

CONFIDENTIAL

All applicants **MUST** use this form. This includes existing members who are applying for a subsequent term of appointment.

PERSONAL DETAILS

Surname / Family Name	First names	Preferred name	Title (Mr, Ms, etc)

Email address	Mobile phone	Home phone	Work phone

Home address	Are you an existing member of the Tribunal?
	Are you an existing chairperson of the Tribunal?
	If you are an existing chairperson, are you applying for an extension of this role in addition to a renewal of your membership?

Some people are disqualified from becoming a member of the Tribunal. The statutory regulation which requires this is shown in an appendix to this form. The following questions are asked in order to establish that you are not a disqualified person.

Do you require a work permit to work in the UK?

Are you currently the subject of a bankruptcy order?

Do you currently have a legal arrangement or deed of composition with creditors in respect of unpaid debts?

Have you had, within the last five years , a legal arrangement or deed of composition with creditors in respect of unpaid debts which you have not paid off in full?

Have you at any time during the last five years been convicted of an offence and given a prison sentence of three months or more (even if that sentence was suspended)?

Are you currently disqualified from being a member of a local authority?

If you have a spouse or civil partner, are they an employee of the Tribunal? (Please answer Yes , No , or Not applicable .)

VALUATION TRIBUNAL FOR WALES

Tribunal members are required to travel to attend tribunal meetings and training sessions. They may also be required to use video conferencing software at home for tribunal purposes. The following questions relate to these requirements.

Do you hold a driving licence which permits you to drive in the UK unaccompanied?	
Do you have access to personal transport?	
If not, how would you undertake the required travel?	
Do you have access to a computing device with access to the internet?	
Do you have experience of using video conferencing software (for example, Zoom)?	
Do you have a suitable room or space where you could use video conferencing for tribunal purposes (ie a place which is quiet and likely to be subject to no (or minimal) interruption)?	

Tribunal members need to attend training sessions. They also need to be prepared to attend tribunals regularly, and sometimes the working day may be long. The following questions relate to these matters.

Training events are held in locations across Wales and the travel time may be two hours or slightly more in each direction. The events themselves sometimes run from 10am to 4pm.	
Are you prepared to give the required time and undertake the required travel in order to attend training?	
Tribunal members must attend at least one training event per year. If not, they will be debarred from sitting at tribunal.	
Are you prepared to attend at least one training event per year?	
Travel time before and after hearings may be up to 1½ hours each way and tribunal hearings may last from 10am to 4pm resulting in a working day of up to 9 hours.	
Are you prepared to give the required time in order to sit at tribunal hearings?	

The Tribunal hears cases in English and Welsh. In order to give Welsh-speaking tribunal users a high quality service, we require a proportion of our members to be fluent in the Welsh language. The following details help us in establishing the Welsh language skills of applicants (from no skills at all to fully fluent). Please fill in ALL parts. (Having no Welsh language skills DOES NOT debar your application.)

Do you consider yourself to be a fully fluent Welsh language user?			
Please consult the Welsh Language Skills table at the end of this document and tell us how you assess your own abilities in the following areas. Enter Level 1, 2, 3, 4 or 5 as appropriate; or "0" (zero) if you have no Welsh language ability.			
Listening:		Speaking:	
Reading:		Writing:	

VALUATION TRIBUNAL FOR WALES

As well as being impartial and unbiased when making judgements, the Tribunal must always be seen to be impartial and unbiased. Therefore we take steps to ensure that parties have no reason to claim that a member has a conflict of interest when hearing their case. For instance, we avoid placing members who are local councillors on panels that are hearing cases in the relevant council area. We place them on panels in other areas instead. Please answer the following questions and give any details, if applicable, of any position that you hold or have held which might affect a party's perception of the impartiality of a panel.

Are you an elected member, or member of staff, of any type of local authority?	
If so, please give details	

Have you ever been an elected member, or member of staff, of any type of local authority?	
If so, give details – including when you ceased to be connected to the authority.	

Are you, or have you ever been, a member of a Welsh Government Sponsored Body (other than the Valuation Tribunal for Wales, if you are re-applying for a new term of appointment)?	
If so, please give details	

Are there any other roles that you hold or have held, or circumstances that apply to you, which you would like to bring to the Tribunal's attention with regard to the perception of impartiality?	
If so, please give details	

THE REASON WHY YOU ARE APPLYING FOR TRIBUNAL MEMBERSHIP

Please give your reasons for applying for tribunal membership in the box below.

My reasons for applying for tribunal membership are...

