



## **Food Standards Agency (FSA)**

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

### **Information pack for applicants**

**Closing date: Midday on Thursday 13 February 2020**

**Reference no: VAC 2020 Wales**



## Contents

	<b>Page</b>
<b>Introduction from Heather Hancock</b>	<b>3</b>
<b>Section 1: The Role</b>	
1.1 Roles of the Member of the Food Standards Agency for Wales and the Chair of the Welsh Food Advisory Committee	5
1.2 Background on the Food Standards Agency	10
1.3 Terms of Reference	11
<b>Section 2: How to Apply</b>	
2.1 Making an application	12
2.2 The selection process	15
2.3 Disqualification from Appointment/Eligibility criteria	18
2.4 How we will manage your personal information	19

## Introduction from Heather Hancock

I'm delighted that you are considering applying for a non-executive role with the Food Standards Agency (FSA).



The FSA is a regulatory department, charged by law with protecting public health, and the wider interests of consumers, in relation to food. Our overarching aim is to ensure that the public can trust that their food is safe and authentic. We operate openly, in public, to sustain trust and confidence, and we act on the basis of science and evidence. We put public health and the consumer interest first. The Board sets the strategic priorities for fulfilling the FSA's statutory purposes, agrees measures for the outcomes that we aim to achieve, and sets targets for these outcomes to measure our progress. The Board takes major decisions on public health and regulatory matters and assures the delivery of our programmes and plans. The FSA Board is currently determining its strategic priorities for 2020-2023, with a clear focus on EU Exit, the growing challenge of food hypersensitivity, and modernising the regulatory regime.

We have an unusual status as a non-Ministerial Government Department, serving England, Wales and Northern Ireland. That gives us a high degree of independence, and we operate free from political direction or control. We handle most of our own National Assembly for Wales and Parliamentary business, although legislation and 'floor of the House' matters are handled by the relevant Public Health Minister. The FSA works closely with our sister department in Scotland, Food Standards Scotland. We have a modest budget from the HM Treasury and Devolved Administrations in Wales and Northern Ireland, recover some costs from charging for regulatory services to businesses, and directly employ around 1,200 civil servants.

The FSA is the UK competent authority for food safety, and we lead on this for the UK, whilst in the EU. The FSA has worked hard to ensure that a complete, effective regulatory regime for food and feed is in place on exit day. This has included establishing or boosting domestic risk assessment and risk management functions and capacity, to replace those provided at EU level. But important fundamentals will not change: we will remain independent; the FSA and the three Governments we work with are publicly committed to maintaining our current food standards; we will sustain our influential global position on food safety and regulation.

Alongside our EU Exit preparations, we have been working to transform the regulatory regime for the 600,000+ food businesses we cover. The modern, agile and risk-based system we want to create will make more and better use of data and technology, takes greater ownership of standard setting, and enables resources to be better targeted at food businesses and issues that pose the greatest risk to consumers. The next 18 months will see us complete this model and the implementation of key elements is already underway.

My Board is enthused by the challenges and opportunities that lie ahead. The FSA's ambition is to be regarded as an excellent, accountable, modern regulator. If you join us, your contribution will have an impact on the health and quality of life of everyone across the country.

In this pack you will find additional briefing on the FSA, details of the Board role we wish to fill, and details of how to apply. I look forward to receiving your application.

**Heather Hancock LVO DL**

**Chair, Food Standards Agency**

## **Section 1: The Role**

### **1.1 Roles of the Member of the Food Standards Agency for Wales and Chair of the Welsh Food Advisory Committee**

#### **Introduction**

Ministers are seeking to make one appointment to the Board of the Food Standards Agency (FSA): a Non-Executive Member for Wales. The Non-Executive Member for Wales also holds the position as Chair of the Welsh Food Advisory Committee (the WFAC).

