



Llywodraeth Cymru
Welsh Government

Information for Candidates

LOCAL DEMOCRACY AND BOUNDARY COMMISSION FOR WALES

Appointment of Chair

Closing date: 16:00, 11 October 2021



**The Commissioner for
Public Appointments**

Local Democracy and Boundary Commission for Wales

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Local Democracy and Boundary Commission for Wales

Making an application

Thank you for your interest in the appointment of Chair to the Local Democracy and Boundary Commission for Wales. The attached Annexes provide details on the role of the Chair and the person specification, the role and responsibilities of the Local Democracy and Boundary Commission 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

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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, 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

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 information about the Local Democracy and Boundary Commission for Wales you may wish to visit the Commission’s web site: Local Democracy and Boundary Commission for Wales or contact the Chief Executive of the Local Democracy and Boundary Commission for Wales, Shereen Williams,

Telephone: 02921 052501
email: shereen.williams@boundaries.wales.

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If you need any further assistance in applying for this role, please contact publicappointments@gov.wales.

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

Role and Person specification for the Chair of the Local Democracy and Boundary Commission for Wales

Role Description

The Chair will provide leadership for the other Commissioners and the secretariat and will line manage the Commission's Chief Executive.

The Chair will also lead on the Commission's responsibilities in meeting Welsh Language standards, equalities duties, sustainable development and partnership working.

The Chair will have oversight of the Commission's:

Review Programme

- Developing the Policy and Practice and Council Size Methodology for the next Electoral Review Programme, reflecting learning from the previous programme and commissioning research on specific issues.
- Members will also ensure there is wide ranging consultation with Welsh Government, Principal Councils, Community and Town Councils, and all other stakeholders as part of this.
- Assessing a range of options for the numbers of councillors and the areas they represent, taking into account the complexities, and often contradictions, of the demography and infrastructure of the area under review and a wide range of opinions from consultation feedback.
- Acting collectively in making draft and final decisions on individual electoral reviews.
- Working with principal councils to ensure community boundaries and electoral arrangements are regularly reviewed and coordinated with the programme of electoral reviews.
- Acting collectively in making orders on individual community reviews.
- Being aware, at all times, of the risks, reputational and other, associated with the reviews and the potential consequences for the Commission, its members and Welsh Government.
- Ensuring Commissioner's responsibilities for overseeing a number of specific Electoral Reviews as Lead Commissioner carry out their role in leading presentations and addressing engagement meetings with Principal Council councillors, including political group leaders, and senior council officers; Community and Town councillors and clerks; the public and other groups who will be interested in the review.

Corporate Governance

- Ensuring that the organisation is run well and is accountable
- Monitoring the budget monthly, (£1,411,000 In 2021/22). This includes the Cabinet Office budget for the Boundary Commission for Wales (relating to parliamentary reviews).
- Ensuring that the Commission is working in line with legislation, its plans, procedures and policies and that these are regularly reviewed.

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- Being aware of the Welsh Government's aims and objectives.
- Providing leadership and focus for the organisation in the delivery of its objectives and discharging its duties and ensuring the Minister's Remit Letter is fulfilled.
- Supporting the Chief Executive in respect of HR matters, ensuring that the skills of the staff are developed and maintained.
- Working closely as a team of Commissioners and with the staff.
- Constantly engaging with stakeholders to maintain a reputation for excellence.
- Ensuring the Audit and Risk Assessment Committee and the Workforce Sub Committee, fulfil their requirements.

Person Specification

To be considered, you must be able to demonstrate that you have the following qualities and skills to meet all the **essential** criteria for appointment.

Candidates should:

- be highly-skilled in leading a small team to deliver a programme of work on time and to a high standards and demonstrate proven skills in chairing meetings/panels;
- be able to demonstrate commitment to managing budgets effectively and efficiently within the framework of 'Managing Welsh Public Money';
- be able to work both independently and as part of a small team;
- be able to evaluate information and come to a reasoned conclusion;
- be skilled in communication and negotiation;
- be able to take an independent, evenly balanced view and demonstrate political neutrality;
- have a clear understanding and commitment to equality issues and challenging discriminatory practices and a clear understanding and commitment to Nolan's 'Seven Principles of Public Life'.

