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Llywodraeth Cymru  
Welsh Government

**Information pack for applicants**

**The Welsh Language Partnership  
Council**

**Appointment of Members**

**Closing date: 1 February 2021**

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## Welsh Language Partnership Council

### **Making an application**

Thank you for expressing an interest in the appointment process for Members to the Welsh Language Partnership Council. We hope to appoint six members to join the six members already on the Council. If more than six candidates are eligible for appointment, we may keep details of eligible candidates not appointed on a reserve list for up to 12 months.

Members will contribute to the implementation of the Welsh Government's Welsh language strategy, *Cymraeg 2050: A million Welsh speakers*, by advising and making representations to Welsh Ministers. The attached Annexes provide details of the role of Members and the person specification, the role and responsibilities of the Partnership Council and the selection process.

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/>.

On the website, click on the post ("Members of the Welsh Language Partnership Council") and then select the "Apply" button at the bottom of the page on the left hand side. The first time you apply for a post with the Welsh Government, you will need to complete a registration form to access the Government's online application system. You only need to register once, and in doing so, you will be able to track your application, and any other applications you send through your 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 aid the selection panel if you can be clear which 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.

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### References

Please provide two referees (employer and personal) who can be contacted to request references. We will only contact these individuals in the case of successful candidates.

### Indicative timetable

Closing date:	1 February 2021
Shortlisting:	2-4 February 2021
Interviews:	23-25 February 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. 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 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:

[UnedlaithGymraegWelshLanguageUnit@gov.wales](mailto:UnedlaithGymraegWelshLanguageUnit@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 Heledd Evans 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.

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### Contact Information:

For further information regarding the selection process, or about the role of the Welsh Language Partnership Council and its Members please contact:

The Welsh Language Division

Email: [UnedlaithGymraegWelshLanguageUnit@gov.wales](mailto:UnedlaithGymraegWelshLanguageUnit@gov.wales)

If you need any further assistance in applying for this role, please contact:

[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)

The closing date for applications is 1 February 2021. Applications received after this point will not be considered.

## Appointment of Members to the Welsh Language Partnership Council

### Role description and person specification

#### Role and responsibilities

As a Council Member, you will contribute to the implementation of the Welsh language strategy, *Cymraeg 2050: A million Welsh speakers*, by advising and making representations to Welsh Ministers. You will also be expected to promote the strategy with the organisations and sectors you represent.

#### Person Specification

In order to be considered, you must be able to demonstrate that you have the qualities, skills and experience to meet each of the criteria essential for the appointment.

In order for the Partnership Council to operate effectively, its Members will need to have a wide range of experiences in matters relating to the Welsh language, from all areas and sectors in Wales, and from every part of the country. This includes individuals working in the public, private and third sectors.

To be considered, you must be able to demonstrate that you have the following qualities, skills and experience:

- Be able to work independently as well as part of a team.
- Be an effective and persuasive communicator, capable of making relevant and appropriate contributions to meetings.
- Have a clear understanding and commitment to equality and diversity.

#### Essential Criteria

In addition, Members will need to demonstrate how they meet each of the following three criteria:

- Have experience and / or knowledge of matters relating to the Welsh language as well as a speciality in one or more of the following areas:
  - Education
  - Equality
  - Language planning
  - Increasing language use in the community and / or in the workplace

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- Economy and business
  - Health and care
  - Marketing or behaviour change techniques
  - Linguistic infrastructure (including technology, corpus work, lexicography)
- Have experience and/or knowledge of at least two of the following:
    - Strategic planning and managing change
    - Developing balanced, evidence-based policy advice
    - Influencing others within an organisation, including influencing senior members of an organisation.
  - Have experience and / or knowledge of the varying extent to which the Welsh language is used by those living in Wales.

### The Welsh Language

We want to appoint six members with varying experiences of Welsh language matters.

It is important that the Partnership Council is made up of people from different backgrounds and from all parts of Wales, and we therefore welcome applications from confident Welsh speakers, new speakers, and those who do not speak the language.

We are keen to attract members of communities currently under-represented to join the Partnership Council, whether they are new speakers, or members of ethnic minority communities.

Meetings are held through the medium of Welsh. Four of the six new members will need to speak Welsh confidently, and simultaneous translation will be available at meetings as required.

### Key facts about the post

Location:

As a result of COVID-19, meetings are currently held over *Microsoft Teams*. In future, face-to-face meetings are likely to be held again, mostly in Cardiff Bay but they may also be held at other locations across the country.

Time Commitment:

Members will be expected to attend at least three Partnership Council meetings per year – one in each term of the Senedd. Members will also be required to contribute to the development of the Partnership Council's work between meetings, for example, by contributing to the work of sub-groups or task and finish groups as required.

