



Llywodraeth Cymru  
Welsh Government

**Information pack for applicants**

**Welsh Food Advisory Committee**

**Appointment of a Member**

**Closing date: 30/04/2023**

**{Welsh Food Advisory Committee}**

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## {Welsh Food Advisory Committee}

### **Making an application**

Thank you for your interest in the appointment of a member to the Welsh Food Advisory Committee (WFAC). The new member will be expected to attend meetings and contribute to discussions. Members are collectively responsible for ensuring that the decisions of the Food Standards Agency take proper account of scientific advice, the interests of consumers and other relevant factors. The attached Annexes provide details on the role of the member and the person specification, the role and responsibilities of the Welsh Food Advisory Committee and the selection process.

To make an application please visit the Welsh Government public appointment website here <https://cymru-wales.tal.net/vx/lang-en-GB/mobile-0/appcentre-3/brand-2/candidate/jobboard/vacancy/7/adv/>.

To apply for this role, click on the Welsh Food Advisory Committee member vacancy and click on 'Apply' at the bottom left hand corner. The first time you apply for a post, you will need to complete a registration form for the Welsh Government's online application system. You will only need to register once, and you will be able to keep yourself updated on the progress of your application, and any other applications you make, via your registered account.

Once you've registered, you'll be able to access the application form. To apply you will need to upload a personal statement and CV to the 'Reasons for applying' section of the online application form.

### **Personal Statement**

The personal statement is your opportunity to demonstrate how you meet each of the criteria set out in the person specification. How you choose to present the information is up to you. However, you should aim to provide detailed examples that demonstrate how your knowledge and experience matches each of the criteria, and which describe what your role was in achieving a specific result. It will also benefit the selection panel if you can be clear which particular evidence you provide relates to which criteria. Providing separate paragraphs in relation to each criterion is common practice.

Please limit your personal statement to two pages. Your application may be rejected if you exceed this limit.

### **CV**

Please ensure your CV includes brief details of your current or most recent post and the dates you occupied this role. Please identify any past or present Ministerial appointments.

### **References**

Please provide two referees (employer and personal) who will be contacted for successful candidates only.

### **Indicative timetable**

Closing date:	30 April 2023
Shortlisting:	w/c 15 May 2023
Interviews:	w/c 26 June 2023

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### **Diversity Statement**

The Welsh Government believes that public bodies should have board members who reflect Welsh society - people from all walks of life - to help them understand people's needs and make better decisions. This is why the Welsh Government is encouraging a wide and diverse range of individuals to apply for appointments to public bodies. Applications are particularly welcome from all under-represented groups including women, people under 30 years of age, black, Asian and minority ethnic people, disabled people, and lesbian, gay, bisexual and transgender people.

### **Disability Confident**

The Welsh Government accepts the social definition of disability, in which it is recognised that barriers in society act to disable people who have impairments or health conditions or who use British Sign Language. We are committed to removing barriers so that all staff can perform at their best. The Equality Act 2010 uses the medical definition of disability (“a physical or mental impairment which has a substantial and long-term impact on a person’s ability to carry out normal day to day activities”).

We guarantee to interview anyone who is disabled whose application meets the minimum criteria for the post. By ‘minimum criteria’ we mean that you must provide us with evidence in your application which demonstrates that you generally meet the level of competence for the role and any qualifications, skills or experience defined as essential.

We are committed to the employment and career development of disabled people. If you would like a guaranteed interview, please contact [publicappointments@gov.wales](mailto:publicappointments@gov.wales).

If you have an impairment or health condition, or use British Sign Language and need to discuss reasonable adjustments for any part of this recruitment process, please contact [publicappointments@gov.wales](mailto:publicappointments@gov.wales) as soon as possible and a member of the team will contact you to discuss your requirements and any questions you may have.

### **Contacts:**

For further information regarding the selection process, please contact:

Public Appointments Team  
Public Bodies Unit  
Email: [publicappointments@gov.wales](mailto:publicappointments@gov.wales)

For further information regarding the role of the Welsh Food Advisory Committee and the role of the Member please contact Lucy Edwards:

Tel: 07342 078780  
Email: [lucy.edwards@food.gov.uk](mailto:lucy.edwards@food.gov.uk)

If you need any further assistance in applying for this role, please contact [publicappointments@gov.wales](mailto:publicappointments@gov.wales).

