



Llywodraeth Cymru  
Welsh Government

**Information pack for applicants**

**Food Standards Agency**

**Appointment of a Board Member for  
Wales and Chair of the Welsh Food  
Advisory Committee**

**Closing date: 30 April 2023**

**Contents**

	Page
<b>Making an application</b>	<b>3-4</b>
<b>Annex A: Appointment of a Food Standards Agency Board Member for Wales and Chair of the Welsh Food Advisory Committee (WFAC)</b>	<b>5-6</b>
<b>Annex B: The role and responsibilities of the Food Standards Agency (FSA)</b>	<b>10</b>
<b>Annex C: The selection process</b>	<b>12-13</b>

## **Making an application**

Thank you for your interest in the appointment of a Board Member for Wales. The new Member will also hold the position as Chair of the Welsh Food Advisory Committee (the WFAC). The attached Annexes provide details on the role of the Member and the person specification, the role and responsibilities of Food Standards Agency 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 Board Member for Wales and Chair of the Welsh Food Advisory Committee 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

### **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 Food Standards Agency and the role of Board Member for Wales and Chair of the Welsh Food Advisory Committee please contact Ann Stirling, Head of Secretariat, FSA:

Tel: 07970 401448  
Email: [ann.stirling@food.gov.uk](mailto:ann.stirling@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 Food Standards Agency Board Member for Wales and Chair of the Welsh Food Advisory Committee (WFAC)**

### **Role description**

The Member of the FSA Board for Wales has a responsibility to:

- ensure the FSA discharges its statutory duties in line with the requirement to protect public health and consumer interests in relation to food
- set and to reinforce the FSA's core values through the development and monitoring of strategic objectives, plans and policies
- represent the FSA and its values in communications with key stakeholders
- monitor the performance of the Executive in meeting agreed objectives and targets, including: the delivery of services; continuous improvement; financial performance, and risk management
- assist with the appointment of the Chief Executive
- play an effective part in Board meetings, discussions and decisions and work towards shared success
- participate as a member or Chair of one or more of the Board Committees: Business, and Audit and Risk Assurance
- act in the public interest at all times, not as a representative of the interests of any particular sector, and without regard to any personal interests
- advise the FSA Board on matters relating to Wales; and
- commit up to 20 days per annum to the FSA and to travel to meetings across the country, for which expenses are payable. In addition, Board Members are expected to read widely to develop personal skill and ensure effectiveness in the role.

Board members receive advice and support from the Executive in respect of their duties and are provided with background information in order to carry out their responsibilities. There is a dedicated secretariat to support the Board. The FSA Board is a paperless body.

## Food Standards Agency

In addition to the responsibilities of a Board member, the Chair of the Welsh Food Advisory Committee's responsibilities are to:

- serve as a member of the WFAC and to chair meetings in a manner that facilitates the effective contribution of Committee members by creating an environment in which they can share their knowledge and expertise
- plan the business for Committee meetings with the FSA Director in Wales, including pro-actively raising issues for the Committee to discuss
- guide the WFAC on the provision of advice or information to the FSA about matters connected with its functions, in particular those relating to Wales
- encourage the WFAC to reflect the Wales consumer voice and strengthen the consumer perspective, in relation to key issues that the FSA Board consider
- support the FSA in communications with key stakeholders in Wales and to build the relationships necessary for the effective operation of the Committee
- undertake a once per term appraisal of the performance of Committee members
- act in the public interest at all times, not as a representative of the interests of any particular sector, and without regard to any personal interests; and
- give approximately 15 days per annum in addition to any time commitment as Board Member, to the FSA and to travel to meetings across 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**

- Strong decision-making skills, able to assess complex evidence and explain the basis for a decision
- Experience of working with, or on behalf of the public and an ability to represent consumer interests
- Strong strategic thinking and experience, able to help shape the FSA's strategic direction
- Ability to achieve significant change, operate across complex networks
- Strong communication and interpersonal skills, including championing diversity and confidently deal with difficult situations sensitively
- Evidence of ability to chair meetings of a significant national organisation, and support and sustain an effective board with strong Board relationships.

### **Desirable Criteria**

In order to achieve a balanced Board, new Members will ideally be able to bring skills and experience in one or more of the following areas:

- Experience in the food sector (primary production, manufacture, retail)
- Expertise in safety and standards in the food industry
- Experience in local government
- Insight into public (or environmental) health in relation to food
- A senior scientist working in a field closely related to the FSA's portfolio
- Expertise in (or understanding of) innovation which is relevant to food products/processes or delivery routes to the consumer

## Food Standards Agency

- Understanding of (or experience in) a government regulatory body
- Welsh language skills

### Welsh Language Skills

The Welsh Government acknowledges the importance of developing and growing bilingual capabilities in public appointments in Wales and welcomes applications from candidates who demonstrate their capability to work in both English and Welsh. The following list of language requirements represents an objective assessment by the recruiting body of the Welsh language skills required to undertake the duties of this particular post.

