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Llywodraeth Cymru  
Welsh Government

**Information pack for applicants**

**Wales Animal Health & Welfare Framework Group**

**Appointment of a Chair**

**Closing date : 15<sup>th</sup> May 2018**

# **Wales Animal Health & Welfare Framework Group**

## **Contents**

### **Making an Application**

#### **Annex A: The role of Chair / Member**

#### **Annex B: The role and responsibilities of Wales Animal Health & Welfare Framework Group**

#### **Annex C: The selection process**

## Wales Animal Health & Welfare Framework Group

### **Making an application**

Thank you for your interest in the appointment of a chair to the Wales Animal Health & Welfare Framework Group (WAHWFG). The new chair is a pivotal role that will ensure that there is a recognised link between the Welsh Government, livestock keepers, other animal owners and industry representatives, covering the whole spectrum of animal health & welfare issues.

The attached annexes provide details on the role of the chair and the person specification, the role and responsibilities of WAHWFG 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 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 the essential criteria and person specification. For your application to be considered you will need to outline under each heading detailed examples that demonstrate how your knowledge and experience matches the essential criteria, and which describe what your role was in achieving a specific result. Providing separate paragraphs in relation to each criterion is essential and demonstrating how these link to the person specification criteria could be beneficial.

Please limit your response to 300 words for each essential criteria. Your application may be rejected if you exceed this limit.

### **Curriculum Vitae (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.

### **Indicative timetable**

Closing date: 15 May 2018  
Shortlisting: W/C 21 May 2018  
Interviews: 6 June 2018

### **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.

## Wales Animal Health & Welfare Framework Group

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, lesbian, gay, bisexual and transgender people.

### **Guaranteed Interview Scheme - Positive about Disability**

The Welsh Government operates a Positive about Disabled People scheme and welcome applications from people with disabilities. The scheme guarantees an interview to disabled people if they meet the minimum criteria for the post. The application form also enables you to detail any specific needs or equipment that you may need if invited to attend an interview.

### **Contacts:**

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

Paul Critchley – Office of the Chief Veterinary Officer

Tel: 03000253593

Email: Paul.Critchley@Gov.Wales

If you need any further assistance in applying for this role, please contact [PublicAppointments@gov.wales](mailto:PublicAppointments@gov.wales) / 03000 255454.

**Appointment of a Chair of the Wales Animal Health & Welfare Framework Group**

**Role description**

- The Chair will work closely with the Chief Veterinary Officer for Wales to deliver the *Wales Animal Health and Welfare Framework*
- Work with the Framework Group and Welsh Government officials to ensure Animal Health and Welfare is taken into account the UK exits the European Union
- Ensure the welfare of both livestock and companion animals remain at the heart of the group's deliberations
- Ensure welfare and disease priorities are agreed by the Framework Group and that pragmatic and attainable objectives are set and reviewed annually
- Ensure work on the agreed disease priorities is taken forward and delivered by individual organisations as well as collaboratively by the Framework Group
- Assisting the Framework Group to establish and maintain appropriate links with stakeholders across Wales and GB, including the Animal Health and Welfare Board for England
- Ensure the Framework Group acts in accordance with the Well Being of Futures Generations (Wales) Act 2015
- Ensure the Framework Group provides strategic guidance and effective challenge to industry
- Ensure the Framework Group is focused on and shares a common vision to meet the groups priorities and objectives
- Represent the Framework Group at appropriate events and meetings
- Represent the views of the Framework Group to Welsh Ministers,
- Ensure key and appropriate issues are discussed by the Framework Group in a timely and effective manner
- Encourage members of the Framework Group to influence and promote high standards of animal health & welfare throughout the whole of Wales
- Agree with the Wales Chief Veterinary Officer for Wales and the Framework Group agendas for meetings
- Approve Framework Group minutes
- Enable all members to make a full contribution to the work of the Framework Group and ensure the group acts as a team
- Raise the profile of the Framework Group and the work being done, under this high profile agenda, effectively and in the public domain

