Expert Advisory Committee on Packaging
Appointment of New Chair

Information pack for applicants

The closing date for the receipt of applications for this role is:
22\textsuperscript{nd} September 2019 at midnight
Information packs are available in other formats such as larger font and Braille.

If you need a different format please contact us by email: packaging@defra.gov.uk

**Diversity**

To ensure our public bodies better represent the communities we serve, we positively welcome applicants from all walks of life. All public appointments are made on merit following a fair, open and transparent process.

**Equal opportunities**

UK government has a policy of equality of opportunity. We aim to promote equal opportunity policies whereby no one suffers unfair discrimination either directly or indirectly, or harassment, on grounds such as race, colour, ethnic or national origin, sex, gender identity, marital status, disability, sexual orientation, religious beliefs or age.

**Disability**

Should interviews be needed, Defra will be operating an interview access scheme for disabled people (as defined by the Equalities Act 2010) who meet the minimum criteria for the members’ appointment as published in these notes. If you wish to apply for consideration under this scheme, please notify the Department when you return your application. In addition, if you require any special arrangements at interview stage, please give details in a covering letter to enable us to make the appropriate arrangements if necessary. Furthermore, reasonable adjustments will be made in the event of a successful application to anyone appointed as member.
The Advisory Committee on Packaging (ACP)

Introduction
The Department for Environment, Food and Rural Affairs, the Scottish Government, the Welsh Government and the Department of Agriculture, Environment and Rural Affairs in Northern Ireland are inviting applications for a new Chair of the Advisory Committee on Packaging (ACP).

The successful candidate must abide by the Seven Principles of Public Life (the Nolan principles) which can be found at annex A.

Advisory Committee on Packaging (ACP)

The Advisory Committee on Packaging is an Expert Committee funded by Defra. Expert Committees are not Arm’s Length Bodies (ALBs), and are not subject to the same levels of review or scrutiny that ALBs require. Expert Committees comprise of external (non-civil service) specialists that advise ministers on particular policy areas and the advice they provide is operationally independent.

The Advisory Committee on Packaging is designed to bring together the expertise and experience of individuals with a specific interest in packaging and packaging waste issues. They are drawn from the various parts of the packaging supply chain, including businesses which have legal obligations under the GB and NI Producer Responsibility Obligations (Packaging Waste) Regulations, e.g. manufacturers of packaging raw materials, converters, packer/fillers and sellers, as well as others who are involved in the management of packaging waste – local authorities, compliance schemes, waste management companies and exporters.

Defra provides the Secretariat and acts as the gateway between the ACP and the devolved administrations.

ACP Terms of Reference

Aim
To support the Department for Environment, Food and Rural Affairs (Defra) and the Department of Agriculture, Environment and Rural Affairs in Northern Ireland, the Scottish Government and the Welsh Government (“the Devolved Administrations”) in those matters relating to packaging falling within their respective responsibilities. In doing so, the Committee will have regard to the different policy priorities across the UK, the possibilities to maximise the economic, environmental and social benefits of the reuse, recycling and recovery of packaging waste and any applicable EU requirements.

In particular, the ACP will:
1. Provide expert advice and support the delivery of:
   a. the UK’s existing range of packaging waste recycling and recovery targets;
   b. other relevant matters in relation to packaging and packaging waste including proposals to reform the current UK packaging producer responsibility system; and
   c. Delivering the objectives of the 25 Year Environment Plan and the Resources and Waste Strategy relating to reduction, responsible recovery of resources and management of packaging waste.

2. Bring to Defra and Devolved Administrations’ attention any major new trends and developments in the packaging materials, design and manufacturing chain and in global packaging waste recycling markets that have potential to impact or benefit packaging waste policies.

3. On request, support forward planning on packaging and packaging waste policy, including infrastructure, in the light of emerging national policies, government’s proposals to reform the current packaging producer recycling system and impending decisions arising from leaving the EU.

4. Advise and support on other matters arising as may be put to it by Defra or the Devolved Administrations.

Background

In carrying out its work, the Committee will keep in mind wider government and Devolved Administration policy, including policy in relation to small businesses, other Producer Responsibility regulations, EU related issues and national waste/resource management strategies.

In the course of its work the Committee may publish reports and advice. Publication will normally be through Defra or Devolved Administration channels.

The Committee will hold at least four meetings throughout the year. It may set up taskforces to deal with specific issues as and when required. Taskforces may include experts who are not members of the ACP.

The ACP reports to Defra officials in the Environmental Quality Directorate. For further information please contact packaging@defra.gov.uk

The Role

Description

We are looking for a new chair of the ACP Committee. The Chair will need to provide effective leadership to the Committee and will be responsible for its operation and outputs.
This will include agreeing a work programme with Defra at the start of each financial year and reporting to Ministers on the Committee’s progress once a year. The successful candidate will have an outstanding record of professional achievement and personal credibility within a field relevant to the remit of the Committee. There is currently a major phase of reform of the whole packaging system, therefore the successful candidate should also have a strong knowledge of packaging and packaging waste across the whole value chain.

The Chair will need to:

- Provide direction to the ACP’s work;
- Be aware of wider political environment and opportunities,
- Work with Ministers from time to time;
- Chair (as a minimum) quarterly meetings of the ACP and establish and manage subgroups or task force meetings;
- Ensure that high standards of propriety are observed at all times and that ACP members act in the public interest;
- Ensure that the ACP does not exceed its remit or function;
- Alongside policy officials, appoint ACP members where appropriate;
- Enable all ACP members to make a full contribution to the Committee’s objectives; and
- Be able to handle queries from the media concerning the activities of the Committee, and represent its activities in an open and positive manner.

