



Llywodraeth Cymru
Welsh Government

Information pack for applicants

Independent Remuneration Panel for Wales

Appointment of a Member

Closing date: 16:00, 25 November 2020



**The Commissioner for
Public Appointments**

Independent Remuneration Panel for Wales

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Making an application

Thank you for your interest in the appointment of Member of 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 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.

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:	25 November 2020
Shortlisting:	w/c 30 November 2020
Interviews:	w/c 11 January 2021

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.

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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.

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

Tel: 0300 025 3038
Email: Leighton.jones@gov.wales

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

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

Appointment of Member to the Independent Remuneration Panel for Wales (IRPW)

Role description and person specification

This is an exciting opportunity to be part of 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

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 or authorities in question. Panel members also consider any suggested changes to the salary of a Head of Paid Service, as and when required.

Member's role description

- Attendance at Panel Meetings to discuss and determine levels of remuneration.
- To engage effectively with a wide range of individuals and organisations about remuneration issues.
- To actively contribute to panel discussions, providing constructive challenge where appropriate.
- To undertake analysis of information and effective use of evidence to support decisions taken by the Panel.
- Contribution to policy development through experience / knowledge of local government or other branches of public service – including the preparation of discussion papers/ report writing.
- Demonstrate an understanding and commitment to equality issues and challenging discriminatory practices in undertaking the role of Member.

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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 elected representatives and 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.
- An understanding of the importance of local democracy and public service.

Desirable criteria for the Member role

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

Key facts about the post

Location:	Meetings held in Cardiff and across Wales - currently these are being undertaken through video-conferencing
Time Commitment:	1 day per month and as and when required
Tenure of office:	Up to four years
Remuneration:	£282 per day. Members are also entitled to travel and other expenses within reasonable limits.

Eligibility

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

- A member of the Senedd
- A member of the House of Commons
- A member of the House Of Lords

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- A member of the European Parliament
- A member of a principal council or a town or community council
- A person who is disqualified from being a member of a principal council 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 Member 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

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 Member 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:

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

The role and responsibilities of a Member of the Independent Remuneration Panel for Wales

Background

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

The Local Government (Wales) Measure 2011 extended the remit and gave the Panel its current statutory status. Its remit now also includes town and community councils, National Park Authorities and fire and rescue authorities. The Panel's remit was then further extended in 2014, and the Panel may now also make recommendations in respect of any proposal to change the salary of the Head of Paid Service (HoPS) as and when required.

Membership

The Panel usually comprises of a Chair and four 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.

Organisations for which the Panel determines remuneration

Principal Councils

The 22 principal councils on Wales 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
- 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

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- 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 small and act mainly as a community voice, 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.

National Park Authorities consist of elected members from the principal councils within the national parks boundaries and members appointed by Welsh Ministers.

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, Local Government Democracy Division in the Welsh Government and will also comprise John Bader, Chair of the Independent Remuneration Panel for Wales and Daniel Hurford, Head of Policy and Governance at the Welsh Local Government Association as the independent member of the recruitment panel.

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 November 2020 the panel will have decided who will be invited for interview in January 2021. 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 appointing you as Member of the Independent Remuneration Panel for Wales, 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.

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.