



Cyngor Celfyddydau Cymru
Arts Council of Wales

Arts Council of Wales

Independent Committee Members: Information Pack



Noddir gan
Lywodraeth Cymru
Sponsored by
Welsh Government



Yn dyfarnu arian / Awarding funds from
Y LOTERI GENEDLAETHOL
THE NATIONAL LOTTERY®

Contents

Croeso / Welcome	3
About the Arts Council of Wales	4
Our mission.....	5
Values	5
Our Principles.....	6
Our Governance Arrangements	7
Eligibility: Political and Outside Activities	8
Current vacancies.....	9
Arts Council of Wales Audit & Risk Assurance Committee: Vacancies for Independent Members.....	10
Arts Council of Wales Capital Committee: Vacancies for Independent Members	12
Arts Council of Wales Welsh Language, Culture and Equalities Committee: Vacancies for Independent Members.....	14

Accessibility

Arts Council of Wales is committed to making information available in large print, easy read, braille, audio and British Sign Language and will endeavour to provide information in languages other than Welsh or English on request.



Welcome from the Chair of the Arts Council of Wales

Croeso/Welcome

Thank you for your interest in the role of independent member for a committee at the Arts Council of Wales.

In this pack we provide a description of the role and give a flavour of what you will be doing.

The Arts Council of Wales is an independent charity, established by Royal Charter in 1994.

The funding we distribute comes from both the Welsh Government and The National Lottery. Most of our funding goes to artists and arts organisations carrying out programmes of work across Wales and, through our Wales Arts International team, international work in the arts through collaborations, projects, networks and communication.

Sometimes we also run our own projects, especially where these explore new areas of arts activity, or help us to persuade other organisations to take an interest in the arts.

As a public body, it's very important that everything we do is open and accessible to all, and that the way we're structured is also transparent.

The future work will involve navigating the complexities of the current landscape. We recognise the current and real financial challenges, and what that may mean for the sector. The Council remains dedicated to its mission of championing the arts and cultural heritage of Wales. We recognise the transformative power of the arts in enriching lives, stimulating economies, and building cohesive communities, and we are committed to ensuring that these benefits reach every corner of our nation.

As an independent member of the committee, you will be part of the mission in driving and championing the arts in Wales.

If you have any questions or would like an informal discussion regarding committee independent member role, please email governance@arts.wales to make arrangements.



Maggie Russell
Chair of Arts Council of Wales

About the Arts Council of Wales

The Arts Council of Wales – Cyngor Celfyddydau Cymru – was established by Royal Charter on 30 March 1994, and exists to support and develop the arts in Wales. It does so for the benefit of people throughout Wales, and to support Welsh art internationally.

We are also a Welsh Government Sponsored Body, a National Lottery Distributor, and a registered charity (number 1034245).

We therefore operate within a carefully prescribed environment

Our Royal Charter sets out our objectives. They are to:

- develop and improve the knowledge, understanding and practice of the arts;
- increase the accessibility of the arts to the public; and to
- work through the Welsh and English languages.

We also work with other public bodies in Wales, and with the other Arts Councils in the UK, to achieve these aims. You can find a copy of our Royal Charter on our website.

We are required to operate within a framework that sets out the terms and conditions under which Welsh Ministers provide our grant-in-aid funding, and how we are able to use this funding.

Our mission

The role of the Arts Council of Wales is to create an environment where the knowledge, understanding and practice of the arts can flourish and where everybody in Wales can engage with the arts. We want a Wales of ambition and fairness, where the most exciting arts are created; arts that are integral to the health and wellbeing of the nation, relevant to all communities and where opportunities existing for the voices of Wales to inspire and be inspired by the world around us.

Values

We have three core values:

