



Department for
Digital, Culture,
Media & Sport



S4C

2 x Board Members

Information Pack for Applicants

S4C Board – Non-executive Members Role Specification

Introduction

The Secretary of State for Digital, Culture, Media and Sport is seeking to appoint up to two outstanding individuals as Non-Executive Members of the S4C Board.

DCMS is committed to eliminating discrimination and advancing equality of opportunity in its public appointments. We particularly encourage applicants from underrepresented groups, those based outside London and the South-East and applicants who have achieved success through non-traditional educational routes. This ensures that boards of public bodies benefit from a full range of diverse perspectives and are representative of the people they serve.

The Role of S4C Members

The S4C Board consists of the Chair and up to eight other members, each appointed by the Secretary of State for Digital, Culture, Media and Sport. Members bring varying skills and experience to the Board, though they are all expected to ensure that S4C fulfils its public service remit and that public and licence fee funds allocated to S4C are properly utilised.

Board Members will also be required to ensure that S4C's public services are provided in accordance both with S4C's statutory remit and the provisions of the current Partnership Agreement agreed between S4C and the BBC.

Board Members are expected to:

- Function collectively as the unitary board of S4C and provide support and advice, and also ensure appropriate challenge to and accountability of the Chief Executive and his executive team.
- Support the Chair, in liaison with the Chief Executive, in overseeing the relationship with DCMS, the BBC, Ofcom and other stakeholders including the Welsh Government and the independent production sector.
- Undertake public engagement duties as necessary on behalf of S4C including public meetings and functions across Wales.
- Attend Board meetings and any special meetings/awaydays, and attending sub-committees of the Board as necessary.

The Board seeks to ensure that its members, between them, are able to draw on a wide range of expertise and knowledge of particular fields relevant to the work of S4C. These include, but are not restricted to:

- Broadcasting, digital media and the wider creative industries

- Welsh language
- Communications and marketing
- Business and commerce
- Finance, audit and assurance

Following the independent review of S4C published in March 2018, the governance of S4C is now based on a Unitary Board model (in place of the previous non-exec Authority Board). Until primary legislation is introduced to facilitate a number of elements of the proposed structure, the Board shall operate as a Shadow Unitary Board in accordance with the Board's new Standing Orders. The appointed Members are expected to continue in their roles when the statutory board is constituted.

The Person

Essential Criteria

All successful candidates must be able to demonstrate:

- An understanding of, and commitment to, S4C's objectives;
- Experience of broadcasting, digital media and the wider creative industries;
- Strong understanding of the key challenges and opportunities facing S4C and public service broadcasting in the UK, and the broader media sector and creative industries as a whole;
- The ability to work at board level and an understanding of the role of a Unitary Board and its relationship with its funding bodies;
- The ability to contribute effectively to future strategy development including the unique partnership with the BBC;
- Private, public or third sector experience, excellent communication skills and the ability to represent S4C with confidence to a wide range of stakeholder groups.

The Board conducts most of its business in Welsh and the successful candidates will therefore be expected to demonstrate Welsh language proficiency, which will be tested at interview. S4C is able to provide some support to those who do not regularly use Welsh in a professional capacity.

Diversity

S4C provides content that informs, educates and entertains its audience. To do that, the Board must represent and reflect the diversity of the audience in Wales and across the UK. We hope to attract a strong, diverse group of applicants from a range of backgrounds.

Time Commitment

The time commitment for members of the Board is a nominal one day per week.

Location of Meetings

The S4C Board meets around every six weeks. Currently due to the Covid-19 pandemic, Board and Sub-Committee meetings are being held over Zoom. Prior to the pandemic, the Board would meet in S4C's headquarters in Carmarthen, and also in its other offices in Caernarfon and Cardiff during the year. It also occasionally holds public meetings across Wales. In future, it is likely that meetings of the Board and its Sub-Committees will be a mixture of in person and virtual.

Remuneration

£9,650 per annum. Reasonable expenses may be claimed.

Duration of Appointment

The appointment is for a term of four years.

How to Apply

To apply, please send:

- a CV of not more than two sides of A4;
- a supporting statement of not more than three sides of A4, providing examples and setting out how you meet the criteria;
- the Monitoring Form which must be completed by clicking this [link](#), before submitting your application – please note this replaces the previous PDF monitoring form;
- the Declaration of Interests Form.

