



Llywodraeth Cymru  
Welsh Government

# **BUILDING REGULATIONS ADVISORY COMMITTEE FOR WALES**

## **Appointment of Members**

## **Information for Candidates**

## 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, members of ethnic minorities, disabled people, lesbian, gay, bisexual and trans people.

## 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.



INVESTORS  
IN PEOPLE

Silver



# **RECRUITMENT OF ADDITIONAL MEMBERS TO THE BUILDING REGULATIONS ADVISORY COMMITTEE FOR WALES**

## **INFORMATION PACK FOR CANDIDATES**

### **Introduction**

This is a public appointment exercise, carried out by the Planning Directorate of the Welsh Government to appoint new members to the Building Regulations Advisory Committee for Wales (BRACW). Although these appointments do not fall within the remit of the Commissioner for Public Appointments they will be made following a process that takes account of the Commissioner's 'Code of Practice for Ministerial Appointments to Public Bodies' as best practice. The Code ensures that all appointments are made on merit and in accordance with open and transparent procedures, with full regard to equal opportunities and diversity.

This recruitment exercise is being advertised on the Welsh Government's website at [www.gov.wales/publicappointments](http://www.gov.wales/publicappointments). The Welsh Government is also writing to several interested organisations drawing attention to this exercise.

This information pack provides details for candidates and includes: **Page**

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**CLOSING DATE FOR MEMBER APPLICATIONS IS 18 JULY AND APPLICATION FORMS RECEIVED AFTER THIS DATE WILL NOT BE CONSIDERED.**

This information pack can also be made available in alternative formats, such as large print or Braille and can be obtained by request from 029 2082 5454.

## BACKGROUND ON THE BUILDING REGULATIONS ADVISORY COMMITTEE FOR WALES

### The Building Regulations

The powers to make building regulations are contained in the Building Act 1984 (the Act). The Act provides that building regulations may be made for the purpose of securing the health, safety, welfare and convenience of persons in or about buildings; furthering the conservation of fuel and power; preventing waste, misuse or contamination of water; furthering the protection or enhancement of the environment; facilitating sustainable development; and furthering the prevention or detection of crime.

The Welsh Ministers (Transfer of Functions) (No 2) Order 2009 (the TFO) transferred the Secretary of State's powers under the Act (with some exceptions) to the Welsh Ministers on 31 December 2011. Under section 14(5) of the Act (as amended by the TFO) the Welsh Ministers have a duty to appoint a Building Regulations Advisory Committee for Wales (BRACW).

The current building regulations contain a broad range of what are termed *applicable requirements* with which building work must comply. These requirements are grouped under fourteen parts as indicated below:

<u>Part</u>	
A	Structure
B	Fire safety
C	Site preparation and resistance to contaminants and moisture
D	Toxic substances
E	Resistance to the passage of sound
F	Ventilation
G	Sanitation, hot water safety and water efficiency
H	Drainage and waste disposal
J	Combustion appliances and fuel storage systems
K	Protection from falling, collision and impact
L	Conservation of fuel and power
M	Access to and use of buildings
N	Glazing – safety in relation to impact, opening and cleaning
P	Electrical safety

The Planning Directorate of the Welsh Government is responsible for policy relating to building regulations in Wales. The building regulations help deliver buildings which are safe, healthy and within which standards of accessibility and sustainability have increased progressively over time.

### Building Regulations Advisory Committee for Wales role

BRAC was originally established in 1962 under section 9 of the Public Health Act 1961 (now superseded by section 14 of the Act) to advise the appropriate Secretary of State on the exercise of their powers to make building regulations in England and Wales and on other related matters.

In practice, the views of BRACW will be sought on all relevant policy and technical matters relating to building regulations in Wales. BRACW is therefore an important sounding board for matters directly affecting the building and, in a sense, the wider construction industry, usually prior to formal consultations with all stakeholders.

**BRACW members are appointed on an independent basis to represent particular areas/fields of expertise and experience, rather than as specific delegates of particular organisations.** The Planning Directorate is seeking a number of members to the current Board members to represent the areas detailed under the 'Person Specifications' below, in the current recruitment exercise.

