



Home Office

MEMBERS OF THE ANIMALS IN SCIENCE COMMITTEE

Recruitment Information Pack

December 2018



Contents

Welcome note	3
Background	4
Role Description	6
Person Specification	7
Response Instructions	8
Indicative Timetable	9
Terms of Appointment	10
Annex A – Seven Principles of Public Life	15
Annex B – Application Forms (attached separately)	-

Welcome Note from, Dr John Landers, Chair of the Animals in Science Committee

Dear Applicant

Thank you for your interest in joining the Animals in Science Committee (ASC).

The ASC is an independent, advisory non-departmental Public Body that provides independent, impartial and objective advice to the Home Office on issues relating to the Animals (Scientific Procedures) Act 1986 (as amended) and its functions under it.

As well as providing impartial and objective advice to Government, the ASC also advises animal welfare and ethical review bodies on issues relating to the 1986 Animal (Scientific Procedures) Act and their functions under it. On an international level, the ASC also has a role in the exchange of information and exploring possibilities for collaboration with 'national committees for the protection of animals used for scientific purposes'.

The use of animals in regulated scientific procedures raises ethical, animal welfare and scientific issues therefore, the ASC has a key role amongst the science advisory committees in Government and we are keen to appoint members of the highest calibre. For this reason, the ASC's membership has been drawn from a diverse range of professional backgrounds including those with specific technical competencies and the remainder as 'lay' members. It is this rich mix of backgrounds which allows a broad range of experience and views to be brought to the table and ensures the committee's advice is well balanced.

I hope you agree with me that the work of the ASC presents an exciting forward-looking challenge and that, having read the enclosed material, you will be keen to apply your breadth and depth of knowledge to the Committee going forward.

The good work of Government depends crucially on the time and expertise so generously given by its advisory committees.

I am delighted that you are considering applying for this post.

Dr John Landers

Background

About the Animals in Science Committee

The Animals in Science Committee came into being as a result of EU Directive 2010/63.

The role of the Committee is to provide the Secretary of State for the Home Department (Home Secretary) and the Department of Health and Social Services for Northern Ireland (DHSSPSNI) with independent advice on issues relating to the Animals (Scientific Procedures) Act 1986.

A working protocol exists¹ to support the respective roles and responsibilities of the Home Office and the Animals in Science Committee (ASC). The working protocol provides a framework under which the Home Office and the Committee will engage through the provision and receipt of advice on matters relating to the use of animals for scientific purposes as well as associated matters.

Priorities

Ministers commission key elements of the work of the Council on an annual basis. The Council also has scope, allowing for Ministerial priorities, to determine its own work streams and offer advice on issues which it thinks relevant.

Much of the Committee's work is taken forward by two standing subgroups along with several short-term 'task and finish' subgroups. Members are encouraged to participate in these groups as appropriate. Given the diversity and complexity of topics the Committee's expertise in subgroups may be supplemented by the process of co-option. Details of the work of the subgroups and task and finish groups can be found on the ASC website [here](#).

In the work it takes forward, the Committee shall take into account both the legitimate requirements of science and industry and of the protection of animals against avoidable suffering and unnecessary use in scientific procedures.

Key Source of information

ASC Code of Practice², covering:

- role, remit, and code of conduct;
- responsibilities and roles of the chair, members, Secretariat, officials observing meetings;
- working groups of the ASC;
- engagement with Ministers and officials;
- how advice from the ASC will be presented;
- communications with the media;
- openness and transparency;
- code for observers;

¹ <https://www.gov.uk/government/publications/working-protocol-between-the-home-secretary-and-the-animals-in-science-committee>

² <https://www.gov.uk/government/publications/animals-in-science-committee-code-of-practice>

- confidentiality of papers; and,
- members' interests and personal liability.

Other Information

- Code of Practice for Scientific Advisory Committees³.

Support to the ASC

The ASC, its subgroups and task and finish subgroups, are supported by a Secretariat which is independent from Animals in Science Regulation Unit. The ASC is also supported by an independent press officer provided by the Home Office.

³ <https://www.gov.uk/government/publications/scientific-advisory-committees-code-of-practice>

Role Description

Title: Animal in Science Committee (ASC) members

Number of roles: Six

Appointed by: Home Secretary

Duration: Appointment for three years

Time

Commitment: The expected time commitment is 10-15 days per year. The role is unremunerated, but members will be reimbursed for travel expenses incurred whilst carrying out business on behalf of the ASC.

Location: Mostly Central London

Purpose:

Member's appointments will be based on their skills, expertise and experience. They will not be appointed to represent any organisation by which they are employed, or any particular interest group, or any other organisation with which they have significant contacts.

