



Appointment of Trustees

The National Library of Wales makes the culture and heritage of Wales accessible to everyone, for the purpose of learning, research and enjoyment.

The Library is eager to appoint Trustees who are;

- passionate about Welsh culture and heritage
- ambitious, innovative and strategic thinkers
- committed to ensuring that Wales' diverse communities can enjoy what the Library has to offer

As a Board member, you will be eager and enthusiastic in providing the Library with strategic leadership, to develop it for the future, passionate about the Library's activities with an understanding of governance and the responsibilities of a charity trustee. You will be joining the Board at an exciting time, as the Library is currently drafting its strategic priorities for 2025 – 2030.

You will be a confident communicator, an advocate for the Library, work well with others offering support and challenge, and comfortable with strategic planning and driving change.

We welcome applications from individuals of all backgrounds, but would particularly welcome applications from individuals with experience in digital conservation, cyber security, charity law/managing a charity, auditing, education and outreach.

Trustees are not remunerated, but we will pay travelling and other reasonable costs. The appointment is made in consultation with Welsh Government and will be made based on merit following a fair, open and transparent competition, and will be for a period of four years from 1 January 2025.

Time commitment

At least 12 days a year; this includes attending six meetings a year. Meetings are hybrid, and while attendance in person at the Library is encouraged, Trustees can also join remotely.

Welsh language skills

The Library is proactive in working bilingually. Board meetings are held in Welsh and English and Trustees can contribute in whichever language they choose. All Board papers are provided bilingually and simultaneous translation facilities are available at each meeting.

If you would like an informal chat about this exciting opportunity, you can contact Rhodri Llwyd Morgan, Chief Executive on 01970 632952 or by email rhodri.llwyd.morgan@library.wales, or Carol Edwards, (Governance Manager), on 01970 632923 or by email carol.edwards@library.wales.

To apply for the role, please forward a CV and covering letter stating how you meet the specification for the role to Carol Edwards at the above address. Further information about the Library, including its governing documents, can be seen on our website;

<https://www.library.wales/about-nlw/governance/nlw-governance>

The closing date for receiving applications is **16.00p.m on 8 November 2024**.

Interviews will be held on **18 November 2024**.



**LLYFRGELL GENEDLAETHOL CYMRU
THE NATIONAL LIBRARY OF WALES**

APPOINTMENT OF TRUSTEES

Information for Candidates

Closing Date: 16.00 on 8 November 2024

www.library.wales



Contents

Making an Application.....	3
Constitution and Role of the Board.....	4
Trustee Role.....	4-5
Person Specification and Criteria.....	5-6
Terms of Appointment-----	6-7

MAKING AN APPLICATION

Thank you for expressing an interest in being a Trustee of the National Library of Wales. As a Trustee you can influence the Library's strategic direction and contribute to its future development.

This document contains information on the role, person specification, the role and responsibilities of the Board and an outline of the selection process.

To obtain further information about the recruitment process or about the Library, contact Rhodri ap Llwyd, Chief Executive on 01970 632952 or Carol Edwards, Governance Manager and Clerk to the Board of Trustees, National Library of Wales on 01970 632923 or email rhodri.llwyd.morgan@library.wales or carol.edwards@library.wales or you may wish to visit the Library's [website](#).

To make an application, send a CV and letter outlining how you meet the person specification and criteria for the role to Carol Edwards at the following address – carol.edwards@library.wales.

Further information about the Library, including its governing documents, can be seen on our [website](#);

Your application should;

- Outline your interest in the role
- Show how you meet the criteria outlined in the person specification
- Outline how you can contribute to the Library's work

Interview panel members will be the Library's President, another Trustee, a Welsh Government official and an independent member.

The closing date for receiving applications is 16.00 on 8 November 2024. No applications will be accepted after this date.

Interviews will be held on 18 November 2024.

DIVERSITY STATEMENT

The National Library of Wales is of the opinion that members of public bodies boards should reflect Welsh society – individuals of all backgrounds – to assist them to understand people's needs and to make better decisions. That is why the Library encourages a wide and diverse range of individuals to apply for this role. We especially welcome applications from all currently under represented groups, which includes women, those under 30, people of

black, Asian, and minority ethnic backgrounds, disabled, lesbian, gay, bisexual and transgender.

CONSTITUTION THE ROLE OF THE BOARD

Trustees are appointed to the National Library of Wales' Board of Trustees (the Library) in accordance with its *Royal Charter and Statutes* and every appointment is made by open selection.

The Board consists of fifteen Trustees, eight appointed by Welsh Government and seven by the Library.

The Trustees include the President, Vice President and Treasurer, collectively referred to as the Officers of the Library. The President and Vice President are appointed by Welsh Government in consultation with the Trustees, and the Treasurer by the Library in consultation with Welsh Government.

Trustees are required to fulfil the duties of a charity trustee, as defined and set out by the Charity Commission in the publication *The Essential Trustee*.

Trustees should also be aware of their obligations in light of the fact that the Library is a Welsh Government Sponsored Body. These are presented in the *Framework Document*, which explain the Terms and Conditions under which the Library receives funding from the Government. A revised version of the *Framework Document* should be available in December 2021.

The *Regulations* also explain the work of the Board and Trustees and outlines the responsibilities of the Chief Executive and Librarian.

The Library's *Corporate Governance Framework* explains in detail the Board's function and also contains the *Trustees Code of Conduct*.

