

ECONOMIC DEVELOPMENT COMMITTEE

Date: 1 December 1999

Venue: Committee Room 3, National Assembly for Wales Building

Title: Structural Funds Agency

Purpose

1. To update the Committee on arrangements for the appointment of a Chief Executive for the new Programme Executive.

Summary

2. A copy of the advertisement for a Chief Executive is attached for information at Annex 1.

3. An information pack to be sent to applicants is being prepared. Current drafts of the two main enclosures are at Annex 2 and Annex 3. Any comments which the Committee may have on these documents can be incorporated into the final drafts.

Background

3. The advertisement will appear on 2 December in the Western Mail, Liverpool Daily Post, Golwg and Y Gymro. It will also be carried in the Sunday Times on 5 December and in the Times on 6 December.

European Affairs Division

Annex 1

The National Assembly For Wales. Shaping Wales' Future

CHIEF EXECUTIVE

ADMINISTRATION OF EUROPEAN STRUCTURAL FUNDS PROGRAMMES IN WALES

£50,510-£82,650

The National Assembly

The National Assembly for Wales is responsible for the administration of many important public services in Wales, including agriculture, health, education, local government, economic development, industry and training,

roads, environment, planning, the arts, the Welsh language and culture. It has over 2,500 staff and a total budget of over £7 billion.

Wales will be the recipient of substantial Structural Funds support from the European Union in the period 2000-2006, including Objective One funding for West Wales and the Valleys.

The Assembly has decided to set up a new organisation to administer programmes making use of both Structural Funds and domestic resources to promote economic development, spread economic prosperity and tackle the problems of social exclusion. The organisation will work in partnership with a wide range of organisations in the private, public and voluntary sectors.

The Job

The Chief Executive will:

Manage over 100 staff and a funding programme of £1.2 billion over seven years.

He or she will play a leading role in developing the new organisation and in generating the required programmes and projects in association with partners to meet European funding requirements and to ensure that the economic and social objectives of the programmes are met. The post will require the exercise of high level management and leadership skills.

The Person

Applications are invited for the post of Chief Executive of the new organisation from persons with substantial experience of the private, public or voluntary sectors and with many if not all of the following qualifications:

- experience and understanding of Wales and its economy
experience of providing advice on policy development at the highest level
- the skills and experience to establish, develop and manage an organisation which can put substantial resources to work quickly, effectively and efficiently
- experience in advising on and administering complex programmes of economic and social regeneration.
- knowledge of European Structural Funds issues.

The National Assembly will operate equally in Welsh and English. Because of this the ability to do business in Welsh as well as English will greatly assist the postholder in doing his or her job. Translation facilities are, however, available.

Terms of employment

The post is within the Senior Civil Service Pay Band 3 which spans £50,510 to £82,650.

The appointment may be made on permanent Civil Service terms or for a period of 4 years, renewable by mutual agreement. Consideration may be given to an individual being seconded to fill the post for a specified period.

The post is pensionable under the non-contributory Principal Civil Service Pension Scheme.

Up to £5,000 towards relocation expenses may be available.

Location: Cardiff and Abercynon

Timing

The successful candidate will be asked to start as soon as possible and in any event no later than April 2000

Selection

Candidates will be short listed according to the evidence they provide on an application form. Those short listed will be assessed against the requirements of the job through selection methods including an interview where they may be asked to make a short presentation.

Application

Application packs giving more detail are available from:

Daniels Smalley Partnership, Sophia House, 28 Cathedral Road, Cardiff CF1 9LJ, fax 01222 660144 or e-mail recruitment@smalley.force9.net.

Requests for application forms should be made by fax or in writing. This is because telephoned requests can sometimes lead to transcription errors. Intending applicants should note that the Daniels Smalley Partnership are handling paperwork only and cannot answer queries on National Assembly policies and practices. The application pack contains details of Assembly staff who can help with further enquiries.

THE CLOSING DATE FOR APPLICATIONS IS 16 DECEMBER 1999.

Annex 2

CHIEF EXECUTIVE, ORGANISATION FOR THE ADMINISTRATION OF EUROPEAN STRUCTURAL FUNDS PROGRAMMES

The job – main duties and responsibilities

General

The task of the new Programme Executive will be to ensure that Wales derives the maximum benefit from new European programmes and related regeneration funds:

- to promote sustainable economic growth
- to increase prosperity in all parts of Wales
- to reduce disparities within Wales
- to tackle inequality, inactivity and social exclusion.

