



Member of the Food Standards Agency

Information pack for applicants

Closing date: midday on 22 January 2021

Reference no: VAC-1724



Follow us on Twitter [@appointmentsdh](https://twitter.com/appointmentsdh)



Contents

Section 1 – The Role	2
1.1 Role and Responsibilities of a Non-Executive Member of the Food Standards Agency	2
1.2 Food Standards Agency role and responsibilities	6
Section 2: How to Apply.....	8
2.1 Making an application	8
Disability Confident Scheme.....	10
2.2 The Selection Process.....	12
2.3 Disqualification from Appointment and Eligibility Criteria	16
2.4 How we will manage your personal information.....	18

Section 1 – The Role

1.1 Role and Responsibilities of a Non-Executive Member of the Food Standards Agency

Introduction

Ministers are seeking to make three Non-Executive Member appointments to the board of the Food Standards Agency (FSA).

Role and Responsibilities of a Non-Executive Member

- To ensure the FSA discharges its statutory duties in line with the requirement to protect public health and consumer interests in relation to food
- To set and to reinforce the FSA's core values through the development and monitoring of strategic objectives, plans and policies
- To represent the FSA and its values in communications with key stakeholders
- To monitor the performance of the Executive in meeting agreed objectives and targets, including: the delivery of services; continuous improvement; financial performance, and risk management
- To assist with the appointment of the Chief Executive
- To play an effective part in Board meetings, discussions and decisions, and work towards shared success
- To participate as a member or chair of one or more of the Board Committees: Business, and Audit and Risk Assurance
- To 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
- To give approximately 20 days per annum to the FSA and to travel to meetings across the country. In addition, Board members are expected to read widely to develop personal skill and ensure effectiveness in the role.

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 operates on a paperless basis.

Qualities required for the role of a Non-Executive Member

The Department of Health and Social Care values and promotes diversity and encourages applications from all sections of the community. The boards of public bodies should reflect the population they are there to serve. Boards also benefit from fresh perspectives, and we are always keen to encourage candidates with private sector experience to consider applying for our roles.

Board members do not represent a particular industry or sector and it is not essential for Board members to have specialist or scientific knowledge of any part of the food chain.

Criteria

To be considered, you must be able to demonstrate that you have the qualities, skills and experience to meet all the essential criteria for appointment.

Essential Criteria

- Awareness of consumer interests in relation to food and how the global food system is changing, with a demonstrable commitment to putting the consumer first
- Strong decision-making skills, able to assess complex evidence of different kinds, consider risks and benefits and explain the basis for a decision
- Strong strategic thinker, able to help shape the FSA's strategic direction, and link specific decision making to the strategy and bigger picture
- Understanding of how to achieve significant change, operate across complex networks. Able to translate relevant insight into new situations, and anticipate future challenges and opportunities
- Effective communication and interpersonal skills - able to work as part of a team; champion diversity and difference within the FSA; accept collective responsibility and challenge appropriately; and confidently deal with difficult situations sensitively.

Desirable Criteria

In order to achieve a balanced Board, new members will ideally be able to bring skills and experience in one or more of the following areas:

- Expertise in innovation which is relevant to food products/processes or delivery routes to the consumer
- Experience in supporting and delivering a reduction in regulatory burden
- Expertise in data analytics or technological innovation
- Understanding of large and small business needs and issues

- Experience in complex international business or governmental issues
- Insight into public health in relation to food
- A senior scientist
- Veterinary experience

Remuneration

- Members are remunerated at a standard rate of £8,000 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
- You may claim travel and subsistence expenses, which are properly and necessarily incurred in carrying out your role and responsibilities as a 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

20 days per annum.

There are four Board meetings per year, live streamed over the internet, held on a Wednesday with the preceding day being used for internal briefing sessions. Meetings are held around England, though at least once a year a meeting is held in either Northern Ireland or Wales. There are also two internal Board Retreats a year usually in January and October.