The Board is supported by the Executive Team, which consists of the Chief Executive and his three deputies. The Team is collectively responsible for ensuring that the Library achieves its corporate aims and objectives and fulfils its extensive functions and responsibilities effectively and efficiently.

ROLE OF TRUSTEE

The Trustee's role and responsibilities can be summarised as follows;

- regular attendance at Board meetings including any other relevant meetings, and thorough preparation for those meetings

- a willingness to become a member of the sub-committees; the three standing committees are Audit, Risk and Assurance, Financial Planning and Performance, Quality and Governance
- enthusiastic support for Library managers and staff
- representing the Library at public events
- promoting the Library's profile
- use their skills, knowledge and specialist experience for the Library's benefit
- facilitate contact with the Library's stakeholders
- contribute to decisions on policies, strategies and priorities relating to collections management, buildings and Library activities
- always conduct oneself in a way which inspires public confidence and which satisfies the public life standards of the Nolan principles

PERSON SPECIFICATION

To enable the Board to function effectively, it needs Trustees who have a wide range of competencies, expertise and experience. The Library is looking for individuals who display an;

- understanding, commitment and enthusiasm for the Library's work and the cultural sector in Wales
- awareness of Welsh Government policies and strategies and how they influence the Library and the culture sector in general
- commitment to the Nolan principles of public life
- ability to communicate effectively with Library audiences in Welsh and English

ESSENTIAL CRITERIA

- commitment to the National Library of Wales' values and vision
- understanding of the culture and heritage sector in Wales
- ability to think and act strategically, including interpreting complex information to note key issues and make effective decisions
- understanding of Wales' diverse communities and experience of promoting diversity and inclusion
- excellent communication skills and experience of working with others to realise objectives
- sensitivity and awareness of public opinion on cultural matters
- maintain the highest standards of propriety

and an understanding or knowledge of;

- the status of the Welsh language and the desire to make Wales a bilingual nation
- the role of Welsh Government and Senedd Cymru and their relationship with the Library
- functions and responsibilities of a registered charity

RELEVANT EXPERIENCE OF ONE OF MORE OF THE FOLLOWING

- Working in a business environment
- Digital developments and opportunities
- Cyber security
- Audit
- Charity law, charity management/governance
- Education and outreach

WELSH LANGUAGE

Fluency in Welsh is not a requirement for the role of Trustee on the Library's Board, but skills in Welsh are desirable, to the level noted below;

Understanding – can understand basic conversations on everyday matters

Reading – can read and understand basic material on everyday matters

Speaking – can hold a basic conversation in a work situation

Writing – no skills

The Library is a bilingual institution and provides its public services and maintains its internal and external relations in Welsh and English. The working language of the majority of Library staff is Welsh. The policy of the Library's main sponsor, Welsh Government, is to support the Welsh language, and its strategy for the Welsh language – Welsh 2050 – Million Welsh Speakers – promotes and facilitates the use of the Welsh language. The Library is also subject to the Welsh Language Standards.

With reference to the Library's linguistic character, applicants should evidence an awareness of the importance of the Welsh language in a bilingual Wales with an appreciation of the Library's policies and strategies for the language.

Simultaneous translation facilities are available at each Board meeting and papers are provided in Welsh and English.

TERMS OF APPOINTMENT

The appointments are made in conjunction with Welsh Government and will be on the basis of merit following a fair, open and transparent competition, and will be for a period of four years from 1 January 2025.

TIME COMMITMENT

The time commitment for the role of Trustees is up to 12 days a year which includes attending six Board meetings a year. Successful applicants will be expected to join at least one of the Board's sub-committees or the Pension Scheme Board, which will be an additional commitment of up to 6 days a year, which includes attendance at up to 4 committee or Pension Board meetings. The current sub-committees are Audit, Risk and Assurance, Finance and Resources and Performance, Quality and Governance.

REMUNERATION

Trustees are not currently remunerated but within the recognised limitations, may claim from the Library any travelling costs and other reasonable costs which may arise while undertaking Board duties.

You may also be eligible to claim a refund of costs associated with childcare/care of the elderly/ carer while undertaking duties on behalf of the Board.

ASSISTANCE FOR INDIVIDUALS WITH DISABILITIES

Every possible endeavour will be made to provide whatever assistance Trustees require to enable them to carry out their duties.

WHO IS ELIGIBLE TO APPLY

Applicants should be individuals who at all times behave in a manner which will earn the trust of the public.

Applicants must especially declare if they know of anything in their private or professional lives which could cause embarrassment to themselves, Welsh Government or the Library should it become public after they are appointed.

Under the provisions of the Royal Charter 2006, those who have previously been Library Trustees are not eligible to apply until four years have elapsed since their term ended.

Applicants should also note that being a member of the Library's Board of Trustees makes them ineligible for membership of Senedd Cymru under the [Senedd Cymru \(Disqualification\) Order 2020](#).

<https://www.legislation.gov.uk/uksi/2020/1255/made>

CONFLICT OF INTERESTS

You will be asked to declare any private interests which could, or could be perceived to be, in conflict with your role and responsibilities as a Trustee of the National Library of Wales, including business interests or positions of authority outside your role within the National Library of Wales.

Any conflict of interests will be discussed at interview. If appointed, you will also be expected to declare these interests on the register, which is available to the public.

****END****