

# APPOINTMENT OF INDEPENDENT MEMBER TO SOUTH WALES FIRE AND RESCUE AUTHORITY



## Information Pack

May 2022

### Contents

Welcome .....	2
Introduction .....	2
The Standards Committee .....	2
Code of Conduct .....	3
The Independent Members .....	3
Eligibility for selection.....	4
The benefits of becoming an Independent Member .....	4
The appointments and selection process .....	5
The Timeline.....	5
Standards Committee Terms of Reference .....	6
Job Description.....	7
Person Specification.....	8
Application Form - Independent Member of Standards Committee .....	9





## Welcome

Thank you for expressing an interest in working with South Wales Fire and Rescue Authority.

Our Standards Committee provides valuable independent input into the procedures and protocols that members must follow, and recruiting people with the right skills and outlook is key to this success.

We hope this opportunity is of interest to you and we look forward to receiving your application.

	<b>Geraint Thomas</b> T/Assistant Chief Officer T/Director Corporate Services Monitoring Officer Tel: 01443 232000		<b>Sarah Watkins</b> Head of Corporate Support Deputy Monitoring Officer Tel: 01443 232000
---	--	--	--

## Introduction

South Wales Fire and Rescue Authority is looking for one lay person to serve as an independent member on its Standards Committee.

The ability to speak Welsh will be considered to be an advantage. The need to achieve a balance of skills, qualities and expertise on the Committee, as well as the need to represent the community as a whole and achieve a geographical spread, will also be taken into account.

## The Standards Committee

The Standards Committee plays a central role in the ethical framework that governs the conduct of elected members. Every member of a local authority and of every community and town council has undertaken to abide by the Code of Conduct for Members. The Committee's main role is to promote and maintain high standards of conduct by these members and to assist them to observe the Members' Code of Conduct.

The Committee has certain specific functions including considering complaints that members have breached the Code of Conduct and to impose a sanction where appropriate. It also considers applications made by members for dispensations to allow them to take part in discussions even though they have a prejudicial interest under the Code.

The Standards Committee of South Wales Fire and Rescue Authority meets twice a year (unless there is urgent business to be discussed) at South Wales Fire and Rescue Service Headquarters in Llantrisant members can attend the meeting in person or virtually using a video conferencing capability. The meetings generally take place during late afternoon at a



Gwasanaeth Tân ac Achub  
De Cymru  
South Wales  
Fire and Rescue Service

time agreed with members of the committee.

The Committee consists of 3 Fire Authority Members and 5 independent members who are not Councillors. The Committee advises the Authority on the Code of Conduct for all Members and co-opted members, is responsible for promoting and developing high standards of conduct, provide and organise training, and consider complaints against Councillors

Independent members are remunerated in accordance with rates set by the Independent Remuneration Panel for Wales.

## Code of Conduct

Independent Members appointed to the Standards Committee will be required to undertake to comply with the Code of Conduct. A copy of the Code can be found on this [link](#) and should be carefully considered as its principles guide the Standards Committee in their work. The Panel will ask questions related to the Code at the interview. Successful candidates will also be required to complete a Register of Interests at the commencement of his/her term of office and to continue to disclose interests and act accordingly through that term.

## The Independent Members

Applicants will be required to demonstrate independence and impartiality in assisting the Standards Committee in promoting, maintaining and improving ethical arrangements within South Wales Fire and Rescue Authority.

The work of the Committee requires independent members to possess and meet the following qualities, skills and requirements: -

- listening skills
- ability to understand and weigh up evidence
- ability to come to an objective view and explain that view by reference to the evidence
- team working skills
- respect for others and an understanding of diversity issues
- discretion
- personal integrity
- not actively participate in local or national politics
- not have had significant previous disputes with the Authority
- not have a close relationship with any member/officer of the Authority.

A detailed knowledge of local government is not necessary although it would be an advantage if potential candidates were interested in matters relating to public life and



services.

