



Llywodraeth Cymru
Welsh Government

Information pack for applicants

Agricultural Advisory Panel

Appointment of Chair

Closing date : 16:00, 4 December



**The Commissioner for
Public Appointments**

Agricultural Advisory Panel

Contents

	Page
Making an Application	2-4
Annex A: The role of Chair	5-6
Annex B: The role and responsibilities of Agricultural Advisory Panel	7
Annex C: The selection process	8-9

DRAFT

Agricultural Advisory Panel

Making an application

Thank you for your interest in the appointment of a chair to the Agricultural Advisory Panel. The new chair will play a pivotal role in the development of training and skills within the agricultural sector as well as recommending to the Welsh Ministers rates of pay and conditions for agricultural workers in Wales. The attached Annexes provide details on the role of the chair and the person specification, the role and responsibilities of the Agricultural Advisory Panel 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 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, 4 December 2020
Shortlisting:	December 2020
Interviews:	January 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

Agricultural Advisory Panel

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”).

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.

We are committed to the employment and career development of disabled people. If you would like a guaranteed interview, please contact publicappointments@gov.wales by email to let them know.

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 publicappointments@gov.wales 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 further information regarding the role of the Agricultural Advisory Panel and the roles of Chair please contact Ryan Davies, Agriculture – Sustainable Development Division

Tel: 07743 046673
Email: Ryan.Davies@gov.wales

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

Annex A

Agricultural Advisory Panel

Appointment of a Chair of the Agricultural Advisory Panel

The Panel Chair will provide strategic direction and oversight for the Agricultural Advisory Panel for Wales. Developing and maintaining a close relationship with the Minister and key members of the Welsh agricultural sector is a crucial part of the Chair's role.

The Panel Chair need not be an expert in the field of agriculture, he or she must have senior level experience in the private, public or voluntary sector.

The Panel Chair will have the following strategic leadership responsibilities:

- Lead the formulation of the Panel's strategy and business plans, monitoring in-year performance and examining change proposals with rigour to maintain delivery;
- Ensure issues are brought forward in a timely manner for effective resolution;
- Ensure that the Panel's decisions are informed and fair, taking proper account of guidance provided by the Welsh Ministers and Welsh Government officials;
- Maintain a considered oversight to other developing policies within the agricultural, horticultural and forestry sectors both in Wales and other UK regions, ensuring any decisions being made by the Panel harmonise with the overarching strategic direction of government policy;
- Consult on draft proposals and ensure the Panel give due consideration to responses;
- Submit draft Orders to Welsh Ministers accompanied by a report setting out how and why the Panel arrived at their decisions, including consideration of available evidence, consultation responses and recommendations from stakeholder groups, other Government commissions and consultees;
- Remain accountable for the decisions made by the Panel and to monitor the effectiveness of the annual Agricultural Wages Order to ensure it remains fit for purpose as the agricultural industry adapts to change;
- Inform Welsh Ministers of any changes which are likely to impact on the strategic direction of the Panel or on the attainability of its targets, and determine the steps needed to deal with such changes;
- Negotiate and manage the Panel's relationship with stakeholders;
- Represent the views of the Panel to agricultural employers, other appropriate bodies and the general public, including via the media;
- Assess the performance of Panel members on an annual basis, including when they are being considered for re-appointment to the Panel, or for appointment to another public body;
- Deliver high standards of regularity and propriety;
- Ensure that the Panel meets at regular intervals throughout the year.

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.

Agricultural Advisory Panel

Essential Criteria

- The ability to demonstrate vision, innovation and effective leadership skills to deliver positive outcomes;
- Evidence of analysing complex issues, including financial and economic information, to reach balanced and independent judgements;
- Excellent communication and influencing skills, with the ability to build consensus with Panel Members and strategic working relationships with all stakeholders, including, but not limited to Ministers and Government, employers, employees and the press and media;
- An understanding of or the ability to grasp issues surrounding employment policy, including wage rates, labour market and the impact on businesses and business competitiveness;
- A commitment to equality issues and challenging discriminatory practices when appropriate;
- Understanding of financial and corporate governance issues at a Panel level.

Desirable Criteria

- The ability to communicate through the medium of Welsh is desirable but not essential. All candidates are expected to display an empathy towards the language;
- An interest and/or knowledge of the agricultural industry;
- An understanding of economics, particularly in relation to the labour market, would be an advantage.

Key facts about the post

Location:	Typically meetings are held in Mid Wales
Time Commitment:	Approximately 12 Days per year
Tenure of office:	4 Years
Remuneration:	£300 per day plus reasonable expenses

Eligibility

Applicants should also note being a member of Agricultural Advisory Panel 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

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 Chair of the Agricultural Advisory Panel including any business interests and positions of authority outside of the role in the Agricultural Advisory Panel.

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.

Agricultural Advisory Panel

Due diligence

The public appointments team 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>

DRAFT

The role and responsibilities of the Agricultural Advisory Panel

Background

The Agricultural Advisory Panel for Wales is an independent body that advises Welsh Ministers on fair rates of pay and other terms and conditions of employment for agricultural, horticultural and forestry workers in Wales. It also promotes careers in agriculture, the development of an appropriately skilled workforce and provides additional advice to Ministers as required.

Annually, the Panel review the Agricultural Minimum Wage (AMW) policy, propose all changes necessary and consult on their proposals before submitting a draft Agricultural Wales Order (AWO) to Welsh Ministers for consideration. Once passed by the Senedd, the Order has legal authority in Wales.

In arriving at their decisions, the Panel draw on their expertise and consideration of the economic conditions in the industry at the time, as well as all legal requirements (such as the National Minimum Wage). This ensures agricultural workers receive fair, regularly reviewed, wages and allowances, further contributing to the Welsh Government's tackling poverty agenda by safeguarding household incomes, especially within rural communities.

The Panel is supported by a mandatory sub-committee that advises on matters related to skills development, training opportunities and career progression. The Panel may establish other sub-committees on specific issues as required. The Welsh Government sponsorship division provides the secretariat function for the Panel, and an external law firm advise the Panel on any arising legal issues including drafting Orders.

The Panel may also commission studies and research on any specific areas they wish to inform their decision-making process. The approval of the Welsh Ministers is required for obtaining any advice that may incur costs.

The selection process

Agricultural Advisory Panel

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 Mark Alexander, Head of Agriculture, Sustainable Development Division, Environment and Rural Affairs for the Welsh Government and will also comprise Gareth Wynn Davies, Chief Executive Wynnstay Group and 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 December 2020 the panel will have decided who will be invited for interview in January 2020. It is our intention that interviews will take place virtually.

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. 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.

If you are successful, you will receive a letter appointing you as the Chair of the Agricultural Advisory Panel depending on which role you apply for, which will confirm the terms on which the appointment is offered.

If you apply for the Chair role and are successful you will be asked to attend a Senedd Cymru – Welsh Parliament Committee hearing.

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

Agricultural Advisory Panel

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.

DRAFT