



Llywodraeth Cymru  
Welsh Government

**Information pack for applicants**

## **Agricultural Advisory Panel**

### **Appointment of 2 Independent Members**

**Closing date : 16:00, 4 December**



**The Commissioner for  
Public Appointments**



# Agricultural Advisory Panel

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## Agricultural Advisory Panel

### Making an application

Thank you for your interest in the appointment of independent member to the Agricultural Advisory Panel. The new independent members 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 independent members 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

## Agricultural Advisory Panel

### 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”).

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](mailto: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](mailto: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](mailto:publicappointments@gov.wales)

For further information regarding the role of the Agricultural Advisory Panel and the roles Members please contact Ryan Davies, Agriculture – Sustainable Development Division

Tel: 07743 046673  
Email: [Ryan.Davies@gov.wales](mailto:Ryan.Davies@gov.wales)

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

## Agricultural Advisory Panel

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

### Annex A

## Appointment of Independent Members of the Agricultural Advisory Panel

The independent members will be appointed on the basis of their impartiality and expertise, knowledge and/or experience in agriculture or educational fields. The Members will take part in all Panel discussions, including reviewing AMW policy and wage negotiations, in which they will provide independent expert views and advice on the opportunities and challenges facing the industry. The members will also work in conjuncture with the permanent sub-committee on skills development and training and provide advice to the Panel concerning its remit to improve up-skilling and knowledge transfer within the industry.

### Person Specification

#### *Essential Criteria*

Candidates should demonstrate the following:

- Evidence of analysing complex issues to reach balanced and independent judgements;
- Experience and knowledge within the field of education, training and skills development or related area and/or agriculture;
- An ability to constructively challenge the opinion of others whilst working towards a common goal;
- Have the ability to make difficult decisions under pressure, whilst maintaining independence of mind;
- A clear understanding and commitment to equality issues and challenging discriminatory practices when appropriate;

#### *Desirable Criteria*

- An ability to work constructively and collaboratively with fellow Panel Members and wider stakeholders;
- Evidence of excellent communication skills;
- An interest in and/or knowledge of the agricultural industry and matters relating to employment within the sector.

## Agricultural Advisory Panel

### Welsh Language

The ability to speak Welsh is desirable for the first Independent Member.

The ability to speak Welsh at level 3 is essential for the second Independent Member post. Candidates should be able to:

- understand routine work-related conversations;
- read some routine work-related material with support e.g. dictionary;
- converse in some work-related conversations; and
- prepare routine work-related material with checking.

### 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:	£250 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/ukxi/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 Member of the Agricultural Advisory Panel including any business interests and positions of authority outside of the role in 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.

### 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>

## **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

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 Member of the Agricultural Advisory Panel depending on which role you apply for, which will confirm the terms on which the appointment is offered.

## Agricultural Advisory Panel

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 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](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).

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