MEMBERSHIP UNDERTAKING AND DECLARATION

A person appointed as a tribunal member is required to make a statement of undertaking. The statement is shown below.

Please indicate your agreement to this undertaking, if you were to be appointed, by answering the question and placing your name in the box below the statement

MEMBERSHIP UNDERTAKING AND DECLARATION

I agree to comply with the membership undertakings below and declare that, to the best of my knowledge and belief, the information supplied by me in my application for membership of the Valuation Tribunal for Wales is correct.

- As a member of the Valuation Tribunal for Wales I undertake to act in accordance with the *Seven Principles of Public Life* as promoted by the Committee on Standards in Public Life. (See Appendix 1.)
- I undertake to inform the Valuation Tribunal immediately if I become disqualified from being a member. (See Appendix 2 for the categories of disqualified persons.)
- I undertake to inform the Valuation Tribunal immediately if I am elected to the membership of a local authority.
- I undertake to inform the Valuation Tribunal immediately of any change in my employment or connections with other bodies or persons which may be perceived by users of the tribunal service as potentially affecting my impartiality when sitting as a tribunal member.
- I undertake to exclude personal and political preferences in the consideration of any appeal heard by the valuation tribunal of which I am a member.
- I undertake to be available for at least one meeting of the Valuation Tribunal each month.
- I undertake to attend required training courses. I understand that if I do not attend required training courses I can be debarred from sitting as a member.
- I undertake to claim only the expenses properly payable to me and to make my claims in line with the Members' Expenses Policy. (A summary of the main components of claimable expenses is laid out in Appendix 3.)
- I undertake to observe the Valuation Tribunal dress code. (See Appendix 2.)
- I undertake to inform the Valuation Tribunal promptly of any changes in my abode and contact details.

Do you agree to be bound by the Membership Undertaking and Declaration if you are appointed as a member of the Valuation Tribunal for Wales?

My full name is:

VALUATION TRIBUNAL FOR WALES

MEMBERSHIP UNDERTAKING -- APPENDIX 1

The Seven Principles of Public Life

The Seven Principles of Public Life were first promoted in 1995 and were known as “the Nolan Principles”. They were defined by the Committee on Standards in Public Life, which was established by the Prime Minister John Major in 1994. The Committee continues to exist to the present day. The first chairperson of the Committee was Lord Nolan. The wording of the seven principles has changed occasionally to aid better understanding, but the essence of them has remained constant.

The principles as are as follows:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour and treat others with respect. They should actively promote and robustly support the principles and challenge poor behaviour wherever it occurs.

<The above definitions were last verified for this Appendix in May 2023>

VALUATION TRIBUNAL FOR WALES

MEMBERSHIP UNDERTAKING -- APPENDIX 2

Categories of Disqualified Persons

A person cannot become a Valuation Tribunal member or will cease to be a Valuation Tribunal member if he or she is or becomes a disqualified person as defined in regulation 14 of The Valuation Tribunal for Wales Regulations 2010 (as amended). The text of regulation 14 is given below.

Disqualification from membership of the Valuation Tribunal

- (1) A person will be disqualified from being appointed or continuing to be a member of the Valuation Tribunal if –
 - (a) that person has been [made] bankrupt; or
 - (b) that person has made an arrangement with creditors; or
 - (c) that person has, within the five years immediately preceding that person's appointment, or since that person's appointment, been convicted in the United Kingdom, the Channel Islands or the Isle of Man of any offence and ordered to be imprisoned for a period of three months or more without the option of a fine, whether or not that sentence has been suspended; or
 - (ch) that person is for the time being disqualified from being a member of a local authority; or
 - (d) that person or that person's spouse or civil partner is or becomes an employee of the Valuation Tribunal.
- (2) A disqualification attaching to a person by reason of paragraph (1)(a) will cease –
 - (a) unless the bankruptcy order made against that person is previously annulled, on that person's discharge from bankruptcy; or
 - (b) if the bankruptcy order is so annulled, on the date of the annulment.
- (3) A disqualification attaching to a person by reason of paragraph (1)(b) will cease –
 - (a) if that person pays that person's debts in full, on the date on which the payment is completed; or
 - (b) in any other case, on the expiry of five years from the date on which the terms of the deed of composition or arrangement are fulfilled.
- (4) For the purposes of paragraph (1)(c), the ordinary date on which the period allowed for making an appeal from a conviction expires, or, if such an appeal is made, the date on which it is finally disposed of or abandoned or fails by reason of non-prosecution, will be deemed to be the date of the conviction.