Independent members must be:-

- eligible for selection as an independent member (see the 'Eligibility for selection' section);
- well respected in the community;
- able to meet the time commitment involved;
- able to provide two references;
- aged 18 and over.

Successful candidates will be expected to take up their appointment from 01 September 2022 and serve, subject to termination or resignation, for between 4 and 6 years. There is also the possibility of re-appointment for a further term of between 4 and 6 years.

### Eligibility for selection

The following persons cannot in law be an Independent Member:

- A serving Councillor or Officer (or the spouse or civil partners of a Councillor or Officer) of a Unitary Authorities:
- a Fire and Rescue Authority
- a National Park Authority
- a Community / Town Council
- Former Fire Authority Members or Officers of South Wales Fire and Rescue Service

### The benefits of becoming an Independent Member

There are many reasons why people choose to get involved in this way.

- To extend their knowledge and experience
- To enhance and develop their CV to progress their career development
- To give something back, sharing their knowledge, skills and experience
- The opportunity to work with new people and to gain experience of different organisational approaches
- The opportunity to network with a wider group of people which has the potential to enhance other areas of their life and/or work
- As a springboard to get involved with other committees / independent review bodies

Whatever the reason may be for your consideration of becoming an Independent Member we would really like to hear from you.



Gwasanaeth Tân ac Achub  
De Cymru  
South Wales  
Fire and Rescue Service

## The appointments and selection process

South Wales Fire and Rescue Authority is an Equal Opportunities employer and is committed to ensuring all recruitment is free from any form of discrimination.

Applications must be submitted on the attached Application Form.

Shortlisted applicants will be interviewed by a panel consisting of:

	Geoff Hughes Independent Chair of the SWFRA Standards Committee		Ronnie Alexander Independent Member of the SWFRA Standards Committee
	Geraint Thomas T/Assistant Chief Officer T/Director Corporate Services Monitoring Officer		Sarah Watkins Head of Corporate Support Deputy Monitoring Officer

## The Timeline

- Closing date for applications: 12:00 Friday 8<sup>th</sup> July 2022.
- Shortlisting: Week commencing 12 July 2022
- Notification of shortlisting: Week commencing 18 July 2022
- Interviews: 28 July 2022 at South Wales Fire and Rescue Service Headquarters, Business Park, Forest View, Llantrisant, Ynysmaerdy, Pontyclun CF72 8LX

The successful candidate will be expected to take up their appointment from 01 September 2022.

Appointments will be confirmed by email.

If you would like to find out more about becoming an Independent Member please email or telephone: Director of Corporate Services / Monitoring Officer Geraint Thomas on 01443 232074 or e-mail [GB-Thomas@southwales-fire.gov.uk](mailto:GB-Thomas@southwales-fire.gov.uk).

Further details on the role and an application form can also be found at [www.southwales-fire.gov.uk/working-with-us/latest-vacancies/](http://www.southwales-fire.gov.uk/working-with-us/latest-vacancies/).



## Standards Committee Terms of Reference

The terms of reference of the Standards committee are as follows:

1. Promoting and maintaining high standards of conduct by Councillors and Co-opted Members.
2. Assisting Councillors and Co-opted Members to observe the Members Code of Conduct.
3. Advising the Authority on the adoption or revision of the Members Code of Conduct.
4. Monitoring the operation of the Members Code of Conduct.
5. Advising, training, or arranging to train Councillors and Co-opted Members on matters relating to the Members Code of Conduct.
6. Granting dispensations to Councillors relating to interests set out in the Members Code of Conduct.
7. Dealing with any reports from a case tribunal or interim case tribunal, and any report from the monitoring officer on any matter referred to that officer by the Local Commissioner in Wales.
8. Review, monitor and challenge the content and effectiveness of the Authority's policies, procedures, guidance notes and other documents designed to prevent breaches of the Bribery Act 2010 within the Organisation and to make recommendations to improve these to reduce the risks to the Authority.