2. As head of the new organisation, the Chief Executive will be answerable to a partnership of bodies represented

through Programme Monitoring Committees, as required by the European Commission. This high-profile post will demand the closest collaboration with a wide range of public, private and voluntary bodies to help prepare and deliver the programmes and projects across Wales which will meet these objectives. He or she will be expected to lead by example and to account to the partnership and to the National Assembly for the results.

3. The proposed functions of the new organisation are set out at Annex 3.

Management:

4. The Chief Executive will

- give confidence to the partnership that the various European programmes and Initiatives available in Wales will be properly and effectively managed and likely to deliver the objectives set for them.
- create an organisation that is sensitive to the interests of the individual partners and will promote them in a balanced and impartial way.
- exercise close personal supervision over the performance of the organisation and the programmes for which it has responsibility.
- promote relationships with the National Assembly and its Committees that will foster full integration of the regeneration activities of the partnership and the policies and programmes of the Assembly.
- establish the organisation as an effective body for promoting knowledge of the Structural Funds throughout Wales and of the development opportunities these present.
- give leadership to staff of the organisation in providing the standards of service set for it by the Monitoring Committees. He/she will manage the organisation's staff to ensure correct and efficient use of available resources, and the establishment of good working practices and procedures.
- ensure that the partnership is able to develop a centre of expertise on Structural Funds and related programmes through enhancement of the skills and competencies of the organisation's staff.
- ensure full compliance by staff with European and other financial regulations and procedures.
- develop the organisation as a source of advice and help on Structural Fund schemes and projects for all public, private and voluntary sector organisations who need it.
- provide effective liaison between the Monitoring Committees and the National Assembly, Whitehall Departments, the United Kingdom Permanent Representation in Brussels (UKREP), the Wales European Centre and the European Commission.

Financial:

5. The Chief Executive will

- be a separate Accounting Officer.
- be responsible for:
 - implementing and monitoring secure systems of financial control.
 - evaluating the "cost effectiveness" of the organisation's activities and services
 - financial stewardship of the organisation's business in line with its agreed strategy and budget.

Marketing and Publicity:

6. The Chief Executive will be responsible for developing a marketing strategy for all the organisation's activities and managing the public relations issues of the organisation so as to ensure a positive image for the work of the partnership.

Policy and Planning:

7. The Chief Executive will

- oversee the preparation of strategic and business plans for the organisation.
- prepare an Annual Report.
- maintain a process for the continual review of the organisation's activities by the partnership and, where appropriate, by the Assembly.
- bring to the attention of the Assembly matters arising from the work of the Monitoring Committees that may have implications for policy.

General responsibilities:

- to take responsibility for self-development and continuing professional development.
- to arrange for annual performance appraisals of staff.
- to ensure that all employees responsible to the job holder are given the opportunity and guidance necessary to develop their skills and have their own Personal Development Plan.
- to be responsible for safeguarding the personal health and safety of all staff in line with statutory requirements.

The Person

8. The postholder will operate at the highest levels of policy-making and accountability. He or she will help shape performance in the economic, social and environmental regeneration of Wales through the deployment of European and other funds.

9. The postholder will need to have outstanding intellectual and personal qualities, able to win the trust and confidence of the Assembly, the partnership, key players in the Welsh public, private and voluntary sectors, and the European Commission

10. The ability to communicate effectively in private and in public, orally and in writing together with excellent leadership and management qualities, will be crucial.

11. The National Assembly will operate equally in Welsh and English. The ability to do business in Welsh as well as English will greatly assist the postholder in doing his or her job. Translation facilities are, however, available.

12. The postholder should demonstrate many, if not all, of the following skills and experience:

- have considerable experience of developing and implementing significant areas of policy which are high profile and sensitive;
- have an appreciation of the principal issues facing the Welsh economy and those matters important to the

people of Wales;

- the skills and experience to establish, develop and manage an organisation which can put substantial resources to work quickly, effectively and efficiently
- be sensitive to the novel constitutional framework of the Assembly and the key relationships between the Assembly and partnerships across Wales.
- be experienced and proficient in giving both oral and written advice at the highest levels;
- be an experienced and successful leader and manager, with a sound grasp of financial and resource management principles;
- have a good understanding of the workings of government and the wider community, including the public, voluntary and private sectors.
- Experience in advising on and administering complex programmes of economic and social regeneration; and
- Knowledge of European Social Funds issues.

