



Arolygiaeth Ei Mawrhydi dros Addysg a Hyfforddiant yng Nghymru
Her Majesty's Inspectorate for Education and Training in Wales

Appointment of Non-Executive Directors / Audit and Risk Assurance Committee Members

Information Pack

Closing date: 10am on Monday 23 May 2022



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This document is available in Welsh on our [website](#) or from recruitment@estyn.gov.wales

Welcome

A message from Owen Evans, Her Majesty's Chief Inspector of Education and Training in Wales (HMCI)

It's an exciting time to join Estyn's Board. In this time of change in the Welsh education and training system, our priority is ensuring high standards as we return our activities to a new normal. Over the next year we will:

- introduce our new inspection framework for schools and pupil referral units and resume inspections in our post-16 sectors
- support schools to prepare for the new curriculum
- play a leading role in the development of the Welsh education and training system in collaboration with our stakeholders
- support recovery from the challenges of Covid



I am proud to lead an organisation that has been recognised as playing a vital role in enhancing the learning of young people and adults in Wales. Learners are at the heart of everything we do. Our people are committed to working collaboratively to deliver a high quality service to our stakeholders that provides public accountability and supports improvement.

I'm looking for individuals to fill positions on the Board from September 2022. Our Non-Executive Directors have an advisory role, informing our Strategy Board and its sub-committees' reasoning and operation. You will be expected to provide an external perspective to discussions, as well as independent constructive challenge. In practice, you will assess the assurances provided by me and my team, as well as by internal and external auditors, and advise me on matters relating to financial management, corporate governance, risk management and internal controls. This input will help to ensure that we continue to develop as a modern public sector organisation.

This recruitment pack provides information about the role and the person specification, details on how to apply and the selection process.

I particularly welcome applications from Black, Asian and Minority Ethnic candidates to increase our diversity of thought and lived experiences.

I look forward to receiving your application.

Who we are and what we do

We are Her Majesty’s Inspectorate for Education and Training in Wales. We inspect and report on quality and standards in education and training providers around the country. Because of COVID-19 we’ve adapted the focus and delivery of all our work, but our mission, vision, strategic objectives and values have stayed the same.

Vision and Mission

Our **vision** is to improve the quality of education and training, and outcomes for all learners in Wales

Our **mission** is to support education and training providers to develop a self-improving and learning culture through our advice, inspection and capacity building

Strategic objectives

- Providing public accountability to service users on the quality and standards of education and training provision in Wales
- Informing the development of national policy by the Welsh Government
- Building capacity for improvement of the education and training system in Wales

Values

- Place learners at the heart of our work
- Listen, learn and work with others
- Act openly, fairly and with integrity
- Show effective leadership and teamwork
- Promote health, wellbeing and equality in all we do
- Value and respect people and their work
- Encourage responsibility, initiative and innovation

Find out more about our work on our website: www.estyn.gov.wales/about-us.

Governance arrangements

We are a non-ministerial civil service department. We are independent of but funded by the Welsh Government under section 104 of the Government of Wales Act 1998.

Our duties and powers of Estyn are drawn from those of Her Majesty's Chief Inspector of Education and Training in Wales (HMCI) whose statutory position is set out in the Government of Wales Act 2006. The appointment, functions and powers of HMCI are determined by legislation:

- the Education Act 2005
- the Learning and Skills Act 2000
- the Children Act 2004

HMCI, as Accounting Officer is responsible for putting in place appropriate arrangements for the management and control of resources, including sound governance arrangements and the identification of management of risk and opportunities.

HMCI is also the Accounting Officer responsible to the Welsh Parliament's Public Accounts Committee for financial management, and for ensuring regularity, propriety and value for money in the use of resources. HMCI holds personal responsibility for directing and controlling the organisation but may delegate the exercise of the functions to any member of staff or another public authority.

For more detail on our governance framework see our [Corporate Governance Framework](#) available on our website: www.estyn.gov.wales under Corporate Publications.

Our Strategy Board

The purpose of the Strategy Board is to establish and monitor our strategic agenda and promote effective corporate governance. In doing this the Board advises on our development so as to ensure our wellbeing and continued improvement as an employer and as a high profile public service.

Our Strategy Board has two sub-committees.