The FSA Board gathers six times in the year: four Board meetings and Business committee meetings, each for two days; and two strategic or retreat events, for two days. In addition, Board members are expected to attend FSA's annual Parliamentary reception, can join ad hoc events such as science symposia, and from time to time may be asked to join short term working groups or review teams on specific subjects (usually alongside external experts). The Audit and Risk Advisory Committee meets in person four times a year, and by teleconference once a year.

The purpose of the Chair of the WFAC is to chair the WFAC and ensure that the Committee fulfils the requirement placed on the Advisory Committees by the Food Standards Act 1999 to give advice or information to the FSA about matters connected with its function (in particular matters affecting or otherwise relating to Wales). The Chair of the WFAC is accountable to the Chair of the FSA.

#### **Roles and Responsibilities**

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;
- play an effective part in Board meetings, discussions and decisions;
- 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;
- 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 their FSA responsibilities. This covers Board and Committee meetings; Board awaydays, training and workshops; FSA events; travel to meetings across the UK; and thorough preparation for Board business.

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.

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;
- assist with the appointment of the FSA Director in Wales
- 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.

## Essential Criteria

Board members do not represent a particular industry or sector. To be considered for appointment, you must be able to demonstrate that you have the qualities, skills and experience to meet all the essential criteria set out below.

- Ability to operate on the Board of a major national organisation, with a clear understanding of effective governance, collective responsibility and constructive challenge.
- Proven strategic thinking and experience, able to help shape the FSA's strategic direction.
- Strong analytical and decision-making skills, able to weigh complex evidence and explain the basis for a decision.
- Commitment to putting the consumer first, with an awareness of consumer interests in relation to food and how the global food system is changing.
- Understand the stakeholder landscape that relates to food, public health and public administration in Wales.
- Ability to demonstrate an understanding and commitment to equality and diversity.

and at least one of the following criteria:

- Senior level expertise in public health.
- Senior level experience in financial management or audit/assurance, in the public or private sector.
- Leadership in a technology or data environment.
- In depth understanding of the food sector, at UK or global level.
- 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.

## **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:

- The Non-Executive Member for Wales will receive remuneration of £8,000 per annum for working approximately 20 days per annum.
- The Chair of the WFAC will receive a remuneration of £6,000 per annum for 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 Deputy Chair or 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.

## **Time commitment**

The time commitment for the Non-Executive Member for Wales is 20 days per annum. The Board and Committee meetings are on fixed dates and take place over two consecutive days and include overnight stays and attendance at Board working dinners.

In the first few months there will be a requirement to participate in the structured induction programme and this will require a commitment of a further number of days.

The time commitment for the Chair of the WFAC is 15 days per annum. the WFAC gathers eleven times in the year for a variety of themed open meetings, planning sessions and closed Skype meetings. In addition, Committee members are expected to attend the annual Royal Welsh show and ad hoc events.

## **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.

## **2020 Board Meeting dates**

- Tuesday 10 and Wednesday 11 March 2020 (Clive House, London)
- Tuesday 16 and Wednesday 17 June 2020 (England, exact location tbc)
- Tuesday 15 and Wednesday 16 September 2020 (Wales, exact location tbc)
- Monday 12 and Tuesday 13 October 2020 (England, exact location tbc)
- Tuesday 1 and Wednesday 2 December 2020 (England, exact location tbc)

## **2020 the WFAC Meeting dates**

- 5 March
- 23 April
- 11 June
- 16 July
- 10 September
- 22 October
- 26 November

## **Tenure of office**

Welsh Ministers determine the length of the appointment, which will be up to 3 years.

## **Pre-appointment**

There are three members of the WFAC whose second terms of appointment come to an end on 30 June 2020. As this is the end of their second terms, they cannot be re-appointed.

The Chair of the FSA is keen for the incoming Chair of the WFAC to be involved in the campaign to recruit the three replacement WFAC members. Therefore prior to the successful candidate starting as Board member for Wales and WFAC Chair on 1 July 2020, he or she will serve as a WFAC member for a short period until 30 June 2020. This will enable the outgoing

Chair of the WFAC and the incoming Chair of WFAC to sit on the Selection Panel which will be required to appoint the new WFAC members.

