



Home Office

# Animals in Science Committee Appointment of Members

Information pack for applicants

The closing date for the receipt of applications is Monday 25 February, 2013

This information pack is available in hard copy from:

ASC Recruitment  
Home Office Science Secretariat  
3<sup>rd</sup> Floor  
Seacole Building  
2, Marsham Street  
LONDON  
SW1P 4DF  
Tel: 020 7035 4776  
Email: [ASCRecruitment@homeoffice.gsi.gov.uk](mailto:ASCRecruitment@homeoffice.gsi.gov.uk)



## Contents

Page

### Overview

The Animals in Science Committee	3
The Role of The Members	3
Remuneration	5
Time commitment	5
Tenure	5
Diversity and Equality of Opportunity	5
Interview Access Scheme	5
How to Apply	6
Additional information	6
Conflict of Interests	6
Standards in Public Life and Code of Conduct	7
Confidentiality/Security Clearance check	7
Appointment Process	7
Timetable	7
Role of Commissioner for Public Appointments	8
How to Complain	8
The seven principles of public life (Nolan Principles)	(Annex A)
Chair and members to ASC advertisement	(Annex B)

## **Overview:**

### **The Animals in Science Committee**

Under EU Directive 2010/63, the Animals in Science Committee (ASC) is to replace the Animal Procedures Committee.

The role of the new Committee is to provide the Secretary of State for the Home Department (Home Secretary) and the Department of Health and Social Services for Northern Ireland (DHSSPSNI) with independent advice on issues relating to the Animals (Scientific Procedures) Act 1986.

The appointment of the Chair will be based on their skills, expertise and experience. They will not be appointed to represent any organisation by which they are employed, or any particular interest group, or any other organisation with which they have significant contacts. The Chair shall be expected to consider issues on merit and provide independent advice acting in the public interest at all times.

It is expected that Ministers will commission key elements of the work of the Committee on an annual basis. The Committee will also have scope, allowing for Ministerial priorities, to determine its own work streams and offer advice on issues which it thinks relevant. In the work it takes forward, the Committee shall take into account both the legitimate requirements of science and industry and of the protection of animals against avoidable suffering and unnecessary use in scientific procedures.

A working protocol has been developed which supports the respective roles and responsibilities of the Home Office and the Animals in Science Committee (ASC). The working protocol provides a framework under which the Home Office and the Committee will engage through the provision and receipt of advice on matters relating to the use of animals for scientific purposes as well as associated matters. The protocol will be finalised between the ASC and ministers once the Committee is appointed.

### **The role of the Members**

The post holders will be expected:

- To attend meetings of the Committee. These will number between four and five each year with additional working group and ad hoc meetings being arranged as necessary.
- To act corporately with other members of the Committee to ensure that it fulfils its responsibilities by providing Ministers with impartial, balanced, objective advice on issues relating to the use of animals in scientific procedures.

A member has responsibility for:

- acting in the public interest;
- attending and contributing at ASC meetings and discussions;

- developing the evidence base of subjects being considered and formulating advice;
- examining and challenging, if necessary, the assumptions on which advice is formulated;
- ensuring that the ASC has the opportunity to consider: the available evidence on a given issue; contrary views; and, where appropriate the concerns and values of stakeholders before a decision is taken;
- sharing in the general responsibility to consider the wider context in which their expertise is employed;
- acting with a presumption of openness; and,
- ensuring that they act in accordance with the Code of Practice for Science Advisory Committees and act in accordance with the ASC's Code of Practice for members, which includes the Seven Principles of Public Life - the Nolan Principles.

To deliver in the role, applicants must meet at least one of the following essential criteria:

**1. Current experience of commercial biotechnology and/or pharmaceutical research and development.**

Expertise in biological science to allow the effective contribution to the Committee's discussions on biotechnology, current research and development that uses animals in scientific experimental procedures.

**2. Expertise in dealing with issues related to the welfare of animals used in scientific procedures.**

Expertise in non-human primate husbandry and life enrichment in the context of scientific research. To have been actively involved in the education and training of animal technicians who handle animals on a regular basis would be an advantage. We are also looking for practical experience of promoting and implementing the effective delivery of reduction, refinement and replacement (3R's) of the use of animals in research settings.

**3. Expertise in statistics.**

Expertise in statistics, particularly in animal experimental design. Ideally candidates will have a thorough knowledge of appropriate statistical methodology to consider the quality of scientific experimental methods in the context of minimising the use of animals in scientific procedures.

**4. Experience in veterinary science.**

Expertise in veterinary practice, particularly in the husbandry and care of laboratory animals used in scientific procedures. Candidates should be able to add value to Committee discussions on best practice in the care of laboratory animals and the design of animal facilities.

**5. Lay member.**

To be able to contribute to discussions in a wider context, and to position, if felt needed, discussions in lay terms and challenge paradigms. Candidates should have some knowledge of public policy.