**Person Specification**

The Chair will demonstrate the following qualities and skills:

- Effective leadership skills that encourage commitment, pace, innovation and flexibility from the Framework Group members
- Commitment to continuously improve the health and welfare of farmed and companion animals in Wales
- Ability to think innovatively, provide constructive challenge where appropriate and support a culture of change

## **Wales Animal Health & Welfare Framework Group**

- An understanding of the wider Animal Health & Welfare Agenda in Wales. An understand of the livestock industry and companion animal sector
- Excellent influencing and communication skills, including the ability to inspire confidence and build relationships nationally
- The ability to act as an ambassador for the Framework Group; collaborating with key stakeholders, including Ministers, Industry, Farmers and Third Sector organisations
- The ability to work well as part of a team

### **Essential Criteria**

- Personal integrity and resilience, demonstrable independence and other attitudes consistent with the expectations of public facing role
- An ability to drive forward a clear strategic vision across a multifaceted industry
- The ability to drive innovation and deliver cultural change and an understanding of how organisations are shaped by a changing environment;
- Significant experience of chairing meetings and events
- A knowledge and understanding of the challenges facing Animal Health in Wales.

### **Welsh Language**

- Non essential

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

#### Terms of Appointment

- Appointments will be made by The Cabinet Secretary for Energy, Planning & Rural Affairs on behalf of the Welsh Government.

#### Duration of Appointment

- The appointment will be for three years.

#### Start Date

- W/C 25 June 2018

#### Time Commitment

- The Chair and members of the Framework Group will be expected to be available to attend four meetings a year. A day should be set aside for each meeting and a further day to prepare prior to each meeting. It is likely there will also be demand led days and it is estimated this could equate to an extra 12 days per year. Therefore, the role will require a minimum time commitment of approximately 20 days per year.

#### Location of Meetings

- Framework Group meetings will usually be held in Cardiff, however there may be occasions when attendance at meetings is required elsewhere in the United Kingdom.

## Wales Animal Health & Welfare Framework Group

### Remuneration

- The post is remunerated at £114 per day and the remuneration will be paid per meeting
- The post of the member will be at £114 per day. Members are regarded as holders of an office for tax and National Insurance purposes. Fees payable will, as a result, be chargeable to tax under Section 62 of the Income Tax Earnings and Pensions Act 2003 and subject to Class 1 National Insurance contributions. These liabilities will be deducted via the Welsh Government payroll system and the net fee paid to the office holder.

### Expenses

- Travel and subsistence expenses you incur in attending Wales Animal Health & Welfare Framework Group meetings or on visits on behalf of the Wales Animal Health & Welfare Framework Group will be reimbursed by Welsh Government within the recognised limits. Claims for reimbursement should be made to Professor Christianne Glossop, the Chief Veterinary Officer, Wales.

### Eligibility

- Applicants should be persons who conduct themselves at all times in a manner which will maintain public confidence. In particular, applicants are required to declare whether they are aware of anything in their private or professional life that would be an embarrassment to themselves or to the Welsh Government if it became known in the event of appointment.
- Applicants should also note that being a member of Wales Animal Health & Welfare Framework Group is a disqualifying post for membership of the National Assembly for Wales under the National Assembly for Wales (Disqualification) order 2015.]  
<http://www.legislation.gov.uk/ukxi/2015/1536/contents/made>

### Conflict of Interests

- You will be asked to declare any private interests which may, or may be perceived to, conflict with the role and responsibilities as Chair of Wales Animal Health & Welfare Framework Group, including any business interests and positions of authority outside of the role.
- 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.

### 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:  
<http://www.bl.uk/aboutus/governance/blboard/Board%20Code%20of%20Practice%202011.pdf>

### Background

The Wales Animal Health and Welfare Framework Group was set up to support the development and implementation of the ***Achieving High Standards Together – A Framework for Animal Health and Welfare in Wales***. As part of this pivotal role, it will ensure that there is a recognised link between the Welsh Government, livestock keepers, other animal owners and industry representatives, covering the whole spectrum of animal health & welfare issues.