During the period of appointment until 30 June 2020 remuneration will be as a WFAC member. WFAC members receive an honorarium of £3,885.00 for 21 days per annum. This will be paid pro-rata for the period of appointment until 30 June 2020. As from 1 July 2020, remuneration will be as the FSA Board member for Wales and Chair of the WFAC.

### **Accountability**

The FSA Board is accountable, through Health Ministers to: the Westminster Parliament; the Welsh Government; and the Northern Ireland Assembly. Communications to the Parliaments and Ministers will normally be through the Chair of the FSA. The formal appraisal reporting line for Board members is to the Chair of the FSA.

The FSA Board is an open and transparent decision-making body. Board meetings are held in public, are live streamed and recorded, and policy making and decisions take place in open session. The FSA Board operates in a paperless environment.

For further information regarding the role of the Non-Executive Member for Wales and Chair of the WFAC as well as the role of the Food Standards Agency please contact:

Name: Ann Stirling  
Tel: 07970 401448  
Email: [ann.stirling@food.gov.uk](mailto:ann.stirling@food.gov.uk)

## 1.2 Background on the Food Standards Agency

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 Northern Ireland Department of Health. 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 2018/19 are available at:

<https://www.food.gov.uk/sites/default/files/media/document/fsa-annual-report-accounts-2018-19-consolidated.pdf>

### **1.3 Terms of Reference**

In September 2018, the FSA Board reviewed in detail its Terms of Reference and governance, in anticipation of the changes that will flow from exiting the EU.

The full terms of reference and standing orders for the Board and its committees are reviewed annually and can be found here:

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

In summary, the Board:

- sets strategy, strategic priorities and strategic outcomes;
- identifies and monitors strategic, reputational and corporate risk; determines the FSA risk appetite;
- takes major decisions on the regulatory and controls framework;
- takes major decisions on policy and key issues of principle;
- informs advice to Ministers, and on more prominent issues provides advice to Ministers;
- has collective responsibility for FSA activities and discharge of its statutory duties; and
- through the Chair, appoints the CEO and holds him/her accountable.

The FSA Board is responsible for overall strategic direction, including ensuring that the FSA fulfils its legal obligations so that its decisions or actions take proper account of scientific advice, the interests of the consumer and other relevant factors. The Board benefits from the independent advice of its Chief

Scientific Adviser, and a series of advisory committees including the Science Council, the Food Advisory Committees for Wales and for Northern Ireland, and several expert Scientific Advisory Committees.

#### **Meetings held in public**

As part of the FSA's commitment to being open and transparent the Board by default meets in the open. Any interested member of the public or press can attend. These meetings are also broadcast live on the Internet and can be viewed on demand at:

<https://registration.livgroup.co.uk/fsaboardmeetings/Downloads/>.

The FSA publishes Board meeting agendas, papers and decisions so that it is clear to interested parties and the public on what basis it has taken its decisions and what evidence it has taken into account in reaching them.

There are very limited circumstances in which something cannot be considered in public. For example, where the FSA leads for the UK Government in international negotiations on matters of food and animal feed law e.g. Europe, discussions on the approach to be taken in those negotiations are held in private.

## Section 2: How to Apply

### 2.1 Making an application

Thank you for your interest in the appointment of the Non-Executive Member to the Food Standards Agency for Wales and the Chair of the Welsh Food Advisory Committee.

To make an application please email us your CV, a supporting letter and completed diversity monitoring form. The email to send your application is as follows: [Board.Sec@food.gov.uk](mailto:Board.Sec@food.gov.uk) Please quote ref: VAC 2020 Wales.

If you are unable to apply by email you may send your application by post to: Board Secretariat, Food Standards Agency, 7<sup>th</sup> Floor, Clive House, 70 Petty France, London SW1H 9EX

Applications must be received by **midday on Thursday 13 February 2020**.