For further information about Public Appointments in Wales, please visit [www.gov.wales/publicappointments](http://www.gov.wales/publicappointments)

## **Appointment of a Member of the Welsh Food Advisory Committee**

### **Role description and person specification**

#### **Role and responsibilities**

WFAC acts as an advisory body to the FSA. The Committee's term of reference is:

- to give advice or information to the Agency about matters connected with its functions including matters affecting or otherwise relating to Wales.

#### **Person Specification**

To be considered, you must be able to demonstrate that you have the qualities, skills and experience to meet all the essential criteria for appointment.

#### **Essential Criteria**

##### Essential skills and knowledge

- Demonstrate a current and continuing knowledge and understanding of food safety and standards issues, including policy development and the stakeholder landscape, as they relate to Wales.
- Strong analytical, strategic and decision-making skills, able to weigh complex evidence and explain the basis for the advice.
- Have good judgement, a high level of integrity and public responsibility, coupled with the ability to participate in making difficult decisions.
- Ability to interpret and communicate information effectively orally, in writing and through a variety of media channels.
- Ability to serve either without conflict of interest or to demonstrate how they would deal with any potential real or perceived conflict.
- Ability to consider and understand scientific advice, evidence and argument.
- Commitment to consumer issues or bring food/consumer insights within the Wales context.
- Demonstrate relevant experience in one (or more) of the following:

The Committee is seeking individuals who can demonstrate relevant experience in one or more of the following:

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- Consumer interests (e.g. consumer research or engagement with consumers through various channels, including social media)
- Food supply (e.g. catering/restaurant/hotel sector, community food initiatives, policy making in related areas)
- Communications (e.g. broadcasting, press or social media)
- Science (e.g. Microbiology, Medical, Epidemiology, Veterinary, Public Health or Social Science particularly behaviour change)
- Food Policy (e.g. food system governance, standards and assurance)
- Food Law (e.g. consumer protection, food fraud, food law enforcement,)
- Education/Academia (e.g. researching or teaching food systems and safety)
- Food Production (e.g. primary or industrial food or feed production)
- Relevant public bodies (e.g. public health).

### **Welsh Language**

Welsh Language skills are desirable for this post.

### **Key facts about the post**

Location: Committee meetings are usually held in Cardiff; however, there may be occasions when meetings are held throughout Wales.

Time Commitment: 21 days per annum

Tenure of office: Initial appointment of 3 years

Remuneration: **£3,885 per annum**

### **Eligibility**

Candidates should also note that membership of the Welsh Food Advisory Committee is a disqualifying office for membership of The Senedd Cymru under The Senedd Cymru Disqualification) Order 2020.

[The Senedd Cymru \(Disqualification\) Order 2020 \(legislation.gov.uk\)](https://legislation.gov.uk).

### **Conflict of Interests**

When applying you will be asked to declare any private interests which may, or may be perceived to, conflict with the role and responsibilities as a Member of the Welsh Food Advisory Committee, including any business interests and positions of authority outside of the role in the Welsh Food Advisory Committee.

Any conflicts of interest will be explored at interview. If appointed, you will also be required to declare these interests on a register which is available to the public.

### **Due Diligence**

Welsh Government Public Bodies Unit will undertake due diligence checks on all candidates successfully sifted to interview. This will include, but not necessarily be limited to social media and Internet searches. As a result, you may be asked questions at interview in relation to any due diligence findings.

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### **Standards in public life**

You will be expected to demonstrate high standards of corporate and personal conduct. All successful candidates will be asked to subscribe to the Code of Conduct for Board Members of Public Bodies, you can access this document at:

<https://www.gov.uk/government/publications/code-of-conduct-for-board-members-of-public-bodies>

Civil servants must not misuse their official position or information acquired in the course of their official duties to further their private interests or those of others. Conflicts of interest may arise from financial interests and more broadly from official dealings with, or decisions in respect of, individuals who share a civil servant's private interests (for example freemasonry, membership of societies, clubs and other organisations, and family). Where a conflict of interest arises, civil servants must declare their interest to senior management so that senior management can determine how best to proceed.

## **The role and responsibilities of the Welsh Food Advisory Committee**

### **Background**

The Food Standards Agency is an independent UK non-Ministerial Government Department set up by Act of Parliament in April 2000 as a food safety watchdog to protect the public's health and consumer interests in relation to food. Its sphere of influence ranges across the entire food chain, from pesticides and veterinary medicines to food safety and hygiene standards in shops, restaurants and takeaways. The FSA works closely with other bodies such as local authorities, other Government Departments and Executive Agencies to ensure that regulations on food safety and standards are enforced to protect consumers. Research and survey work is commissioned from a variety of sources (including independent Advisory Committees, individual experts and interested bodies) to ensure that policies are based on the latest and best-available evidence. This is particularly important as the FSA often has to manage food risks in the face of incomplete knowledge or disagreement amongst experts.