TERMS AND CONDITIONS OF APPOINTMENT

Starting Date

13. This appointment is to a vacancy. It is in the Senior Civil Service and the successful candidate will be invited to take up appointment as soon as possible, but at the latest by April 2000.

Location

14. Cardiff, Abercynon and Machynlleth.

Appointment

15. The post is full time and may be made on permanent Civil Service terms or for a period of 4 years, renewable by mutual agreement. Consideration may be given to an individual being seconded to fill the post for a specified period.

Pension

16. Unless you choose otherwise, the appointments are pensionable under the Principal Civil Service Pension Scheme from the outset. Employees contribution - one and a half percent per annum.

Annual Leave

17. The leave allowance is 30 days per annum plus 10 ½ days public and privilege holidays.

Relocation Expenses

18. Financial assistance towards relocation expenses, up to a maximum of £5,000 may be available at the discretion of the Assembly.

Retirement Age

19. The normal retiring age is 60, Retention beyond the age of 60 may be considered, subject to satisfactory performance, although any extension would probably be on a year to year basis and in any event would not extend beyond age 65.

Nationality

20. For this post you must be a UK national.

Salary

21. The starting salary will be within the advertised Senior Civil Service Pay band. All increases above the starting salary, up to the maximum of the pay band, are entirely dependent on performance in the job.

Performance Assessments and Performance Pay

22. Performance is assessed in written staff reports, open to the reportee, which are completed every year ending 31 March. Performance pay is awarded only on the evidence of an annual staff report. All Assembly staff are assessed and paid in this way.

SELECTION

23. Applications from the public, voluntary and private sectors are encouraged. You will need to provide as much evidence as possible of the strength of your candidature at each stage of the selection process. The process will start with an initial sift of the application forms by the selectors (although you may enclose an up to date CV, this is not to replace full completion of the application form). Candidates will be short listed according to the evidence they provide on an application form. Those short listed will be assessed against the requirements of the job through selection methods including an interview where they may be asked to make a short presentation. The interview will be with a panel of three or four people, including an external assessor, under the Chairmanship of a Civil Service Commissioner. The assessments and interviews will be held separately and the interviews will include a short presentation made to the selection Board. They are likely to be held in January, in Cardiff.

APPLICATION

24. Your completed application form should be returned to

Annex 3

ORGANISATION FOR THE ADMINISTRATION OF EUROPEAN STRUCTURAL FUNDS PROGRAMMES IN WALES

INTRODUCTION

Wales will be the recipient of substantial Structural Funds support from the European Union in the period 2000-2006, including Objective One funding for West Wales and the Valleys, Objective 2 and Objective 3 funding in East Wales and funding through a range of European Community Initiatives. Details of the purposes, objectives, plans and targets for the funds will be set out in Programme Documents to be agreed with the European Commission.

2. These funds will be administered through a wide partnership of bodies in the public, private and voluntary sectors. For this purpose, it has been agreed that a new Programme Executive should be formed as an agency within the Assembly to provide a comprehensive service to the partnership and to the Assembly covering all aspects of structural funds management.

3. Details of the structure and organisation of the new agency have yet to be finalised but are expected to cover the following objectives and functions.

THE ORGANISATION'S OBJECTIVE

4. The primary objective will be to ensure that Wales derives the maximum possible benefit from European programmes and other regeneration funds in order to promote sustainable economic growth, to increase prosperity in all parts of Wales, to reduce disparities within Wales and to tackle the problems of inequality, inactivity and social exclusion.

PROGRAMME DEVELOPMENT AND MANAGEMENT

Overall Functions

5. These will include:

- To ensure the full take up of European Structural Funds through their allocation to cost-effective programmes and projects which meet approved objectives and contribute to agreed targets.
- To ensure on behalf of the partnership and of the Assembly best value for money through the effective administration of European programmes and other regeneration funds.

