



Department
for Environment
Food & Rural Affairs



Llywodraeth Cymru
Welsh Government



Scottish Government
Riaghaltas na h-Alba
gov.scot



Department of
**Agriculture, Environment
and Rural Affairs**

Appointment of members of the UK Zoos Expert Committee

Briefing pack for applicants

Closing Date: 14 June 2021



Contents

The UK Zoos Expert Committee.....	2
Defra mission statement.....	3
The role and person specification.....	4
Time commitment and term of office	8
Remuneration and expenses	9
The recruitment process	9
How to apply and submit your application.....	10
Data protection	10
Annex A – The seven principles of public life.....	11
Annex B - Conflicts of interest	12

The UK Zoos Expert Committee

The UK Zoos Expert Committee (ZEC) provides Ministers across the UK with access to independent, authoritative, impartial technical advice on zoo matters. This supports the policies, priorities and responsibilities of the UK Government and Devolved Administrations.

Its main responsibility is to provide advice and recommendations on encouraging the role of zoos in conservation, education and scientific research; to keep the operation and implementation of the zoo licensing system in the UK under review; and to advise or make recommendations to Ministers of any legislative or administrative changes that may be necessary.

All members sit in a personal expert capacity and do not represent any particular body. Members are selected for their expertise on areas such as animal welfare, conservation, education, zoo veterinary issues, local authority implementation, large zoo operation, small zoo operation and zoo inspections.

The Secretariat for the Committee is provided by Defra whilst further input is provided by officials from all UK Administrations.

Further Information

For further information about the work of the ZEC and current members, please visit the ZEC website at <https://www.gov.uk/government/groups/uk-zoos-expert-committee-zec> or contact the ZEC Secretariat by email at zoos.branch@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 Expert Committees will help us to 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.

Disability

Defra will be operating an interview access scheme for disabled people (as defined by the Equalities Act 2010) who meet the minimum criteria for this 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, adjustments will be made in the event of a successful application.

The Devolved Administrations fully support Defra's Mission Statement.



The role and person specification

The Role

We are looking for three new members who have the right qualities to work as part of a group of experts who have wide ranging, zoo related interests. You will build good working relations with other members of the Committee and with Defra and the Devolved Administrations to ensure that the Committee works effectively. You will make an active and constructive contribution to the work of the Committee, so that it can produce collectively agreed and soundly based advice. You will be able to lead on particular work streams where needed and deliver outputs and advice in a timely manner.

We are seeking three new members with different areas of expertise:

- **Post A: An expert in conservation in medium to large zoos.**
- **Post B: An expert in animal ethics.**
- **Post C: An expert in primate welfare.**

The successful candidate must abide by the Nolan principles of public service (attached at [Annex A](#)) and the guidance on conflicts of interest (attached at [Annex B](#)).

Qualifications and experience required

Post A: An expert in large zoo conservation

Essential criteria

- Current practical working experience, ideally of more than five years, in the zoo sector.
- Suitable qualifications and extensive working knowledge of conservation work in medium to large zoos, including in situ conservation efforts in the wild and knowledge of and access to the latest information on captive breeding programmes for endangered species.
- Ability to maintain a positive attitude and pro-actively contribute to discussions and ongoing work to ensure the Committee provides Defra and the Devolved Administrations with collectively agreed, soundly based, actionable advice in a timely manner.
- Ability to understand and value different perspectives and to build productive working relationships both within the Committee and with Defra and the Devolved Administrations.
- Ability to examine issues in an impartial way and to be able to work collaboratively on a wide range of zoo related issues, drawing on, but not limited by their expertise.
- Ability and willingness to lead on particular work streams where needed.

Desirable criteria

- Knowledge of and interest in wider conservation efforts beyond the zoo sector.
- Experience of working with others to build consensus on standards, preferably in relation to zoos and/or other captive wild animal sectors.