The FSA's responsibilities and accountabilities to the Devolved Administrations are equivalent to its responsibilities and accountability to the Westminster Government. The Chair and Board of the FSA are accountable directly to Senedd Cymru – the Welsh Parliament.

In addition to its London headquarters, the FSA has offices in Cardiff, Belfast and supporting its functions in Wales and Northern Ireland respectively with additional regional offices in York and Birmingham.

The remit of the FSA in Wales extends to food safety and standards. Nutrition is not within the remit of the FSA in Wales, responsibility for this area of work rests with Welsh Government.

The FSA is a Government Department but is led by a Board rather than directly by a Minister. This enables it to work at "arm's length" from Government. The legislation which established the FSA (the Food Standards Act 1999) reinforced the FSA's position by giving it powers to publish any advice it issues, including advice to Ministers. The FSA Board Member for Wales also serves as the Chair of the Welsh Food Advisory Committee.

Recognising the range of often conflicting and confusing advice on food, the FSA aims to ensure that it is the UK's most reliable source of advice and information about food, in which the consumer can have confidence. The FSA's guiding principles are:

- putting the consumer first
- openness and transparency
- science- and evidence-based
- acting independently

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- enforcing food law fairly

In putting the consumer first, the FSA has made food safety its top priority. It aims to provide consumers with understandable, accurate and reliable information on which they can base their decisions about food, and which will help them understand all the issues surrounding food, food safety and diet and nutrition. The FSA is committed to supporting all consumers in food matters, including the most socially and economically disadvantaged.

The FSA bases its decisions and advice on the best evidence available, aiming to ensure that the decision-making process is as open and transparent as possible, seeking the views of interested parties before reaching conclusions and always explaining the reasons for its decisions and advice in a straightforward manner. It has made a commitment to decide on policy issues in public and after open debate.

### **Role of the Committee**

The Welsh Food Advisory Committee (WFAC) acts as an advisory body to the Food Standards Agency. Members of the WFAC are appointed by the Minister responsible for the Food Standards Agency in accordance with the Food Standards Act 1999. The statutory role is defined as follows:

"There shall be an advisory committee for Wales for the purpose of giving advice or information to the Agency about matters connected with its functions (including, in particular, matters affecting or otherwise relating to Wales).

WFAC was established in 2000 to provide advice and information to the FSA. Such advice and information will be on food safety, food standards and allied subjects, particularly as they relate to Wales. The Agency is required to take account of such advice or information that is reasonable or practical, whether or not given at the Agency's request. WFAC members are appointed by the Minister for Mental Health, Wellbeing and the Welsh Language in accordance with the Food Standards Act 1999, to provide a wide range of expertise, experience and practical knowledge.

### The Committee:

- acts as a sounding board for Agency officials and its Board on specific issues
- acts collectively in the public interest
- advises on the development of policy and legislation undertaken by the Agency
- helps to establish priorities for the Agency taking account of:
  - consumer concerns
  - surveillance or research data
  - topical issues
  - committee members' judgement

WFAC is committed to working in an open and transparent way by:

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- holding public meetings in a variety of locations across Wales;
- listening to the views of stakeholders in Wales;
- supporting the FSA at public events;
- identifying issues that are important to Wales; and
- producing thorough and well considered advice.

In any given year the Committee is likely to:

- hold up to four open meetings in Wales supplemented by business meetings, training days and stakeholder events; and
- provide advice to the Agency on a variety of topics including: Allergens; Official Feed Controls, the FSA Strategic Plan, FSA Sampling Strategy, EU Transition, Achieving Business Compliance and Antimicrobial Resistance.

### General responsibilities of WFAC members

WFAC acts as an advisory body to the FSA. The Committee's term of reference is:

- to give advice or information to the Agency about matters connected with its functions including matters affecting or otherwise relating to Wales.

### **Remuneration**

Members of the Welsh Food Advisory Committee are contracted for 21 days per annum, at an honorarium of £3,885 per annum, paid monthly in arrears at one twelfth of the annual rate by bank credit. The honorarium is non-pensionable, is subject to the deduction of National Insurance and is taxable. The Agency will determine any variation in the level of annual remuneration. The right to this remuneration under the Act ends on the expiry of your term of office or its earlier termination.

