



Llywodraeth Cymru
Welsh Government

Information for Candidates

LOCAL DEMOCRACY AND BOUNDARY COMMISSION FOR WALES

Appointment of Chair



**The Commissioner for
Public Appointments**

Local Democracy and Boundary Commission for Wales

MAKING AN APPLICATION

Thank you for your interest in the appointment of Chair to the Local Boundary Commission for Wales.

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/>.

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. Please note you will need to upload a personal statement and CV to the 'Reasons for applying' section of the online application form (either in a Word format or PDF).

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:	29 May 2019
Shortlisting:	TBC
Interviews:	TBC

Local Democracy and Boundary Commission 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.

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 (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 National Assembly for Wales;
- 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 Boundary Commission 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/uksi/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 Chair of the Local Boundary Commission for Wales, including any business interests and positions of authority outside of the role in the Local 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.

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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:

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

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: <https://ldbc.gov.wales/?lang=en> or contact the Chief Executive of the Local Democracy and Boundary Commission for Wales, Shereen Williams, Telephone: 02921 052501, email: shereen.williams@boundaries.wales.

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

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 Public Appointments Unit on publicappointments@gov.wales.

Local Democracy and Boundary Commission for Wales

ANNEX A

THE ROLE OF THE LOCAL DEMOCRACY AND BOUNDARY COMMISSION FOR WALES

The Local Democracy and Boundary Commission for Wales is an independent Welsh Government Sponsored Body. It was established under the Local Democracy (Wales) Act 2013 with the main purpose of publishing a programme of work which keeps under review the electoral arrangements for the 22 principal councils.

The Commission makes electoral review recommendations to the Welsh Government, which it feels are in the interest of effective and convenient local government.

The work of the Commission involves taking into account the demography and infrastructure of localities, the views of all interested parties, and formulating proposals to keep or alter existing boundaries in the interests of effective and convenient local government. This work will also involve attending and addressing public meetings and visiting the locality under review.

The current budget of the Commission for the financial year 2019/20 is £890,000.

ROLE DESCRIPTION

The appointed chair will provide leadership for the Commissioners and secretariat. will also line manage the Commission's Chief Executive.

The Chair will also lead the way in terms of the Commission's role in meeting Welsh Language standards, equalities duties, sustainable development and partnership working.

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ANNEX B

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;
- 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;
- be able to demonstrate proven skills in chairing meetings/panels;
- have a clear understanding and commitment to equality issues and challenging discriminatory practices; and
- have 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.

TERMS OF APPOINTMENT:

The appointment will be made by the Welsh Minister for Housing and Local Government, Julie James. The successful candidate will be appointed from 1 July 2019 for four years.

Local Democracy and Boundary Commission for Wales

MEMBERSHIP

The Commission may comprise a chair, a deputy chair and not more than three other members. At present, the Commission consists of a chair, a deputy chair and members.

SECRETARIAT

The secretariat to the Commission is provided by a chief executive and 12 staff members. The staffing structure is likely to change in line with the Commission's workload.

DURATION OF APPOINTMENT

The appointment will be for an initial period of 4 years, which may be renewable, subject to satisfactory review, to a maximum of 10 years in all.

TIME COMMITMENT

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 are required.

The total number of these meetings varies depending on the Commission's workload.

LOCATION OF MEETINGS

The Commission's meetings are usually held in its offices at Hastings House, Cardiff, but there may be occasions when meetings are required throughout Wales.

REMUNERATION

The post of chair will be paid at £268.91 per full day, £134.46 half day.

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.

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ASSISTANCE FOR MEMBERS WITH DISABILITIES

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

INDUCTION TRAINING

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

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

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

STARTING DATE

TBC

THE SELECTION PROCESS

The selection panel will assess your application form in terms of your CV and personal statement to determine whether you meet the criteria for the role, and whether or not you will be invited to interview.

The panel can rely only on the information you provide in your CV and personal statement to assess whether you have the skills and experience required.

The selection panel will be confirmed prior to applications being shortlisted.

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 the entire selection panel.

Only the strongest applicants, who the panel feels have best demonstrated that they meet the criteria outlined in the Information for Candidates pack, will be invited to interview. 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.

You will receive email communication from the [Welsh Government e-recruitment system](#), informing you on whether or not you have been invited to be interviewed.

To view communications, please login [here](#).

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.

The appointment process may include further assessment of suitability for the role in addition to an interview. Further information will be provided in advance to those called for interview.

Candidates who the panel believe are ‘appointable’ will be recommended to the Minister for Housing and Local Government who will make the final decision.

The Minister for Housing and Local Government may choose to meet with ‘appointable’ candidates before making a decision. 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.

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 so wish.

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If you are successful, you will receive a letter from the Minister for Housing and Local Government appointing you as Chair of The Local Boundary Commission for Wales, which will confirm the terms on which the appointment is offered.