To complement its existing skills and knowledge, the ASC is seeking up to 6 new members with demonstrable expertise in one, or more, of the following areas:

- veterinary science
- neuroscience
- industry (pharmaceutical/toxicology)
- animal technology/welfare/3Rs
- legal expertise (regulatory)

Committee members are expected to:

- Attend and contribute to quarterly ASC meetings, and other additional subgroup and task and finish group meetings arranged as necessary;
- Act corporately with other members to ensure that the ASC fulfils its responsibilities by providing Ministers and the Department with impartial, independent, balanced and objective advice on issues within the Committee's remit.

Members also have responsibility for:

- Developing the evidence base of topics under consideration to formulate advice;
- Examining and challenging, if necessary, the assumptions on which advice is formulated;

- Ensuring that the ASC has the opportunity to consider the available evidence on a given issue, contrary views, and, where appropriate the concerns and values of stakeholders before a decision is taken; and
- Ensuring the ASC acts in accordance with the Code of Practice for members, which incorporates the Seven Principles of Public Life and the Code of Practice for Science Advisory Committees.

Person Specification

To complement its existing skills and knowledge, the ASC is seeking up to 6 new members. Applicants should have demonstrable expertise in in one or more of the following areas: neuroscience; veterinary science; animal technology/welfare/ the 3Rs (Replacement, Reduction, Refinement); industry (pharmaceutical/toxicology); legal (preferably regulatory).

In addition to the above your supporting statement should provide evidence of your skills and experience against the essential and desirable selection criteria set out below. Please be clear about the scale and significance of your role/achievement. The evidence you provide against the selection criteria will be used by the selection panel to determine your suitability for the role.

Essential Skills and Experience

- An understanding of the breadth and depth of ethical issues in relation to the use of animals in science.
- The ability to think logically and objectively to analyse complex information from diverse sources, identify key issues and make effective impartial and balanced decisions.
- Strong interpersonal skills, including the ability to work collaboratively with committee members and stakeholders and to actively and constructively contribute to discussions, negotiating between conflicting opinions and values and generating options to reach consensus.
- The confidence to deal with difficult situations sensitively, and to take and be accountable for decisions.
- An appreciation of equality and diversity and a willingness to champion difference.
- An awareness of how the views of the scientific community and the public are changing politically and socially.

Desirable

- Evidence of working successfully in a professional, community or voluntary capacity on committees or other decision-making groups and reaching impactful and timely conclusions.

Due diligence: Please note that as part of the recruitment process, due diligence, including social media checks will be undertaken on the appointable candidates.

As a holder of a public office the Commissioner is expected to follow the [Seven Principles of Public Life](#), as set out by the Nolan Committee on Standards in Public Life, at Annex A.

Response Instructions

If you wish to apply for this position, please supply the following **by 23:00 on Monday 28 January 2019**:

- A **comprehensive CV** (maximum two sides A4, minimum 11 font) setting out your career history and including details of any professional qualifications.
- A **short supporting statement** (maximum two sides A4, minimum 11 font) giving evidence of the strength and depth of your ability to meet the essential criteria for the role. Please provide specific examples to demonstrate how you meet each of the experience, qualities and skill areas identified in the person specification.
- In addition, please also complete and return via email the **forms at Annex B** (attached separately), relating to referees, diversity, nationality, political activity and conflicts of interest.

Completed applications should be emailed to publicappointments@homeoffice.gov.uk

If you can not apply online, please post applications to:

Public Appointments Team
Home Office
2 Marsham Street
Ground Floor, Seacole Building
London
SW1P 4DF

Please note it is your responsibility to ensure we receive your application by the closing date.

Further Information:

If you have any queries about this role, please contact on 020 8196 4414 or email Caroline.Wheeler@homeoffice.gov.uk.

If you have any queries about the recruitment process for this role, please contact Pauline Hyman on 020 7035 5409 or email Pauline.Hyman@homeoffice.gov.uk.

Indicative Timetable

Please note that these dates may be subject to change. Please let us know in your application letter if you are unable for interview on the date below.

Closing Date	23:00, Monday 28 January
Short-list Meeting	Expected w/c 11 February
Candidate Interviews	Expected w/c 4 March
Meeting with Minister (if required)	Expected post interview

Recruitment Process

This role is being competed in accordance with the Cabinet Office's Governance Code on Public Appointments (December 2016)⁴, which sets out the regulatory framework for public appointments processes. The Code is based on three core principles – merit, openness and fairness.

An Advisory Assessment Panel (AAP) will sift applications, assessing each application against the essential criteria, to produce a shortlist. Subject to Ministerial agreement, they will then conduct interviews to ascertain which candidates are appointable to the role.