The Chair will be contracted for 28 days of work each calendar year. The Chair is required to follow the Seven Principles of Public Life set out by the Committee on Standards in Public Life (Annex B).

**Essential Criteria**

The Chair is expected to have:

- Demonstrable ability to provide leadership at board or senior level within an organisation. Experience of chairing groups with a diverse make-up and potentially diverging agendas.
- Knowledge of the broad policy framework for packaging and waste along with a good understanding of recent market developments and future opportunities in relation to packaging, packaging waste and producer responsibility.
- Demonstrable skills in building effective working relationships with people from diverse backgrounds, offering constructive challenge, and working towards solutions which can be accepted by the whole group.
- An ability to think strategically and grasp complex issues quickly.
- Excellent communication skills with an ability to communicate effectively at the highest levels of government and business, including to Ministers. An ability to present information effectively and formulate views persuasively, both written and verbal, in a formal committee environment.
- Good analytical skills with an ability to solve problems in a creative manner.
Desirable criteria of the Chair include:

- Extensive knowledge of environmental issues in regard to packaging, and an appreciation of the social aspects of packaging (e.g. impacts of materials and design or recycling policies on specific sections of the population).
- An ability to provide a broad insight into the views of the sector, using extensive experience and a wide network of contacts.
- Demonstrable ability to review/assess, fairly and constructively, members’ contributions to the Committee.

Candidates should be employed by a relevant business or trade association in a senior level role which fulfils the functions listed above. They will need to show evidence of a good understanding of recent developments and future opportunities in relation to packaging, packaging waste and producer responsibility.

Terms of appointment

Chair

- The Chair is expected to manage the ACP (and whatever taskforces they may wish to establish) in such a way as to provide advice to the UK Government, the Scottish Government, the Welsh Government and the Northern Ireland Assembly and Executive (or the Department of Agriculture, Environment and Rural Affairs (DAERA) in its absence) on issues central to the achievement of the aims set out in the Committee’s terms of reference.
- The Chair will agree a work plan for the ACP with the ACP and government officials from Defra at the start of each compliance year, and will review progress against this work plan with the Department regularly and as part of ACP quarterly meetings.
- The Chair is expected to chair the quarterly ACP meetings at the Defra offices in London. The Chair must attend these meetings and is expected to enable all ACP members to make a full contribution to the Committee’s objectives.
- When required, the ACP establishes taskforces to look at specific issues. The Chair will be required to have oversight of these taskforces.

Full terms of appointment can be made available on request.

Period of appointment

Appointment will be for a period of up to 3 years. The appointment will commence in January 2020 and run until 31 December 2022, when the reformed packaging producer responsibility system is expected to commence. There may be the possibility of re-appointment or extension beyond this period. Re-appointment or extension may be made subject to satisfactory performance assessment and will be at the discretion of the Head of Resources and Waste in Defra. This period and these terms and conditions are also
subject to any review conducted by or on behalf of government into the role and functions of the ACP. The appointments will commence as soon as possible after the appointment process has been completed.

The appointee may resign at any time by notice in writing to the Head of Resources and Waste in Defra. The Chair’s performance will be assessed by Defra, and subject to that, Defra may terminate the appointment at any time.

**Remuneration and Allowances**

The Chair will be remunerated at the rate of £300 - £350 per day, for a maximum of 28 days per year, including preparation time.

Reasonable travel expenses for ACP business up to a maximum of £2000 per year will be reimbursed on production of receipts and the completion of the relevant form.

**Annual Appraisal**

The Department will complete a yearly appraisal of the Chair.

Similarly, the Chair will complete yearly appraisals of all committee members, and capture the results on templates provided by Defra.

**Conflicts of Interest**

You must inform Defra if you have any conflict of interest that might affect your ability to undertake the role(s). You should disclose information on any relevant business interest, public appointment or position of authority, including other connections with commercial, public or voluntary bodies.

**Applying for a role**

**How to respond**

All candidates are **required** to complete the following forms:

- **Political Activity Question**
- **Diversity Monitoring Questionnaire**
- **Conflicts of interest**

Candidates should submit their CV with education, professional qualifications and employment history and the names and contact details for two referees, together with a statement of suitability. The statement of suitability should be no more than two pages and give evidence of strength and depth of your ability to meet the essential criteria for this role. Please provide specific examples to demonstrate how you meet each of the criteria.

Your CV and statement should be returned to the following address by the closing date.
**Selection Process**

Applicants will be considered by a Panel that will include:

- Three officials from Defra’s Environmental Quality Directorate.

Interviews will take place if it is considered that further discussion is necessary with short-listed candidates; we will give short-listed candidates advanced notice if this is the case.

For queries about your application or the recruitment process, please email [packaging@defra.gov.uk](mailto:packaging@defra.gov.uk)

**How we will handle your application**

Defra will acknowledge receipt of CVs and your statement. Candidates will be contacted again after the closing date and once the panel have considered all the applications.

**Data protection**

Defra is committed to protect your privacy and to process your personal information in a manner which meets the requirements of the Data Protection Act 1998.
Annex A

The Seven Principles of Public Life

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 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 wider 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.