- Reading - Can read some basic words and phrases with understanding
- Written - Can write basic messages on everyday topics
- Understanding - Can understand parts of a basic conversation
- Spoken - Can hold a basic conversation in Welsh

In addition to the above criteria, the Chair of the Wales Food Advisory Committee will need to evidence the ability to:

- chair high-level Board meetings in any sector;
- understand the consumers' interests in relation to food, in Wales; and
- maintain composure in face of adversity and opposition.

### Key facts about the post

Location:	Board meetings are held around England, though at least once a year a meeting is held in either Northern Ireland or Wales.  Most of the WFAC's meetings will be held at the FSA's office in Cardiff. However, Committee meetings may be held elsewhere in Wales.
Time Commitment:	20 days per annum plus 15 days per annum for WFAC.
Tenure of office:	Welsh Ministers determine the length of the appointment, which will be for an initial appointment of up to 3 years.
Remuneration:	Remuneration for the role totalling £14,000 will be paid per annum for working approximately 35 days per annum. This is made up of as follows: <ul style="list-style-type: none"><li>• The Non-Executive Member for Wales will receive remuneration of £8,000 per annum for working approximately 20 days per annum.</li><li>• The Chair of the WFAC will receive a remuneration of £6,000 per annum for</li></ul>

## Food Standards Agency

working approximately 15 days 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. Board members are not employees of the FSA.
- You may claim travel and subsistence expenses, which are properly and necessarily incurred in carrying out your role and responsibilities as Non-Executive Member of the FSA, in line with travel and subsistence policy and rates for the FSA. A copy of the policy and rates can be obtained from the FSA.

### **Eligibility**

Under statute, the House of Commons Disqualification Act 1975 applies. Board members may be removed from office if they have been declared bankrupt, had their estate sequestered, or have made an arrangement with their creditors.

Candidates should also note that membership of the Food Standards Agency 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 Member of the Food Standards Agency, including any business interests and positions of authority outside of the role in the Food Standards Agency.

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.

### **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>

## Food Standards Agency

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 Food Standards Agency (FSA)

### Background

The statutory role of the FSA is to protect the health of the public and the interests of consumers in relation to food. Since it was established in April 2000, it has made its mark as a new kind of public authority – independent, proactive, energetic, open about policy and honest about risks.

The FSA is led by a Board of up to 12 non-executive members, including the Chair and Deputy Chair (in practice, since the creation of Food Standards Scotland in 2014, two of these Board roles which were reserved to appointments by government in Scotland, the Board has been 10 members strong). Collectively, Board members share responsibility for the whole FSA.

The Chair and Deputy Chair are appointed by the Secretary of State for Health and Social Care acting jointly with the appropriate Ministers in Wales and Northern Ireland. One Board member is appointed by Welsh Ministers, and one member by the Health Minister in Northern Ireland. In Wales and Northern Ireland there are Food Advisory Committees which act as a route through which information and advice relevant to their country's FSA interests is relayed to the Board. A Board member chairs each of these Committees. The remaining FSA Board members are appointed by the Secretary of State for Health and Social Care. The appropriate authorities consult each other before appointments are made. There are no specific geographical qualifications for these roles.

The FSA remit covers food and feed safety regulation and policy across the whole food chain (from 'farm to fork'). It works to protect consumers by improving the safety of food and by giving honest, clear information. There is a complex pattern of responsibilities for policy and delivery on food and feed safety and standards, nutrition, and non-safety labelling and composition of food, across England, Wales and Northern Ireland. This means that it has slightly different remits in each country.

The FSA is also an enforcement authority. Its staff work in meat plants to check that the requirements of the regulations, including animal welfare standards, are being met. It works closely with Local Authority Environmental Health Officers and Trading Standards Officers in 387 local authorities to ensure food from the over 600,000 food premises across England, Wales and Northern Ireland is safe and accurately labelled.

The FSA works closely with a very wide range of stakeholder groups to improve food safety at every step of the food chain. It has won recognition for restoring the trust of UK consumers in the way food safety is regulated.

Further reading:

FSA's Annual Report and Consolidated Accounts for 2020/21 are available at <https://www.food.gov.uk/about-us/reports-and-accounts>

FSA Strategy 2022-27:

Food Standards Agency

[https://www.food.gov.uk/sites/default/files/media/document/Food%20you%20can%20Trust%20-%20FSA%20strategy%202022%E2%80%932027\\_2.pdf](https://www.food.gov.uk/sites/default/files/media/document/Food%20you%20can%20Trust%20-%20FSA%20strategy%202022%E2%80%932027_2.pdf)

Our Food 2021: An annual review of food standards across the UK  
[Foreword | Food Standards Agency](#)

## 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 include Anthony Harbinson (FSA Board), 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 Food Standards Agency, which will confirm the terms on which the appointment is offered.

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.