Qualifications and experience required

Post B: An expert in animal ethics

Essential criteria

- Current practical experience working in a role which requires knowledge and the practical implementation of animal ethics on a regular basis.
- Suitable qualifications and extensive working knowledge of current animal ethics issues, an active interest in animal ethics and knowledge of and access to the latest information.
- Knowledge of the zoo sector and ethical issues currently pertinent to the operation of zoos.
- Ability to provide unbiased and thorough interpretations on the ethics of zoo policies and procedures to help the Committee reach informed decisions.
- Exemplary analytical skills to assess a wide range of animal ethics issues and concerns relating to zoos.
- Ability to maintain a positive attitude and pro-actively contribute to discussions and ongoing work to ensure the Committee provides Defra and the Devolved Administrations with collectively agreed, soundly based, actionable advice in a timely manner.
- Ability to understand and value different perspectives and to build productive working relationships both within the Committee and with Defra and the Devolved Administrations.
- Ability to examine issues in an impartial way and to be able to work collaboratively on a wide range of zoo-related issues, drawing on, but not limited by their expertise.
- Ability and willingness to lead on particular work streams where needed.

Desirable criteria

- Experience of working with others to build consensus on standards.

Qualifications and experience required

Post C: An expert in primate welfare

Essential criteria

- Current practical working experience, of ideally more than five years, working with captive - primates.
- Suitable qualifications and extensive working knowledge of current primate welfare issues, an active interest in primate welfare and knowledge of and access to the latest information.
- Knowledge and experience of primate welfare needs, including behavioural, environmental and social needs, as well as housing and husbandry requirements, for wild primates kept either in zoos, private ownership or commercially.
- Ability to maintain a positive attitude and pro-actively contribute to discussions and ongoing work to ensure the Committee provides Defra and the Devolved Administrations with collectively agreed, soundly based, actionable advice in a timely manner.
- Ability to understand and value different perspectives and to build productive working relationships both within the Committee and with Defra and the Devolved Administrations.
- Ability to examine issues in an impartial way and to be able to work collaboratively on a wide range of zoo-related issues, drawing on, but not limited by their expertise.
- Ability and willingness to lead on particular work streams where needed.

Desirable criteria

- Knowledge of and interest in wider primate related issues, such as the breeding, trade and movement of primates.
- Knowledge of current science and new research, both in the UK and internationally, relevant to the welfare of primates held in captivity.
- Experience of working with others to build consensus on standards, preferably in relation to zoos and/or other captive wild animal sectors.

Time commitment and term of office

The appointments commence in August 2021. Appointments will be made, in consultation with Scottish, Welsh, and Northern Irish colleagues, by the Defra Director, Animal and Plant Health and Welfare, who is the designated Senior Responsible Owner for these appointments.

Appointments will be for four years. Re-appointments may be made subject to satisfactory performance assessment and will be at the discretion of Defra and the Devolved Administrations. The appointee may resign at any time by notice in writing to Defra. Defra may terminate the appointment under certain conditions. Should the ZEC be dissolved, restructured or wound up during the term of your appointment, your appointment would of course, also cease with effect from that dissolution.

This is a part-time role and members will be expected to contribute approximately 15 days a year to ZEC work. This includes attending meetings, providing advice via email, and drafting or preparation work. There are regular whole Committee meetings three times per year; however, ad-hoc subgroup meetings are often arranged to work on specific tasks. Meetings generally take place in London but can take place in other UK locations. Meetings are currently being held virtually. The ZEC holds annual plenary meetings where Ministers across the UK and/or external stakeholders can attend and discuss the work of the Committee.

The ZEC delivers a specified annual work programme that is agreed with Ministers across the UK and submits an annual report to those Ministers on the Committee's work. Defra is currently leading on a large work programme of reforms to the zoo licensing regime on behalf of all UK Administrations, including a major update of the Secretary of State's Standards of Modern Zoo Practice as the priority, alongside other projects. Members will not be expected to contribute to all ongoing projects but are expected to contribute regularly and remain actively involved throughout their term. Officials from Defra and the Devolved Administrations hold performance management meetings with the Chair of ZEC three times per year to ensure the efficacy of the Committee.

Remuneration and expenses

The Committee's annual budget for meeting costs and members' fees and expenses is provided by Defra and the scale of activity must be carried out within the funding available. Members are entitled to an attendance fee of £300 per day for meetings, and the Chairman to £500 per day.

Members can claim the fees for time spent on ZEC business not associated with a particular meeting, e.g. for research or drafting work, with the agreement of the Secretariat and within available resources. Members can be reimbursed for all reasonable expenditure incurred in connection with attendance at ZEC meetings, visits, and representative events.

The recruitment process

The closing date for applications is noon on 14 June 2021. We expect to have candidates shortlisted by W/C 21 June 2021 and panel interviews W/C 28 June 2021.

