Llywodraeth Cymru
Welsh Government

Information pack for applicants

Welsh Industrial Development Advisory Board (WIDAB)

Appointment of a Chair

Closing date: 21/02/2025

The Commissioner for Public Appointments

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Introduction - Note from the Chair

The Chair's main role is to provide leadership to the board in terms of behaviour, respect for all, expertise, and awareness of the Nolan Principles of Public Life. Knowledge of Welsh Government funds that applications are made for is helpful. Preparation prior to the meeting is essential and to do your homework on cases to be presented. The Chair is expected to be available to attend monthly board meetings and occasionally ad-hoc meetings if required. They must determine the order of contribution of board members attending considering expertise and be aware of the officials attending and the lead official.

The Chair invites the proposing official to present the case and asks for any points of clarification and then invites board members in the pre-determined order for their contributions. At conclusion of their comments the Chair establishes if the board member supports the case or otherwise. The Chair then determines if all key points have been made and if necessary asks any additional questions. The Chair summarises the main comments made by board members and confirms any conditions to be applied to any award. If the case is not supported the Chair summarises the reasons and areas of concern.

The Chair is also expected to support the secretariat in preparation of annual reports and carries out annual performance assessments of board members.

Making an application

Thank you for your interest in the appointment of Chair to the WIDAB. The new Chair will advise the Cabinet Secretary for Economy, Energy and Planning on individual projects over £1 million from the relevant schemes within the Economy Futures Fund and on occasions, other schemes.

Key facts about the post

Location:	Meetings held in Welsh Government Offices within Wales, in certain circumstances meetings may be held virtually.
Time Commitment:	An average of one day per month – more if there are a large number of cases (On occasion addition extra-ordinary meetings may be held whereby board members will be requested to attend by the WIDAB secretariat).
Tenure of office:	3 years
Remuneration:	£256 per day plus travel and other expenses within reasonable limits.

The attached Annexes provide details on the role of the Chair and the person specification, the role and responsibilities of WIDAB and the selection process.

To make an application please visit the Welsh Government public appointment website here Public appointments | GOV.WALES

To apply for this role, click on the WIDAB Chair vacancy and click on 'Apply' at the bottom left-hand corner. The first time you apply for a post, you will need to register on the Welsh Government online application system. You will only need to register once, after which you can track the progress of your current application, and any future applications via your online registered account. When you have completed registration, you will be able to access the application form. To apply, you will need to upload a personal statement and CV with your 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:	21/02/2025
Shortlisting:	07/04/2025
Interviews:	28/04/2025

Diversity Statement

The Welsh Government believes that public bodies should have board members who reflect Welsh society - people from all walks of life with lived experience - to share their unique perspectives, help us understand people's needs and to make better decisions. A representative board will help advance our vision for a More Equal and Anti-racist Wales. 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, Welsh speakers, Black, Asian and minority ethnic people, disabled people, lesbian, gay, bisexual and transgender people and people who experience socio-economic disadvantage.

Disability Confident

The Welsh Government has adopted the social model 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 (BSL). 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 Leia Davies by email leia.davies038@gov.wales to let them know.

If you have an impairment or health condition or use BSL and need to discuss reasonable adjustments for any part of this recruitment process, please contact Leia Davies, 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 publicappointments@gov.wales

For further information regarding the role of the WIDAB and the role of Members, please contact Leia Davies leia.davies038@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 Public appointments | GOV.WALES

Annex A

Appointment of a Chair of WIDAB

Role description and person specification

Role and responsibilities

Members of the Board will be expected to analyse commercial, technical and financial information, and assess the merit of these applications and make recommendations to the Cabinet Secretary for Economy, Energy and Planning.

As Chair of the Board, you will be expected to lead the proceedings of Board meetings and help your fellow Board Members to reach a consensus so that a suitable recommendation can be made to the Cabinet Secretary. You will also be asked to help in the recruitment of five new members of the Board.

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 understanding of the regional economic opportunities, threats and strengths in the discrete regions of North Wales, Mid and West Wales and South East Wales, whilst appreciating the issues relevant to Wales on a national basis.
- Ability to analyse and assess commercial, technical and financial information (usually written) provided in support of grant applications and describe the main strengths and weaknesses of a case and the conclusions drawn.
- Sound communications skills and confidence in putting forward views based on particular experience.
- Willingness to listen and quickly assess the contributions from Board colleagues and officials.
- A clear understanding and commitment to equality issues
- A clear understanding and commitment to Nolan's 'Seven Principles of Public Life'.

Desirable Criteria

The Board will also require members with expertise and experience in the following areas;

- Tourism & Food
- Creative Industries
- ICT, FinTech & Digital Services
- Advance Materials, Manufacturing and Contemporary Construction
- The environment and low carbon economy

Welsh Language

Welsh language skills are desirable.

Understanding: Can understand parts of a basic conversation.

Reading: Can read some basic words and phrases with understanding.

Speaking: Can hold a basic conversation in Welsh.

