

**Ministerial Advisory Board**



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**Llywodraeth Cymru  
Welsh Government**

**Information pack for applicants**

**Ministerial Advisory Board (MAB)**

**Appointment of a Member**

**Closing date: 24 November 2021**

## Ministerial Advisory Board

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### Making an application

Thank you for your interest in the appointment of a member to the Ministerial Advisory Board – Economy. The new Board members will be tasked with formulating advice and presenting it to the Economy Minister. The work of the board will be agreed in an annual programme of work (with flexibility) with the authority to manage its programme of work whilst members of the board will also be asked to provide individual pieces of expert advice as circumstances require. The group will be expected to provide a robust challenge function and not a ‘rubber stamping’ or echo chamber of views.

The attached Annexes provide details on the role of the member and the person specification, the role and responsibilities of the Ministerial Advisory Board 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/>.

To apply for this role, click on the Ministerial Advisory Board 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

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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. **You also need to indicate if you would like to be considered for the position of Chair and/or deputy Chair and why you believe you would be suitable for the position.**

**Please limit your personal statement to 1000 words. 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 and any political activity within the last five years.**

### Indicative timetable

Closing date: 24 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 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").

### 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 Ministerial Advisory Board - Economy and the role of members please contact [economicpolicy@gov.wales](mailto:economicpolicy@gov.wales)

If you need any further assistance in applying for this role, please contact [publicappointments@gov.wales](mailto:publicappointments@gov.wales).

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

### **Annex A**

## **Appointment of a Chair/ Member of the Ministerial Advisory Board**

### **Role and responsibilities**

The Welsh Government values good quality, relevant and timely advice from external sources and the Economic Policy Ministerial Advisory Board (the Board) exists to strengthen that capacity for sound and challenging external advice.

Board members will undertake the following duties:

- Provide regular, creative and high-quality advice to the Minister for Economy to help improve economic well-being in Wales
- Horizon-scan to highlight areas of future challenge and opportunity, using individual and collective expertise to raise awareness of issues that will help shape the Board's work programme.
- Respond to requests from the Minister and senior officials for policy advice and to test proposals as appropriate.
- Proactively identify best practice and learning from other nations and regions in the UK and internationally; and demonstrate how such examples might be used to inform thinking in Wales.
- Identify specific issues which would benefit from short, sharp reviews undertaken by bespoke task and finish groups or additional expertise that the Board may need to co-opt from time to time depending on its work programme.

### **Person Specification**

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

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. Applications are welcomed and encouraged from all groups and we ensure that no eligible candidate for public office receives less favourable treatment on the grounds of age, disability, gender, marital status, sexual orientation, gender reassignment, race, religion or belief, or pregnancy and maternity. The principles of fair and open competition will apply and appointments will be made on merit.

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You must also:

- Be inclusive, listen to the views of other members and adhere to any accessibility adjustments which have been put in place.
- Be respectful of other members and ensure your interventions in discussions are respectful of others.
- Provide challenge and encourage others to contribute to the discussion.
- Bring your own skills and experience as an individual (with your personal life experience)
- Consult others to inform your contributions to discussions, while respecting the sensitivity and potentially confidential nature of the matters being considered.

### Membership

A small core membership will be appointed to provide consistency utilising a mix of backgrounds for these appointments as well as expertise in the areas of focus within the Programme for Government such as the Young Person's Guarantee.

We propose of these core members, that 2 members are appointed for business expertise, 1 member with an expert perspective on employee/ fair work issues, 1 member appointed for academic excellence, at least 1 member based outside Wales or the UK, 2 general appointments, and 1 member with experience of young people's issues. All members must evidence their commitment to and knowledge of diversity. Additional members should be drawn from a wider pool reflecting the expertise needed to deliver the work programme and there is also an option to co-opt additional members to enhance the diversity of the Board. **Please identify within your personal statement whether you wish to be considered in any of these specific roles.**

### Role and responsibilities of Chair/deputy Chair

As well as being Chair of the board, they will be expected to act as the leading representative and to take the chair at board meetings. With regard to the latter this will involve: the determination of the order of the agenda; ensuring that the board receives accurate, timely and clear information; keeping track of the contribution of individual members and ensuring that they are all involved in discussions and decision-making. At all meetings the Chair should direct discussions towards the emergence of a consensus view and sum up discussions so that everyone understands what has been agreed. The deputy will stand-in only if the Chair is unavailable. The Chair and Deputy Chair will also be asked to attend the Social Partnership Group to provide feedback on the decisions and advice provided by MAB members.