The Strategy Board's objectives are to:

- ensure that our mission, vision and values conform to ethical principles and lead to sound corporate governance
- facilitate strategic directions and ensure that our organisational structure and capability are appropriate for the chosen strategies
- monitor progress against our Annual plan, including the achievement of our performance indicators and other performance data, advising as necessary on areas of underperformance
- satisfy itself, having particular regard to the advice of its Audit and Risk Assurance Committee, that we are operating appropriately in matters relating to corporate governance, risk and internal control and the adequacy of the internal and external audit arrangements
- to advise HMCI on matters relating to organisational development
- review, prior to publication, our Annual plan and Annual report and accounts

Our Strategy Board membership includes:

- Her Majesty's Chief Inspector
- 2 x Strategic Directors
- 3 x independent Non-Executive members

Our Audit and Risk Assurance Committee

Our Audit and Risk Assurance Committee is chaired by a Non-Executive Director. In addition to Strategy Board members, attendees include:

- Head of Internal Audit
- A representative from our external auditors
- Representatives from the Finance Team responsible for producing our Resource Accounts (as appropriate)
- Any other officials (as required)

Our Audit and Risk Assurance Committee provides scrutiny, oversight and assurance of risk management control and governance procedures to HMCI as Accounting Officer, and to the Strategy Board. This includes:

- the effectiveness of strategic processes for risk management control and governance, information assurance and 'The Annual Governance Statement'
- the accounting policies, the Annual Report and Accounts, including the process for review of the accounts prior to submission for audit, levels of error identified, and management's letter of representation to the external auditors
- the planned activities and results of internal and external audit

About the roles

Non-Executive Director

As a member of our Strategy Board, you will have an advisory role. Non-Executive Directors do not have a decision-making role and therefore do not vote in Board decisions.

You will:

- widen the horizons of the Strategy Board in determining strategy by bringing your different relevant experiences and backgrounds
- constructively challenge the policy formulation process
- contribute to policy development
- support and monitor the performance and progress of management in meeting objectives and goals
- satisfy yourselves that financial information is reliable and that financial controls and systems of risk management are robust

Members of our Audit and Risk Assurance Committee

The Audit and Risk Assurance Committee advise our Accounting Officer on:

- the strategic processes for risk, control and governance and the Annual Governance Statement
- the accounting policies, and the accounts, including the process for review of the accounts prior to submission for audit, levels of error identified and management's letter of representation to external auditors
- the planned activity and results of both internal and external audit
- the adequacy of management response to issues identified by audit activity, including external audit's Management Letter
- assurances relating to our corporate governance requirements
- proposals for tendering for Internal Audit services or for purchase of
- non-audit services from contractors who provide such services
- anti-fraud policies, whistle-blowing processes, and arrangements (if any) for special investigations

Non-Executive Directors / Audit and Risk Assurance Committee Members are not employees and don't take part in the day-to-day business of the organisation.

You will be accountable to HMCI as Accounting Officer but are able to raise governance issues of concern directly with the appropriate Accounting Officer within the Welsh Government.

Person specification

Essential criteria

Applicants must be able to evidence in your application, and if shortlisted demonstrate at interview, proven competence in the following areas:

- Ability to think strategically with due sensitivity to wider political and organisational priorities
- Good interpersonal skills with the ability to communicate clearly, concisely and persuasively within a team environment and a willingness to challenge
- Using sound judgement – able to evaluate complex issues, weigh up conflicting opinions, and think and plan ahead
- Significant experience or skills in one or more of the following areas:
 - Leadership
 - Strategic thinking
 - Financial management (for at least one of the roles)
 - Measuring and managing performance
 - Understanding of public sector organisations
 - Background in education
 - Governance
 - Audit and risk management
- Understanding of the context within which Estyn works, including the relationship with the Welsh Government
- A commitment to and understanding of promoting equality, diversity and inclusion
- A commitment to promote the [Seven Principles of Public Life](#)

Welsh language

We acknowledge the importance of developing and growing bilingual capabilities in public appointments in Wales. While Welsh language skills are not essential for this role, applicants are expected to show an appreciation of bilingualism and a commitment to promoting and mainstreaming the Welsh language. We welcome your application whatever your skill level.

Terms of appointment

Location

Meetings are currently held virtually. When appropriate, a hybrid approach will be taken with face-to-face meetings in Wales.

Time commitment

The current expected time commitment is 15 days a year. The Strategy Board will meet up to 4 times a year (once a quarter) and the Audit and Risk Assurance Committee will meet up to 4 times a year (once a quarter). If you're appointed as a board or committee Chair there may be a slightly higher time commitment required.

Meetings normally last no longer than half a day with an additional half day allowed for preparation and/or follow up work.