2021 Board Meeting dates

Tues 19 January 2021 Board Retreat

Tues 9 and Wed 10 March 2021 Board meetings

Tues 15 and Wed 16 June 2021 Board meetings

Tues 14 and Wed 15 September 2021 Board meetings

Mon 11 and Tues 12 October 2021 Board Retreat

Tues 7 and Wed 8 December 2021 Board meetings

The FSA's Code of Conduct for Members of the Board, the FSA's Terms of Reference and the FSA's Standing Orders and can be found here:

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

Location

London or other

Tenure of office

Ministers determine that the length of the appointment will be up to 3 years.

Accountability

Non-Executive Members are appointed by the Secretary of State for Health and Social Care and are accountable to the Secretary of State via the Chair for carrying out their duties and for their performance.

For further information regarding the role of the FSA and the role of a Member please contact:

Name: David Self

Tel: 07984 883451

Email: david.self@food.gov.uk

1.2 Food Standards Agency role and responsibilities

The FSA is an independent non-ministerial government department, set up by an Act of Parliament in 2000 to protect the public's health and consumer interests in relation to food.

We are concerned with the safety of food right along the food supply chain, from when it is produced, to when it is served on the plate. As the national authority responsible for food safety, we set the regulations that food businesses are obliged to follow, and work with delivery partners across England, Wales and Northern Ireland to make sure those regulations are enforced. We want the public to have trust in the food they eat, and that is why we work in an open and transparent way, making sure that consumer health and interests are at the heart of everything we do.

The FSA is accountable to the UK parliament and assemblies in Wales and Northern Ireland. We work closely with colleagues in Food Standards Scotland to provide a robust and coherent regulatory regime, to make sure that consumers across the UK can have confidence that the highest level of food standards are being set and maintained. To help achieve this aim, the department has offices in London, Cardiff, Belfast, York and Birmingham, and employs over 1,300 staff. We not only work with a range of other government partners, which includes providing advice to Ministers across three governments, but also actively engage internationally. We make sure that we play an important role in supranational standard setting and sharing best practice with other national competent authorities.

As the central authority for food and feed safety in England, Wales and Northern Ireland, we face a large range of complex and time-dependent challenges. Food and Drink is the UK's biggest manufacturing sector and the Agri-food sector as a whole contributed almost £122bn to national Gross Value Added in 2017. Furthermore, the national and global context in which the FSA operates is changing at great speed, and the FSA needs to continue to evolve in order to meet changing public demands. With dynamic global trade bringing greater choice to UK consumers than ever before, the advent of new purchasing practices and changing dietary preferences, and the need for holistic approaches to health, wellbeing and the environment, the FSA must keep pace with societal expectations. In doing so, the FSA must take advantage of new technologies and data-driven processes to support a risk-based approach to both standard setting and enforcement of over 600,000 businesses.

A major challenge facing the Agri-food sector is an increased potential for illegal and illicit activity through food crime due to the rapidly changing regulatory landscape. The FSA is fully committed to ensuring the authenticity and provenance of food right along the supply chain, with the establishment of the National Food Crime Unit. The department also has a rapid and resilient response to food incidents, investigating 2,323 food, feed and environmental contamination incidents in 2018/19 alone.

The FSA's ambition is to be recognised at home, and abroad as an Excellent Accountable Modern Regulator. The FSA's statutory purpose is protecting public health, and the consumers' wider interests, in relation to food.

To deliver this the FSA applies three core principles:

- Operating in the consumer interest;
- With openness and transparency; and

- Taking decisions and providing advice on the basis of science and evidence.

The FSA's strategic priorities for 2020/21 are:

- EU exit
- Regulatory reform
- Operations Transformation
- Hypersensitivities
- Surveillance.

In all our work the FSA is committed to:

- Developing scientific capability to ensure that our work is based upon rigorous and up-to-date scientific advice, including continuous assurance of our risk analysis programme
- Ensure that food safety regulatory activity in the UK is modernised so that it is risk-based, data-driven, and fit-for-purpose
- Becoming a global leader in food safety regulation, through collaboration and information sharing with likeminded organisations across the globe
- Persuading UK trading partners as to the quality and effectiveness of the UK's food safety regulatory regime.