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 Assessment Panel if you can relate the particular evidence you provide to the role criteria. Providing separate paragraphs in relation to each criterion is common practice. Please write all acronyms in full first.

Please ensure your full name 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.

#### Declaration of interests and ensuring public confidence

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

If appointed, you will also be required to declare these interests on appointment which will be entered into 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 that could be misconstrued, cause embarrassment to Ministers or FSA or

cause wider public confidence to be jeopardised, it is important that candidates bring them to the attention of the Assessment Panel. The panel may explore any such issues with you before they make a recommendation on the appointment.

Failure to disclose such information could result in an appointment being terminated. Also, please refer to the Eligibility Criteria for appointment section in Section 2.3.

## **CV**

Please ensure your CV includes:

- Your full name, title, home address, personal contact telephone numbers (land line and mobile) and personal email address
- 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.

## **Monitoring form**

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

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.

## **Guaranteed Interview Scheme**

The Food Standards Agency operates a Guaranteed Interview Scheme (GIS) for disabled people. The Equality Act 2010 defines a person as disabled if they have a physical or mental impairment and the impairment has a substantial and long term adverse effect on their ability to carry out normal day to day activities. Under the GIS a disabled candidate will be selected for interview if they meet the **essential criteria** for the post.

If you wish to apply under the GIS please complete the GIS form and return it with your application.

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

**Contacts:**

For further information regarding the selection process, please contact:

Name: Nicola Jenkins  
Tel: 07855 514603  
Email: [nicola.jenkins@food.gov.uk](mailto:nicola.jenkins@food.gov.uk)

For further information regarding the role of Member for Wales and the Chair of the WFAC as well as the role of the Food Standards Agency please contact:

Name: Ann Stirling  
Tel: 07970 401448  
Email: [ann.stirling@food.gov.uk](mailto:ann.stirling@food.gov.uk)

Please quote reference VAC 2020 Wales 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 Food Standards Agency 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 Thursday 13 February 2020
- Shortlisting complete: 19 February 2020
- Interviews held: 24 March 2020

The selection panel will be:

- Heather Hancock - Chair, Food Standards Agency as Panel Chair
- A representative nominated by Welsh Ministers
- An independent Panel member

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.'

After the closing date for applications:

- The Selection Panel will assess candidates' CVs and supporting letters to determine who it believes best meet the criteria for the role, and who will be invited to interview. The Selection Panel will rely only on the information you provide in your CV and letter 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.
- Your application may be "long-listed", subject to the volume of applications received, before it is passed to the Selection Panel for consideration. You should be aware that in this situation, your application might not be considered in full by all of the panel.
- The Selection 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 GIS and you meet all of 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 Selection Panel.
- The Appointments Team will email to let you know whether or not you have been invited to be interviewed. Interviews will take place in Cardiff.

- If invited to interview, the Selection 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 Selection 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, 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 short 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 from Ministers appointing you as the Member of the FSA for Wales and Chair of the WFAC, which will confirm the terms on which the appointment is offered.
- 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 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.
- For further information on how we will manage the personal information that you have provided to us through your application, see Section 2.4.

## Queries

For queries about your application, please contact: Nicola Jenkins email: [nicola.jenkins@food.gov.uk](mailto:nicola.jenkins@food.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>

In addition, successful candidates will be asked to subscribe to the *Code of Conduct for Members of the Food Standards Agency*, you can access this document at: <https://www.food.gov.uk/sites/default/files/media/document/board-code-of-conduct%20%281%29.pdf>

## **Diversity and equality of opportunity**

The FSA, value and promote 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 information about the role of the Commissioner is available from

<http://publicappointmentscommissioner.independent.gov.uk>

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

The FSA 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: Jo Bushnell email:

[jo.bushnell@food.gov.uk](mailto:jo.bushnell@food.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.gsi.gov.uk](mailto:publicappointments@csc.gsi.gov.uk)

## 2.3 Disqualification from Appointment/Eligibility Criteria

### 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>

## 2.4 How we will manage your personal information

Your personal information will be held in accordance with the Data Protection Act 1998. You will not receive unsolicited paper or electronic mail as a result of sending the Food Standards Agency 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; and
- only use your information for the purposes you have authorised.

