



Department  
of Health &  
Social Care



# Chair of the Food Standards Agency

Information pack for applicants

**Closing date: midday on 25 January 2021**

**Reference no: VAC-1692**



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Contents	
Section 1 – The Role .....	2
1.1 Role and Responsibilities of the Chair of the Food Standards Agency.....	2
1.2 Food Standards Agency role and responsibilities .....	6
Section 2: How to Apply.....	9
2.1 Making an application .....	9
2.2 The Selection Process.....	13
2.3 Disqualification from Appointment .....	18
2.4 How we will manage your personal information.....	20

# Section 1 – The Role

## 1.1 Role and Responsibilities of the Chair of the Food Standards Agency

### Introduction

Ministers are seeking to make a Chair appointment to the board of the Food Standards Agency (FSA). The Chair is appointed by the Secretary of State for Health and Social Care acting jointly with the appropriate Ministers in Wales and Northern Ireland.

### Role and Responsibilities of the Chair

The Chair of the Food Standards Agency (FSA) is accountable to Parliament directly, via Select Committees, and – on the floor of the Houses of Parliament and other Assemblies - through the Secretary of State for Health and Social Care and the Health Ministers in Northern Ireland and Wales.

The Chair will be expected to provide leadership and challenge to the organisation through delivery of the following responsibilities:

- Work with the Board and Chief Executive to set the strategic direction for the FSA, ensuring the department continues to be highly effective in protecting public health, the consumer's wider interests in relation to food, and delivering its mission of "food we can trust", whilst recognising the need to regulate in a proportionate way, balancing risk and freedom to make choices
- Champion the FSA's core values of putting the consumer first; science and evidence-based decision making; being independent of specific sectoral and political interests; and operating on the basis of transparency and openness
- Provide leadership for the Board to fully discharge its governance, assurance and strategic responsibilities as a non-Ministerial department, including scrutiny of and support to the Executive
- Ensure the effective recruitment, induction, development and performance management of Non-Executive Directors, Chief Executive, Chief Scientific Adviser and Chair of the Science Council. Develop and maintain a supportive working relationship with the Chief Executive and Chief Scientific Adviser
- Lead close working relationships with health and food Ministers in all three countries and with the Chair of Food Standards Scotland, working across organisational boundaries to support UK food standards policy delivery

- Lead effective working relationships with local authorities to help ensure food stays safe and honest, implementing the FSA's powers under the food standards act to influence and oversee local authority feed and food law enforcement.
- Lead stakeholder relationships with senior industry, science and consumer figures, and Parliamentarians, thus setting the tone for excellent working relationships, and represent the FSA at meetings, conferences and public events
- Represent the FSA effectively in the media, and at meetings, conferences and other public fora, whether addressing strategic consumer interests in relation to food, or dealing with specific high-profile food and feed safety concerns

## Qualities required for the role of the Chair

The Department of Health and Social Care values and promotes diversity and encourages applications from all sections of the community. The boards of public bodies should reflect the population they are there to serve. Boards also benefit from fresh perspectives, and we are always keen to encourage candidates with private sector experience to consider applying for our roles.

## Essential Criteria

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.

- Strong strategic leadership skills and a career record of achievement at the highest levels, with the ability to lead a significant national organisation through a period of high-profile scrutiny
- Able to deliver the highest standards of board level and public sector accountability, including strong governance, accountability, probity and propriety, developing a high-performing board, and working effectively with an executive
- To demonstrate leadership and commitment to inclusive practice and promoting equality of opportunity
- Excellent communication skills, comfortable about operating in the open, including with the media
- Politically astute and adept at building productive and supportive relationships with multiple stakeholders in governments, industry, science and consumer fields
- Scientific literacy, including confidence in working with scientific advice; understanding of risk; and an appreciation of evidence-based policymaking (*Note: it is not essential for candidates to have deep or professional scientific expertise*)

- A clear commitment to the Food Standards Agency’s role in protecting public health, the consumer’s wider interests in relation to food, and delivering its mission of “food we can trust”