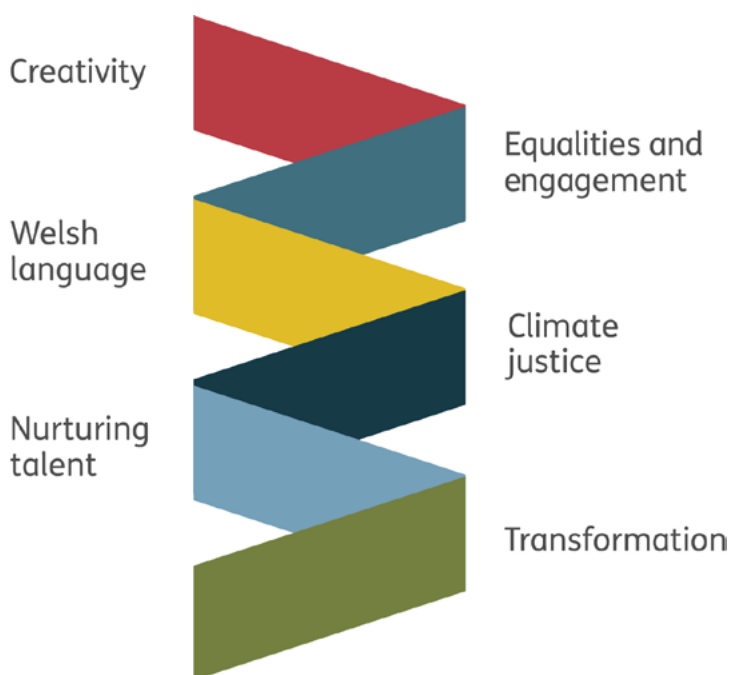
Ambition: ensuring the arts we fund enrich and reflect the needs and aspirations of contemporary Wales, making great things happen at all levels, impacting locally, resonating globally.

Respect: treating everyone – clients, stakeholders, employees, the creative sector and general public – with dignity and value, irrespective of background, status, age or beliefs acknowledging their unique contributions to the arts and culture – locally and globally.

Responsibility: acting ethically and transparently, being fully accountable for our decisions and their outcomes, evaluating and learning from our actions to help drive positive outcomes and foster a culture of trust and improved opportunity for all.

Our Principles

Our Principles Our Strategy sets out Council’s priorities for the next ten years, securing and developing Wales’ cultural value now, and for future generations. It’s been shaped by the six principles developed during our Investment Review consultation which are also our published Well-being Objectives: creativity, equality and engagement, Welsh language, climate justice, develop talent, transform. The Well-being of Future Generations Act underpins the principles which also align with the Welsh Government’s Programme for Government. Although we describe each one separately, all six principles are linked through our work and the activities we support.



Using these six principles we will celebrate, develop, and support the future of the arts in Wales, instilling equity, diversity, inclusion, social justice and sustainability at the heart of our work. They will guide us and help us tell the story of how the arts can make a difference.

These principles underpin our Strategy and its supporting annual plans.

You can read more about our organisation and our work for the future in [our Strategy](#) and [Annual Plan](#).

Our Governance Arrangements

We are governed by a Board of Trustees – our Council – which consists of a Chair and up to 17 members, one of whom is appointed as Vice-Chair. [Further details regarding our current Council members](#) may be found on our website.

The Chair of Council is a remunerated position; rates are set annually by the Welsh Government. All other members, provide their time and expertise on a voluntary basis but are reimbursed for out-of-pocket expenses incurred on Council business.

Council is responsible for the strategic direction and management of our organisation. It is responsible for ensuring, through the Chief Executive, that we operate within the policy framework set by the Welsh Government, and that we satisfy the various other accountabilities required of us. As the ultimate decision-making body for the organisation, Council members retain key decisions on corporate policy, the formulation of our Strategy and supporting Annual Plans, and any major alterations to the terms and conditions of service for staff.

To help support its work, Council has appointed four committees to provide specialist advice. These are:

- Audit & Risk Assurance Committee;
- Welsh Language, Culture and Equalities Committee;
- HR & Remuneration Committee.
- Capital Committee.

Each of these committees includes Council members, one of whom acts as chair, and independent individuals, and operates under specific terms of reference. Independent committee members are appointed for their specialist skills and experience, through an open selection process.

All new members of Council and of each Committee undergo an induction process appropriate to their role, and are encouraged to continue their development during their period of appointment.

Eligibility: Political and Outside Activities

Please note that sources of conflict of interest will also be taken into account in considering candidates for appointment. Any potential conflict issues arising as a part of the recruitment process will be discussed with candidates at an appropriate stage.

Diversity and Inclusion

The Arts Council of Wales is an inclusive employer, and we wish to reflect the diverse communities we serve. Applications from culturally and ethnically diverse people and underrepresented groups are encouraged and warmly welcomed. Applications are welcomed in Welsh or English and we will correspond with you in your language of choice. Applications submitted in Welsh will be treated no less favourably than applications submitted in English. We aim to take positive steps to ensure that all candidates are selected for vacancies solely on their suitability for the role. If you would like to submit your application in an alternative format, such as voice note or British Sign Language video, please contact us first.

