



SEA FISH INDUSTRY AUTHORITY (SEAFISH)

Appointment of five non-executive board members

Information pack for applicants

The closing date for the receipt of applications for this role is:
Noon on Friday 6th November

Ref: APPT 07-20



Information packs are available in other formats such as larger font and Braille.
If you need a different format please contact us. Email: publicappts@defra.gov.uk

Defra mission statement

Defra wants Britain to be a great place to live. Our work plays a critical role in the wellbeing of everyone in the country through the creation of healthy environments, a world-leading food and farming industry, a thriving rural economy and enhanced protection against floods and animal and plant diseases.

Appointing high-calibre people from diverse backgrounds with relevant skills, knowledge and experience to the boards of our public bodies will help us ensure that our work is more effective, resilient and accountable.

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.

Diversity

We positively welcome applicants from all backgrounds. All public appointments are made on merit following a fair and open competition as regulated by the office of the Commissioner for Public Appointments.

Disability

We guarantee to interview anyone with a disability whose application meets the minimum criteria for the post. 'Minimum criteria' means you must provide sufficient evidence in your application, demonstrating that you meet the minimum level of competence required for each essential criterion, as well as meeting any of the qualifications, skills or experience required. The Cabinet Office and Defra is committed to the employment and career development of disabled people. To show this we proudly display the Disability Confident Leader logo. If a person with disabilities is put at a substantial disadvantage compared to a non-disabled person, we have a duty to make reasonable changes to our processes where possible. If you need a change to be made so that you can make your application, please refer to the 'How to apply' section below.

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Message to candidates

Dear candidate,

Thank you for your interest in becoming a non-executive board member of the Sea Fish Industry Authority (Seafish).

As we approach life outside of the EU, Seafish will play a pivotal role in navigating the UK seafood industry through this once-in-a-life-time opportunity.

As a non-departmental public body Seafish supports our ambitious vision for sustainably managed seas while securing a profitable future for all sectors of the seafood industry. The effective care and management of waters in our exclusive economic zone (EEZ), and the precious resources within it, is critical to ensuring our fishing and seafood industry grows sustainably to meet the demands of consumers.

In addition to appointing a new Chair we are looking to appoint five non-executive board members; three industry positions representing the processing sector, large catch sector and marine/fisheries science and two positions independent of the seafood sector. We are seeking applications from all parts of the UK to represent their respective nations to bring a wealth of experience and knowledge, help steer the strategic direction of the organisation and balance the priorities of the seafood industry.

This is a fantastic opportunity to help shape the future of our seafood industry. If you think that you have the ability to take on this rewarding role then I strongly encourage you to apply.

VICTORIA PRENTIS MP

1. The Sea Fish Industry Authority (Seafish)

Introduction

The UK fisheries administrations are appointing five non-executive members of the board for the Sea Fish Industry Authority (Seafish) to provide strategic direction and leadership to the organisation which balances the priorities of the seafood industry.

What is the Sea Fish Industry Authority (Seafish)?

Seafish is an industry-levy funded body jointly sponsored by the four fisheries administrations; Scottish Government, Welsh Government, the Northern Ireland Department of Agriculture, Environment and Rural Affairs and Defra.

Seafish carries out a wide range of activities aiming to promote the consumption of seafood, enhance the reputation of the industry and support the collection of data and provision of information, evidence and advice for decision-making in the supply chain. It offers regulatory guidance and services to all parts of the seafood industry, including catching and aquaculture, processors, importers, exporters and distributors of seafood, as well as restaurants and retailers.

One of the key challenges for Seafish in the next five years will be to support and guide the seafood industry through the changing landscape that leaving the EU presents.

About the board

Meeting on a quarterly basis, the Board ensures that Seafish is managed properly and effectively by providing strategic leadership, direction, support and guidance.

The Seafish board currently consists of seven non-executive members. All are appointed by Ministers in the UK's four fisheries administrations (with the exception of Northern Ireland at this time).

Four board members, including the Chair and Deputy Chair, must be independent of the UK sea fish industry. Other board members should represent the interests of the sea fish and seafood industry.

