

The Regulatory Board for Wales



Llywodraeth Cymru  
Welsh Government

**Information pack for applicants**

**Regulatory Board for Wales**

**Appointment of an Independent  
Board Member**

**Closing date: 31<sup>st</sup> January 2018**



**The Commissioner for  
Public Appointments**

# The Regulatory Board for Wales

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## The Regulatory Board for Wales

### Making an application

Thank you for your interest in the appointment of an Independent Board Member to the Regulatory Board for Wales. The new Independent member will be expected to work with the Chair of the board advising the Welsh Government on the performance of Housing Associations in Wales, providing strategic advice on future options for the sector as a whole, and challenging the Welsh Government's regulation of the sector. The attached Annexes provide details on the role of the member and the person specification, the role and responsibilities of The Regulatory Board for Wales 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 Regulatory Board for Wales 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.

### Indicative timetable

Closing date:	31 <sup>st</sup> January 2018
Shortlisting:	5 <sup>th</sup> March 2018
Interviews:	12 <sup>th</sup> March 2018

## The Regulatory Board for Wales

### **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.

### **Guaranteed Interview Scheme - 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.

### **Contacts:**

For further information regarding the selection process, please contact:

The Corporate Shared Service Centre  
Tel: 029 2082 5454  
Email: [sharedservicehelpdesk@wales.gsi.gov.uk](mailto:sharedservicehelpdesk@wales.gsi.gov.uk)

For further information regarding the role of the Regulatory Board for Wales and the role of Member please contact:

Carol Kay  
Tel: 03000628172  
Email: [Carol.Kay@wales.gsi.gov.uk](mailto:Carol.Kay@wales.gsi.gov.uk)

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)

## **Appointment of a Independent Board member of the Regulatory Board for Wales (RBW).**

### **Role description and person specification**

#### **Role and responsibilities**

The Regulatory Board for Wales was established in 2016. The Board is made up of six independent members plus the Chair. The board provides advice to Welsh Ministers and is responsible for overseeing Welsh Government regulation of housing associations in Wales and providing related advice to the Minister.

The Independent Board Member will;

- contribute to the work of the Board by regular attendance, proper preparation and informed contributions.
- assist the Chair in securing consensus in the Board's deliberations
- meet high standards of probity and governance.
- attend other relevant meetings as requested
- actively contribute to the work of the RBW, including involvement in thematic reviews.

The independent member will be appointed for a period of up to three years. All members will be able to offer an authoritative view of the regulatory regime founded on their personal expertise, and will be expected to support the operation of the RBW through the provision of relevant sector information and intelligence, and :

- (a) offer their view on issues relating to the role of the RBW falling within their remit;
- (b) contribute to discussions on issues requested by the Minister, or are agreed with the Minister, in relation to the Terms of Reference set out below

Board members will be entitled to remuneration based on agreed levels approved by the Welsh Government. In addition, appropriate expenses will be paid.

### **Person Specification**

#### **Essential Criteria**

#### **Analysis and interpretation**

- the ability to analyse and interpret complex data to monitor performance levels and against agreed objectives.

#### **Communication and influencing skills**

- an ability to offer constructive challenge;
- a collaborative approach to the work of the Board;
- good listening skills and solid, well-developed instincts;

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### Advice and Guidance

- The ability to contribute to workable recommendations;

### High standards of corporate and personal conduct

- a strong commitment to equal opportunities and an understanding of public service values.

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

A background in one or more of the following areas would be helpful, although not essential:

- housing provision;
  - housing policy;
  - Lending
  - compliance and regulation
  - first hand experience of being the tenant of a registered social landlord.
- knowledge of housing provision, housing policy or housing Finance and an understanding of regulation and the non profit housing association sector
  - ability to monitor, report and advise on the performance of Housing Associations in Wales and how the Welsh Government regulatory function can be improved.
  - an understanding of the political and policy framework and the ability to frame policy advice and guidance to Ministers and civil servants

**Welsh language** - The ability to speak Welsh is desirable rather than essential.

### Key facts about the post

- Location: The RBW meetings are held in various venues across Wales, usually the offices of housing associations.
- Time Commitment: The RBW is expected to meet **as a minimum** on a quarterly basis with possibly two meetings a year with the Minister. In addition, the Independent Member should be available for a monthly RBW teleconference lasting one and a half hours. The Independent Member will be expected to spend at least 2 days per quarter (a total of 8 days a years) on Board business.
- Tenure of office: Initial appointment of 3 years, renewable subject to satisfactory review, to a maximum of 6 years.
- Remuneration: Member will be paid at **£198 per day**. The Independent Member of the RBW is regarded as a holder of an office for tax and National Insurance purposes. Fees payable will, as a result, be chargeable to tax under Schedule E of the Taxes

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Act and subject to Class 1 National Insurance contributions. These liabilities will be deducted via the Welsh Government payroll system and the net fee paid to the office holder. Fees are not subject to VAT.