## Remuneration

- The FSA Chair is remunerated at a rate of £70,000 per annum
- Remuneration is taxable, and subject to National Insurance contributions, both of which will be deducted at source under PAYE before you are paid. Remuneration is not pensionable
- You may claim travel and subsistence expenses, which are properly and necessarily incurred in carrying out your role and responsibilities as the Chair of FSA, in line with travel and subsistence policy and rates for FSA. A copy of the policy and rates can be obtained from FSA

## Time commitment

2.5 to 3 days per week

There are four Board meetings per year, live streamed over the internet, held on a Wednesday with the preceding day being used for internal briefing sessions. Meetings are held around England, though at least once a year a meeting is held in either Northern Ireland or Wales. There are also two internal Board Retreats a year usually in January and October.

### 2021 Board Meeting dates

Tues 19 January 2021 Board Retreat

Tues 9 and Wed 10 March 2021 Board meetings

Tues 15 and Wed 16 June 2021 Board meetings

Tues 14 and Wed 15 September 2021 Board meetings

Mon 11 and Tues 12 October 2021 Board Retreat

Tues 7 and Wed 8 December 2021 Board meetings

The FSA’s Code of Conduct for Members of the Board, the FSA’s Terms of Reference and the FSA’s Standing Orders and can be found here:

<https://www.food.gov.uk/about-us/our-board>

## Location

London or other

## Tenure of office

Ministers determine that the length of the appointment will be up to 3 years.

## Accountability

This Chair is appointed by the Secretary of State for Health and Social Care and the appropriate Ministers in Wales and Northern Ireland and is accountable to Ministers via a senior Departmental official for carrying out their duties and for their performance.

For further information regarding the role of FSA and the role of the Chair please contact:

Name: Dr David Self - Head of Private Office

Tel: 07984 883451

Email: [David.Self@food.gov.uk](mailto:David.Self@food.gov.uk)

Or

Name: Emily Miles – Chief Executive

Email: [Emily.Miles@food.gov.uk](mailto:Emily.Miles@food.gov.uk)

## 1.2 Food Standards Agency role and responsibilities

### Message from the outgoing FSA Chair, Heather Hancock

I'm delighted that you are considering applying to chair the Board of the Food Standards Agency (FSA). You would be taking over the reins at a pivotal moment in the way we protect public health and consumers' interests in food. Leading this department is an immensely rewarding experience and brings fascinating and sometimes testing challenges and opportunities.

For 20 years, the FSA has occupied a relatively unusual position as a non-Ministerial department in three governments – England, Wales and Northern Ireland. The department was created in the wake of the BSE crisis, which saw consumer confidence plummet when it came to food safety and political influence. That is why we are free of political direction, have a high degree of independence, and operate by putting the consumer first. The lessons of BSE are also woven into our absolute commitment to operate in the open and transparently, and on the basis of science and evidence. Our relentless focus on these founding principles is a major reason why we enjoy such high levels of public trust – 73% in the last survey, putting us in the top ten of most reputable Public Sector organisations.

As we move towards the end of EU transition, the FSA is looking forward to implementing four years' preparations for repatriating responsibilities from the EU. We are confident our preparations will provide a fully effective, equivalent regulatory regime that secures the same high standards for food we all expect in the UK. The three Governments we work with are publicly committed to maintaining our current food standards, and we intend to sustain our influential global position on food safety and regulation. But we are acutely aware that hardly a day passes without the impact of future trade deals on our food being in the headlines. The emotive and economic importance of food will see our risk analysis and our advice to Ministers being scrutinised, tested and challenged. As Chair, you will lead the Board and the executive team in navigating this environment, delivering on the FSA's mission to ensure that the public can trust that their food is safe and authentic, and can always look to the FSA for the truth about food.

EU Transition isn't the only complex change on our agenda. The FSA Board is committed to innovation and to making it easy for food businesses to do the right thing. We have a long term programme to modernise the regulatory regime, becoming more agile in the face of rapid change in the global food system, and using surveillance and horizon scanning to get ahead of future threats. And we have made a major commitment to make life better for people with food allergies and intolerances – health issues that can have as big an impact on people's lives as 'traditional' microbiological risks from food, but which for too long have been overlooked.

