



Llywodraeth Cymru  
Welsh Government

**Information pack for applicants**

# **Independent Remuneration Panel for Wales**

## **Appointment of a Chair**

**Closing date: 16:00, 11 October 2021**



**The Commissioner for  
Public Appointments**

## Independent Remuneration Panel for Wales

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## Independent Remuneration Panel for Wales

### **Making an application**

Thank you for your interest in the appointment of Chair to the Independent Remuneration Panel for Wales. The attached Annexes provide details on the role of the Chair and the person specification, the role and responsibilities of the Independent Remuneration Panel 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 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'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:	16:00 11 October 2021
Shortlisting:	week commencing 25 October 2021
Interviews:	week commencing 29 November 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

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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 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](mailto: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](mailto:publicappointments@gov.wales)

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

Tel: 0300 025 3038  
Email: [Leighton.jones@gov.wales](mailto:Leighton.jones@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 [Public Appointments](#)

## **Appointment of Chair 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 level of payments for:

- Members of county and county borough councils
- Members of town and community councils
- Members of national park authorities
- Members of fire and rescue authorities

### **Role and responsibilities**

The Panel is required to produce an annual report, which will prescribe the payments and allowances for councillors and members of the organisations listed above. The Panel must produce an Annual Report and 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 proposed changes to the salary of the chief executive of county and county borough councils, as and when required.

### **Chairs role description**

- To set the strategic direction in respect of the remuneration of local councillors and members of the NPA and the FRA. To ensure the work of the Panel is set within this overall strategy.
- Leadership skills – Including chairing meetings and setting standards for the effective operation of the Panel and the timely completion of reports.
- Develop a strategic approach to engagement with individuals and representatives of the bodies for which the Panel has responsibility for determining remuneration levels.
- Ensuring the public is aware of the role of the Panel and how they can contribute to work of the Panel.
- Ensure the work of the Panel is transparent and open to public scrutiny and debate.
- Attendance at Panel meetings and other stake holder meetings with senior officials
- Ensuring value for money approach to the Financial and resource management of Panel resources.

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- Effective communication skills
- Ability to challenge constructively both within the Panel externally with stakeholders
- Identification of a research programme to support the development of determinations of the Panel. To consider the outcome of the research, analyse the results and communicate how that evidence supports the Panels decisions.
- Contribution to policy development – including the preparation of discussion papers / report writing.
- Understanding and commitment to equality issues and challenging discriminatory practices.

### 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:

- Ensure the Panel adheres to the [Nolan seven principles of public life](#), demonstrates commitment to equality issues and challenging discriminatory practices and working in a politically neutral way in discharging its responsibilities.
- Providing vision and strategic leadership including a proven record of delivering against objectives within appropriate timescales
- Strong interpersonal skills including the ability to negotiate, persuade and influence
- Ability to build good working relationships with colleagues, stakeholders and others including effective management of meetings and other key events;
- Ability to communicate effectively, both verbally and in writing to individuals ranging from members of the public to senior leaders
- Ability to identify and manage a research programme, consider and analyse evidence from a wide range of sources and reach decisions based upon that evidence which are both fair, reasonable and appropriate
- An understanding of the importance of local democracy and public service.

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.

### Desirable criteria for the Chair role

- Ability to understand and speak Welsh
- Understanding - Can understand parts of a basic conversation

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- 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
- Awareness of the role of Councillors and/or the work of local authorities, national park authorities or fire and rescue authorities.

### Key facts about the post

Location:	Meetings are virtual and across Wales
Time Commitment:	1 to 2 days per month and as and when required
Tenure of office:	Up to four years.
Remuneration:	£337 per day. The Chair is also entitled to travel and other reasonable 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
- 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 2015](#).

### 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 Chair 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.

### 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.

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### **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 a Chair of the Independent Remuneration Panel for Wales**

### **Background**

The Independent Remuneration Panel for Wales (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 2015, and the Panel may now also make recommendations in respect of any proposal to change the salary of the chief executive of a county or county borough councils and when required.

### **Membership**

The Panel usually comprises a Chair and four other Members. The Panel must appoint one of their Members as Vice-Chair. The Panel usually meet 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
- Environmental Health and Services for example making sure that the food provided in pubs and restaurants is safe to eat, and controlling pollution locally

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- 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

### **Community and Town councils**

There are currently 735 community and town 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 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.

### **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, Welsh Government and will also comprise John Bader, the current Chair of the Independent Remuneration Panel for Wales and Lyn Cadwallader – Chief Executive, One Voice Wales 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.

## **Independent Remuneration Panel for Wales**

If you are successful, you will receive a letter appointing you as Chair 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](mailto: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](mailto:publicappointments@gov.wales).

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