Further information

For further information about the Sea Fish Industry Authority, you may wish to visit the Seafish website: <http://www.seafish.org/>

For further information on the role of the Seafish Board please contact Ann.Harkness-Moore (Ann.Harkness-Moore@defra.gov.uk; 02080266572) or Natalie Bown (Natalie.Bown@defra.gov.uk; 02080268425)

2. Becoming a non-executive board member of the Sea Fish Industry Authority (Seafish)

Description of role

Non-executive members of the Seafish board will:

- provide strategic direction and leadership to the organisation which balances the priorities of the seafood industry in the UK as a whole;
- drive performance and hold the Executive to account against strategic and corporate plans;
- ensure propriety, regularity, economy, efficiency and effectiveness in the operation of Seafish and provide stewardship for the public funds entrusted to the organisation;
- ensure that Seafish discharges its statutory duties within the framework specified by Ministers;
- have a good understanding of the work of Seafish and its stakeholders; and
- work co-operatively and build relationships with the Executive and key stakeholders and represent the organisation at a senior level.

Qualities and experience required – essential criteria

Candidates must be able to demonstrate all of the following essential criteria:

1. Enthusiasm and genuine interest in the complex and dynamic environment Seafish works in and its commitment to support a profitable, sustainable and socially responsible future for the seafood industry.
2. A proven ability to analyse issues at a strategic level in ways which are impartial, creative and manages risk while focusing on finding solutions.
3. An ability to work collaboratively in a group with diverse opinions and provide objective advice and constructive challenge to assist in making sound collective decisions and coherent policies.
4. Candidates representing the processing sector must have expertise and be able to demonstrate both criteria under that sector:
 - Proven knowledge and expertise of working with consumers, retail and/or food service in the UK;

- The ability to represent and promote the interests and products of the seafood industry throughout the food supply chain.
5. Candidates representing the large scale catch sector must have expertise and be able to demonstrate both criteria for that sector:
- Proven knowledge and expertise of fishing in the over 10 metre large scale catch sector;
 - The ability to represent and promote the interests of the UK fishing industry.
6. Candidates who wish to represent Science or 'independent' board member roles must have ability to demonstrate experience or ability in one of the areas (A or B) listed below:

Area A: Food safety and microbiology

- Food safety and microbiology experience at a senior level in business, industry or academia.

Area B: Marine and/or fisheries science and/or consumer/retail/food services

- Expertise in marine and/or fisheries science; and/or
- Demonstrable knowledge or understanding of working with consumer, retail and/or food service in the UK.

Independent board members must have no financial or commercial interests in the sea fish or sea food industry. He or she must be able to discharge their duties independently of the sea fish or sea food industry.

We welcome applicants from all parts of the United Kingdom to represent their nation on the board.

The successful candidate must also uphold and be seen to uphold the 7 principles of public life (**Annex A.1**).

Terms and conditions of appointment

Terms of Appointment

Non-executive board members are appointed by the UK fisheries administrations (with the current exception of Northern Ireland).

Period of appointment

Terms of appointment are normally for three years.

The appointee may resign at any time by notice in writing to the Ministers. The Minister may terminate the appointment under certain conditions, which will be notified to the successful candidate on appointment.

Meetings

The board will meet at least four times a year.

Remuneration and Time commitment

Remuneration for the post is set at £5,670 per annum. This is based upon a time commitment of 18 days per year.

Your fee will be paid into your nominated bank account by BACS transfer monthly in arrears. All remuneration relating to the appointment is taxable and PAYE in respect of income tax and National Insurance Contributions will be deducted at source.

Legitimate travel and other expenses will be fully reimbursed in line with the Sea Fish Industry Authority's travel and subsistence policy.

Location of Office

Seafish is based in two locations, Edinburgh and Grimsby. Board meetings may be held at either of these offices or at other locations in the UK.

3. Applying for the role

The Commissioner for Public Appointments

This appointment is made under the Government's Governance Code for Public Appointment. The Commissioner for Public Appointments regulates and monitors ministerial appointments to public bodies to ensure that they are made on merit after fair and open competition. More information about the role of the Commissioner and the Code of Practice is available at <http://publicappointmentscommissioner.independent.gov.uk/>.

For full details of the complaints process for public appointments please click on the following link: <http://publicappointmentscommissioner.independent.gov.uk/what-we-do/complaints-and-investigations/>.

