware of the quality, value and importance of the country's arts

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- **generates more money for the arts economy** – through initiatives such as *Collectorplan* – the Council's scheme to encourage more people to buy art - and its work to secure European funding; these bring more money into the arts economy
- **influences planners and decision-makers** – the arts take place in many different settings. They can have a dramatic impact on the quality of people's lives, and the places in which they live and work. The arts are also frequently at the heart of initiatives for economic and social regeneration, from transforming learning in schools and for promoting health and wellbeing. The Arts Council plays a key role in ensuring that the contribution that the arts can make is recognised, valued and celebrated.

The selection process

The interview panel will assess candidates' CVs and personal statements to determine who it believes best meets the criteria for the role, and therefore 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 Jason Thomas, Welsh Government, supported by Helgard Krause and a Senior Independent Panel Member

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.

We anticipate that the panel will have decided during December 2022 who will be invited for interview in January 2023.

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 our application centre to let you know whether you have been invited to be interviewed. It is our intention interviews for the will take place virtually. Should you be invited to interview, you will be provided with guidance and arrangements for conducting your interview online.

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 Ministers who will make the final decision. The Deputy Minister for Arts and Sport, and Chief Whip may choose to meet with appointable candidates before making a decision. If she does, she 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 decision on appointment decision. Candidates who have been interviewed will be kept informed of progress.

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If you are successful, you will receive a letter appointing you as a Member of the Arts Council of Wales, which will confirm the terms on which the appointment is offered.

Welsh Ministers and Senedd Cymru have agreed to introduce pre-appointment scrutiny of significant Welsh Government Ministerial appointments by the relevant Senedd Cymru committee in order to further improve the scrutiny and transparency of the public appointment process. As this is deemed a significant public appointment, the final stage of the appointment process will be a pre-appointment hearing, where the Minister's preferred candidate will appear before the Culture, Communications, Welsh Language, Sport, and International Relations Committee.

If you are unsuccessful at sift or 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 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 Unit: publicappointments@gov.wales.