It is essential that your supporting statement gives full but concise information relevant to the appointment, clearly demonstrating how you meet each of the essential criteria. Please ensure to specify for which role you are applying.

At the shortlist meeting the panel will assess each application against the essential and desirable criteria and will then decide who to invite for final interview.

Interviews are expected to take place online via Zoom and will last for approximately 45 minutes. Further details about the format will be provided to you in advance.

How to apply and submit your application

To apply, please provide:

- a CV of no more than two sides of A4
- a supporting statement of not more than two sides of A4, setting out how you meet the essential and desirable criteria

Email completed applications to Zoos.Branch@defra.gov.uk

If you have any questions about the appointments process, please contact:

Zoos.Branch@defra.gov.uk

Data protection

Defra is committed to protect your privacy and to process your personal information in a manner which meets the requirements of the General Data Protection Regulations 2016/679. If you have any questions about how Defra is using your personal data or about your associated rights about such use of your data, you can contact core Defra's Data Protection Manager by email at:

data.protection@defra.gov.uk

Please find the contact details for the Data Protection Officer responsible for monitoring that core Defra is meeting the requirements of the data protection law below:

defragroupdataprotectionofficer@defra.gov.uk

Defra Group Data Protection Officer, Department for Environment, Food and Rural Affairs, SW Quarter, 2nd floor, Seacole Block, 2 Marsham Street, London SW1P 4DF

Annex A – The seven principles of public life

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Annex B - Conflicts of interest

What is a Conflict of Interest?

- Public appointments require the highest standards of propriety, involving impartiality, integrity and objectivity, in relation to stewardship of public funds and the oversight and management of all related activities. This means that any private, voluntary, charitable or political interest that might be material and relevant to the work of the body concerned should be declared.
- There is always the possibility for real or perceived conflicts of interest to arise. Both are a problem, as the perceived inference of a conflict may, on occasion be as damaging as the existence of a real one.
- 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. No one should use or give the appearance of using, their public position to further their private interests. This is an area of particular importance, as it is of considerable concern to the public and can receive a lot of media attention.

Why should I declare a perceived conflict?

- The integrity of the individual is not in question here. However, it is necessary for the standing of the individual and the Committee that members of the public have confidence in their independence and impartiality. Even a perceived conflict of interest on the part of a Committee member can be extremely damaging to the body's reputation. It is therefore essential that these are declared and explored, in the same way as an actual conflict would be.

What happens if I do not declare a conflict, which is then discovered by Defra and the Devolved Administrations after my appointment?

- Again each case would be considered on its merits, but Defra and the Devolved Administrations may take the view that by concealing a conflict of interest, you would be deemed to have breached the Seven Principles of Conduct Underpinning Public life and may terminate your appointment.

What happens if a conflict of interest arises after an appointment is made?

- This could arise for two main reasons. The first is that the member's circumstances may change, for example, they may change jobs and in doing so, a conflict with their work on the Committee becomes apparent. The second is where a member is unfamiliar with the range of the work of the body or the work of the body itself changes and it becomes clear that a conflict exists where none had been envisaged during the appointment process.
- In both cases, the issue should be discussed with the Chair of the Committee in consultation with Defra and the Devolved Administrations, to decide whether or not the member can continue to carry out their role in an appropriate manner. Each case is considered individually.
- It may be that the conflict is such that it would be impractical for the member to continue on the Committee e.g. if they would have to withdraw from a considerable amount of the body's routine business. In such cases the member may be asked to stand down from the body.

Areas where a conflict could arise

- There are five main issues that could lead to a real or apparent conflict of interests. These are:
 - relevant financial or other interests outside the organisation;
 - relationships with other parties/ organisations which could lead to perceived or real split loyalties;
 - access to information on pending Government Policy could give unfair personal advantage to people with business interests likely to be affected;
 - perception of rewards for past contributions or favours;
 - membership of some societies.
- In considering whether a danger of real or potential conflict exists members should assess whether they; a close family member; a person living in the same household as the Committee member; or a firm, business or organisation with which the Committee member is connected are likely to be affected by the decisions or advice made or given by the Committee. In addition, Committee members should consider whether they need to disclose relevant interests of other persons or organizations that members of the public might reasonably think could influence the member's judgement.