Writing: Can write basic messages on everyday topics.

Eligibility

Applicants should also note that being a member of WIDAB is a disqualifying post for membership of the Senedd Cymru under the Senedd (Disqualification) order 2020.

The Senedd Cymru (Disqualification) Order 2020 (legislation.gov.uk)

Conflict of Interest

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 WIDAB, including any business interests and positions of authority outside of the role in WIDAB.

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

Welsh Government Public Bodies 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 relations to any findings from due diligence searches.

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:

Code of conduct for board members of public bodies - GOV.UK (www.gov.uk)

Annex B

The role and responsibilities of WIDAB

Background

Originally established under the Welsh Development Agency Act 1975, WIDAB advises Welsh Ministers and Senior Welsh Government officials on issues relating to the Welsh Economy and assist them in their ambition to promote inclusive growth across Wales.

The Cabinet Secretary for Economy, Energy and Planning is seeking to appoint a Chair of the Board.

The Statutory Position

WIDAB was originally established under Section 13 of the Welsh Industrial Development Act 1975 ("the 1975 Act") to advise the Secretary of State on financial assistance to Industry and the same section required the Secretary of State to appoint members with defined experience and capacity.

The functions and duties of the Secretary of State in connection with WIDAB under Section 13 of the 1975 Act were vested in the National Assembly for Wales by virtue of Article 7 of, and Schedule 1 to, the Welsh Development Agency (Transfer of Functions to the National Assembly for Wales and Abolition) Order 2005 (S.I. 2005 / 3226 w. 238) ("the 2005 Order"). These functions have subsequently been conferred directly on Welsh Ministers by virtue of paragraph 30 of Schedule 11 of the Government of Wales Act 2006. Board recommendations are made to the Cabinet Secretary for Economy, Energy and Planning.

Although the Board is advisory, if it makes a recommendation to the Cabinet Secretary for Economy, Energy and Planning and the functions are exercised contrary to its recommendation, the Board can request a statement be laid before the Assembly as to the reason for the change in decision.

Offers of assistance must be compatible with the applicable agreements contained in the World Trade Organisation rules, UK-EU Trade and Cooperation Agreement, any Free Trade Agreement involving the UK, the Northern Ireland Protocol and any relevant domestic legislation.

Role of the Board

Central to WIDAB's role is providing advice to the Cabinet Secretary for Economy, Energy and Planning on individual projects over £1 million from the relevant schemes within the Economy Futures Fund and other schemes within the Board's remit. The Schemes which are statutory for presentation to WIDAB are:

- The Environmental Protection Scheme
- Capital Investment & Aid for Job Creation
- The Wales Tourism Investment Fund
- Creative Wales Production Fund

Central to the Board's role will be an understanding of the Economic Action Plan which seeks to promote inclusive growth and ensure that all business' that receive Welsh Government Support are committed to Welsh Government's goals.

These goals form the pillars of the Economic Contract and businesses in Wales must deliver against these ideals. They are;

- Economic Strength and Adaptability
- Their commitment to Fair Work
- Promotion of Wellbeing
- Low Carbon and Climate Resilience

Further to this any business asking for direct financial support will be required to develop proposals that respond and align to at least one of the Calls to Action listed below;

- Decarbonisation
- Innovation, Entrepreneurship and Headquarters
- Exports and Trade
- High Quality Employment, Skills Development and Fair Work
- R&D, Automation and Digitalisation

A good understanding of the Economic Action Plan will be essential to providing high quality advice to the Cabinet Secretary for Economy, Energy and Planning.

In addition, understand how a project meets Programme for Government commitments with particular focus on building an economy based on the principles of fair work, sustainability and the industries and services of the future.

Annex C

The selection process

The interview panel will assess candidates' CVs and personal statements to determine who it believes best meets 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 the essential criteria.

The selection panel will be chaired by Duncan Hamer, Director of Operations, Business & Regions (Welsh Government), and will also comprise of Sioned Rees, Director, Public Health Protection (Welsh Government) and Gareth Williams - CEO of Marshall Group (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 March 2025 the panel will have decided who will be invited for interview in April 2025.

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 Welsh Government's applications centre to let you know whether or not you have been invited to be interviewed. It is our intention that interviews will take place in the Welsh Government's Merthyr Tydfil office, Cathays Park office or may be held virtually using Microsoft Teams.

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. There will be a case study which you will be asked to comment on and give a recommendation.

Candidates who the panel believe are 'appointable', will be recommended to the Cabinet Secretary for Economy, Energy and Planning who will make the final decision. The Cabinet Secretary may choose to meet with appointable candidates before making a decision. If they do, they will meet all candidates. 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 Chair of WIDAB, which will confirm the terms on which the appointment is offered.

If you are unsuccessful at interview, you will be notified by 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

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.

Additionally, you can write to: Office of the Commissioner for Public Appointments G/08, 1 Horse Guards Road, London SW1A 2HQ. or via email at publicappointments@csc.gov.uk