Completed applications may be submitted in English or Welsh, and should be emailed to: publicappointments@culture.gov.uk

Please put 'S4C Member' in the Subject line.

If you would like to speak to someone about the application and appointment process, please contact Phil Hodges at DCMS (philip.hodges@dcms.gov.uk).

To talk to someone about S4C and its Board, please contact Elin Morris, Chief Operating Officer at S4C (Elin.Morris@s4c.cymru).

Further information can be found on the S4C's website at <http://www.s4c.cymru/en/>

Diversity and inclusion

DCMS values and cares passionately about the diversity of its public appointments. Boards of public bodies should reflect our diverse society in order to ensure the sector has a leadership that draws fully on the different skills and perspectives our country has to offer. We particularly welcome applications from women, those with a disability, and those from a black or ethnic minority background. We encourage applications from people from any professional background, and of any age group. We ask all applicants to complete a diversity

monitoring form. We hope you will help us by providing this information. Your data is not disclosed to the panel, but allows us to constantly evaluate any potential barriers to becoming a public appointee and whether there are any changes we could make to encourage a more diverse field to apply.

Disability Confident

We guarantee to interview anyone with a disability whose application meets the minimum criteria for the role. By 'minimum criteria' we mean that you must provide evidence in your application which demonstrates that you meet the level of competence required under each of the essential criteria.

If you wish to apply under this scheme, please state this in the covering email or letter when submitting your application.

Reasonable adjustments

If you would like a confidential discussion regarding any reasonable adjustments during the process, please also indicate this in the covering email or letter.

About DCMS

The Department for Digital, Culture, Media & Sport (DCMS) helps to drive growth, enrich lives and promote Britain abroad.

We protect and promote our cultural and artistic heritage and help businesses and communities to grow by investing in innovation and highlighting Britain as a fantastic place to visit. We help to give the UK a unique advantage on the global stage, striving for economic success.

DCMS is a ministerial department, supported by 45 agencies and public bodies.

If you are not completely satisfied

We 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@dcms.gov.uk.

Supporting information

This appointments process adheres to the Cabinet Office [Governance Code on Public Appointments](#), which is regulated by the Commissioner for Public Appointments.

All applicants are expected to abide by the [Seven Principles of Public Life](#) and the [12 Principles of Governance](#).

Eligibility Criteria

You cannot be considered for a public appointment if:

- you become bankrupt or make an arrangement with a creditor
- your estate has been sequestrated in Scotland or you enter into a debt arrangement programme under Part 1 of the Debt Arrangement and Attachment (Scotland) Act

2002 (asp 17) as the debtor or have, under Scots law, granted a trust deed for creditors;

- you are disqualified from acting as a company director under the Company Directors Disqualification Act 1986;
- you have been convicted of a criminal offence, the conviction not being spent for the purposes of the Rehabilitation of Offenders Act 1974 (c. 53);
- you become subject to a debt relief order or a bankruptcy restrictions order;
- you fail to declare any conflict of interest.

Conflicts of Interest and Due Diligence

If you have any interests that might be relevant to the work of S4C, and which could lead to a real or perceived conflict of interest if you were to be appointed, please provide details in your application. If you have queries about this and would like to discuss further please contact the Public Appointments Team.

Given the nature of public appointments, it is important that those appointed as members of public bodies maintain the confidence of Parliament and the public. If there are any issues in your personal or professional history that could, if you were appointed, be misconstrued, cause embarrassment, or cause public confidence in the appointment to be jeopardised, it is important that you bring them to the attention of the Advisory Assessment Panel and provide details of the issue(s) in the statement supporting your application. In considering whether you wish to declare any issues, you should also reflect on any public statements you have made, including through social media.

As part of our due diligence checks we will consider anything in the public domain related to your conduct or professional capacity. This will include us undertaking searches of previous public statements and social media, blogs or any other publicly available information. This information may be made available to the Advisory Assessment Panel and they may wish to explore issues with you should you be invited to interview. The information may also be shared with ministers and the Cabinet Office.

Expenses

Expenses incurred by external candidates during the recruitment process will not be reimbursed, except in exceptional circumstances, and only when agreed in advance.