Travel and other reasonable expenses that might be incurred in carrying out work on the RBW can be claimed from the Welsh Government within the recognised limits. 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 RBW.

### **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 would be an embarrassment to themselves or to the Welsh Government if it became known in the event of appointment.

Applicants should also note that being a member of The Regulatory Board for Wales is a disqualifying post for membership of the National Assembly for Wales under the National Assembly for Wales (Disqualification) order 2015. <http://www.legislation.gov.uk/ukxi/2015/1536/contents/made>

### **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 Member of the Regulatory Board including any business interests and positions of authority outside of the role in the Regulatory Board 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.

### **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:

<http://www.bl.uk/aboutus/governance/blboard/Board%20Code%20of%20Practice%202011.pdf>

### The role and responsibilities of The Regulatory Board for Wales

#### Legal Status

The Regulatory Board for Wales (RBW) has been established through housing regulation powers conferred on the Welsh Government under the Housing Act 1996 as an Advisory Board to offer advice to Welsh Ministers.

Section 71 of the Government of Wales Act 2006 gives Welsh Ministers power to do anything... which is calculated to facilitate, or is conducive or incidental to, the exercise of any of their other functions ie the regulation functions under the Housing Act 1996.

#### Board Background

The main purpose of the Regulatory Board for Wales is to hold the Welsh Government's Housing Regulation Team to account for its work by overseeing the implementation of the Regulatory Framework. It also advises Ministers on the performance of the housing association sector.

The current Regulatory Board has been in place since April 2016. It is a wholly independent Board, appointed through the public appointments process, replacing the previous Regulatory Board whose membership comprised a range of housing stakeholders with one independent member and an independent Chair.

The Board considers reports, including an annual report, and guidance from the Regulator as well as other publications on the performance of the sector. This information is used to advise Ministers on the performance of the Regulator, the sector and any related policy implications.

The Board also brings a strategic focus to issues across the sector, by commissioning research into key themes. These themes emerge from the day to day work of the Regulation Team, such as the Value for Money (VFM) thematic review, which was prompted after a significant number of associations struggled to sufficiently evidence value for money in their self assessments. During the current year, the Board has been undertaking a review/progress report on housing association governance.

The Board is supported by a Regulatory Advisory Group (RAG) and, until recently, a Tenant Advisory Panel (TAP)."

The following Terms of Reference have been set for the RBW:

- (1) to examine the regulatory performance and activity of the Welsh Government, and the sector, by way of considering an annual report, and other reports and

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guidance from the Regulator, and other publications on the performance of the sector;

(2) to seek additional advice/perspective on the performance of the sector from a broad range of organisations, as considered necessary; and

(3) to use that information to:

- advise the Minister on the performance of the regulator and the sector
- advise the Minister on related policy implications
- advise the Minister on changes to the regulatory framework; and
- advise the Minister on the need for additional research, as considered necessary.

The RBW does not form part of the Welsh Government. The RBW does not have any executive powers or functions. The Minister for Housing & Regeneration (the Minister) may request such advice from the RBW as the Minister feels is needed to achieve the purpose of the Board. It is at the discretion of the Minister to accept or reject any recommendations made by the RBW.

The RBW exercises its role on behalf of the Welsh Government. This does not detract from the fact that the RBW is acting in an advisory capacity, within the remit agreed for it, by the Minister and that its advice and recommendations will therefore be independent.

Subject to the normal requirements of the Freedom of Information Act 2000, it is at the Minister's discretion to publish any reports/papers of the RBW. Ownership of any data, reports and other material produced by the RBW rests with the Welsh Government.

### **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 Helen White, Chair of the Regulatory Board for Wales and will also comprise Carol Kay, Welsh Government - Head of Regulation Strategy Branch and Tim Blanch, Partner at Tidal Consulting 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 February 2018 the panel will have decided who will be invited for interview in March 2018.

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 the Appoint system to let you know whether or not you have been invited to be interviewed. It is our intention that interviews will take place in Cardiff Cathays Park.

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 he does, 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.

## **The Regulatory Board for Wales**

If you are successful, you will receive a letter appointing you as member of the Regulatory Board for Wales, which will confirm the terms on which the appointment is offered.

If you are unsuccessful at interview, you will be notified by Welsh Government. 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 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 the Corporate Shared Service Helpdesk on 029 2082 5454 or email [PublicAppointments@gov.wales](mailto:PublicAppointments@gov.wales)