In chairing the FSA, you will be leading the Board to set strategic priorities for fulfilling the FSA's statutory purposes, setting targets and measuring outcomes to track progress, and assuring delivery of programmes and plans. The Board takes major decisions on public health and regulatory matters, which frequently includes the expert advice of our independent scientific committees as well as our in house science and research teams. The FSA Chair leads on a wide range of stakeholder relationships, none more important than with Ministers and elected members in the three administrations. We handle most of our

own Parliamentary and National Assembly business, although legislation and ‘floor of the House’ matters are handled by the relevant Public Health Minister. A further critical relationship is with our sister department in Scotland, Food Standards Scotland.

Today, the FSA Board is enthused by the challenges and opportunities that lie ahead. We want to be regarded as an excellent, accountable, modern regulator. I have found chairing the FSA to be exciting, intellectually challenging and rewarding, and very enjoyable. We have a great team of dedicated and knowledgeable officials, led by a talented CEO. There’s a lot to do, and the capacity, drive and determination to do it – and all the time, we seek to make a positive difference to the health and quality of life of everyone across the country.

**Heather Hancock LVO DL**

**Chair, Food Standards Agency**

## **Food Standards Agency role and responsibilities**

The FSA is an independent non-ministerial government department, set up by an Act of Parliament in 2000 to protect the public's health and consumer interests in relation to food.

We are concerned with the safety of food right along the food supply chain, from when it is produced, to when it is served on the plate. As the national authority responsible for food safety, we set the regulations that food businesses are obliged to follow, and work with delivery partners across England, Wales and Northern Ireland to make sure those regulations are enforced. We want the public to have trust in the food they eat, and that is why we work in an open and transparent way, making sure that consumer health and interests are at the heart of everything we do.

The FSA is accountable to the UK parliament and assemblies in Wales and Northern Ireland. We work closely with colleagues in Food Standards Scotland to provide a robust and coherent regulatory regime, to make sure that consumers across the UK can have confidence that the highest level of food standards are being set and maintained. To help achieve this aim, the department has offices in London, Cardiff, Belfast, York and Birmingham, and employs over 1,300 staff. We not only work with a range of other government partners, which includes providing advice to Ministers across three governments, but also actively engage internationally. We make sure that we play an important role in supranational standard setting and sharing best practice with other national competent authorities.

As the central authority for food and feed safety in England, Wales and Northern Ireland, we face a large range of complex and time-dependent challenges. Food and Drink is the UK’s biggest manufacturing sector and the Agri-food sector as a whole contributed almost £122bn to national Gross Value Added in 2017. Furthermore, the national and global context in which the FSA operates is changing at great speed, and the FSA needs to continue to evolve in order to meet changing public demands. With dynamic global trade bringing greater choice to UK consumers than ever before, the advent of new purchasing practices and changing dietary preferences, and the need for holistic approaches to health, wellbeing and the environment, the FSA must keep pace with societal expectations. In doing so, the FSA

must take advantage of new technologies and data-driven processes to support a risk-based approach to both standard setting and enforcement of over 600,000 businesses.

A major challenge facing the Agri-food sector is an increased potential for illegal and illicit activity through food crime due to the rapidly changing regulatory landscape. The FSA is fully committed to ensuring the authenticity and provenance of food right along the supply chain, with the establishment of the National Food Crime Unit. The department also has a rapid and resilient response to food incidents, investigating 2,323 food, feed and environmental contamination incidents in 2018/19 alone.

The FSA's ambition is to be recognised at home, and abroad as an Excellent Accountable Modern Regulator. The FSA's statutory purpose is protecting public health, and the consumers' wider interests, in relation to food.

To deliver this the FSA applies three core principles:

- Operating in the consumer interest;
- With openness and transparency; and
- Taking decisions and providing advice on the basis of science and evidence.

The FSA's strategic priorities for 2020/21 are:

- EU exit
- Regulatory reform
- Operations Transformation
- Hypersensitivities
- Surveillance.

In all our work the FSA is committed to:

- Developing scientific capability to ensure that our work is based upon rigorous and up-to-date scientific advice, including continuous assurance of our risk analysis programme
- Ensure that food safety regulatory activity in the UK is modernised so that it is risk-based, data-driven, and fit-for-purpose
- Becoming a global leader in food safety regulation, through collaboration and information sharing with likeminded organisations across the globe
- Persuading UK trading partners as to the quality and effectiveness of the UK's food safety regulatory regime.