The AAP will be chaired by William Reynolds (Head of Animal Science Regulation Unit, Home Office), whose role will be to ensure that the appointment is made in accordance with the Governance Code. In addition, the panel will comprise of Professor David Main (ASC Chair from 1 March 2019), Dr Joanne Wallace (Head of Home Office Science and Regulatory Secretariats, Home Office); and Dean Wallace (Fast Stream lead for the Science and Engineering Scheme, Cabinet Office).

The Home Office Public Appointments Team will acknowledge your application and keep you updated on the progress of the competition.

At the short-listing meeting the selection panel will assess each application against the essential criteria and decide who to invite for final interview.

4

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/578498/governance_code_on_public_appointments_16_12_2016.pdf

Interviews are expected to take place in central London. Further details about the format will be provided to you in advance.

The decision to appoint to this role rests with the Home Secretary. Appointable candidates may be invited to meet with him, or another Minister, before a final decision is made. As a result there may be a delay in informing candidates of the outcome of the competition.

We encourage a diverse workforce and welcome applications from all suitably qualified people. Appointments to the ASC are regulated by the Office of the Commissioner for Public Appointments.

Please note: Expenses incurred by candidates during the recruitment process will not be reimbursed except in exceptional circumstances and only when agreed in advance with the Home Office Public Appointments Team.

Terms of Appointment

Appointment Term

- Your appointment will be made by the Minister and will be for a period of three years.
- There is a possibility of re-appointment at the end of this period of office at the discretion of the Minister, subject to a satisfactory appraisal of performance and mutual agreement.
- It should be noted that this role is a public appointment; the post holder will be neither an employee of the Crown nor of HM Government. Such appointments are not normally subject to the provisions of employment law.
- The appointment may be terminated prior to the conclusion of the period of appointment.

Remuneration

- ASC members are unremunerated.
- The post holder can claim reimbursement for reasonable travel and subsistence costs necessarily incurred during their duties at rates set centrally.
- No allowances will be payable, and you will not be eligible for any form of bonus payment.

Time Commitment: Members are expected to attend quarterly main meetings plus associated working group meetings as needed. Overall commitment will equate to 10-15 days per year depending on the ASC's work programme.

Location: ASC main meetings will normally take place at Home Office Headquarters, 2 Marsham Street, London.

Availability: Successful candidates will be encouraged to take up their appointment by May 2019, subject to the successful completion of pre-appointment checks and security clearance.

Security clearance: Successful candidates will be required to have, or to obtain, security clearance to Counter Terrorism Check (CTC) level. Pre-appointment checks will also be undertaken on immigration and criminal convictions. It usually takes between 4 and 5 weeks to obtain the security clearance. The role will be offered to successful candidates on a conditional basis until the requisite checks have been passed.

Nationality: This is a non reserved post and therefore open to UK Nationals, British Nationals Overseas, British Protected Persons, Commonwealth Citizens, EEA Nationals of other member states and certain non EEA family members and Swiss Nationals under the Swiss EU Agreement. To take up the role there must be no employment restriction or time limit on your permitted stay in the UK. To confirm your eligibility for this post, please complete the Nationality form found at the end of this candidate pack. You will not be asked to produce the evidence stated at the application stage, but you will be required to do so should you be invited to the final panel interview.

Confidentiality: You will be subject to the provisions of the Official Secrets Act and required to exercise care in the use of official information acquired during official duties, and not to disclose information which is held in confidence.

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

- people who have received a prison sentence or suspended sentence of 3 months or more in the last 5 years;
- people who are the subject of a bankruptcy restrictions order or interim order;
- in certain circumstances, those who have had an earlier term of appointment terminated;
- anyone who is under a disqualification order under the Company Directors Disqualification Act 1986 and Companies Act 2006; and
- anyone who has been removed from trusteeship of a charity.

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 ASC's "Code of Practice". Candidates will be expected to abide by the "Seven Principles of Public Life" set out by the Committee on Standards in Public Life.

Registration of interests: The purpose of these provisions is to avoid any danger of ASC members being influenced, or appearing to be influenced, by their private interests in the exercise of their public duties.

Public appointments require the highest standards of propriety, involving impartiality, integrity and objectivity, in relation to the stewardship of public funds and the oversight and management of all related activities. This means that any private, voluntary, charitable, or political interest which might be material and relevant to the work of the body concerned should be declared. It is important, therefore, that you consider your circumstances when applying for a public appointment and identify any potential conflicts of interest, whether real or perceived.