## Job Description

### Job Description – Independent Member of a Standards Committee

#### 1. Accountabilities

- To Full Fire Authority
- To the Chair of the Standards Committee

#### 2. Role, purpose and activity

Understanding the nature of the Standards Committee and effectively fulfilling its functions by:

- Promoting and maintaining high standards of conduct by Councillors and Co-opted members;
- assisting Councillors and Co-opted members to observe the Members' Code of Conduct;
- monitoring the operation of the Members' Code of Conduct;
- advising, training or arranging to train Councillors and Co-opted Members on matters relating to the Members' Code of Conduct;
- granting dispensations to Councillors and Co-opted members
- dealing with any reports from a case tribunal or interim case tribunal and any report from the Monitoring Officer on any matter referred by the Public Services Ombudsman Wales.
- To have sufficient technical and procedural knowledge to contribute fairly and correctly to the functions of the Committee.
- To be thorough and objective in receiving and responding to professional advice in the conduct of meetings and issues before the Committee.
- Participating in meetings and making decisions
  - To participate effectively in meetings of the Standards Committee
  - To make informed and balanced decisions, within the functions of the Committee, which accord with legal, constitutional and policy requirements
- Internal governance, ethical standards and relationships
  - To ensure the integrity of the Committee's decision-making and of his/her own role by adhering to the Code of Conduct and other constitutional and legal requirements
  - To promote and support good governance by the Council
  - To understand the respective roles of Members, Officers and external parties operating within the Standards Committee's area responsibilities.

#### 3. Values

- To be committed to the values of the Service and the following principles in public office:
  - Selflessness
  - Honesty
  - Integrity and propriety
  - Duty to uphold the law
  - Objectivity and decision-making
  - Equality and respect
  - Openness
  - Accountability
  - Leadership
  - Stewardship



Gwasanaeth Tân ac Achub  
De Cymru  
South Wales  
Fire and Rescue Service

## Person Specification

**Note for applicants** – The selection criteria specifies the knowledge, experience, skills, abilities, qualifications and training required to perform the duties of the post for which you are applying.

In your application you will need to explain how your knowledge, experience, skills, abilities gained in paid or unpaid work, study or training, meets each of the selection criteria marked ‘\*’ below, including your awareness, understanding and commitment to equality and diversity in employment and service delivery, If you fail to do so, you will not be shortlisted.

Shortlisting will be on the basis of assessing the selection criteria marked ‘**Essential**’.

Knowledge	Method of Assessment	Essential / Desirable
Able to demonstrate a range of knowledge and experience adding value to the work of the Standards Committee.	Application / Interview	<b>Essential</b>
Able to demonstrate an awareness of the cultural and ethnic diversity of the citizens of South Wales. A commitment to equal opportunities and to good relations between different communities.	Application	<b>Essential</b>
An understanding of the role of the Service, its Members and Local Government generally.	Application	Desirable
General understanding of the principles behind the Members’ Code of Conduct.	Interview	<b>Essential</b>
Skills and Abilities	Method of Assessment	Essential / Desirable
Able to demonstrate tact and good interpersonal and communication skills	Application / Interview	<b>Essential</b>
Able to analyse problems and issues objectively and give clear oral and written impartial advice.	Application / Interview	<b>Essential</b>
A person willing to give reasons for decisions or actions taken in a spirit of openness whilst respecting issues of confidentiality.	Application / Interview	<b>Essential</b>
Able to demonstrate honesty and integrity.	Application / Interview	<b>Essential</b>
Show commitment to local democracy, community involvement and the public interest.	Application	Desirable



Gwasanaeth Tân ac Achub  
De Cymru  
South Wales  
Fire and Rescue Service



## Application Form - Independent Member of Standards Committee

Please read the person specification before you complete the form.