A wide range of information about the FSA's work can be found on our website at:

<https://www.food.gov.uk/about-us/who-we-are> and the 'About us' brochure:

[\(English Version\)](#)

[\(Welsh Version\)](#)

# Section 2: How to Apply

## 2.1 Making an application

Thank you for your interest in the appointment of the Chair to the Food Standards Agency (FSA).

To make an application please email your CV, a supporting letter and completed monitoring forms to:

[appointments.team@dhsc.gov.uk](mailto:appointments.team@dhsc.gov.uk) – please quote **ref: VAC-1692** in the subject field.

If you are unable to apply by email please contact Daniel Clemence on 0113 2545335

Applications must be received by midday on 25 January 2021

In making an application please note the following:

### Supporting letter

The supporting letter is your opportunity to demonstrate how you meet each of the criteria set out in the person specification. It will benefit the Advisory Assessment Panel if you can be clear which specific evidence you provide relates to which criteria. Providing separate paragraphs in relation to each criterion is common practice. Please write all acronyms in full first.

Please ensure your full name, the role to which you are applying and the corresponding reference number for the post are clearly noted at the top of your letter.

Please limit your letter to two pages, and type or write clearly in black ink.

### Conflicts of interest

If you have any business or personal interests that might be relevant to the work of FSA, and which could lead to a real or perceived conflict of interest if you were to be appointed, please provide details in your Supporting letter.

If appointed, you will also be required to declare these interests on appointment and they will be entered on a register which is available to the public.

## Standards in public life and ensuring public confidence

Given the nature of public appointments, it is important that those appointed as members of public bodies maintain the confidence of the public and Government. If there are any issues in your personal or professional history (including any convictions or bankruptcy) that could, if you were appointed, be misconstrued, cause embarrassment to Ministers or FSA or cause public confidence in the appointment to be jeopardised, it is important that you bring them to the attention of the Advisory Assessment Panel and provide details of the issue/s in your Supporting letter. In considering whether you wish to declare any issues, you should also reflect on any public statements you have made, including through social media and blogs. Due Diligence may be carried out on any publicly available information and shared with the Advisory Assessment Panel.

The panel may explore any issues you declare with you before they make a recommendation on the appointment.

Failure to disclose such information could result in an appointment being terminated, as those who hold public appointments are expected to demonstrate the highest standards of corporate and personal conduct and are required to subscribe to the Code of Conduct for Board Members of Public Bodies, as part of agreeing to the terms and conditions of appointment. You can access this document at:

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

There are also circumstances in which individuals may not be considered for appointment, due to them not meeting certain eligibility criteria for appointment. For further information, please refer to **Section 2.3: Disqualification from Appointment**

If you wish to discuss any queries on conflicts, please see the contacts section.

## CV

Please ensure your CV includes:

- Your full name, title, home address, personal contact telephone numbers (land line and mobile), personal email address and details of any twitter accounts and LinkedIn accounts including your twitter handle/username.
- Similar contact details for two referees who will support your application. One referee should be the person to whom you are/were accountable in your current/most recent appointment or position of employment. Please indicate the relationship of each referee to you. References will be requested for short-listed candidates prior to interview.

- Brief details of your current or most recent post and the dates you occupied this role. Please identify any past or present Ministerial appointments.

The appointment of the Chair of FSA will be subjected to a pre-appointment hearing with the Health and Social Care Committee. **For further details see Section 2.2. Please be aware that the CV of Minister's preferred candidate for appointment, with personal details removed, will be sent to the Health and Social Care Committee.**

## Monitoring form

Please complete the Diversity Monitoring form. Diversity monitoring information will not be seen by the Advisory Assessment Panel assessing your application.

Political activity information is primarily for monitoring purposes only, however if you are shortlisted for interview, this information will be shared with the selection panel. The reason for this is that it is appreciated that such activities may have given you relevant skills, including experience gained from committee work, collective decision-making, resolving conflict and public speaking. If you have had such experience and you consider it relevant to your application for this post, you should also take the opportunity to include it separately in your supporting statement. If possible, you should not, however, identify the relevant political party in your statement.

