



Department
for Environment
Food & Rural Affairs

Appointment of three new independent members to the Adaptation Committee of the Committee on Climate Change

Briefing pack for applicants

Closing Date: 31 January 2022

Reference: APPT01-22



Llywodraeth Cymru
Welsh Government



Scottish Government
Riaghaltas na h-Alba
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Department of
Agriculture, Environment
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Defra mission statement

The Defra group is here to make our air purer, our water cleaner, our land greener, and our food more sustainable. Our mission is to restore and enhance the environment for future generations, and to leave the environment in a better state.

This matters because enhancing nature and green spaces enhances lives and livelihoods, contributing to a strong economy. Our wellbeing, our physical and mental health, our love of place and landscape, and our intrinsic need for beauty, awe and wonder, are all intimately bound up with a thriving natural environment.

Appointing high-calibre people from diverse backgrounds with relevant skills, knowledge and experience to the boards of our public bodies 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. 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. More information about Disability Confident Leaders is available by clicking the logo above. If a person with disabilities is put at a substantial disadvantage compared to a nondisabled 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 and submit your application'](#) section below.



The Context

Introduction

The UK Government and Devolved Administrations (the Government) are seeking three experienced, skilled and motivated people to serve on the Adaptation Committee (AC). The AC is a committee of the Climate Change Committee (CCC). It advises the Government on UK climate risks and opportunities, and reports to Parliament and each of the devolved legislatures with assessments of the UK Government's progress in implementing its National Adaptation Programme (NAP). It also provides advice under devolved legislation, including under the Climate Change (Scotland) Act 2009. The AC is currently made up of six experts from a range of sectors and disciplines. The desired candidates would have expertise in one or more of the following areas:

- Climate change impacts facing UK wildlife, the natural environment and agriculture;
- The economics of climate change adaptation including natural capital approaches; and
- Climate change risks and opportunities facing key sectors in the UK, including business and industry.

What is the Climate Change Committee?

The CCC is an independent, statutory body established under the Climate Change Act 2008. The CCC's purpose is to advise the Government on greenhouse gas emissions

targets and climate risks and opportunities, and to report to Parliament and each of the devolved legislatures on progress. The CCC is made up of two separate committees; one on mitigation and one on adaptation (the Adaptation Committee).

The CCC is a high-profile non-departmental public body. It is sponsored by the Department for Business, Energy & Industrial Strategy, the Department for Environment, Food and Rural Affairs, the Northern Ireland Executive, the Scottish Government and the Welsh Government. It was vested on 1 December 2008 following Royal Assent for the Climate Change Act 2008. It was the first body of its kind, bringing together a range of world-class experts from the fields of climate science and policy, economics, business and financial management. The CCC's focus is to:

- Provide independent advice to the Government on setting and meeting UK and Devolved Administrations carbon budgets and emissions targets and preparing for climate change;
- Monitor progress in achieving UK and Devolved Administration carbon budgets and emissions targets and implementing adaptation policies;
- Conduct independent research into climate change science, economics and policy; and
- Engage with a wide range of organisations and individuals to share evidence and research.

What is the Adaptation Committee?

The Adaptation Committee has two statutory roles under the UK Climate Change Act 2008 (“the Climate Change Act”). The first is to advise the Government on its assessment of the risks and opportunities from climate change. The second is to report to Parliament and each of the devolved legislatures on its evaluation of the quality and implementation of actions in the UK Government’s NAP (England only). The Devolved Administrations can make requests to the Committee for evaluation of their national adaptation programmes under the Climate Change Act and other relevant devolved legislation, such as the Climate Change (Scotland) Act 2009.

The AC is sponsored by the Department for Environment, Food & Rural Affairs, the Northern Ireland Executive, the Scottish Government and the Welsh Government.

On 16 June 2021, the AC published its [Independent Assessment of UK Climate risk](#) presenting up to date and detailed evidence on key risks and opportunities which each of the four UK nations face from climate change. There is also analysis of UK-wide impacts at the sectoral levels. The Independent Assessment will inform the UK Government’s third UK Climate Change Risk Assessment (CCRA), due in January 2022. It will also inform greater ambition and action in the UK Government’s third NAP as well as reviews and development of current and upcoming devolved national adaptation programmes.

On 24 June, the CCC published its 2021 Progress Reports on [Adapting to Climate Change](#) and [Reducing Emissions](#), covering

sections 36 and 59 of the Climate Change Act. The Adaptation Progress Report is the CCC’s second on assessing the UK Government’s second [National Adaptation Programme](#) (2018-2023), which sets out actions in England to address risks identified by its second [Climate Change Risk Assessment](#).

