



Llywodraeth Cymru
Welsh Government

Information for Applicants

**LOCAL DEMOCRACY AND BOUNDARY
COMMISSION FOR WALES**

Appointment of Member

Closing date: 16:00, 11 October 2021



**The Commissioner for
Public Appointments**

The Local Democracy and Boundary Commission for Wales

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Making an application

Thank you for your interest in the appointment of Member to the Local Democracy and Boundary Commission for Wales. The attached Annexes provide details on the role of the Member and the person specification, the role and responsibilities of the Local Democracy and Boundary Commission for Wales and the selection process.

To make an application please visit the Welsh Government public appointment website here [Public Appointments](#).

To apply for this role, click on the Member 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. Please note 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:	16:00, 11 October 2021
Shortlisting:	week commencing 25 October
Interviews:	week commencing 29 November

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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, 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 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 the Public Appointments Team 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

For information about the Local Democracy and Boundary Commission for Wales you may wish to visit the Commission’s web site: [Local Democracy and Boundary Commission for Wales](http://www.localdemocracyandboundarycommissionforwales.gov.wales) or contact the Chief Executive of the Local Democracy and Boundary Commission for Wales, Shereen Williams,

Telephone: 02921 052501,
email: shereen.williams@boundaries.wales.

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

Role and Person specification for a Member of the Local Democracy and Boundary Commission for Wales

Role Description – what you will do

Review Programme

Members will:

- Develop the Policy and Practice and Council Size Methodology for the next Electoral Review Programme, reflecting learning from the previous programme and commissioning research on specific issues.
- Ensure there is wide ranging consultation with Welsh Government, Principal Councils, Community and Town Councils, and all other stakeholders as part of this.
- Assess a range of options for the numbers of councillors and the areas they represent, taking into account the complexities, and often contradictions, of the demography and infrastructure of the area under review and a wide range of opinions from consultation feedback.
- Act collectively in making draft and final decisions on individual electoral reviews.
- Work with principal councils to ensure community boundaries and electoral arrangements are regularly reviewed and coordinated with the programme of electoral reviews.
- Act collectively in making orders on individual community reviews.
- Be aware, at all times, of the risks, reputational and other, associated with the reviews and the potential consequences for the Commission, its members and Welsh Government.

Lead Commissioner

Each Member is assigned responsibility for overseeing a number of specific Electoral Reviews as Lead Commissioner. In carrying out this role a member will:

- Lead presentations and address engagement meetings with Principal Council councillors, including political group leaders, and senior council officers; Community and Town councillors and clerks; the public and other groups who will be interested in the review.
- Undertake visits to the locality under review.
- Participate in engagement events e.g. workshops, seminars.
- Assess an initial range of options for the numbers of councillors and the areas they represent.
- Propose preferred options and the reasons for those decisions to the Commission.

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- Oversee the quality assurance process for the production of draft and final reports.

Corporate Governance

Members must also:

- Ensure that the organisation is run well and is accountable.
- Monitor the budget monthly, (£1,411,000 in 2021/22). This includes the Cabinet Office budget for the Boundary Commission for Wales (relating to parliamentary reviews).
- Ensure that the Commission is working in line with legislation, its plans, procedures and policies and that these are regularly reviewed.
- Be aware of the Welsh Government's aims and objectives and ensure that its principles in respect of sustainable development, equality and diversity and the Welsh language are embedded in the Commission's work.
- Provide leadership and focus for the organisation in the delivery of its objectives and discharging its duties and ensuring the Minister's Remit Letter is fulfilled.
- Support the Chief Executive in respect of HR matters, ensuring that the skills of the staff are developed and maintained.
- Work closely as a team of Commissioners and with the staff.
- Constantly engage with stakeholders to maintain a reputation for excellence

In addition, a member might join the Audit and Risk Assessment Committee or the Workforce Sub Committee, both of which would involve a further time commitment.

Person Specification – who are we looking for

The skills and experiences we are looking for are set out below. When submitting your personal statement you should show how your skills and experiences could be used in this role.

Essential specification

Applicants must be able to demonstrate:-

- a reasonable knowledge and understanding of how local government operates in Wales;
- strong interpersonal and communication skills - be able to engage with a wide range of people on a one to one basis and collectively;
- the ability to exercise independent judgement – make decisions and explain how you have come to that decision;
- the ability to identify and formulate solutions using a methodical and analytical approach;
- the ability to evaluate a wide range of information, including geographical data, and formulate a reasoned conclusion;

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- an understanding of the importance of effective corporate and financial management of an organisation;
- collective corporate responsibility and an understanding of risk.
- An understanding and commitment to equality issues and challenging discriminatory practices.