Disability confident scheme: The Arts Council of Wales is a Disability Confident employer, committed to interviewing all disabled applicants who meet the essential requirements of the role set out within the 'Who we are looking for' section of this advert.

About the role of independent member

Your role as an Independent Member to one of our Committees is for a three-year term initially. Subject to a review at the end of each term this may be extended by up to two further terms of 3 years each.

Meetings are held during normal office hours and last approximately half a day each. Committee members are also expected to commit time to reading the meeting papers and background information supplied. There may be occasions when a greater level of commitment will be required.

The positions are unpaid, although we do pay reasonable travel and subsistence expenses at HMRC/Welsh Government rates, and will be for an initial fixed-term of three years. Where appropriate, relevant training is provided to Committee members. We will also provide opportunities for you to see and experience the work we develop and support through our funding as we believe this is intrinsic to the role and wider understanding and experience of the arts.

Members must demonstrate a commitment to the seven Nolan principles of public life, and be prepared to observe and comply with our [Code of Best Practice](#), a copy of which can be found on our website.

We work in both English and Welsh and fluency in Welsh (both written and spoken) is desirable but not essential for these roles.

Current vacancies

Arts Council of Wales Audit & Risk Assurance Committee: Vacancies for Independent Members

We are looking for 3 independent members to join our Audit & Risk Assurance Committee. At least one must have professional finance experience.

The Committee usually meets five times a year. To reduce environmental impact, meetings are usually held online.

About the Audit & Risk Assurance Committee

While the Audit & Risk Assurance Committee has no executive powers, it plays an important role in the Arts Council's activities by providing challenge, advice and assurance to Council and management to ensure regularity, propriety and best practice in all operations.

The Committee is responsible for supporting the Council and Accounting Officer (our Chief Executive) by reviewing the comprehensiveness and reliability of assurances on governance, risk management, the control environment and the integrity of financial statements and the annual report, helping to promote the highest standards of propriety in the use of public funds and encourage proper accountability for the use of those funds. It also has responsibility for monitoring the work of both internal and external auditors.

[The Audit & Risk Assurance Committee's full terms of reference can be found on our website.](#)

Who we are looking for

We are now looking for three independent members for our Audit & Risk Assurance Committee. At least one must have professional finance experience.

We are particularly interested in applicants with a good knowledge of, and successful track record in a senior financial, audit or governance role.

At least one new Member will hold a recognised CCAB qualification. All applicants should have relevant experience in a public sector and/or charity context and an understanding of the environment in which the Arts Council of Wales operates, including familiarity with the accounting and governance needs.

We are keen to hear from applicants with experience of organisations that distribute funding, including grant distributors, and from applicants with a sound understanding of the challenges faced by public or third sector organisations.

The Committee has responsibility for oversight of the Arts Council's governance framework, and supports the monitoring of our investment in [multi-year funded organisations](#).

How to apply

Application is by CV and brief covering letter (no more than 1500 words), addressing the requirements of the role. We also ask that you complete an equality monitoring form. Applications should be sent to: hr@arts.wales

Closing date for applications: 4pm Monday 12 May

Date for Interviews to be confirmed.

Arts Council of Wales Capital Committee: Vacancies for Independent Members

We are looking for up to two new independent members to join our Capital Committee.

The Committee usually meets up to five times per year, although members may be required to attend additional meetings if the need arises. Meetings are usually held on a Wednesday during office hours, and in an arts venue currently or recently in receipt of Arts Council of Wales Capital funding. Meetings are held in various locations across Wales. In some instances, this may require an overnight stay, the cost of which will be borne by the Arts Council. There is generally an option to join the meeting online if required. Committee members are also expected to commit time to reading the meeting papers and background information. There may be occasions when a greater level of commitment will be required.

About the Capital Committee

The Capital Committee Council plays an important role in the Arts Council's activities by providing advice and assurance to the Council's Welsh Language, Culture and Equalities Committee on all aspects of its capital programme including advising the Council in the development of Arts Council policy on capital funding priorities and schemes.