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Members will also be expected to promote *Cymraeg 2050* with the organisations and sectors they represent.

Tenure of office:

Initial appointment of three years with possibility to extend for a second term.

Remuneration:

Unpaid, but members are entitled to travel and other reasonable expenses within reasonable limits.

Closing date:	1 February 2021
Shortlisting:	2-4 February 2021
Interviews:	23-25 February 2021

It is intended to make a public statement on appointments during March 2021.

### **Eligibility**

Applicants should be persons who conduct themselves at all times in a manner which will maintain public confidence.

In particular, applicants are required to declare whether they are aware of anything in their private or professional life that could cause embarrassment to the Welsh Government if it became known in the event of appointment.

### **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 Welsh Partnership Council, including any business interests and positions of authority outside of the role in Welsh Language Partnership Council.

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**

The 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**



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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.

## **The role and responsibilities of the Welsh Language Partnership Council**

### **Background**

The first Partnership Council was established in April 2012 to support the Government in implementing *A living language: a language for living – Welsh Language Strategy 2012–2017* and the first set of Welsh Language Standards.

The Government's current Welsh language strategy, *Cymraeg 2050: A million Welsh speakers*, was launched during the summer of 2017 alongside a [Work Programme](#) for 2017-21. We will prepare a new work programme next year for the next government to continue on the journey towards the million.

### **The Council's Role**

The Partnership Council will contribute to the implementation of the *Cymraeg 2050: A million Welsh speakers* strategy by advising and making representations to Welsh Ministers. Members will also be expected to promote the strategy with the organisations and sectors they represent.

### **Other useful information**

#### **Membership**

The Welsh Language Measure 2011 does not specify the size of the Partnership Council, however in order to ensure the efficiency and effectiveness of meetings the membership is likely to consist of a maximum of 12 persons, excluding the Chair.

#### **Chair**

The Partnership Council is chaired by the Minister for Mental Health, Well-being and the Welsh Language.

#### **Secretariat**

The Welsh Government's Welsh Language Division will provide the Partnership Council's Secretariat.

#### **Terms of Appointment**

Appointments are made by the Minister for Mental Health, Well-being and the Welsh Language. Upon being offered and accepting the appointment, Members of the

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Partnership Council will be subject to the terms and conditions set out in the letter of appointment.

### **Duration of Appointment**

In the first instance, Members will be appointed for a period of three years. Subject to satisfactory review, it may be possible to renew the membership for a further three years.

### **Time Commitment**

Members will be expected to attend at least three Partnership Council meetings per year – one in each term of the Senedd. Members will also be required to contribute to the development of the Partnership Council's work between meetings, for example, by contributing to the work of sub-groups or task and finish groups as required. Members will also be expected to promote *Cymraeg 2050* with the organisations and sectors they represent.

### **Location of meetings**

As a result of COVID-19, meetings are currently held over *Microsoft Teams*. In future, face-to-face meetings are likely to be held again, mostly in Cardiff Bay but they may also be at other locations across the country.

### **Remuneration**

Members of the Partnership Council are not Welsh Government employees and will serve in a voluntary, unpaid capacity.

Travel and other reasonable expenses that might be incurred in carrying out work on the Partnership Council can be claimed from the Welsh Language Unit within the recognised limits.

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 Partnership Council.

## The selection process

The interview panel will assess all candidates' CVs and personal statements to determine who 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 Bethan Webb, Deputy Director, Welsh Language Division (Welsh Government) and will also comprise Jeremy Evas, Head of Prosiect 2050 (Welsh Government) and Aled Eirug 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 may not be considered in full by all of the panel.

We anticipate that between 2-4 February 2021 the panel will have decided who will be invited for interview between 23-25 February 2021. It is our intention that interviews will take place over *Microsoft Teams*.

If you are invited to interview and the exact date is not already set out in this information pack, we aim to give you as much notice as possible of the date of the interview. If you are unable to attend on that date, we will endeavour to reschedule but this may not be possible due to time constraints within the appointment timetable or the availability of the selection panel.

You will receive an email from the 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 ask you about your skills and experience, with 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, who will make the final decision. The Minister may choose to meet with appointable candidates before making a decision. If the Minister chooses to, the Minister 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 Welsh Language Partnership Council, which will confirm the terms on which the appointment is offered.

If more than six candidates are eligible for appointment, we may keep details of eligible candidates not appointed on a reserve list for up to 12 months.

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

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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 Heledd Evans:  
[UnedlaithGymraegWelshLanguageUnit@gov.wales](mailto:UnedlaithGymraegWelshLanguageUnit@gov.wales).

### If you are not completely satisfied

The 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).