Welsh Language

Welsh language skills are **desirable** but not a pre-requisite for appointment. However, all candidates will be expected to display an empathy towards the language.

Understanding - Can understand basic conversations about everyday topics

Reading - Can read simple material on everyday topics with understanding

Speaking - Can converse in simple work-related conversations

Writing - Can write simple work-related correspondence

Key facts about the post

Location:	Cardiff or virtually via MS Teams
Time Commitment:	Minimum of 1-2 days per month
Tenure of office:	initial appointment of 4 years.
Remuneration:	£198 per full day, £99 per half day (Banding under review).

Eligibility

Any individual who holds one or more of the positions below is ineligible to apply for this role, due to Section 4(3) of the Local Government (Democracy) (Wales) Act 2013 stating Welsh Ministers may not appoint an individual who holds any of these positions:

- a member of Parliament;
- a member of the Senedd;
- a member of a local authority in Wales;
- an officer of a local authority in Wales;
- a member of a National Park authority for a National Park in Wales;
- a police and crime commissioner for a police area in Wales; or
- a member of the Commission's staff.

Applicants should also note that being a member of the Local Democracy and Boundary Commission for Wales is a disqualifying post 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)

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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 Member of the Local Democracy and Boundary Commission for Wales, including any business interests and positions of authority outside of the role in the Local Democracy and Boundary Commission 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.

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:

[Code of conduct for board members of public bodies](#)

The role and responsibilities of the Local Democracy and Boundary Commission for Wales

The Local Democracy and Boundary Commission for Wales (“the Commission”) is an independent Welsh Government Sponsored Body whose statutory duties are set out in the Local Government (Democracy) (Wales) Act 2013.

These duties include:

- Ensuring principal area electoral arrangements are fit for purpose – developing and delivering a ten-year rolling programme of electoral reviews.
- Making Orders in relation to proposals from principal councils for changes to community areas following their reviews of community boundaries and electoral arrangements.
- As appropriate, ensuring the boundaries of principal council areas are fit for purpose.
- Maintaining a high level of Corporate Governance for the Commission.

In addition to its statutory duties the Commission may conduct reviews or provide advice and information at the request of local authorities or as directed by the Welsh Ministers.

In respect of principal area arrangements, the Commission makes recommendations to the Welsh Ministers, which it considers are in the interest of effective and convenient local government.

Commission meetings are held monthly. Typically the role involves one to two days a month but could be three to four days a month during the review programme. Meetings are held in person as well as via video conferencing.

The Welsh Ministers may appoint up to five members to the Commission, which comprises of a Chair, Deputy Chair and up to three other members. The quorum for meetings is three.

The secretariat to the Commission is provided by a chief executive and nine staff members. The staffing structure changes in line with the Commission's work programmes.

Members will be expected to be available to work a minimum of 1 to 2 days per month and also attend meetings of the Commission. This will vary depending on the Commission's workload.

The Commission holds hybrid meetings and members can choose to attend in person at the Commission office at Hastings House, Cardiff, or virtually via MS Teams. All Commissioners are provided with ICT equipment and support to enable them to attend meetings. Due to the nature of the work of the Commission, there may

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be occasions when meetings are required throughout Wales.

The post of members will be remunerated at £198 per full day, £99 per half day.
(Banding under review)

Members of the Local Democracy and Boundary Commission for Wales are regarded as holders of an office for tax and National Insurance purposes. Fees payable are chargeable to tax under Schedule E of the Taxes Act and subject to class 1 National Insurance contributions and will be paid through the Commission's payroll. Fees are not subject to VAT.

Travel and other reasonable expenses that might be incurred in carrying out work on behalf of the Local Democracy and Boundary Commission can be claimed at rates approved by the Welsh Government. Members may also be eligible to claim reimbursement for costs in relation to child care/care of the elderly/assistant carer, whilst carrying out work on behalf of the Commission.

Every effort will be made to provide whatever reasonable support members who have a disability need to help them carry out their duties.

The Commission and Welsh Government will provide induction sessions for the successful candidate.

Starting date

1 March 2022

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, Local Government Democracy, Welsh Government and will also comprise Debra Williams, Chair of the Local Democracy and Boundary Commission for Wales and Rob Coombs, Senior Political Parties Liaison Officer, The Electoral Commission as an 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 during October the panel will have decided who will be invited for interview in November. These interviews are likely to take place by video-conferencing.

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 Ministers who will make the final 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.

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If you are successful, you will receive a letter from the Minister for Finance and Local Government appointing you as Member of The Local Democracy and Boundary Commission for Wales, which will confirm the terms on which the appointment is offered.

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 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.

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