**6. An expert in Neuroscience.**

Expertise in neuroscience (particularly in the use of animals in scientific procedures in neuroscience research), with an understanding of the potential outcomes of scientific research into animals that have applicability to humans. Candidates should be able to initiate consideration of the balance between potential real world outcomes, of research into animals, and the welfare of the animals in scientific procedures.

In addition, applicants will be able to demonstrate:

- awareness of the ethical issues of using animals in scientific research;
- excellent communication, interpersonal and influencing skills at all levels; and,
- the ability to evaluate complex issues, negotiate between conflicting expert opinions and values and generate options to reach consensus..

## **Remuneration**

The position of Members are unremunerated. Reimbursement for claims made for allowances (at rates set centrally) for travel and subsistence expenses costs necessarily incurred on Committee business will be met.

## **Time commitment**

Members are expected to attend main Committee meetings; these number approximately four/five times a year (meetings, unless otherwise necessary, will be held in London). Additionally, the post-holder shall attend associated working and ad hoc groups as needed.

## **Tenure**

The successful candidates will be appointed for a maximum period of three years. Following the initial term, and on agreement by the Secretary of State, the Member may be reappointed for one further term of three years.

Members may at any time resign by notice in writing to the Secretary of State. The Secretary of State may terminate the appointment of Members under certain conditions, which will be notified to the successful candidates on appointment.

It should be noted that this post is a public appointment, not a job. Therefore, such appointments are not normally subject to the provisions of employment law.

## **Diversity and Equality of Opportunity**

The appointment will be governed by the principles of public appointment based on merit with independent assessment and transparency of process. Candidates may come from a wide range of background and experience, although the successful candidate will need to demonstrate that they meet all the essential criteria for the post. The Home Office is keen to see applications from groups currently under represented, including women, people from minority ethnic communities and disabled people.

## **INTERVIEW ACCESS SCHEME**

We guarantee to interview anyone with a disability whose application meets the minimum criteria for the post. By 'minimum criteria' we mean that you must provide us with evidence in your application which demonstrates that you generally meet the level of competence required for each criteria defined as "essential".. We are committed to appointing and supporting disabled people.

## **What do we mean by disability?**

The Disability Discrimination Act, 1995 defined a disabled person as someone who has a physical or mental impairment which has a substantial and adverse long-term effect on his or her ability to carry out normal day-to-day activities.

## **How do I apply?**

If you want to apply under the Interview Access Scheme simply complete the declaration in the application form.

We will try to provide access, equipment or other practical support to ensure that if you have a disability you can compete on equal terms with non-disabled people.

## **How to Apply**

All applicants are required to complete the application form (Annex C) and return it to [ASCRecruitment@homeoffice.gsi.gov.uk](mailto:ASCRecruitment@homeoffice.gsi.gov.uk).

If you are also applying for the position of Lay Chair, you only need to complete the Chair application form, and please ensure that you indicate this in the application form.

If you are unable to complete and forward the application electronically, please contact ASC Recruitment on 020 7035 4776 who will be able to provide a copy of the application form in a suitable format.

All applications will be acknowledged by email (or, if requested, by another manner). Your completed application form must be received by the appointments team by no later than **Monday 25 February 2013**

## **Additional information**

In addition to your application form and Curriculum Vitae please also tell us if you have:

- ever been convicted of any offence (other than minor motoring offences) which are not spent in accordance with the Rehabilitation of Offenders Act 1974;
- any charges outstanding;
- become bankrupt over the past ten years;
- been dismissed from any office or employment over the past ten years and the reasons for this; and
- ever been disqualified from acting as a company director or in the conduct of a Company ever been a director, partner or manager of a company which has gone into liquidation.

## **Conflict of Interests**

There is a requirement to declare in the application form any actual, or potential, conflict of interest you may have in being appointed as a member of the Committee.

*What is a conflict of interest?*

Public Appointments require the highest standards of propriety, involving impartiality, integrity and objectivity, in relation to the stewardship of public funds and the oversight and management

of all related activities. This means that any private, voluntary, charitable or political interest which might be material and relevant to the work of the body concerned should be declared. 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.

## **Standards in Public Life and Code of Conduct**

The appointee will be expected at all times to act in good faith and observe the highest standards of impartiality, integrity and objectivity in relation to the conduct of the Committee's business.

The successful candidate will be required to subscribe to the *Code of Conduct for Board Members of Public Bodies*. The code can be accessed at [http://resources.civilservice.gov.uk/wp-content/uploads/2011/09/code-of-conduct\\_tcm6-38901.pdf](http://resources.civilservice.gov.uk/wp-content/uploads/2011/09/code-of-conduct_tcm6-38901.pdf)

## **Confidentiality/Security Clearance Check**

There may be occasion when the post-holder will be required to have sight of papers marked restricted or confidential. There is, therefore, a requirement that the successful candidate will be required to undergo a Home Office security clearance check.