BRACW is defined as a statutory advisory panel and is also designated as a Scientific Advisory Committee under the Government's Code of Practice for Scientific Advisory Committees 2001.

### **Relationship with the Planning Directorate of the Welsh Government**

BRACW members are appointed by the Welsh Ministers. The Welsh Ministers are responsible for making and amending the building regulations in Wales, and will sponsor and consult BRACW via officials in the Planning Directorate. The Secretariat is provided by the Planning Directorate.

## **ROLE SPECIFICATION FOR MEMBERS**

**Role title:** Member of the Building Regulations Advisory Committee for Wales

**Sponsor body:** Planning Directorate of the Welsh Government

**Job purpose:** To assist BRACW in its statutory role to provide advice to the Welsh Ministers (usually via the Planning Directorate's officials) on the exercise of their powers to make building regulations covering Wales, and on other related matters.

### **Key duties:**

- To attend BRACW main Committee meetings, having read the papers provided beforehand, and give views and advice on proposals, bringing expertise and experience to bear. To respond similarly to requests for views and advice sought via correspondence between meetings.
- To sit on BRACW Working Parties and other groups/panels, as appropriate, to assist in the development of policy and technical proposals relating to building regulations, and report back to the main Committee.

### **Person specification**

#### ***Key Personal Skills and Qualities Required***

- Ability and willingness to absorb and interpret sensitive information and to give comments and advice on policy issues, some of which may be outside your particular sphere of professional knowledge.
- Sound judgement, objectivity, impartiality and integrity.
- Good communication skills, particularly oral, and the ability to work constructively with others on the Committee in order to achieve a common consensus and to engage others from industry to contribute to, and support the work of the Committee and the Planning Directorate.
- 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'.

In addition to the personal skills and qualities set out above members will need experience in at least one of the following specialist skill sets:

- Architecture
- Private Sector Building Control
- Large and/or small house building sector
- Commercial buildings
- Competent Persons schemes
- Materials or construction products producer
- Needs of disabled people
- Quantity or Building Surveying
- Building, Civil, Mechanical, Electrical Engineering
- Sustainability

### ***Essential knowledge and Experience***

- Track record or professional knowledge and experience in the construction sector or professions in relation to the sectors listed above.
- Day to day involvement in the construction sector utilising the building regulations and knowledge of other related legislation and guidance.
- Sound judgement and decision making and ability to communicate and work effectively as part of a team.

### ***Desirable***

- Welsh Language Skills. The ability to communicate through the medium of Welsh is desirable. All candidates are expected to display an awareness of the linguistic profile of Wales and support compliance with the forthcoming Welsh Language Standards.

## **OUTLINE TERMS OF APPOINTMENT**

### **Period of Appointment**

Terms of appointment are for between 1 to 3 years and there is no minimum or maximum number of BRACW members. Appointments can be terminated by the Welsh Ministers by giving three months notice.

Subject to a satisfactory performance appraisal, the new members may be eligible for reappointment.

### **Time commitment**

The Chair and Committee members must be able to devote sufficient time and commitment to the service of BRACW. As indicated in the 'Role Specification' above, BRACW (i.e. the main Committee) will be meeting 3 times per year. Meetings will normally be held at Welsh Government's Office, Cathay's Park, Cardiff, from 10am – 4pm, with an hour's break for lunch. There may be times when the meeting may be

held in other parts of Wales. Time will also need to be set aside before each meeting to read and consider the papers circulated.

BRACW will also establish working parties (WPs), when appropriate, to help develop technical and other specialist matters related to building regulations, in close consultation with the Planning Directorate's officials. WPs are appointed at main BRACW meetings by calling on volunteers from the membership and members are encouraged to join one or more of these, to work alongside the Planning Directorate's officials and other key stakeholders who may also be co-opted onto the WPs. WPs will meet as often as required - and report back regularly to the main BRACW Committee.

While it is difficult to predict the exact amount of time a member can expect to spend on Committee business, the minimum total annual commitment for the main BRACW Committee is likely to be equivalent to around 10 days, including preparation time. Membership of WPs would of course increase this. The larger WPs generally hold meetings lasting for a day around 5-6 times per year which, including preparation time.

