

**Advisory Panel to the Welsh Language Commissioner**



Llywodraeth Cymru  
Welsh Government

## **Information for Candidates**

# **Advisory Panel to the Welsh Language Commissioner**

## **Appointment of 2 Members (2019-2022)**

**Closing date: 02/09/2019**



**The Commissioner for  
Public Appointments**

## Advisory Panel to the Welsh Language Commissioner

### INFORMATION FOR APPLICANTS

#### Background

The Welsh Language Commissioner (“the Commissioner”) was established under the Welsh Language (Wales) Measure 2011 (“the Measure”). Information on the Commissioner’s functions can be found on the website:

<http://www.comisiynyddygydraeg.cymru/English/Pages/Home.aspx>

The Measure also provides for the establishment of the Advisory Panel to the Welsh Language Commissioner (“Advisory Panel”) which is appointed by the Welsh Ministers.

The Welsh Ministers are keen to appoint up to two new members to the Advisory Panel for a period of three years. The new member(s) will join the Panel’s 3 existing Members who have been appointed until 31 March 2021.

#### Role and Responsibilities of the Advisory Panel

The Measure states that the Welsh Ministers must secure that, as far as it is practicable, there are at least 3, but not more than 5 members of the Advisory Panel at any time.

Advisory Panel members act as a source of strategic advice to the Commissioner on matters in respect of which the Commissioner has functions. Specifically, the Panel’s role includes:

- To provide support and advice to the Commissioner in relation to the Commissioner’s functions under the Measure - and to act, when necessary, as a ‘critical friend’.
- To provide a forum in which matters relevant to the Commissioner’s functions can be discussed.
- At the Commissioner’s request, to consider certain documents produced by the Commissioner and to provide views upon those documents.

It is not intended that the Panel becomes involved with the Commissioner’s day-to-day activities, nor is it intended that the panel has a significant public profile. The Commissioner is not accountable to the Advisory Panel, but his work is informed by the discussions that take place with it.

#### Person Specification

Panel Members must:

- be able to work independently and as part of a team;
- be able to offer advice to inform policy making processes and decision-making;

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- have the capacity to assess a range of views and interests and take an independent view;
- be able to question appropriately the Commissioner's approach to any issue and provide a source of external challenge and fresh perspective;
- have a clear understanding and commitment to equality issues and challenging discriminatory practices when appropriate; and
- have a clear understanding and commitment to Nolan's 'Seven Principles of Public Life'.

The Advisory Panel to the Welsh Language Commissioner (Appointment) Regulations 2012 make specific provisions regarding the appointment of a Panel. The Regulations require Welsh Ministers, in appointing members of the Advisory Panel, to have regard to the fact that it is desirable that the combined knowledge and experience of the Commissioner and Advisory Panel's members includes knowledge and experience of the following matters:

- corporate governance,
- exercising functions conferred by or under an enactment,
- promoting and facilitating the use of Welsh or another language,
- public relations,
- regulatory regimes,
- working in partnership with organisations in the public, private or voluntary sectors.

After considering the expertise and experience of the current Commissioner and the 3 current members of the Panel, the Welsh Ministers wish to appoint at least one new member with experience of working in partnership with organisations in the voluntary sector.

Given the close connection between the role of the Advisory Panel and the functions of the Commissioner, it is required that the Advisory Panel's membership includes persons with knowledge of, and proficiency in, Welsh.

### **Eligibility**

Applicants should be persons who conduct themselves at all times in a manner which will maintain public confidence in their ability to fulfil the functions of the role.

In particular, applicants are required to declare whether they are aware of anything in their private or professional life that would be an embarrassment to themselves, the Commissioner, or to the Welsh Ministers if it became known in the event of appointment.

In accordance with paragraph 10 of Schedule 4 to the Measure, a person is disqualified from being a member of the Advisory Panel if that person is a member of—

- (a) Parliament;
- (b) the National Assembly for Wales;
- (c) the Welsh Language Tribunal;
- (d) the Commissioner's staff.

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This restriction does not prevent an application from such persons but they cannot be appointed until they have resigned their post.

### **Secretariat**

The Commissioner will arrange meetings and provide the Secretariat to the Panel.

### **Terms of Appointment**

Appointments are made by the Welsh Ministers. Upon offer and acceptance of the appointment, members of the Panel will be subject to terms and conditions as set out in a letter of appointment.

The appointments will be made by the Welsh Ministers for a period of 3 years.

The grounds for dismissal are set out in Paragraph 8(i) of Schedule 4 to the Measure. The Welsh Ministers can dismiss a member of the Panel if they are unfit, unable or unwilling to exercise their duties as a member of the Panel. Welsh Ministers must consult with the Commissioner before dismissing a panel member.

### **Time Commitment**

Members are expected to be available to work a minimum of 6-8 days per year. The Advisory Panel meets up to 4 times a year and Panel members are also expected to allocate time to prepare for Panel meetings. This pattern may vary over the 3 years as the Commissioner's workload dictates.

### **Location of Meetings**

The Panel's meetings will be held in one of the Commissioner's offices (Cardiff, Caernarfon, Carmarthen, or Ruthin). It may be possible to join meetings through video conferencing facilities.

### **Remuneration**

The Panel member is an office holder. The appointment is non-salaried and non-pensionable. Panel members are paid £198 per day including training days. This fee may be revised from time to time.

Travel and other reasonable expenses that might be incurred in carrying out work on the Advisory Panel can be claimed from the Commissioner within the agreed limits.

### **Assistance for Disabled Members**

All reasonable adjustments will be made to enable members to effectively carry out their duties.

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### **Selection Process**

The interview panel will assess candidates' personal statement 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 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 a senior Welsh Government official. The two other panel members are 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 all of the panel.

We anticipate interviews will be held in September 2019 (dates to be confirmed).

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 online recruitment system to let you know whether or not you have been invited to attend an interview.

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 he does, 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 a member of the Advisory Panel to the Welsh Language Commissioner, which will confirm the terms on which the appointment is offered.

Appointments made to the Advisory Panel to the Welsh Language Commissioner are regulated by the Commissioner for Public Appointments, which takes into account the Code of Practice for Ministerial Appointments.

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### Interview Date

Interviews will be held during September 2019.

### Further Information and Queries

For further information regarding the role of Advisory Panel to the Welsh Language Commissioner, please contact the Welsh Government's Head of Welsh Language Legislation on telephone: 03000 256333 or email: [Alan.Jones4@gov.wales](mailto:Alan.Jones4@gov.wales).

If you need any further assistance in applying for this role through the application process, please contact the Welsh Government's Public Appointments Team on [publicappointments@gov.wales](mailto:publicappointments@gov.wales).

For further information on the application process please contact [publicappointments@gov.wales](mailto:publicappointments@gov.wales)

### Application

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 this role, click on the 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.

If you need any further assistance in applying for this role, please email [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).

### Diversity Statement

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.

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### **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.

### **Closing Date**

The closing date for applications is **Monday 2 September 2019**. Application forms received after this date will not be considered.