A wide range of information about the FSA's work can be found on our website at:

<https://www.food.gov.uk/about-us/who-we-are> and the 'About us' brochure:

[\(English Version\)](#)

[\(Welsh Version\)](#)

Section 2: How to Apply

2.1 Making an application

Thank you for your interest in the appointment of a Member to the Food Standards Agency (FSA).

To make an application please email your CV, a supporting letter and completed monitoring forms to:

appointments.team@dhsc.gov.uk – please quote **VAC-1724** in the subject field.

If you are unable to apply by email please contact Daniel Clemence on 0113 254 5335

Applications must be received by midday on 22 January 2021.

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 Advisory Assessment Panel if you can be clear which specific evidence you provide relates to which criteria. Providing separate paragraphs in relation to each criterion is common practice. Please write all acronyms in full first.

Please ensure your full name, the role to which you are applying 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.

Conflicts of interest

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 if you were to be appointed, please provide details in your Supporting letter.

If appointed, you will also be required to declare these interests on appointment and they will be entered on 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 (including any convictions or bankruptcy) that could, if you were appointed, be misconstrued, cause embarrassment to Ministers or FSA 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 Supporting letter. In considering whether you wish to declare any issues, you should also reflect on any public statements you have made, including through social media and blogs. Due Diligence may be carried out on any publicly available information and shared with the Advisory Assessment Panel.

The panel may explore any issues you declare with you before they make a recommendation on the appointment.

Failure to disclose such information could result in an appointment being terminated, as 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>

There are also circumstances in which individuals may not be considered for appointment, due to them not meeting certain eligibility criteria for appointment. For further information, please refer to **Section 2.3: Disqualification from Appointment and Eligibility Criteria**. If you wish to discuss any queries on conflicts, please see the contacts section.

CV

Please ensure your CV includes:

- Your full name, title, home address, personal contact telephone numbers (land line and mobile), personal email address and details of any twitter accounts and LinkedIn accounts including your twitter handle/username.
- 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.

Diversity Monitoring form

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

Political activity information is primarily for monitoring purposes only, however if you are shortlisted for interview, this information will be shared with the 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.

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.

Disability Confident Scheme

The Department of Health and Social Care values and promotes diversity and is committed to equality of opportunity for all and to the appointment of disabled people. As part of the Disability Confident Scheme, we guarantee an interview to anyone with a disability who applies under the Scheme and whose application meets the essential criteria for the post.

What do we mean by a disability?

To be eligible for the Disability Confident Scheme you must have a disability or long-term health condition, which 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.

If you wish to apply under the DCS please complete section E of the Diversity and Monitoring form and return it with your application.

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

Contacts

For further information regarding the **role of the FSA** and the **role of a Member** please contact:

Name: David Self

Tel: 07984 883451 or Email: David.Self@food.gov.uk

Member of the Food Standards Agency - Information pack for applicants

For further information regarding the selection process, please contact:

Daniel Clemence

Appointments Team

Tel: 0113 2545335

Email: Daniel.Clemence@dhsc.gov.uk

If you choose to apply, we would like to thank you in advance for your time and effort in making an application. Please quote reference VAC-1724 on all correspondence.

2.2 The Selection Process

The Appointments Team 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 22 January 2021
- Shortlisting complete: 12 February 2021
- Interviews held: 04 and/or 08 March 2021

The Advisory Assessment Panel will be:

- Mark Davies, DHSC Director, Population Health as Panel Chair
- Ruth Hussey, Deputy Chair of FSA as a Panel Member
- Tim Irish, National Institute for Health and Care Excellence (NICE) Non-Executive Director as an Independent Panel Member
- Alison Ismail or Deb Hankins, Director, Agri-Food Chain at Defra as a panel member

The Independent Panel Member is independent of both the Department of Health and Social Care and FSA.