The AC published its [final assessment of Scotland’s first Climate Change Adaptation Programme](#) in March 2019. An initial assessment of Scotland’s second Climate Change Adaptation Programme is expected in 2022.

The Adaptation Committee is supported by a secretariat of 6 full-time staff. It works closely with relevant UK Government and Devolved Administration departments to access important evidence and be aware of policy developments and requirements. Requests for assessment of national adaptation programmes in the other Devolved Administrations may also be made.

Please see the following web pages for further information:

- [About the CCC and the AC](#)
- [The UK Climate Risk Website](#)
- [CCC-Commissioned Research to update the evidence base for indicators of climate-related risks and actions in England \(ADAS\)](#)
- [England](#), [Scotland](#), [Northern Ireland](#) and [Wales](#) Adaptation Programmes

Role Description

Are you passionate about ensuring the UK is ready to deal with the impacts of climate change? Do you want to be part of the leading independent body that provides advice to the UK administrations on preparing for climate change?

The AC is currently comprised of six members (including the Chair); the AC chair also sits on the Climate Change Committee (CCC). Information on current Committee members can be found on the AC's website.

The AC is chaired by Professor Dame Julia King (The Baroness Brown of Cambridge). As a Committee member you will be responsible for establishing its strategic direction and providing impartial input into its work.

The AC members have collective responsibility for:

- Attending around 12 AC meetings a year and formulating decision-making procedures for the AC. Members are required to sit on certain CCC Committees such as the Audit Committee and other CCC ad-hoc working groups, such as on land use;
- Collaborating closely with, and providing support to, the AC Secretariat in delivering the work programme;
- Ensuring that the Committee discharges its statutory duties under the Climate Change Act 2008 and the Climate Change (Scotland) Act 2009 and subsequent relevant climate change legislation;

- Providing an impartial, strategic and impartial input to discussions;
- Providing expert input and advice into reports to Ministers, Parliament and the respective devolved bodies;
- Assisting the Chair in their representative role across the UK; and
- Ensuring close working relationships with the Devolved Administrations, private and voluntary sectors, key academics and professional and other bodies.

We particularly welcome applications from, women, disabled and Black, Asian and Minority Ethnic (BAME) candidates. We are committed to improving employment opportunities for ethnic minorities across the UK. We also welcome applications from LGBTQ+.

The successful candidates must abide by the Nolan principles of public service and the 12 Principles of Governance for all Public Body NEDs (attached at [Annex A](#) and [Annex B](#)) and the [Code of Conduct for Board members](#).

Essential criteria

Candidates should be able to demonstrate all the following essential criteria:

- Ability to deliver results within a multi-disciplinary team and contribute to the AC's strategic work, such as the development of its goals, priorities and management of outcomes;
- Proven analytical skills with the capacity to examine issues and provide advice (or manage the provision of advice) at a strategic level in ways which are impartial, creative, unbiased and solutions-focused, and propel the adaptation agenda;
- A collaborative style, with the ability to communicate and build relationships at all levels, including Ministers in the UK and Devolved Administrations, fellow Committee members, the AC secretariat and stakeholders in all sectors; and
- Good understanding of the range of the Committee's work including the varying risks and priorities across the United Kingdom and the Devolved Administrations.

For the three specific roles candidates should be able to demonstrate one or more of the following:

- **Demonstrable expertise in the impacts that UK wildlife, the natural environment and agriculture faces due to climate change and the adaptation options that can address them.** A demonstrated understanding of the interconnected challenges of food production, greenhouse gas emissions

reductions, nature restoration and climate change adaptation within UK landscapes. Understanding of policies to support land managers to achieve environmental and agricultural priorities (including the forthcoming Environmental Land Management schemes across the UK) would be highly desirable.

- **A proven track record in the economics of climate change adaptation including natural capital approaches,** together with a wide-ranging understanding of the climate adaptation challenges facing the UK. Experience with standard Government policy appraisal methodologies (e.g. Green Book guidance) would be desirable, as would experience in economic appraisal techniques regarding other environmental issues (e.g. biodiversity).
- **Demonstrable expertise in climate change adaptation, in particular to climate change risks and opportunities facing business and industry in the UK.** Established networks within corporate environmental risk-management extending across economic sectors. Knowledge of corporate climate risk management methodologies, including through bodies such as the Task Force on Climate-related Financial Disclosures would be highly desirable, as would expertise in the challenge of achieving resilience in complex and interconnected supply chains.