How to apply

To apply, please send the following to publicappts@defra.gov.uk by the deadline of **noon on Friday 6 November 2020** quoting reference 'APPT 07-20':

- a CV of no more than two sides of A4
- a supporting statement of not more than 1,000 words (approximately two sides of A4), setting out how you meet the [essential criteria](#) – make sure you refer to the contents of this document and provide specific examples
- e-mail addresses for two referees
- completed diversity and political activity monitoring form
- completed conflicts of interest, conduct and advertising monitoring form (please note the section on [conflicts of interest and due diligence](#) below).
- If you have any questions about the appointments process, you need a change to be made so that you can make your application, or require additional assistance to support you in your application, please email the Public Appointments Team on publicappts@defra.gov.uk
- Please let the Public Appointments Team know if you are applying under the Disability Confident Scheme.

Selection process

Selection Panel

The Advisory Assessment panel will comprise: Mike Dowell as Chair (Welsh Government), Rachel Muckle (Team Leader in Marine and Fisheries, Defra), Brian Young (current Chair of Seafish) and Sara Turnbull (Non-Executive Director of the New Covent Garden Market Authority) as Independent Panel Member.

Shortlisting

The panel will invite the candidates who best demonstrate how they meet the criteria required for the post for interview. Your statement of suitability should therefore focus on demonstrating how you meet the criteria for the post.

Interviewing

We anticipate the interviews will be held in early January 2021, normally in Defra's head office in London; Nobel House, 17 Smith Square, London SW1P 3JR. We are looking at alternative arrangements to take account of restrictions imposed in managing the Covid-19 pandemic, including the use of Skype or Zoom. We will discuss arrangements with candidates as necessary. The interview will last approximately 45 minutes.

Candidates will be able to claim for reasonable additional expenses incurred as a result of the interview. Additional expenses incurred because of a disability or because of caring responsibilities may be reimbursed to enable candidates to attend the interview.

An expenses claim form will be available at the interview.

How we will handle your application

The advertisement and this application pack give details of the board members role.

- We will acknowledge receipt of your application, via email or post.
- Candidates will be notified by letter whether or not they have been short-listed.
- The proposed sift date is week commencing 30th November.
- References will be taken up if candidates are selected for interview.
- It is intended that the interviews will take place in early January although that could be subject to change.
- All candidates will be notified of the progress of their application.

Defra is committed to protecting the privacy and security of your personal information and does so in accordance with data protection law including the General Data Protection Regulation (GDPR). All the information you provide will be used to proceed with the public appointment listed in this information pack and in the case of diversity monitoring information may be anonymised and used solely for monitoring purposes. For more information about the way we collect and hold your information, please read the Privacy Notice accessible through the Cabinet Office's Public Appointments Website (<https://publicappointments.cabinetoffice.gov.uk>) or request a copy of Defra's Public Appointments Privacy Notice from publicappts@defra.gov.uk.

Dealing with your concerns

For queries about your application or the recruitment process, please email publicappts@defra.gov.uk; quoting the campaign reference number 07-20.

4. Ineligibility criteria

You cannot be considered for a public appointment if:

- you become bankrupt or make an arrangement with creditors;
- your estate has been sequestrated in Scotland or you enter into a debt arrangement programme under Part 1 of the Debt Arrangement and Attachment (Scotland) Act 2002 (asp 17) as the debtor or have, under Scots law, granted a trust deed for creditors;
- you are disqualified from acting as a company director under the Company Directors Disqualification Act 1986;
- you have been convicted of a criminal offence, the conviction not being spent for the purposes of the Rehabilitation of Offenders Act 1974 (c. 53);
- you become subject to a debt relief order or a bankruptcy restrictions order;
- you fail to declare any conflict of interest.

5. Conflicts of interest and due diligence

If you have any interests that might be relevant to the work of Seafish, and which could lead to a real or perceived conflict of interest if you were to be appointed, please provide details in your application. If you have queries about this and would like to discuss further please contact the publicappts@defra.gov.uk .

Given the nature of public appointments, it is important that those appointed as members of public bodies maintain the confidence of Parliament and the public. If there are any issues in your personal or professional history that could, if you were appointed, be misconstrued, cause embarrassment, or cause public confidence in the appointment to be jeopardised, it is important that you bring them to the attention of the Advisory Assessment Panel and provide details of the issue(s) in your application. In considering whether you wish to declare any issues, you should also reflect on any public statements you have made, including through social media.

As part of our due diligence checks we will consider anything in the public domain related to your conduct or professional capacity. This will include us undertaking searches of previous public statements and social media, blogs or any other publically available information. This information may be made available to the Advisory Assessment Panel and they may wish to explore issues with you should you be invited to interview. The information may also be shared with ministers and the Cabinet Office.

Annex A.1

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.