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 Department of Health and Social Care may commission a pre-assessment of candidate applications which would then be provided to the Panel for consideration and to inform the shortlisting process. By applying, you are agreeing to your application being shared with another party for pre-assessment. The pre-assessor and the panel are reliant on the information you provide in your CV and supporting letter to assess whether you have the skills and experience required. Please ensure that you provide evidence to support how you meet all the essential criteria. It is the responsibility of the panel to determine who it believes best meet the criteria for the role, and who will be invited to interview.

- Interviews will be held on 04 and/or 08 March 2021
- The Advisory Assessment 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 DCS and you meet all 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 Advisory Assessment Panel.
- The Appointments Team will email to let you know whether you have been invited to be interviewed. Interviews are likely to be conducted by video/teleconference due to Covid-19 restrictions but if not, would be held in central London.
- If invited to interview, the Advisory Assessment 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 Advisory Assessment 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 who 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 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 a Member of the FSA, which will confirm the terms on which the appointment is offered.
- **Please note that due to the volume of applications that are received it is not possible to routinely provide feedback to those not shortlisted for interview.**
- If you apply under the DCS scheme and you are not shortlisted for interview, we can provide a summary of the assessment of your written application, if you choose to request feedback.
- 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 prepare for and attend an interview, and that feedback is a valuable part of the process. Following interviews, the letter which confirms the outcome of the appointment process 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 Daniel Clemence at:

Daniel.Clemence@dhsc.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>

Diversity and equality of opportunity

The Department of Health and Social Care values and promotes 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 about the role of the Commissioner is available from: <http://publicappointmentscommissioner.independent.gov.uk>

If you are not completely satisfied

The Department of Health and Social Care 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 Charlotte Broughton in the Department of Health and Social Care by emailing Charlotte.Broughton@dhsc.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.gov.uk

2.3 Disqualification from Appointment and 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>

Further advice about Disqualification from Appointment can be provided by contacting Nicola Jenkins on 07855 514603.

Eligibility Criteria

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

1. persons who have received a prison sentence or suspended sentence of 3 months or more in the last 5 years
2. persons who are the subject of a bankruptcy restrictions order or interim order, or a debt relief order or interim debt relief order under Schedule 4ZB to the Insolvency Act 1986
3. persons who have had an earlier term of appointment with a health service body terminated on the grounds:
 - that it was not conducive to the interests or good management of the body that the person should continue to hold office
 - that the person failed to attend a meeting of the body on three consecutive occasions
 - that the person failed to declare a pecuniary interest or withdraw from consideration of a matter in respect of which the person had a pecuniary interest
 - of misconduct or failure to carry out the person’s duties

Member of the Food Standards Agency - Information pack for applicants

4. anyone who is under a disqualification order under the Company Directors Disqualification Act 1986; or
5. anyone who has been removed from trusteeship of a charity.

Further advice about Eligibility Criteria can be provided by contacting Daniel Clemence on Daniel.Clemence@dhsc.gov.uk

2.4 How we will manage your personal information

Your personal information will be held in accordance with the General Data Protection Regulation. You will not receive unsolicited paper or electronic mail because of sending the Department of Health and Social Care 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
- Only use your information for the purposes you have authorised

We ask that you:

- Provide us with accurate information
- 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 Advisory Assessment 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 Diversity Monitoring form.

The Commissioner for Public Appointments regulates and monitors appointments to public bodies to ensure procedures are fair. The Department of Health and Social Care 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 to help fulfil either the Commissioner's formal complaints investigation role or for audit purposes.

© Crown copyright 2020

Published to GOV.UK in pdf format only.

www.gov.uk/dhsc

This publication is licensed under the terms of the Open Government Licence v3.0 except where otherwise stated.

To view this licence, visit: nationalarchives.gov.uk/doc/open-government-licence/version/3

Where we have identified any third party copyright information you will need to obtain permission from the copyright holders concerned.