Terms of appointment

Period of appointment

We expect the appointment to start on 2 May 2022. The appointment will be for three years. A further appointment of up to three years may be made subject to satisfactory performance assessment and will be at the discretion of ministers.

Remuneration and Allowances

The fee for a member of the Adaptation Committee will be £550 per day, with up to 3 days per month that can be claimed, including time preparing for meetings and travelling time. Reasonable travel and

dependent care expenses are also paid. The roles are non-pensionable.

The Adaptation Committee's office is in London, and when home working restrictions are not in place, members will have an option to join meetings virtually, though there is an expectation that members will attend key meetings in person.

Annual Appraisal

All Committee members are subject to an annual appraisal carried out by the AC Chair.

The Recruitment Process

The closing date for applications is noon on 31 January 2022. We expect to have shortlisted by 11 February, with Panel interviews on 3, 4 and 11 March.

It is essential that your statement of suitability gives full but concise information relevant to the appointment, clearly demonstrating how you meet each of the [essential criteria](#).

The Advisory Assessment Panel will consist of **Professor Julia King**, The Baroness Brown of Cambridge, Chair of the Adaptation Committee; **Robert Mason**, Deputy Director, Climate, Defra; **Lisa Bird**, Deputy Director, Domestic Climate Change, Scottish Government; and an **Independent Panel Member** TBC.

At the Shortlist meeting the Panel will assess each application against the essential criteria in order to decide who to invite for interview.

Interviews are expected to last for approximately 45 minutes. Further details about the format will be provided to you in advance.

Interviews will most likely take place virtually, however, should they be held in person, in London, you will be able to claim reasonable travel expenses incurred travelling to and from the interview (please note you may be asked to justify travelling costs if Defra considers the claims excessive). Please let Defra know beforehand if you are likely to claim, along with the approximate costs by contacting Natalie.Roberts@defra.gov.uk.

How to apply and submit your application

To apply, please send the following to publicappts@defra.gov.uk by the deadline of **noon on 31 January 2022** quoting reference **APPT01-22**:

- a CV of no more than two sides of A4;
- a supporting statement of up to 1,000 words (not more than 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;

- 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 or the role, please contact Natalie.Roberts@defra.gov.uk.

Completed applications should be emailed to publicappts@defra.gov.uk – please quote reference APPT01-22



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.

Conflicts of interest and due diligence

If you have any interests that might be relevant to the work of the Adaptation Committee or the Climate Change Committee, 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 Natalie.Roberts@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.

Data protection

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.

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 – 12 Principles of Governance for all Public Body NEDs

1. Expertise

- Consider and act in the best interests of your organisation and its objectives; delivering the outcomes expected by your sponsor department, ministers and ultimately the public.
- Consider the broader mission and duties of your sponsoring Secretary of State, his or her Department and the Government.
- Ensure compliance with statutory duties and the organisation's Framework Document and act within its powers.
- Exercise reasonable care, skill and diligence in the exercise of their authority and judgement.

2. Scrutiny and challenge

- Maintain independence from the executive to allow scrutiny of management and in meetings agree goals and objectives, and monitor performance and the reporting of performance so that the public who use your organisation receive a high quality service.
- Satisfy yourself on the integrity of budget setting to deliver objectives and financial information and reporting against budgets, and that financial controls and systems of risk management are robust and defensible. Meet the requirements of [Managing Public Money](#), including supporting the Accounting Officer in fulfilling their duties to provide propriety and value for money in the use of public funds.
- Champion high standards of risk management by ensuring your organisation has effective risk reporting, controls and governance, risk expertise and risk tolerances to effectively manage risk.
- Represent your organisation to the department and to Ministers, as well as ensuring Ministers' views are considered by the executive team of the organisation, as appropriate.

3. Support

- Support the board in succession planning and be prepared to put yourself up for re-appointment, as well as promoting the need for a diverse board.
- Participate in and promote regular reviews of your organisation, as well as the board's own effectiveness, with particular focus on the organisation's purposes and its efficiency in meeting these purposes. Engage in the appraisal process, including self-reflection on your own abilities.
- Listen carefully to, ask appropriate questions of and support management to encourage discussion in a manner that promotes a culture where all perspectives are listened to, while fulfilling the individual Director's duties and responsibilities and respecting and valuing the expertise of the executive team.
- Promote the success of the entity having regard to the interests of all members and stakeholders, and all risks.



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