If you are appointed to this role, please note that any political activity you declare will be published in accordance with the Governance Code on Public Appointments.

## Disability Confident Scheme

The Department of Health and Social Care values and promotes diversity and is committed to equality of opportunity for all and to the appointment of disabled people. As part of the Disability Confident Scheme, we guarantee an interview to anyone with a disability who applies under the Scheme and whose application meets the essential criteria for the post.

### What do we mean by a disability?

To be eligible for the Disability Confident Scheme you must have a disability or long-term health condition, which could be physical, sensory or mental and must be expected to last for at least 12 months. You do not have to be registered as a disabled person to apply under this scheme.

If you wish to apply under the DCS please complete section E of the Diversity and Monitoring form and return it with your application.

All applications will be acknowledged by email after the closing date.

## Contacts

For further information regarding the **role of FSA** and the **role of the Chair** please contact:

Name: Dr David Self – Head of Private Office

Tel: 07984 883451

Email: [David.Self@food.gov.uk](mailto:David.Self@food.gov.uk)

Or

Name: Emily Miles – Chief Executive

Email: [Emily.miles@food.gov.uk](mailto:Emily.miles@food.gov.uk)

For further information regarding the selection process, please contact

Daniel Clemence

Appointments Team

Tel: 0113 2545335

Email: [Daniel.Clemence@dhsc.gov.uk](mailto:Daniel.Clemence@dhsc.gov.uk)

Please quote reference VAC-1692 on all correspondence.

If you choose to apply, we would like to thank you in advance for your time and effort in making an application.

## 2.2 The Selection Process

The Appointments Team will deal with your application as quickly as possible and will advise you of the likely timetable at each stage.

Timetable:

- Closing date: Midday on 25 January 2021
- Shortlisting complete: 08 February 2021
- Interviews held: 22 February 2021
- Health and Social Care Committee Hearing: April (date TBC)

The selection panel will be:

- Jonathan Marron, DHSC, Director General (panel chair)
- Frank Atherton, CMO for Wales, as a panel member
- Christine Middlemiss, Defra, Chief Veterinary Officer, as a panel member
- Cindy Butts, Commissioner, Criminal Cases Review Commission as a Senior Independent Panel Member

The Senior Independent Panel Member is independent of both the Department of Health and Social Care and FSA.

As required in the Governance Code for Public Appointments, we have consulted with the Commissioner for Public Appointments on the Senior Independent Panel Member who will be on the panel.

The Governance Code on Public Appointments requires all Advisory Assessment Panel members to declare any political activity within the last five years.

All panel members have declared that they have not taken part in any political activity within the last five years.

Senior Independent Panel Members must not have taken part in any political activity within the last five years.

After the closing date for applications:

- The Department of Health and Social Care may commission a pre-assessment of candidate applications which would then be provided to the Panel for consideration and to inform the shortlisting process. By applying, you are agreeing to your application being shared with another party for pre-assessment. The pre-assessor and the panel are reliant on the information you provide in your CV and supporting letter to assess whether you have the skills and experience required. Please ensure that you provide evidence to support how you meet all the essential criteria. It is the responsibility of the panel to determine who it believes best meet the criteria for the role, and who will be invited to interview.
- Interviews will be held on 22 February 2021. Interviews are likely to be conducted by video/teleconference due to Covid-19 restrictions but if not, would be held in central London.
- The Advisory Assessment 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 Disability Confident Scheme and you meet all the essential criteria, then you will also be invited for interview
- If you are invited to interview and if you are unable to attend on the set date, then an alternative date can only be offered at the discretion of the Advisory Assessment Panel
- The Appointments Team will email to let you know whether you have been invited to be interviewed. It is our intention that interviews will take place via video/teleconference
- If invited to interview, the Advisory Assessment Panel may invite you to make a brief presentation at the start of the interview and will go on to question you about your skills and experience, including asking specific questions to assess whether you meet the criteria set out for the post.
- The Advisory Assessment Panel will also explore with candidates any potential conflicts of interest or any other issues arising from candidate's personal and professional history which may impact on an appointment decision (see section 2.1 for further details).
- Candidates who the panel believe are 'appointable', will be recommended to Ministers who will make the final decision. Ministers may choose to meet with shortlisted candidates, before or after interview, before making a decision. Candidates should therefore be prepared for a 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 from Ministers appointing you as the Chair of FSA, which will confirm the terms on which the appointment is offered.

