

Application Form 2: Lay Council member March 2026

Before starting this application please note:

Pausing your application: You can pause and save your application at any time, just click on the 'Finish later' button at the foot of the page you are on, provide your email address in the box provided and press 'Send'. Remember to check your inbox for the link so you can return to your application.

Submitting your application: To submit application forms, you will need to make sure you click 'Finish'. You will then be taken to a confirmation page. Here you will be able to save a completion receipt and a pdf version of your responses to keep for your records. Please note that you will have only **15 minutes** to download your completed application form after pressing the 'Finish' button.

Further instructions on submitting your application is available in the information pack and at the end of this application form.

Mobile device users

If you are completing this form using a mobile device, you may find it useful to view certain questions in a list format, specifically questions that make use of a grid. To do this click the link above the particular question 'view as a separate question instead'.

Competencies section

The competencies in the information pack will be assessed through completion of this application form.

You have a maximum of 250 words to answer each question in this section. If you exceed the word limit you will not be able to proceed with your application.

Please be aware that if you are preparing your answers in MS Word, there will be variation in the total number of words as this platform counts spaces/punctuation as words. If when you paste your response from Word into the space provided the word counter remains at zero, or you are told you have reached the word limit, you will need to delete some words in the box to be able to move on. We hope this will make it easier for you to complete the form online.

Please note that information submitted by you for this role will be processed in accordance with our Privacy Policy.

1. Please confirm you are applying for the following post *

Lay member of Council

Evidence of knowledge, skills and behaviours required for post

Part 1 – Your personal details

2. Your name *

0/32,000 characters

Current and previous employment

Please provide details of your current roles, plus all previous roles in the past five years and any earlier positions that you think are relevant for the role for which you are applying. There are three boxes to complete in this section, so please make sure you scroll across. Please enter 'not applicable' or 'N/A' in any boxes where you do not have information to submit.

Current role

3. Date to and from: *

0/32,000 characters

4. Company *

0/32,000 characters

5. Job purpose and brief description of role (approximately 50 words) *

Previous role

6. Date to and from: *

0/32,000 characters

7. Company *

0/32,000 characters

8. Job purpose and brief description of role (approximately 50 words) *

Previous role

9. Date to and from: *

0/32,000 characters

10. Company *

0/32,000 characters

11. Job purpose and brief description of role (approximately 50 words) *

Previous role

12. Date to and from: *

0/32,000 characters

13. Company *

0/32,000 characters

14. Job purpose and brief description of role (approximately 50 words) *

Relevant earlier role

15. Date to and from: *

0/32,000 characters

16. Company *

0/32,000 characters

17. Job purpose and brief description of role (approximately 50 words) *



Relevant earlier role

18. Date to and from: *

0/32,000 characters

19. Company *

0/32,000 characters

20. Job purpose and brief description of role (approximately 50 words) *



Part 2: Competencies

NB We define competencies as transferrable knowledge, skills and behaviours you can use to do this role.

Please ensure that you do not include any identifiable personal information such as your name, who you are, or any protected characteristics. This is to avoid the panellists making conscious or unconscious assumptions about you based on your application.

You will find all the information you need about the requirements for this role in the competency section in the information pack. It is a good idea to read through this before you start completing the areas of the form below.

This part of the form is set out to help you to provide us with all the information we need. We will ask you a question about each competency and we have included some prompts to help you consider your responses.

Prior to asking you about the competencies

Motivation to undertake the role

21. Please tell us why you are applying for this role and what skills you believe that you will bring to the role? (maximum 250 words) *

Understanding of good governance

22. Please tell us what you think constitutes good governance, and how it contributes to good strategy, policy and delivery? (maximum 250 words) *

Competencies required for the post

Please provide evidence below of how you meet all the essential competencies detailed in the information pack.

Is able to constructively review information

23. Describe a time when you were asked to review a strategy or policy within a board or committee setting? (maximum 250 words) *

Prompts to think about as you respond:

- What worked well?
- What would you do differently now?

Is able to work collaboratively as part of a team

24. Can you tell us about where effective team work has made a real difference to an outcome within one of your roles. (maximum 250 words) *

Commitment to Equity, Diversity, Inclusion and Belonging (EDIB) in terms of behaviours, decision-making and values

25. Please tell us about how you view EDIB in relation to leadership within an organisation.
(maximum 250 words) *

Desirable Knowledge, skills and experience

Skills and experience in any of the following areas are desirable but not essential. The aim of this section is to help us get a sense of the skills mix across our Council so we can address any gaps. Please complete any that are relevant for you otherwise please leave blank.

26. Please provide evidence, using examples from your work or other activities, that demonstrates your skills and experience in any of the following areas:

- Financial management
- Digital transformation
- Strategic Communications and engagement *

Submitting Application Form 2

By clicking the **Finish** button below, you will submit Application Form 2. Remember, you will have only **15 minutes** to view and then download your completed application form after pressing the 'Finish' button.

Once you click the **Finish** button, you will be taken to a confirmation page. On this page, you will be able to save a **completion receipt** and a copy of your responses for your records.

The **completion receipt** will provide you with a record of the date and time that you submitted the application.

If you want copies of both the completion receipt **and** your responses, we suggest that you print or email your completion receipt and do this first, and **then** download your responses. If you download your responses first, you will not be able to go back and save your completion receipt.

Please note that you cannot download a pdf of both your completion receipt and your responses. But you can print or email the completion receipt and **then** download your responses.

To download your responses, click on **My responses** and then download the pdf from the new page that opens. This is available in the top box on the page.

Please also make sure to complete Application Form 1. If you want your application to be considered, you must complete both Application Forms 1 and 2.

Please click on the **Finish** button to submit Application Form 2.