We ask that you:

- provide us with accurate information; and
- 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 Food Standards Agency 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 in order to help fulfil either the Commissioner's formal complaints investigation role or for audit purposes.

## GUARANTEED INTERVIEW SCHEME

***The Food Standards Agency values and promotes diversity and is committed to equality of opportunity for all.***

The Agency is committed to the appointment of disabled people. To demonstrate our commitment we use the Disability Symbol, which is awarded by the Employment Service. As a symbol user, we guarantee an interview to anyone with a disability whose application **meets the essential criteria** for the post.

### ***What do we mean by a disability?***

To be eligible for the guaranteed interview scheme you must have a disability or long-term health condition which puts you at a significant disadvantage in either obtaining or keeping jobs / appointments. The disability 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.

### ***How do I apply?***

Simply complete the declaration below and send it with your application.

If you need any help completing this form or would like it in an alternative format e.g. Braille, tape, large print etc, please contact the person stated on the application form / advertisement.



Please complete the details overleaf if you require any assistance at the interview.

### **DECLARATION**

***I consider myself to have a disability as defined above and I would like to apply under the Guaranteed Interview Scheme.***

Name:

Date:

# ASSISTANCE FOR INTERVIEW

Name:

The Food Standards Agency values and promotes diversity and is committed to equality of opportunity for all.

To ensure we do not create any barriers in our selection process, please let us know if you would like us to provide any particular assistance for your interview, such as:

***Please Tick***

- Induction loop
- Sign language interpreter (type)
- Keyboard for written tests
- Someone with you at the interview (e.g. speech facilitator)
- Car parking
- Assistance in and out of a vehicle
- Wheelchair access
- Accessible toilet facilities
- Other assistance (please specify)

If you have any questions about your specific needs at the interview or would like to give us more information, please contact the person stated on the application form / advertisement.



## **DIVERSITY AND MONITORING FORM**

Public appointments are made on merit in accordance with the Cabinet Office Governance Code and the Public Appointments Order in Council. By completing the attached diversity monitoring form you will be helping us meet our public sector equality duty under section 149 of the Equality Act 2012 and section 75 of the Northern Ireland Act 1998.

Your personal data will always be treated in confidence and when anonymised with data from other applicants will help compile the Annual Statistical Bulletin of the Commissioner for Public Appointments.

The diversity information you provide will not be seen by the Advisory Assessment Panel assessing your application.

### **Publication of monitoring information**

The Food Standards Agency announces details of all public appointments on gov.uk and we are required to include information on your political activity. In addition we are required to provide anonymised information to the Commissioner for Public Appointments and may also be asked to provide anonymised information – in summary form only, in response to Parliamentary Questions and other public enquiries.

In line with Government policy, and in accordance with the provisions of the Data Protection Act 2018, the information you provide will be held confidentially. By providing information you are consenting to the Department using it for the above purposes; however individuals will **not** be identified.

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.

### **Public Appointments: events and vacancies**

Periodically, Cabinet Office arranges events to which applicants for public appointments may be invited. Cabinet Office and other government departments may also ask the Food Standards Agency for contact details of candidates that might have suitable skills to apply for other appointments.

**If you are applying for a role, please complete all questions apart from 12.1 and 13.1. If you are filling this in for a re-appointment, then please complete all questions apart from**

**question 14. Your responses to sections 1 – 9 will never be made available to the panel considering your application.**

### 1. Consent

Please tick the relevant box to show whether you give your consent or not for your contact details to be shared for the purposes of Public Appointments: events and vacancies as described on page one above.