There is a requirement to declare any actual or potential conflict of interest you may have in being appointed to the ASC in a separate form. Any actual or perceived conflicts of interest will be fully explored by the Panel at interview stage.

Political activity: Members will need to show political impartiality during their time on the ASC and must declare any party-political activity they undertake in the period of their appointment. Details of the successful candidates declared political activity must be published by appointing departments when the appointments are publicised.

The (online) Political Activity Declaration will be kept separate from your application and will only be seen by the Panel prior to interview – the Panel may at that stage explore with candidates any potential for conflict of interest. It is appreciated that political activities may have given you relevant skills, including experience gained from committee work, collective decision making, resolving conflict and public speaking. If, therefore, you have had such experience and you consider it relevant to your application for this post, you may if you choose include it separately in the main body of your application.

Data Protection: The Home Office takes its obligations under the General Data Protection Regulation and Data Protection Act seriously. Any data about you will be held in secure conditions with access restricted to those who need it in connection with dealing with your application and the selection process. Our data protection policy is in line with the requirements of the General Data Protection Regulation and Data Protection Act. Our data protection officer can be contacted by writing to dpo@homeoffice.gov.uk.

In connection with your application we will collect, store, and use the information provided by you in your CV, supporting statement, forms at Annex B and your interview (where applicable). We will also collect information from referees named in your application.

We will use this information to assess your suitability for this role. We will retain it for two years, unless you consent to our retaining your CV and contact details for the purposes of alerting you to future opportunities as set out below.

Equal Opportunities Monitoring: The Home Office is committed to providing equal opportunities for all, irrespective of race, age, disability, gender, marital status, religion, sexual orientation and transgender.

As part of the application process we ask candidates to complete equal opportunities monitoring information (see form at Annex B). This will help us to monitor selection decisions to assess whether equality of opportunity is being achieved. The information on the form will be anonymised, treated as confidential, and used for statistical purposes only. The form will not be treated as part of your application. It will be retained for two years. Anonymised diversity data on public appointments and appointees will also be shared with Cabinet Office for the purposes of their audit of the procedures and practices of public appointments and to ensure compliance with the public sector equality duty.

The equal opportunities monitoring form is used for monitoring the selection process only. The form will not be treated as part of your application and will not be shared with the selection panel. If you do not wish to have these details recorded please return the form uncompleted.

Interview Access Scheme for Disabled Persons

As a member of the Employers Forum on Disability, we are committed to actively encouraging applications from people with disabilities. Applicants with a disability are guaranteed an interview if they meet the minimum criteria for the appointment, as outlined in the relevant role description. Declaring a disability for the purposes of a guaranteed interview is your decision and is entirely voluntary. If you wish to apply under the Interview Access Scheme, please complete the form at Annex B.

Whether you choose to apply under the Interview Access Scheme or not you can still ask us to make particular arrangements for you when attending an interview. You can also contact us if you want to discuss the criteria for the role or have questions regarding your application.

Centre for Public Appointments Database: As set out in Annex B, if you consent, we will retain your CV and contact details for the purposes of alerting you to any opportunities that may arise in future. We will also share your CV and contact details with the Centre for Public Appointments in the Cabinet Office who may use it for this purpose. They may also share it with other Government Departments so that they can contact you about such opportunities. You may withdraw your consent to your information being processed for this purpose at any time by contacting dpo@homeoffice.gov.uk.

Under certain circumstances, by law you have the right to:

- Request access to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground.
- Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- Request the transfer of your personal information to another party.

If you would like to review, verify, correct or request erasure of your personal details, object to the processing of such or request that we transfer a copy of such to another party please contact dpo@homeoffice.gov.uk.

Complaints: If you are not completely satisfied with the way your application is handled at any stage of the competition, please raise any complaint in the first instance with:

Will Nixon
Public Appointments Team
Home Office
Ground Floor, Seacole Building
2 Marsham Street
London, SW1P 4DF

We will reply to your complaint within 20 days. If, after receiving our response you are still not satisfied, you may contact the Commissioner for Public Appointments:

The Commissioner for Public Appointments Room G/8, Ground Floor 1 Horse Guards Road
London SW1A 2HQ. Tel: 0207 271 0849.

ANNEX A – THE SEVEN PRINCIPLES OF PUBLIC LIFE

The principles of public life apply to anyone who works as a public office-holder. This includes all those who are elected or appointed to public office, nationally and locally, and all people appointed to work in the civil service, local government, the police, courts and probation services, NDPBs, and in the health, education, social and care services. All public office-holders are both servants of the public and stewards of public resources. The principles also have application to all those in other sectors delivering public services.

Selflessness

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the public interest clearly demands.

Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership

Holders of public office should promote and support these principles by leadership and example.