

Regulatory Board for Wales



Llywodraeth Cymru
Welsh Government

Information pack for applicants

Regulatory Board for Wales

**Appointment of an Independent
Chair**

**Closing Date & Time:
14 February 2020 at 1600**



**The Commissioner for
Public Appointments**

Regulatory Board for Wales

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Making an application

Thank you for your interest in the appointment of an Independent Chair of the Regulatory Board for Wales. The Independent Chair will be expected to work with 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://gov.wales/public-appointments>

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:	14 February 2020
Shortlisting:	02 March 2020
Interviews:	27 March 2020

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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.

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:

Public Bodies Unit

Email: publicappointments@gov.wales

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

Huw Maguire

Tel: 0300 0256073

Email: Huw.Maguire@gov.wales

If you need any further assistance in applying for this role, please contact the Public Bodies Unit on publicappointments@gov.wales.

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

Appointment of an Independent Chair of the Regulatory Board for Wales

Role description and person specification

Role and responsibilities

The Regulatory Board for Wales was established in 2016. The fully-constituted Board comprises 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 Welsh Government is seeking to appoint a new Chair to the Regulatory Board for Wales. This is an exciting opportunity to lead a Board charged with advising the Welsh Government on housing policy and regulation. The Chair will lead a strong Board which will contain a diverse range of skills related to the Housing sector. As the leader of the Board, the Chair will both challenge the work of the Welsh Government's Regulation team and provide strategic advice to the Minister on the current performance and future options of the housing association sector

The Independent Chair will:

- provide leadership and strategic direction to the board;
- contribute to setting up and inducting the new Board and helping to ensure its effectiveness;
- take responsibility for the overall conduct of RBW Board and its functions;
- ensure it meets high standards of probity and governance;
- establish effective working relationships with the Secretariat and other relevant Welsh Government civil servants;
- manage meetings effectively, encouraging participation and constructive challenge, seeking consensus, balancing the need for debates on issues with the requirement to carry forward the agenda;
- ensure that the regulatory oversight provided by the Board is comprehensive, up to date and of a high quality;
- provide clear and cogent advice to the Minister on the effectiveness of the Welsh Government's regulatory role with respect to housing associations in Wales;
- provide regular advice to the Minister on the health and performance of the housing association sector;
- attend other appropriate meetings as requested; and
- act as a spokesperson for the RBW.

The independent Chair will be appointed for a period of up to three years, renewable for a further three years, subject to performance review. The Chair (and 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

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the provision of relevant sector information and intelligence. They will offer their views on issues relating to the role of the RBW falling within their remit, and 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

Person Specification

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.

Essential Criteria

Strong inclusive leadership, communication, interpersonal and engagement skills – the ability to gain respect and keep the confidence of fellow Board members and very senior key stakeholders, including Ministers and senior Government officials, through effective communication and influencing skills.

Intellectual flexibility

– a sharp and clear thinker who can quickly grasp the key policy areas, issues and concerns within the Welsh housing association sector whilst maintaining a focus on national policy interests;

- sound understanding of the political framework in Wales and the ability to offer policy advice and guidance to Ministers and civil servants.

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Analysis and interpretation – the ability to analyse and make judgements from complex data and research in order to improve the quality of the regulation of housing associations, their performance and the benefits this brings to tenants, service users and the wider community.

High standards of corporate and personal conduct

- a clear understanding and commitment to equality issues and challenging discriminatory practices;
- a clear understanding of and commitment to Nolan's 'Seven Principles of Public Life' and public service values;
- The ability to act impartially and remain independent of the different interests represented on the RBW Board.
- a commitment to inclusive leadership.

Desirable – An understanding of the social housing sector would be an advantage, although not essential.

- Highly established chairing skills; the ability to lead on the induction of the new members of the Regulatory Board for Wales and comfort in effectively working with a Board with diverse interests.
- the ability to be independent of the different interests represented on the RBW and to be able to secure common ground, thus ensuring the RBW is able to improve the quality of the regulation of housing associations, their performance and the benefits this brings to tenants, service users and the wider community;

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- the ability to quickly grasp the key policy areas, issues and concerns within the Welsh housing association sector
- a sound understanding of the political framework in Wales and the ability to offer policy advice and guidance to Ministers;
- undisputed personal integrity and credibility
- Whilst not essential, an understanding of the social housing sector would be an advantage

Welsh language - The ability to speak Welsh is desirable but not essential for this post.

Key facts about the post

Location: RBW business is conducted in various venues across Wales, frequently 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 Chair should be available for interim RBW teleconferences. The Chair will be expected to spend at least 6 days per quarter (a total of 24 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: The Chair will be paid at £256 per day. The Chair 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 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>.

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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 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 i.e. 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).

The following Terms of Reference, subject to review, 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 guidance from the Regulator, and other publications on the performance of the sector;

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(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 for the Chair position will be Emma Williams, Deputy Director, Housing Policy, Welsh Government (Chair); Ian Williams, Deputy Director, Homes and Places, Welsh Government; and Stuart Ropke, Chief Executive, Community Housing Cymru.

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 2020 the panel will have decided who will be invited for interview in March 2020

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 Cathays Park, Cardiff.

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.

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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 so wish

Queries

For queries about your application, please contact the Public Bodies Unit on 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 the Public Bodies Unit on publicappointments@gov.wales.