- I provide my consent   
I do not provide my consent

### 2. Gender

What is your gender?

- Female  Male  
 I prefer to describe myself as [Click here to enter text.](#)  
 I prefer not to say

### 3. Disability

Do you consider yourself to be disabled?

- No  
 Yes  
 I prefer not to say

If you are disabled and in receipt of benefits you need to be aware that under current regulations, if you are remunerated for an appointment it may affect your entitlement.

### 4. Ethnicity

Please mark the box that most accurately describes your ethnicity:

What is your ethnic group?

Choose one option that most accurately describes your ethnic group or background

#### White

- English / Welsh / Scottish / Northern Irish / British  
 Irish  
 Gypsy or Irish Traveller  
 Any other White background, *please describe* [Click here to enter text.](#)

#### Mixed / Multiple ethnic groups

- White and Black Caribbean  
 White and Black African  
 White and Asian  
 Any other Mixed / Multiple ethnic background, *please describe* [Click here to enter text.](#)

#### Asian / Asian British

- Indian  
 Pakistani  
 Bangladeshi  
 Chinese  
 Any other Asian background, *please describe* [Click here to enter text.](#)

**Black African / Caribbean / Black British**

- African
- Caribbean
- Any other Black / African / Caribbean background, *please describe* [Click here to enter text.](#)

**Other ethnic group**

- Arab
- Any other ethnic group, *please describe* [Click here to enter text.](#)

**Prefer not to say**

- I prefer not to say

**5. Age**

What was your age group at your last birthday?

- 16-24
- 25-34
- 35-44
- 45-54
- 55-64
- 65-74
- 75-84
- 85 or over
- I prefer not to say

**6. Sexual Orientation**

What is your sexual orientation?

- Bisexual
- Gay or lesbian
- Heterosexual
- Other
- I prefer not to say

**7. Religion or belief**

What is your religion or belief?

- Buddhist
- Christian
- Hindu
- Jewish
- Muslim
- Sikh
- Other
- No Religion or Atheist
- I prefer not to say

**8. Principal Residence**

Which region does your principal residence fall within?

- North East
- North West
- Yorks and Humberside
- East Midlands
- West Midlands
- East
- London
- South East
- South West
- Wales
- Scotland
- Northern Ireland
- Other
- I prefer not to say

**9. Professional Background**

Please tick the occupational sector box that best describes your main employment, if any:

- Mostly Civil Service
- Mostly Private Sector
- Mostly Third Sector
- Mostly wider Public Sector
- Mixed
- Other
- I prefer not to say

## 10. Public appointments held

This includes all non-departmental public bodies (NDPBs), NHS bodies, parole boards and research councils. It **does not** include sitting as a school governor, being a magistrate or any positions within charities.

How many other public appointments do you currently hold?

0  1  2  3  4  5-9  10 or more  I prefer not to say

**Only the information provided in sections 10 (Political Activity), section 11 (Conflict of Interest) and section 12 (standards in public life) below will be made available to the panel if you are called for interview.**

## 11. Significant Political Activity

Significant political activity is defined as being employed by a political party, holding significant office in a party, standing as a candidate for a party in an election, having publicly spoken on behalf of a political party or having made significant donations or loans to a party. Significant loans and donations are those of a size which are reported to the Electoral Commission, in line with a central party's reporting threshold\*. (**\*£7.5K or more in any one of the last 5 years to a political party registered in Great Britain**)

Have you undertaken any significant political activity for a political party in the past five years?

- No  
 Yes

If yes, please indicate for which party/parties:

Party/Parties [Click here to enter text.](#)

## 12. Conflicts of interest

If you have any interests that might be relevant to the work of the ALB/Committee and which could lead to a real or perceived conflict of interest should you be appointed, please provide brief details below. This information may be shared with Cabinet Office in line with Section 9.1 of the Governance Code of Public Appointments 2017.