You may also be invited to attend relevant briefings and ad hoc meetings, where appropriate. These time commitments may be subject to review and revision.

Period of appointment

Appointments will normally be for a period 3 years. This term may be extended by HMCI to provide continuity through changeovers but the maximum total term of appointment will be no more than six years.

Former Non-Executive Directors of our Strategy Board are not excluded from applying but their applications will be considered on the same basis as applications from any other candidates applying for the role. The maximum total term of appointment with Estyn will be no more than six years.

Remuneration

This is a fee paid role. You will be paid a monthly fee of £352.50 plus reasonable expenses. The remuneration fee may be subject to review and revision. If appointed to the role of Chair, the role will attract a premium.

You will be paid the standard fee of £282 a day for additional duties e.g. interview panels.

Expenses and subsistence

Travel and subsistence costs will be paid at our standard rates in line with our [Travel and Subsistence Policy](#), which is available on our website www.estyn.gov.wales.

Conflict of interests

Non-Executive Board members may not engage in any activities that would unduly influence, conflict or otherwise interfere with proper discharge of their duties. When applying, you will be asked to declare any personal or business interests which may, or may be perceived to, conflict with the roles and responsibilities of a Non-Executive Board member for us. This includes any business interests and positions of authority outside of the role in Estyn. If

appointed, you will be required to declare these interests on a register that 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 - GOV.UK \(www.gov.uk\)](http://www.gov.uk).

Training and performance

Training events / other activities

On appointment you will receive an induction to the role.

Where you're required to attend training relevant to your role, we will meet the cost. Training for external members aimed at developing skills will not be funded by us.

At times, you may be involved in other activities e.g. dispute resolution, disciplinary cases and recruitment activities.

Conduct and performance

The effectiveness of Board Members is reviewed regularly by HMCI.

An annual performance and effectiveness review, which will include identification of learning needs, will be undertaken by HMCI.

Equality and Diversity

We're committed to supporting diversity and inclusion – involving all, valuing, respecting and positively welcoming the challenges of diverse ideas, views and lived experiences. We want to reflect the communities we serve and improve decision making.

We recognise that everyone brings different skills and experience to our organisation, and that this diversity is what makes a strong organisation. We encourage applications from the widest possible diversity of backgrounds, cultures and experiences. We particularly welcome applications from women, people with a minority ethnic background, as well as people living with a disability.

Applying for the role

Our Chief Inspector, Owen Evans, is happy to meet with anyone interested in the role. Please contact Michaela Benjamin on 02920 446523 to arrange a convenient time.

To apply, complete and return the Application form. You can download the application form here: www.estyn.gov.wales/working-us/current-vacancies

These documents are available in Welsh and English.

To complete the application, you're asked to provide:

- 1 Your **personal details** – we use the information you provide here to process your application and communicate with you.
- 2 A **supporting statement (maximum 750 words)** – this 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 supporting statement to 750 words. Your application may be rejected if you exceed this limit.
- 3 A **short professional bio** demonstrating your background and the range of valuable experiences you possess
- 4 **Details of any personal or business interests** and positions of authority on the Register of Interests form – please declare any interests which may, or may be perceived to influence your judgements in performing your duties if appointed. Any potential conflicts of interest will be explored at interview.

The following sections of the form will not be treated as part of your application and will not be seen by anyone involved in the selection decision making process. We select all candidates for interview on merit based on their knowledge, skills and experience.

- 5 **References** – provide contact details of two referees who will only be contacted once a provisional offer has been made. At least one of the referees will be employment related e.g. your present or most recent employer or Board/Committee you're a member of. Any personal referee will know you personally and be able to provide a character reference for you. A personal reference must not be your partner or a member of your family.
- 6 **Special requirements** – please let us know of any special requirements that we may not have anticipated to enable you to make an application and participate in the selection process.

- 7 **Diversity monitoring data** – The information on this form will be treated as confidential and used for statistical purposes only.
- 8 **Declaration** – you're asked to sign and date the form to confirm that the information you've given is true and complete. It's important that you read this section before signing. Providing misleading or false information, or a significant omission will normally result in the withdrawal of any offer of appointment, or participation in the recruitment process, or dismissal (if appointed). We are unable to consider application forms where this section is incomplete.