- **Please note that due to the volume of applications that are received it is not possible to routinely provide feedback to those not shortlisted for interview.**
- If you apply under the Disability Confident Scheme and you are not shortlisted for interview, we can provide a summary of the assessment of your written application, if you choose to request feedback.
- If you are unsuccessful at interview, you will be notified by the Appointments Team. We appreciate it takes a lot of time and effort to apply for roles, and prepare for and attend an interview, and that feedback is a valuable part of the process. Following interviews, the letter which confirms the outcome of the appointment process will provide the details of who you may approach for feedback on your interview and application, if you so wish.
- For further information on how we will manage the personal information that you have provided to us through your application, see **Section 2.4**.

## Pre-appointment scrutiny

This role is subject to pre-appointment scrutiny by the Health and Social Care Committee.

Pre-appointment scrutiny is an important part of the appointment process for some of the most significant public appointments made by Ministers. It is designed to provide an added level of scrutiny to verify that the recruitment meets the principles set out in the Governance Code on Public Appointments.

The pre-appointment scrutiny aspect of the appointment has two parts.

First, information concerning the appointment and the Minister's preferred candidate will be shared with the relevant select committee. As part of this process you will need to be content for your name and your CV to be shared with the Select Committee as the Government's preferred candidate. You may also be required to complete a pre-appointment hearing questionnaire which could include, among other things:

- Declarations of any relevant potential conflicts of interest,
- What you see as the priorities and key risks for the organisation,
- Questions about how you would lead the board and work with stakeholders,
- Your commitment to standards in public life and how you would handle being in the public eye.

Normally any information provided to the select committee by the Government or a candidate will be published.

Second, it is likely that the select committee will decide to call the Government's preferred candidate to a public hearing before the select committee to answer questions relating to their suitability to the role. You would not be expected to have an in-depth technical knowledge of how the body works or an exact plan of what you would do in the role, however you will be expected to provide a credible representation of your understanding of the work of the body and what your role in its future would be.

The proposed timeframe for a pre-appointment hearing for this role is April.

The Government is committed to making the public appointments as accessible as possible so that no one is deterred from applying. The Department will provide support to you to help you prepare for the hearing and the clerks to the select committee will also be available to discuss with you how the hearing will run. You will also be supported by the Department in working with the select committee should you require any adjustment to enable you to participate fully in the hearing process.

For more information about pre-appointment scrutiny, please see the 'Cabinet Office Guidance: Pre-appointment scrutiny by House of Commons Select Committees'. [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/771845/Cabinet-Office-Guidance-pre-appointment-scrutiny-of-public-appointments.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/771845/Cabinet-Office-Guidance-pre-appointment-scrutiny-of-public-appointments.pdf)

The Liaison Committee also publishes [guidelines](#) to select committees for pre-appointment.

You may also find it helpful to review the Code of Conduct for board members of public bodies here: <https://www.gov.uk/government/publications/board-members-of-public-bodies-code-of-conduct> which sets out the expectations which the Government places on non-executive members of public bodies.

## Queries

For queries about your application, please contact Daniel Clemence:  
[Daniel.Clemence@dhsc.gov.uk](mailto:Daniel.Clemence@dhsc.gov.uk)

## 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/board-members-of-public-bodies-code-of-conduct>

## **Diversity and equality of opportunity**

The Department of Health and Social Care values and promotes diversity and encourage applications from all sections of the community.