Detailed Functions

6. These will include:

- To administer programmes in accordance with the operational and other requirements set from time to time by the Programme Monitoring Committees and consistent with the Single Programming Document and other documents agreed by the European Commission. To provide the partnership with any services associated with or complementary to those functions.
- To provide administration for the Monitoring Committees and any other partnership committees and bodies established by the Monitoring Committees and carry out of any other activities delegated to it by the Monitoring Committees or by the Assembly.
- To promote actively with the partnership at national, regional and local level the preparation and delivery of packages, projects and initiatives for the investment of European and other regeneration funds.
- To provide information, advice and assistance to all potential applicants for financial support under European programmes and to disseminate examples of best practice.
- Generally, to publicise and promote the availability and purpose of European Structural Fund programmes and related Community Initiatives throughout Wales.
- To manage efficiently the application and appraisal processes determined from time by the Programme Monitoring Committees.
- To develop and monitor implementation of appropriate guidance for Accountable Bodies and other applicants involved in the allocation and use of the Funds.
- To ensure strict compliance with regulations and directives issued by the European Commission, the Member State or the Assembly.
- To put effective arrangements in place for the management, monitoring and evaluation of current programmes and Initiatives.
- To put in place arrangements for the effective integration of European funds with the Assembly's own regeneration schemes, including the winding-down of Welsh Capital Challenge, and the administration of the proposed Local Regeneration Fund.

POLICY & LIAISON

Overall Functions

7. The new Executive will be expected to provide advice to the National Assembly, in addition to the Monitoring Committees, to enable the maximum benefit to be secured for Wales through the integration of regeneration policies and programmes. It will also have a key role in promoting productive relationships between the partnership, the National Assembly and relevant institutions within the UK and in Europe.

Specific Functions

8. These will include:

- To report annually to the National Assembly on the deployment of European Structural Funds in Wales. The organisation is responsible for the preparation of an Annual Report and separate accounts prepared and audited by the Auditor General for Wales, subject to scrutiny by the Assembly's Economic Development Committee and the Audit Committee.
- To provide the Assembly with regular, high-quality and timely advice on all aspects of the operation of the Structural Funds in Wales.
- To provide liaison on all relevant matters between the Monitoring Committee and the National Assembly, Whitehall Departments, the United Kingdom Representation in Brussels (UKREP), the Wales European Centre and the European Commission.
- To have responsibility for meeting the requirements of the European Commission, including the submission of programme documents and plans, in relation to past, current and future Structural Funds Programmes in Wales.
- To liaise with the European Commission on the provision of Technical Assistance funds to support the operation of Structural Funds programmes in Wales.

PROGRAMME MONITORING & PAYMENTS

Overall Functions

9. The Executive will be responsible for all aspects of the financial management of Structural Funds Programmes in Wales and for ensuring the deployment and use of funds in accordance with the highest standards of propriety and value for money and relevant European and other regulations and procedures.

Detailed Functions

10. These will include:

- To administer the submission of payment claims to the European Commission for European Structural Funds.
- To ensure that financial control mechanisms are effective and that accurate forecasts of receipts and expenditure are built into the Assembly's budget Estimates.
- To monitor programme and project achievement to ensure the activity targets, outputs and impacts set out in the Programme Documents are met.
- To provide policy advice on additionality and other financial matters and to verify that additionality requirements are complied with.
- To make payments and advances to beneficiaries as soon as possible in line with guidance to be issued by

the Monitoring Committees.

- To develop systems to monitor programmes and initiatives to ensure that stated objectives are met and that payments are properly authorised, and that value for money is obtained.
- To maintain a database and to collect and analyse monitoring information on performance against target outputs and financial progress of projects which are in receipt of European Structural Funds support.
- To verify on a regular basis that operations financed by the Community have been properly carried out.
- To prevent and take action against irregularities
- To provide with the Commission and in the framework of the partnership effective monitoring of the Funds, through jointly agreed reporting and other procedures.
- To ensure the evaluation of programmes, the revision of baselines and the production of annual and final reports as appropriate.
- To submit annual and final reports to the Commission

MANAGEMENT

11. The Assembly Secretary for Economic Development will answer in the Assembly for the work of the organisation. The Chief Executive of the new body will be managerially responsible to the Permanent Secretary of the National Assembly and will be a separate Accounting Officer.

12. The organisation has responsibility for preparing corporate and operational plans to be approved by the Assembly Secretary for Economic Development.