Additional information for disabled people

We are a Disability Confident Employer. We will:

- ensure that our recruitment process is inclusive and accessible
- anticipate and provide reasonable adjustments as required
- give any disabled applicant meeting the minimum criteria for the role the opportunity to demonstrate their abilities at an interview

To meet the 'minimum criteria' your application form must evidence that you meet the essential criteria in the person specification. If you'd like us to consider your application under the Disability Confident Scheme, please let us know by ticking the box in the Diversity monitoring section.

We will provide access, equipment, adjustments or other practical support, where it is reasonable to do so, to ensure that disabled people compete on equal terms. Examples include providing a sign language interpreter, extra time for written assessments, help in and out of your vehicle etc.

Please let us know if you have any requirements so that we can ensure that our selection process is accessible by contacting Debbie Levy on 02920 446422.

Submitting your application

Send your completed application form to: recruitment@estyn.gov.wales by the closing date and time.

The closing date for applications is **10am on Monday, 23 May 2022**. We are unable to consider late or incomplete applications. It's your responsibility to ensure that your application meets the requirements detailed above and is received by the closing date.

Applications can be submitted in Welsh, English or both languages. An application submitted in Welsh will not be treated less favourably than an application submitted in English. Your application may be translated into Welsh or English if required (depending on the majority language of the panel).

We recommend emailing your application. We are currently experiencing delays in receiving post that may mean your application is late.

Alternative arrangements or accessible documents: If you'd like to apply or access this document in an alternative format, please contact Debbie Levy to discuss your requirements.

Selection process

Shortlisting

The selection panel will consider all complete applications. The panel will consider the relevant knowledge, skills and experience demonstrated in your application. The information you give us in your application is therefore vital in deciding whether you will be shortlisted for further consideration.

If we receive a high volume of applications, your application may be “long-listed” 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.

The panel will shortlist the strongest applicants who have demonstrated that they best meet the essential criteria set out in the person specification. In considering applications, the panel will take into consideration the need to have complementary skills and experiences across the three Non-Executive Director roles. Shortlisted applicants will be invited to a panel interview. However, if you have applied under the Disability Confident Scheme and you meet the minimum essential criteria for the post, then you will also be invited for interview.

You will receive an email to let you know whether or not you have been invited to be interviewed.

Interview

Interviews will be held face to face in our Cardiff office: Anchor Court, Keen Road, Cardiff, CF24 5JW. Interviews will last around 45 minutes and you'll be required to give a short presentation. 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.

The interview will be chaired by Owen Evans, HMCI, Estyn and will also include independent panel members.

All costs of attending the interview will be at your own expense. We will not pay any transport, accommodation or subsistence costs associated to the recruitment.

Candidates who the panel believe are ‘appointable’, will be offered the role.

If you are successful, you will receive a letter offering you the role as Non-Executive Director for Estyn, which will confirm the terms on which the appointment is offered. If you are unsuccessful at interview, you will be notified by email.

We appreciate it takes a lot of time and effort to apply for roles and that feedback is a valuable part of the process. The outcome email will provide the details of who you may approach for feedback on your interview and application, if you so wish.

Indicative timetable

The timetable we're working to is summarised below. If you're successful at the shortlisting stage, you will be expected to make yourself available on the interview dates. Applicants who are not available to attend for interview on the dates offered may not be considered for these roles.

If we need to change these dates, we aim to provide you with as much notice as we can of the interview dates. If you're unable to make the arranged interview date, we will try to re-arrange it but it might not be possible due to time constraints within the appointment timetable or selection panel availability.

Closing date	Monday 23 May at 10am
Shortlisting	26 May 2022
Interviews (including presentation)	8 and 9 June 2022
Appointments start	September 2022

Further Enquiries

If you have any questions about this recruitment exercise that we haven't answered in this pack, please contact Debbie Levy on 029 2044 6422, or by email: recruitment@estyn.gov.wales

We welcome correspondence in Welsh; we'll respond to you in Welsh, and there won't be a delay in our response.

Complaints

Our recruitment processes are based on the principle of selection for appointment on merit on the basis of fair and open competition. We follow the Civil Service Commission's Recruitment Principles. You can find out more about the Principles at <https://civilservicecommission.independent.gov.uk/>

If you feel we have not treated your application under the Principles and you want to make a complaint, in the first instance please contact:

Helen Lovitt, Branch Head: People Helen.Lovitt@estyn.gov.wales

If you're not satisfied with the response you receive from us, you may be able to ask the [Civil Service Commission](#) to consider your complaint further, they can be contacted at:

info@csc.gov.uk

Civil Service Commission, Room G8, 1 Horse Guards Road, London SW1A 2HQ
Phone: 020 7271 0831