### Person Specification

- Be an inclusive leader, setting the tone of the meetings and ensuring that everyone, regardless of their grade, is treated as equal members.

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- Ensure that members treat each other with respect.
- Ensure that all members are given the opportunity to participate to give their views and have the opportunity to reflect on the views of others.
- Understand the different ways people like to contribute at meetings and ensure that agreed reasonable adjustments are in place and maintained so that they can contribute in the most effective way.
- Ensure that the Board reaches conclusions in its discussions on papers, even if this means capturing a diversity of opinions if it is not possible to reach consensus.

## **Desirable Criteria for Chair and Members**

1. Dedicated and committed - Being a board member requires a high level of dedication and commitment to responsibilities that extends beyond attending board meetings regularly.
2. Leader and influencer - able to lead and influence others with the spirit and drive to set direction.
3. Straightforward and impartial - Engaging with other board members in discussions and debates whilst being objective and impartial.
4. Knowledgeable and learner - Insatiable learner in respect to the WG and its culture, operations, mission and vision, the roles and responsibilities of the board as well as the principles of good governance.
5. Values discretion and confidentiality - Board discussions and meetings are confidential and each member should be able to manifest discretion at all times.
6. Strategic thinker – Ability to horizon scan and highlight areas of future challenge and opportunity and present clear advice.
7. Have an appreciation and understanding of the wider Welsh society and the importance of that being successfully reflected in future policy development and helping Welsh Government make better informed decisions.
8. All members must evidence their commitment to and knowledge of diversity.

### **Welsh Language**

All candidates should demonstrate a positive awareness and understanding of the importance of the Welsh language in a bilingual Wales with an appreciation of the Welsh Government's policies and strategies for the language.

### **Key facts about the post**

Location:

Virtual via Teams

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Time Commitment:	6 meetings a year plus additional work outside of these meetings
Tenure of office:	initial appointment of two years with no reappointment within a year
Remuneration:	Unpaid, but Members are entitled to travel and other reasonable expenses within reasonable limits

### **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 a Member of MAB – Economy including any business interests and positions of authority outside of the role in Welsh Government.

Any conflicts of interest will be explored during the sift panel. 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.

### **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 Ministerial Advisory Board

#### Background

A Ministerial Advisory Board is being established to provide external expert advice on specific issues within the Minister for the Economy's portfolio as well as offering a sounding board for future policy development. Board members would be tasked with formulating advice and presenting it to the Economy Minister. The Board's work will be agreed in an annual programme but will have flexibility to manage its delivery. Board members will also be asked to contribute individual pieces of expert advice in response to circumstances.

#### Board's Role

The Welsh Government's priorities are outlined in its [Programme for Government](#) (PfG). The Minister for the Economy requires an advisory body to improve economic development in Wales in line with the priorities described in the Economic Resilience and Reconstruction Mission to:

- provide external advice on portfolio issues
- act as a sounding board on future policy development
- provide robust challenge and accountability function on priorities

The Board would be tasked with formulating creative, high quality advice and presenting it to Ministers. The Chair's terms of appointment will be clear on the responsibility for delivering the Board's work programme. The Board needs to provide a robust challenge function and not a 'rubber stamping' or echo chamber of views.

The Welsh Government has a sound reputation for developing policies jointly with social partners. There may be occasions where the Board will participate in meetings of the Social Partnership Council in order to present their findings.

The Board will collectively suggest specific issues which would benefit from short, sharp reviews undertaken by bespoke task and finish groups or additional expertise that the Board may need to co-opt from time to time depending on its work programme.

The Board will be involved in discussions at the sharp end of policy development and will gain an insight into the workings of Government.

## The selection process

The selection panel will assess candidates' CVs and personal statements to determine who it believes best meet the criteria for the role. 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 the desirable criteria.

Your application may be 'long-listed', subject to the volume of applications received. **This will be done by scoring on diversity and commitment criteria given above.** You should be aware that in this situation, your application might not be considered in full by all of the panel.

A full sift of the remaining applications will then take place.

The selection panel will be chaired by Julian Carpanini and will also comprise Catherine Collins, Ben Wong, Meinir Collyer and Simon Tew. They will be looking to select a representative Board which means that not all high scoring candidates will be selected. They will also select a number of reserve candidates. There will not be an appeal process.

We anticipate that the selection panel will be held during early December 2021 and those who are successful will be invited to become a Board member in mid-December 2020. Final approval will lie with the Minister for the Economy.

If you are successful, you will receive an email appointing you as member of the Ministerial Advisory Board which will confirm the terms on which the appointment is offered.

If you are unsuccessful, 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 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.