## **Appointment process**

The appointment process will adhere to Commissioner for Public Appointments Code of Practice. The Code of Practice can be accessed at: <http://publicappointmentscommissioner.independent.gov.uk/wp-content/uploads/2012/02/Code-of-Practice-20121.pdf>

Applications will be assessed by the selection panel. The Panel will consider those candidates who best demonstrate that they meet the stipulated criteria as set out in this information pack.

The selection panel will inform Home Office Ministers of the shortlist before candidates are informed of the outcome. All candidates will be informed of the outcome of the sift stage by email before interviews are conducted.

Following interview, the selection panel will recommend to the Secretary of State the candidates they believe best meet the criteria for the role. In considering that advice, the Secretary of State or delegated Minister will make the final decision on the appointment.

The post-holder will be accountable (in the first instance) to the Home Office Chief Scientific Adviser.

Should you be unsuccessful, at any stage, you will be notified by the appointments team.

## **Timetable**

Interviews are currently scheduled to take place on 27-28 March 2013

## **Role of Commissioner for Public Appointments**

In line with Ministerial appointments, the Commissioner for Public Appointments regulates and monitors appointments to public bodies to ensure that procedures are fair and open.

### **How to complain**

The Home Office conducts all public appointments in accordance with the principles set out by the Commissioner for Public Appointments in the Code of Practice.

Although every effort is made to ensure that high standards are maintained, we recognise that things can sometimes go wrong. If you have a complaint relating to a Public Appointment process run by the Home Office, you should follow the steps below. Complaints need to be made in writing and should be addressed to:

Home Office  
Public Body Team  
3<sup>rd</sup> Floor Peel  
2 Marsham Street  
London  
SW1P 4DF

Quoting reference; **HOSCISEC2**.

The process for addressing a complaint is broken down into three stages:

#### **Stage 1**

Your complaint will be passed to the team that conducted the appointment campaign for response. You should expect a written reply within 15 working days of the letter being received by the department.

#### **Stage 2**

If the response provided at stage 1 does not satisfactorily address your complaint, you should again write to the Public Body Team. The department will then make arrangements for it to be reviewed by an independent senior official.

#### **Stage 3**

If you are still dissatisfied, you can ask the Commissioner for Public Appointments to investigate your complaint. The process for doing this is set out at

<http://publicappointmentscommissioner.independent.gov.uk/what-we-do/complaints-and-investigations/>

You should only contact the Commissioner once the Home Office process has been exhausted.



## **ANNEX A**

### **THE COMMITTEE ON STANDARDS IN PUBLIC LIFE 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.

## ANNEX B

### Chair and Members to the Animals in Science Committee

The Animals in Science Committee will be a new statutory body established under the Animals (Scientific Procedures) Act 1986, amended by EU Directive 2010/63. The purpose of the Committee will be to provide the Secretary of State for the Home Department and the Department of Health and Social Services for Northern Ireland with independent advice about issues relating to the Act.

#### Lay Chair

##### Ref: HOSCISEC1

The Home Office is seeking a lay chair to lead the Committee, and once appointed, to have a role in the appointment of the members. As a proven leader, you will have experience of committee membership and chairing (particularly multi-professional meetings); awareness of the ethical issues of using animals in scientific research; excellent communication skills; and, experience of negotiating between conflicting expert opinions.

#### Specialist/Lay members (Up to ten appointments):

##### Ref: HOSCISEC2

You will have expertise in one of the following concerned with the use of animals in scientific procedures:

- Current biotechnology and/or pharmaceutical research and development;
- Welfare of animals, at a national level;
- Experimental design and statistics;
- Veterinary science;
- Neuroscience research; or
- Lay person with awareness / interest in ethical issues of using animals in scientific research.

The appointment as chair or a member is unremunerated. However, there will be reimbursement for travel and subsistence incurred in carrying out their roles. The time commitments may be up to 15 days per year (the commitment for the chair will be slightly longer), and appointments will be for periods of up to three years.

**Closing date for receipt of applications for chair is 9 January 2013**, with interviews for shortlisted candidates to be held on 11-12 February 2013.

**Closing date for receipt of applications for members is 25 February 2013**, with interviews for shortlisted candidates to be held on 27-28 March 2013.

If you think you have the qualities required, please download an application pack from <http://www.homeoffice.gov.uk/agencies-public-bodies/apc/> Enquiries about these appointments should be made to 020 7035 4776, or [ASCRecruitment@homeoffice.gsi.gov.uk](mailto:ASCRecruitment@homeoffice.gsi.gov.uk)

Applications from Wales, Scotland, and Northern Ireland would be welcome. The Home Office positively encourages applications from people from all sections of the community and from all backgrounds. This post is regulated by the Commissioner for Public Appointments.