While we welcome applications from Civil Servants and other public sector workers, Executive Office Public Appointments Guidance states: "Applicants who already work in the public sector need to be aware that no one should be paid twice from the public purse for the same period of time. As a result, applicants who already work in the public sector may not be entitled to claim remuneration for a public appointment if the duties are undertaken during a period of time for which they are already paid by the public sector." These principles will apply in appointing members to the Committee.

### **Meetings held in public**

As part of its commitment to openness, a minimum of four meetings per year are held in public, and any interested member of the public or press can attend. During each meeting there is an opportunity for members of the public to ask questions of speakers and Committee members. These meetings may be held at the Food Standards Agency in Wales office in Cardiff; however, Committee meetings may also be held throughout Wales, and members must be willing to travel accordingly. Because these meetings are held in public, and to a tight timescale, Committee members need to be able to speak clearly and confidently in public and be able to make their contributions succinctly. Discussions that deal with internal Committee

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business such as organisational issues and future work plans, are generally held at the Committee's planning sessions and are conducted in closed session.

### **Time commitment**

The role involves a time commitment of 21 days per annum, including Committee meetings and preparation time. You may also be required to undertake other Committee duties elsewhere as the need arises, for example; contributing to a WFAC sub-committee established to consider a particular subject area or representing WFAC at another event. All reasonable expenses for travel and subsistence will be reimbursed.

The appointment is usually for 2-3 years initially and can be renewable for a further term on the recommendation of the Chair and subject to satisfactory performance during the initial period of office. The final decisions on appointments and re-appointments are made by the Deputy Minister for Mental Health and Wellbeing. There is no automatic presumption of reappointment and there is a strong presumption that no individual should serve more than two terms or serve in any one post for more than 10 years.

## The selection process

The interview panel will assess candidates' CVs and personal statements to determine who it believes best meet the criteria for the role, and who will be invited to interview. The panel will rely only on the information you provide in your CV and statement to assess whether you have the skills and experience required. Please ensure that you provide evidence to support how you meet all of the essential criteria.

The selection panel will be chaired by Professor Susan Jebb, Chair of the FSA Board and will also comprise of Peter Price (Chair of WFAC), Peter Jones (Welsh Government) and Andrew Jones (Public Health Wales) as an Independent Panel Member.

Your application may be "long-listed", subject to the volume of applications received, before it is passed to the shortlisting panel for consideration. You should be aware that in this situation, your application might not be considered in full by all of the panel.

We anticipate that during May 2023 the panel will have decided who will be invited for interview in June 2023. It is our intention that interviews will take place in Cardiff.

The panel will select for interview only the strongest applicants who it feels have demonstrated that they best meet the criteria set out in the person specification. However, if you have applied under the guaranteed interview scheme **and you meet the minimum essential criteria** for the post, then you will also be invited for interview.

If you are invited to interview and if the interview date is not already provided in this information pack, we will aim to provide you with as much notice as we can of the interview date. If you are unable to make the arranged interview date, we will endeavour to re-arrange it but it might not be possible due to time constraints within the appointment timetable or selection panel availability.

You will receive email communication from Welsh Government's application centre to let you know whether or not you have been invited to be interviewed.

If invited to interview, the panel will question you about your skills and experience, asking specific questions to assess whether you **meet the criteria** set out for the post.

Candidates who the panel believe are 'appointable', will be recommended to Ministers who will make the final decision. The Minister may choose to meet with appointable candidates before making a decision. If she/he does, she/he will meet all candidates and in the presence of the panel chair or their nominated representative. There will be a time gap between interview and a final appointment decision being made. Candidates who have been interviewed will be kept informed of progress.

If you are successful, you will receive a letter appointing you as member of the Welsh Food Advisory Committee, which will confirm the terms on which the appointment is offered.

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If you are unsuccessful at interview, you will be notified through the Welsh Government's application centre. We appreciate it takes a lot of time and effort to apply for roles and that feedback is a valuable part of the process. As a result, the letter will provide the details of who you may approach for feedback on your interview and application, if you so wish

### **Queries**

For queries about your application, please contact [publicappointments@gov.wales](mailto:publicappointments@gov.wales).

### **If you are not completely satisfied**

Welsh Government will aim to process all applications as quickly as possible and to treat all applicants with courtesy. If you have any complaints about the way your application has been handled, please contact [publicappointments@gov.wales](mailto:publicappointments@gov.wales). Additionally you can write to: Office of the Commissioner for Public Appointments G/08, 1 Horse Guards Road, London SW1A 2HQ.