Welsh Language

Welsh language skills are **desirable** but not a pre-requisite for appointment. However, all candidates will be expected to display an empathy towards the language.

Understanding - Can understand basic conversations about everyday topics

Reading - Can read simple material on everyday topics with understanding

Speaking - Can converse in simple work-related conversations

Writing - Can write simple work-related correspondence

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Key facts about the post

Location:	Cardiff or virtually via MS Teams
Time Commitment:	Minimum of 1-2 days per month
Tenure of office:	initial appointment of 4 years.
Remuneration:	£268.91 per full day, £134.46 half day (Banding under review).

Eligibility

Any individual who holds one or more of the positions below is ineligible to apply for this role, due to Section 4(3) of the Local Government (Democracy) (Wales) Act 2013 stating Welsh Ministers may not appoint an individual who holds any of these positions:

- a member of Parliament;
- a member of the Senedd;
- a member of a local authority in Wales;
- an officer of a local authority in Wales;
- a member of a National Park authority for a National Park in Wales;
- a police and crime commissioner for a police area in Wales; or
- a member of the Commission's staff.

Applicants should also note that being a member of the Local Democracy and Boundary Commission for Wales is a disqualifying post for membership of the Senedd Cymru under the Senedd Cymru (Disqualification) Order 2020.

[The Senedd Cymru \(Disqualification\) Order 2020 \(legislation.gov.uk\)](https://legislation.gov.uk)

Conflict of Interests

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 Local Democracy and Boundary Commission for Wales, including any business interests and positions of authority outside of the role in the Local Democracy and Boundary Commission 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 the Local Democracy and Boundary Commission for Wales

The Local Democracy and Boundary Commission for Wales is an independent Welsh Government Sponsored Body whose statutory duties are set out in the Local Government (Democracy) (Wales) Act 2013.

These duties include:

- Ensuring principal area electoral arrangements are fit for purpose – developing and delivering a ten-year rolling programme of electoral reviews.
- Making Orders in relation to proposals from principal councils for changes to community areas following their reviews of community boundaries and electoral arrangements.
- As appropriate, ensuring the boundaries of principal council areas are fit for purpose.
- Maintaining a high levels of Corporate Governance for the Commission.

In addition to its statutory duties the Commission may conduct reviews or provide advice and information at the request of local authorities or as directed by the Welsh Ministers.

In respect of principal area arrangements, the Commission makes recommendations to the Welsh Ministers, which it considers are in the interest of effective and convenient local government.

The Welsh Ministers may appoint up to five members to the Commission, which comprises of a Chair, Deputy Chair and up to three other members. The quorum for meetings is three.

The secretariat to the Commission is provided by a chief executive and nine staff members. The staffing structure changes in line with the Commission's work programmes.

Members will be expected to be available to work a minimum of 1-2 days per month to attend meetings of the Commission and also attend other meetings as required.

The total number of days required varies depending on the Commission's work programme.

The Commission holds hybrid meetings and members can choose to attend in person at the Commission office at Hastings House, Cardiff, or virtually via MS Teams. All Commissioners are provided with ICT equipment and support to enable them to attend meetings. Due to the nature of the work of the Commission, there may be occasions when meetings are required throughout Wales.

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The post of chair will be paid at Band 2 - £268.91 per full day, £134.46 half day (banding under review).

The Chair of the Local Democracy and Boundary Commission for Wales is regarded as a Holder of an Office for tax and National Insurance purposes and will be paid through the Commission's payroll.

Travel and other reasonable expenses that might be incurred in carrying out work on behalf of the Local Democracy and Boundary Commission for Wales can be claimed at rates approved by the Welsh Government. You 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 Commission.

Every effort will be made to provide whatever reasonable support members need to help them carry out their duties.

The Commission and Welsh Government will provide induction sessions for the successful candidate.

Starting date

1 January 2022

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 Debra Williams, Chair of the Local Democracy and Boundary Commission for Wales and Rob Coombs, Senior Political Parties Liaison Officer, The Electoral Commission 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.

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If you are successful, you will receive a letter appointing you as Chair of the Local Democracy and Boundary Commission 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.

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