The Wales Animal Health and Welfare Framework sets out our plan for continuing and lasting improvements in standards of animal health and welfare for kept animals, whilst also helping to protect public health and making a contribution to the economy and the environment.

The overarching objectives of the Framework are to build on the progress made in Wales to raise standards of animal health and welfare by:

- using an approach focussed on delivery to achieve shared outcomes
- working in partnership to develop a robust monitoring and evaluation framework, underpinned by a strong evidence base.

The long term vision for animal health and welfare in Wales is described through five strategic outcomes:

- Wales has healthy productive animals.
- Animals in Wales have a good quality of life
- People trust and have confidence in the way food is produced and the way public health is protected.
- Wales has a thriving rural economy.
- Wales has a high quality environment.

### Role

The Group appointed by the Minister for Natural Resources and Food in June 2014 serves as an advisory and consultative role rather than a decision-making one. The Group does not have the autonomy to make decisions on how funding will be allocated, sign off Service Level Agreements with delivery bodies, approve contingency plans or approve submissions. Members will serve in an individual capacity and not represent any organisations. Members will not be entitled to nominate alternates to attend in their absence.

The Group consists of experts who advise the Welsh Government on the whole spectrum of animal health & welfare issues.

The appointed panel members are from a range of backgrounds. They have been appointed to ensure that the views of livestock keepers, animal owners and the veterinary profession are reflected in the framework.

### The Groups responsibilities include:

- raise and consider new issues which could potentially impact on achieving the strategic outcomes within the Wales Animal Health and Welfare Framework
- consider delivery of outcomes and priorities, especially important in current and future climate of pressurised resources

## **Wales Animal Health & Welfare Framework Group**

- challenge new and emerging policy
- liaise with and gain information from industry to better inform decisions
- ensure continuous reviews of progress, identify, deliver and where required facilitate improvements and projects
- facilitate and streamline communication of key messages & flow of information as part of a broader communications strategy
- establish and maintain links to industry organisations and representative groups, the wider agricultural and rural economy as well as to areas such as human health, education, tackling poverty etc
- perform a representative role – members can act as spokespeople on animal health & welfare issues

### The Groups Priorities are:

- Animal Health Planning
- Anthelmintic Resistance
- Antimicrobial Resistance
- Biosecurity
- Bovine Viral Diarrhoea
- Engagement with the Welfare Sector (Equine and Companion Animals)
- Increased Collaboration and Partnership Working
- Sheep Scab
- Sheep Lameness

### **Support**

The Secretariat for the Group will be provided by the Welsh Government's Office of the Chief Veterinary Office.

### **Reporting**

An annual Delivery Plan will be produced and published setting out the Groups priorities and work going forward.

Minutes of the meetings are public documents and are available on the Internet at: [www.wales.gov.uk/ahwstrategy](http://www.wales.gov.uk/ahwstrategy)

### **Monitoring & Evaluation**

Implementation through the Framework will be measured through a range of approaches to ensure that there is clear accountability and an effective approach in place to measure progress and delivery.

**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 Christianne Glossop, Chief Veterinary Officer and Paul Critchley, Head of Animal Health & Welfare Framework, Finance and Strategy Team, with Richard Bowen, Director Food Standard Agency, 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.

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 the Appoint system to let you know whether or not you have been invited to be interviewed. It is our intention that interviews will take place in the Welsh Government, Cathays Park, Cardiff, CF10 3NQ.

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 the responsible Cabinet Secretary who will make the final decision. The Cabinet Secretary may choose to meet with one or more appointable candidates before making a decision.

If you are successful, you will receive a letter appointing you as chair of the Wales Animal Health & Welfare Framework Group, which will confirm the terms on which the appointment is offered.

If you are unsuccessful at interview, you will be notified by the Welsh Government. We appreciate it takes a lot of time and effort to apply for roles and that feedback is a

## Wales Animal Health & Welfare Framework Group

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

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

The 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) / 03000 255454.