



ANIMAL WELFARE COMMITTEE

Appointment of 3 new members

Information pack for applicants

The closing date for the receipt of applications is:

12 noon on 30 October 2019

AWC Secretariat
Area 2D
Nobel House
17 Smith Square
London
SW1P 3JR
E: awcsecretariat@defra.gov.uk
T: 020 802 65255 or 020 802 63577



Department
for Environment
Food & Rural Affairs

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The Animal Welfare Committee

What is the Animal Welfare Committee?

The Animal Welfare Committee (AWC) is an expert committee of the Department for Environment, Food and Rural Affairs (Defra) and the Scottish and Welsh Governments. The Committee's Terms of Reference are:

(i) To provide independent, authoritative, impartial and timely advice, to Defra and the Scottish and Welsh Governments:

- on the welfare of farmed animals, including farmed animals on agricultural land, at market, in transit and at the place of killing; and
- on any other matters that might be considered necessary to improve standards of animal welfare.

(ii) To provide independent, authoritative, impartial, and timely advice, to Defra and the Welsh Government:

- on the welfare of companion animals and wild animals kept by people.

(iii) To provide independent scientific support and advice, as requested, in line with Article 20 of Committee Regulation (EC) No.1099/2009 on the protection of animals at the time of killing (also advising the Northern Ireland Assembly in this respect).

Further information

For further information about the work of the Animal Welfare Committee and current members you may wish to visit the AWC website at <https://www.gov.uk/government/groups/animal-welfare-committee-awc> or contact the AWC Secretariat at the following address:

AWC Secretariat
Area 2D
Nobel House
17 Smith Square
London
SW1P 3JR
E: awcsecretariat@defra.gov.uk

Telephone number: 020 802 65255 or 020 802 63577

Being a member of the Animal Welfare Committee

Description of role

AWC is appointing three new members to provide specialist expertise as follows:

- Post A: An expert in farm animal welfare with practical experience in the beef and sheep sectors.
- Post B: An expert in welfare of wild animals kept by people.
- Post C: An expert in welfare of companion animals.

Qualities and experience required

Post A: An expert in farm animal welfare with practical experience in the beef and sheep sectors

Essential criteria

- Suitable qualifications and current practical working experience, ideally of more than five years, in the beef cattle and sheep sectors, including knowledge of the range of cattle and sheep production systems.
- Extensive working knowledge and an active interest in farm animal welfare, especially relating to beef cattle and sheep.
- Excellent written and oral communication skills, with the ability to put forward views clearly and cogently in discussion and to contribute effectively to the formulation of written advice.
- Ability to think analytically and creatively when contributing advice for government.
- Ability to understand and value different perspectives and to build productive working relationships both within and outside the Committee.

Desirable criteria

- Knowledge of and interest in wider agricultural and rural issues.
- Knowledge of current science and R&D programmes, both in the UK and internationally, and their relevance to farm animal welfare.

Post B: An expert in welfare of wild animals kept by people

Essential criteria

- Current practical working experience, ideally of more than five years, with captive wild animals, as well as knowledge and an active interest in animal welfare.
- Practical knowledge and experience of animal welfare needs, including behavioural, environmental and social needs, as well as housing and husbandry requirements, for wild animals kept in domestic and other non-zoo environments

- Excellent written and oral communication skills, with the ability to put forward views clearly and cogently in discussion and to contribute effectively to the formulation of written advice.
- Ability to think analytically and creatively when contributing advice for government.
- Ability to understand and value different perspectives and to build productive working relationships both within and outside the Committee.

Desirable criteria

- Knowledge of and interest in wider animal related issues, such as the breeding, trade in and movement of animals, involving both 'wild' and domesticated species.
- Knowledge of current science and new research, both in the UK and internationally, relevant to the welfare of wild animals held in captivity.

Post C: An expert in welfare of companion animals

Essential criteria

- Significant current practical working experience with companion animals (e.g. dogs, cats, horses or other non-farmed vertebrate animals).
- Practical knowledge and experience of the ways companion animals are kept either in private ownership or commercially.
- Extensive working knowledge and an active interest in animal welfare, especially relating to companion animals.
- Excellent written and oral communication skills, with the ability to put forward views clearly and cogently in discussion and to contribute effectively to the formulation of written advice.
- Ability to think analytically and creatively when contributing advice for government.
- Ability to understand and value different perspectives and to build productive working relationships both within and outside the Committee.

Desirable criteria

- Knowledge of wider companion animal welfare issues.
- Knowledge of current science and R&D programmes and their relevance to companion animal welfare.