## **Governance Code on Public Appointments**

The Governance Code on Public Appointments, published by the Cabinet Office, sets out the principles that should underpin all public appointments. The Governance Code can be found at: <https://www.gov.uk/government/publications/governance-code-for-public-appointments>

## **The Commissioner for Public Appointments**

The regulation of public appointments against the requirements of the Governance Code is carried out by the Commissioner for Public Appointments. The Commissioner provides independent assurance that public appointments are made in accordance with the principles set out in the Code. The Commissioner is appointed by the Queen and is independent of the Government and the Civil Service. Further about the role of the Commissioner is available from: <http://publicappointmentscommissioner.independent.gov.uk>

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

The Department of Health and Social Care 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 Charlotte Broughton in the Department of Health and Social Care by emailing [Charlotte.Broughton@DHSC.gov.uk](mailto:Charlotte.Broughton@DHSC.gov.uk)

If after receiving a comprehensive response from the Department you are still concerned, you can write to the Commissioner for Public Appointments. Please contact:

The Commissioner for Public Appointments  
1 Horse Guards Road  
London SW1A 2HQ  
Tel: 0207 271 8938  
Email: [publicappointments@csc.gov.uk](mailto:publicappointments@csc.gov.uk)

## 2.3 Disqualification from Appointment

There are circumstances in which an individual may not be considered for appointment.

- In Part II of Schedule 1 to the [M1](#) House of Commons Disqualification Act 1975 (bodies whose members are disqualified) there shall be inserted at the appropriate place the words “The Food Standards Agency.”
- In Part II of Schedule 1 to the [M2](#) Northern Ireland Assembly Disqualification Act 1975 (bodies whose members are disqualified) there shall be inserted at the appropriate place the words “The Food Standards Agency.”

For more information on the disqualification criteria, please refer to the full document at: <https://www.legislation.gov.uk/ukpga/1999/28/contents>

Further advice about Disqualification from Appointment can be provided by contacting Nicola Jenkins on Tel: 07855 514603.

### Eligibility criteria

There are circumstances in which an individual may not be considered for appointment. They include:

1. persons who have received a prison sentence or suspended sentence of 3 months or more in the last 5 years
2. persons who are the subject of a bankruptcy restrictions order or interim order, or a debt relief order or interim debt relief order under Schedule 4ZB to the Insolvency Act 1986
3. persons who have had an earlier term of appointment with a health service body terminated on the grounds:
  - that it was not conducive to the interests or good management of the body that the person should continue to hold office
  - that the person failed to attend a meeting of the body on three consecutive occasions
  - that the person failed to declare a pecuniary interest or withdraw from consideration of a matter in respect of which the person had a pecuniary interest

**Chair of the Food Standards Agency information pack for applicants**

- of misconduct or failure to carry out the person's duties
4. anyone who is under a disqualification order under the Company Directors Disqualification Act 1986; or
  5. anyone who has been removed from trusteeship of a charity.

## 2.4 How we will manage your personal information

Your personal information will be held in accordance with the General Data Protection Regulation. You will not receive unsolicited paper or electronic mail because of sending the Department of Health and Social Care any personal information. No personal information will be passed on to third parties for commercial purposes.

When we ask you for personal information, we promise we will:

- Only ask for what we need, and not collect too much or irrelevant information
- Ensure you know why we need it
- Protect it and insofar as is possible, make sure nobody has access to it who shouldn't
- Ensure you know what choice you have about giving us information
- Make sure we don't keep it longer than necessary
- Only use your information for the purposes you have authorised

We ask that you:

- Provide us with accurate information
- Inform us as soon as possible of any changes or if you notice mistakes in the information we hold about you

If you apply for a post, we will share some of the information you provide with the members of the selection panel for the post to which you are applying, so that your CV and supporting letter can be assessed.

The diversity information you provide will not be used in the selection process and will therefore not be shared with the Advisory Assessment Panel assessing your application at any stage. However, panels may review the political activity response at the interview stage. This in no way acts as a bar to appointment. Further information on this is provided in the attached Monitoring form.

The Commissioner for Public Appointments regulates and monitors appointments to public bodies to ensure procedures are fair. The Department of Health and Social Care is required by the Commissioner for Public Appointments to retain information about the people who apply for public appointments within his remit and make this information available to him for audit purposes, if requested to do so. Information you provide in your application may therefore be made available to the Commissioner for Public Appointments and the

Commissioner's auditors on a confidential basis to help fulfil either the Commissioner's formal complaints investigation role or for audit purposes.

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