### **Remuneration**

BRACW members are unpaid but can claim travel and certain other reasonable expenses. Further information can be found in the BRACW Members' Handbook

### **Assistance for Disabled Members**

Where appropriate all reasonable adjustments will be made to enable members to effectively carry out their duties.

### **BRACW Members Handbook and Register of Members' Interests**

Full details about the role and responsibilities of BRACW members are given in the 'BRACW Members' Handbook', to which members are required to have regard.

**The Members' Handbook includes a Code of Practice for Members, which refers to such matters as 'the seven principles of public life' and conflicts of interest, and also includes guidance on dealing with media enquiries.**

**Candidates for membership should not have other interests which would clearly conflict with their responsibilities as a Committee member. They should declare any potential conflict of interest when completing the application form and also disclose information or personal connections which, if they are appointed, might be open to misconception.**

In keeping with the Nolan Principles of openness and accountability, BRACW members will be required to complete and submit a questionnaire for entry into a 'Register of Members' Interests' and to keep this up to date. The Register is maintained by the BRACW Secretariat.



## THE RECRUITMENT PROCESS

If you wish to apply for one of the advertised posts on BRACW you will need to complete an online application. As part of your application you will be expected submit a CV and personal statement. See the How to Apply section for further information.

The closing date for applications is **midnight 18 July 2016** any applications received after this date will not be considered. All applications will be assessed by a sift panel (consisting of a Welsh Government official, appointed persons from the building industry and an independent panel member) against the eligibility criteria & person specification set out in the information pack to determine a shortlist to be called for interview.

Although appointments to the BRACW do not come within the remit of the Commissioner for Public Appointments these appointments are made using a process which takes into account the Commissioner's Code of Practice for Ministerial Appointments to Public Bodies as best practice. It is the policy of the Welsh Government to promote and integrate equality of opportunity into all aspects of its business including appointments to public bodies. It welcomes and encourages applications from groups currently under-represented including women, minority ethnic community groups and disabled people. The principles of fair and open competition will apply and appointments will be made on merit.

We propose to hold the interviews for the BRACW Members in mid August. Interviews will take place at Welsh Government, Cathays Park, Cardiff. Those invited for interview will be entitled to claim reasonable travelling expenses from the BRACW Secretariat, provided receipts are supplied.

Appointments will be made by Cabinet Secretary for Environment and Rural Affairs following the recommendations of the interview panel.

For further information and to apply, please visit [www.gov.wales/publicappointments](http://www.gov.wales/publicappointments) or for queries contact (029) 2082 5454 /<mailto:sharedservicehelpdesk@wales.gsi.gov.uk>.

For further information about the BRACW contact:

Francois Samuel, Head of Building Regulations on 03000 628232 or e mail [francois.samuel@wales.gsi.gov.uk](mailto:francois.samuel@wales.gsi.gov.uk)

## HOW TO APPLY:

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 submit **two** supporting documents. The first, a document outlining how your knowledge, skills and experiences meet the 'Person Specifications' identified in the information for candidates (i.e. the *Key Personal Skills and Qualities Required and Essential knowledge and Experience*). This document should be no more than 2 sides of A4. Your application may be rejected if you exceed this limit. The second document is a full, up to date CV. The two documents should be uploaded to the 'Reasons for applying' section of the online application form.

In your application, you will also be asked to provide details of any activities which have helped you to develop skills that would be useful in a public appointment role, and list the organisations for which you undertook these activities. We also need to know about any political activity that you've undertaken over the last 5 years.

It is recommended that you register for an account and access the application form as soon as possible so that you see how the application form is structured, before starting to prepare your evidence. You don't have to complete the application form all in one go. You can save your responses, and log in and out as required, until you're ready to submit – just follow the guidance in the application form.

If you need any further assistance in applying for this role, please contact the Welsh Government's Corporate Shared Service Centre Helpdesk on 029 2082 5454 or [SharedServiceHelpdesk@wales.gsi.gov.uk](mailto:SharedServiceHelpdesk@wales.gsi.gov.uk)

For further information about Public Appointments in Wales, please visit [www.gov.wales/publicappointments](http://www.gov.wales/publicappointments)