The Committee is responsible for supporting the Council and Accounting Officer (Our Chief Executive) to deliver the Arts Council's Capital Programme, through the recommendation of capital grants to Council, taking decisions on grant applications within delegated authority and to monitor live projects and provide advice accordingly to the Welsh Language, Culture and Equalities Committee. It is also responsible for the monitoring of identified key projects.

[The Capital Committee's full terms of reference can be found on our website.](#)

Who we are looking for

We are looking for up to two new independent members to join our Capital Committee.

We are particularly interested in applicants with knowledge of working within the arts sector with either venue management and or visual arts experience. A successful track record in the refurbishment and development of public (particularly arts and cultural) buildings, knowledge of the Equality Act 2010 and best practice regarding accessibility requirements would also be useful. In addition, individuals will ideally have knowledge and experience of working within public and/or charitable sectors, and of working as part of a committee.

We are also keen to hear from applicants with an understanding of public or third sector organisations and, preferably, the delivery of professional services in a particular sector which ultimately benefits the public of Wales.

A Legal background in terms of planning and building law and / or knowledge and background in Civil Engineering, Architecture or Design would be beneficial.

Practical knowledge and first-hand experience of dealing with the challenges in progressing and embedding environmental considerations under the Well-being of Future Generations Act 2015 faced by public organisations in the current environment, would also be beneficial.

These are inclusive opportunities to join our Capital Committee. We especially welcome applications from culturally and ethnically diverse people and underrepresented groups, including disabled people and LGBTQ+ people.

The successful applicants must be willing to attend and participate in group meetings, and to support the Arts Council's aims, values and objectives.

We are also interested in applications from people with senior managerial experience, preferably in the delivery of professional services in a sector which benefits the public of Wales.

There will be a 2-stage selection process for these positions. Following a sift of your submitted application form, shortlisted candidates will be invited to interviews to be held during the week commencing day month at our Cardiff Bay Office. Further information about this stage will be provided nearer the time.

How to apply

Application is by CV and brief covering letter (no more than 1500 words), addressing the requirements of the role. We also ask that you complete an equality monitoring form. Applications should be sent to hr@arts.wales

Closing date for applications: 4pm Monday 12 May

Date for Interviews to be confirmed.

Arts Council of Wales Welsh Language, Culture and Equalities Committee: Vacancies for Independent Members

We are looking for up to 5 independent members to join our Welsh Language, Culture and Equalities Committee.

The Committee usually meets 3 times a year. To reduce environmental impact, meetings are usually held online.

About the Welsh Language, Culture and Equalities Committee

The purpose of the committee is to review, monitor and contribute to the development of policies and procedures that enable Council to pursue a progressive agenda in the delivery of the organisation's strategic priorities, ensuring that its activities in this area are consistent with the ambitions and requirements of the Welsh Language (Wales) Measure 2011, Welsh Government's Well-being of Future Generations Act, and the Equality Act 2010 as well as the Arts Council's 6 principles.

It also looks at new proposals and programmes of work, including grants programmes, and development of existing activities within the context of the above and Arts Council's 6 principles, providing advice and making recommendations where appropriate, prior to their relevant approval process. This will include the receiving of regular reports from the Chair of the Council's Capital Committee.

The committee will assist with the development of embedding young people's voices into Arts Council of Wales future structures.

It will contribute to the monitoring of Arts Council of Wales' compliance with all relevant statutory and regulatory requirements, including any associated general and specific 4 duties, including monitoring the implementation of relevant action plans and the production of annual reports in line with legislation.

Members will advise on the development, implementation and monitoring of specific policy and developmental projects relating to the Welsh Language, Culture and Equalities.

[The Welsh Language, Culture and Equalities Committee's full terms of reference can be found on our website.](#)

Who we are looking for

We especially welcome applications from culturally and ethnically diverse people and underrepresented groups, including disabled people and LGBTQ+ people. We are also seeking at least one fluent Welsh speaker.

We are particularly interested in applicants with knowledge of working within the arts sector with particular experience in one or more of the following areas:

- Music including traditional and classic music
- Nurturing and developing talent
- Young people
- Climate justice

In addition, individuals will ideally have knowledge and experience of working within public and/or charitable sectors, and of working as part of a committee.

How to apply

Application is by CV and brief covering letter (no more than 1500 words), addressing the requirements of the role. We also ask that you complete an equality monitoring form. Applications should be sent to hr@arts.wales

Closing date for applications: 4pm Monday 12 May

Date for Interviews to be confirmed.