Do you consider yourself to have a real or perceived conflict of interest in relation to this role?

- No  
 Yes

If yes, please provide brief details here and further details in your Supporting letter: [Click here to enter text.](#)

**12.1 - If a re-appointment or extension** - If you were to be re-appointed or extended, are there any new, actual or potential conflicts of interest likely to arise? If so, please provide brief details below including how the actual or potential conflict is being managed (e.g. by recusing yourself from discussions on certain matters) [Click here to enter text.](#)

### 13. Standards in public life and ensuring public confidence

Are there any issues in your personal or professional history (including any convictions or bankruptcy), or public statements you have made, including through social media, that could if you were appointed be misconstrued, cause embarrassment to Ministers, Food Standards Agency or cause public confidence in the appointment to be jeopardised?

- No
- Yes

If yes, please provide brief details here and further details in your Supporting letter [Click here to enter text](#).

Please note that any interests or conduct issues detailed here may be explored with you during your interview to establish how you would address the issue(s) should you be appointed.

**13.1 - If a re-appointment or extension** - As you are aware, 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 that could, if you were re-appointed, be misconstrued, cause embarrassment to Ministers, Food Standards Agency or cause public confidence in the re-appointment to be jeopardised, it is important that you bring them to our attention. This would therefore include any matters that have arisen since you were first appointed, including any convictions or bankruptcy. In considering whether you wish to declare any issues, you should also reflect on any public statements you have made, including through social media.

Failure to disclose such information could result in a re-appointment being terminated because 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>

Do you have any issues to declare?

- no
- yes *If yes, please provide details:* [Click here to enter text](#).

### 14. Recruitment

To help us target our recruitment activity effectively and publicise posts in the future, it would be helpful if you could let us know how you initially found out about the vacancy:

- Arm's Length Body/or Committee website
- Cabinet Office website
- FSA Twitter account
- FSA LinkedIn pages
- Networks or Word of Mouth
- Newspaper/Journal (online)
- Other (including other website, Social Media), please state: [Click here to enter text](#).

## 15. Disqualification from appointment

Please refer to the disqualification criteria outlined in the information pack. Are you currently disqualified from appointment?

- No
- Yes

If yes, and this is as result of another role you hold, please provide brief details here and further details in your Supporting letter.

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If you were to be offered the role to which you are applying, would you be willing to stand down from the post that is disqualifying you from appointment?

- No
- Yes

### Declaration

I declare that the information supplied in my application, including that referring to conflicts of interest and my personal conduct, is complete and correct to the best of my knowledge. I have also read the information pack and can confirm that I am eligible to be considered for appointment to this body. I also certify that I will immediately inform the Food Standards Agency of any changes in circumstances that affect the answers I have given.

**Candidate's Name:** [Click here to enter text.](#)

**Date:** [Click here to enter text.](#)

*This diversity information is collected by government departments managing appointments to the board of public bodies, on behalf of the Cabinet Office and The Office of the Commissioner for Public Appointments (OCPA). This data will not be connected to your name when it is shared, it supplied anonymously. It is collected for the purposes of measures or decisions with respect to your application for a government public appointment.*

*OCPA collects diversity information in order to produce management information about the public appointments process, and the diversity of the field of applicants. It will be published on OCPA's website, in summary form, in order to enable government to meet its public sector equality duty under section 149 of the Equality Act 2010 and section 75 of the Northern Ireland Act 1998.*

*This data is collected and held on the basis that you consented to provide this information to departments alongside your application and you have not given notice that you do not wish for your data to be processed for this purpose.*

*This data may be held for up to 5 years by OCPA, Cabinet Office and the Government Department, who are the co-controllers of the data. This data is shared with Cabinet Office IT suppliers, identified as processors, in order to securely collect and store the data.*

**To note that FSA will hold your diversity and monitoring information for approximately two years after you have applied or two years after you finish your term on a Board or Committee.**