### PERSONAL DETAILS - Please use capitals for this section

Title	
Surname	
First Name(s)	
Date of Birth:	
Address:	
Post Code	
Phone Day	
Phone Evening	
Mobile:	
E-mail:	

### GENERAL - Canvassing of Members or Officers in relation to this appointment will disqualify you.

Are you related to, or a friend or in a personal relationship with a Member, co-opted member, or officer of the Authority?	Tick YES <input type="checkbox"/> NO <input type="checkbox"/>  If YES, please give name of Member or Officer:  Relationship:
Are you a member of any political party?	Tick YES <input type="checkbox"/> NO <input type="checkbox"/>
Are you currently a member or co-opted member of any local authority or other public body?	Tick YES <input type="checkbox"/> NO <input type="checkbox"/> If Yes, please give details
Are you an employee of a local authority or other public body? YES NO If Yes, please give details	Tick YES <input type="checkbox"/> NO <input type="checkbox"/> If Yes, please give details
Are you able to attend evening and occasional daytime meetings?	Tick YES <input type="checkbox"/> NO <input type="checkbox"/>



Are you in employment?	Tick YES <input type="checkbox"/> NO <input type="checkbox"/>
If NO, are you retired?	Tick YES <input type="checkbox"/> NO <input type="checkbox"/>
If you are in employment, can you be contacted at work?	Tick YES <input type="checkbox"/> NO <input type="checkbox"/>
If YES, please provide a telephone number and/or email	
Please give a brief description of duties/experience relevant to this position	



## EDUCATION, TRAINING & QUALIFICATIONS

Please list any qualifications attained, training courses attended and membership of any professional bodies, if any, with dates



Gwasanaeth Tân ac Achub  
De Cymru  
South Wales  
Fire and Rescue Service

## EXPERIENCE/ SKILLS/ FURTHER INFORMATION

Please state how your experience, skills and achievements to date, both inside and outside paid work, or through study, make you a suitable candidate for this position. Please ensure that you have read the job description and candidate specification for the post and have given us sufficient information to describe how you meet each of the requirements set out in the candidate specification.

You may continue on an additional sheet. Please make sure your name is on any additional sheet.



**Benefit - How do you think your membership will benefit the Authority?**

You may continue on an additional sheet. Please make sure your name is on any additional sheet.



## REFEREES

Please provide the name and address and contact details for TWO people who have agreed to act as your referee for this position. NB: must not be a family member.

Referee 1		Referee 2	
Title		Title	
Surname		Surname	
First Name(s)		First Name(s)	
Address:		Address:	
Post Code		Post Code	
Phone / Mobile:		Phone / Mobile:	
E-mail:		E-mail:	

## DECLARATION

I declare that to the best of my knowledge the information I have given on this form is correct and that I have not omitted any facts which may have a bearing on my application. I understand that if any of the information provided by me is found to be false, my membership of the Committee may be terminated.

Signed:	
Date:	

## REHABILITATION OF OFFENDERS ACT

The Rehabilitation of Offenders Act provides that, after a period of time, people who have been convicted of criminal offences and who have served their sentences or paid their fine may with certain exceptions, be rehabilitated and allowed to treat the conviction as being "spent". If you have any criminal convictions which are not "spent" please disclose those convictions.

Please complete the following declaration:

Name:	
Position applied for:	
Do you have a criminal conviction(s)?:	Tick YES <input type="checkbox"/> NO <input type="checkbox"/>
If your answer is Yes, please provide full details of the offence(s) and conviction(s)	
Signed:	
Date	

Please return your completed application form including any additional sheets to:

By Post: Geraint Thomas, Director of Corporate Services / Monitoring Officer, South Wales Fire and Rescue Service Headquarters, Business Park, Forest View, Llantrisant, Ynysmaerdy, Pontyclun CF72 8LX or e-mail [GB-Thomas@southwales-fire.gov.uk](mailto:GB-Thomas@southwales-fire.gov.uk).



Gwasanaeth Tân ac Achub  
De Cymru  
South Wales  
Fire and Rescue Service