Valuation Tribunal Dress Code

The Valuation Tribunal is a judicial body. Because of its standing, the parties appearing before it hold a reasonable expectation that the persons making decisions will be dressed in a presentable manner. To this end members' appearance at tribunal should be considered and a suit or jacket and tie for men and suitable business dress for women are expected. Items of clothing such as jeans or shorts and headwear (except on religious grounds) may not be considered acceptable.

In order to preserve the parties' perception of impartiality of the Tribunal, members should avoid wearing ties or badges or any other items that appear to support an organisation or cause. Even signs of affiliation to organisations or causes, which may be considered by many people to be non-controversial (such club ties or charity badges), can trigger in some parties' minds questions about a member's predisposition.

VALUATION TRIBUNAL FOR WALES

MEMBERSHIP UNDERTAKING -- APPENDIX 3

Summary of the main claimable expenses

TRAVELLING EXPENSES

Members are entitled to claim travelling expenses when travel is necessarily undertaken in respect of their performance of an approved duty.

The private motor vehicle rate is 50.5p per mile.

A *passenger supplement* of 5 pence per mile per passenger may be claimed when travelling with passengers who are undertaking the same valuation tribunal duty.

Expenditure incurred on parking fees, tolls or transport of the vehicle by ferry, as a result of undertaking the approved duty, will be reimbursed provided that proof of expenditure is submitted with the claim.

Members who travel by public transport are entitled to claim the amount of the fare paid (receipts required). Members who travel by taxi solely for reason of urgency are entitled to claim the fare (receipt required), otherwise the appropriate amount is the mileage travelled.

REIMBURSEMENT OF SUBSISTENCE EXPENDITURE

Members are entitled to re-claim expenditure on subsistence (food/non-alcoholic drink/meals) which is incurred as a result of the performance of an approved duty. Reimbursement is subject to certain maximum levels (as shown below). Clear evidence of the expenditure must support any claim.

Day Subsistence: claimable amounts for meals

Breakfast	Actual expenditure up to £9.00
Lunch	Actual expenditure up to £9.00
Evening Meal	Actual expenditure up to £27.00

FINANCIAL LOSS ALLOWANCE

Members are entitled to claim an allowance not exceeding the appropriate amount specified in the table below in respect of financial loss necessarily suffered as a result of the performance of an approved duty. The financial loss may be loss of earnings, or it may be additional expenditure which was necessarily incurred in order to enable attendance to tribunal business (eg child-minding fees). Claimants must make a declaration that they have incurred an actual (rather than potential) loss. Procedures are in place to verify that losses have actually occurred.

	Self-employed members (incl. an element for Income Tax)	All other members (Allowance is not taxable)
For any approved duty whose duration:		
(a) does not exceed 4 hours	£45.65	£34.69
(b) exceeds 4 but not 24 hours	£91.30	£69.38
(c) exceeds 24 hours	For each period of 24 hours the amount due is as in row (b) plus the amount ascertained from the Table appropriate to the remainder of the period.	

VALUATION TRIBUNAL FOR WALES – WELSH LANGUAGE SKILL LEVELS

Language area	Level 1	Level 2	Level 3	Level 4	Level 5
Listening/Speaking:	Can say Welsh names correctly (including first names, surnames and place names). Can greet tribunal users bilingually and open & close conversations bilingually using simple rehearsed phrases.	Can understand the gist of a conversation in moderately paced Welsh and be able to make an occasional contribution. Can make short basic statements and ask simple questions.	Can understand & take part in Welsh conversations. Can offer responses to queries but may have to use English terms occasionally.	Can contribute effectively in meetings. Can understand different tones & dialect; able to argue for & against an idea or position; able to ask & answer in-depth questions.	Can contribute fluently with confidence on all aspects of the organisation's business and express complex opinions clearly and without hesitation. Can translate effectively for others.
Reading:	Can understand short workplace signs and labels. Can understand other very short written phrases and sometimes very short sentences.	Can understand a significant amount of brief documents given sufficient time and access to language tools.	Can understand most correspondence & other business-oriented material. May have to use language tools for high level or technical vocabulary.	Can understand formal correspondence & short reports.	Can understand complex formal documentation.
Writing:	Can write Welsh place and personal names correctly Can include simple Welsh phrases in messages (eg within emails, texts, post-it notes, etc).	Can write brief messages & emails using simple sentences.	Can write short documents and notes with modest use of language tools.	Can produce grammatically correct, good conversational-style documents and emails etc with occasional use of language tools. Can take good quality notes in meetings.	Can produce formal documentation to a very high standard with minimal use of language tools. Can translate confidently and accurately with appropriate style and tone.