Terms and conditions of appointment

Period of appointment

Successful applicants will commence on 1 January 2020. 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 (SRO) for these appointments.

Appointments will be for four years. Members may be considered for reappointment after this period, subject to satisfactory performance, attendance, and business needs.

Committee working methods and requirements

This is not a full time role and members will be expected to contribute approximately 10 to 15 days a year on AWC work. This will include attending meetings, visits, drafting or preparation work. Meetings generally take place in London, but can take place in other UK locations, so travel would be expected.

Members will be part of a pool of people and will be called upon to work on specific tasks as they arise. Members will also be required to attend two plenary meetings per year, the location of which alternates between Defra (London), the Scottish Government (Edinburgh), and the Welsh Government (Cardiff).

Remuneration

Members are entitled to a fee of £300 per day spent on AWC business. Members will be reimbursed for all reasonable expenditure incurred in connection with attendance at AWC meetings and for time spent researching and drafting AWC advice.

Code of Conduct

Expert Committee members must abide by the Seven Principles of Public Life:

1. Selflessness

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

2. 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.

3. Objectivity

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

4. 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.

5. 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.

6. Honesty

Holders of public office should be truthful.

7. 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.

For further information on the seven principles and the work of the Committee on Standards in Public Life, visit the Committee's:

- website (<https://www.gov.uk/government/organisations/the-committee-on-standards-in-public-life>), and
- blogsite (<https://cspl.blog.gov.uk/>).

Conflicts of Interest

You must inform the AWC Secretariat if you have any conflict of interest that might affect your ability to undertake this role. You should disclose information on any relevant business interest, public appointment or position of authority, including other connections with commercial, public or voluntary bodies. A form is provided for this purpose.

Applying for a role

How to apply

Candidates should submit their CV with education, professional qualifications and employment history plus the names and contact details of two referees, together with a statement of suitability. The statement of suitability should provide evidence of your ability to meet essential criteria for this role. Please provide specific examples to demonstrate how you meet each of the criteria (maximum two A4 pages). Please ensure you make clear for which post you are applying (A, or B or C).

In addition, all candidates are required to complete and return the following forms along with their CV:

- Political Activity Questionnaire
- Diversity Monitoring Questionnaire
- Conflicts of interest

Completed applications should be returned by 12 noon on 30 October 2019 to the following address:

By email to awcsecretariat@defra.gov.uk or by post to:

AWC Secretariat
Area 2D
Nobel House
17 Smith Square
London
SW1P 3JR

Application and selection process

Application

We will acknowledge receipt of all applications received, via email. Candidates will be notified in writing if they have been selected for an interview.

Interviews

Interviews will take place on 14 November and 21 November 2019 at Nobel House, 17 Smith Square, London SW1P 3JR. Interviewees will be required to give a 5 minute presentation. Interviews will last approximately 45 minutes including the 5 minute presentation. References will be contacted if candidates are selected for interview.

All interviewees will be advised in writing, of the outcome of their interview. For any queries about your application or the recruitment process, please email awcsecretariat@defra.gov.uk or telephone 020 802 65255 or 020 802 63577

Equal opportunities

The 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

To ensure our public bodies better represent the communities we serve, we positively welcome applicants from all walks of life. All public appointments are made on merit following a fair, open and transparent process.

Disability

Defra embraces diversity and promotes equality of opportunity. There is a guaranteed interview scheme (GIS) for candidates with disabilities (as defined by the Equalities Act 2010) who meet the minimum selection criteria. If you wish to apply for consideration under this scheme, please notify us when you return your application.

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, reasonable adjustments will be made in the event of a successful application.

Data protection

Defra is committed to protect your privacy and to process your personal information in a manner which meets the requirements of the GDPR and the Data Protection Act 2018. For further information, please see our Privacy Statement¹.

¹ <https://www.gov.uk/government/organisations/department-for-environment-food-rural-affairs/about/personal-information-charter>

Annex A: Political activity questionnaire

All applicants for a public appointment should complete the question below. This question is asked as it enables the monitoring of political activity of candidates for a public appointment in so far as it is already in the public domain. Neither activity nor affiliation is a criterion for appointment (except where statute dictates specific representation).

If you are successful, the information provided will be published with the announcement of your appointment.

Please indicate which of the following activities you have undertaken during the past five years by ticking the appropriate box and by providing details of your involvement. Name the political party or body for which you have been active. If you have been or are an Independent or have sought or obtained office as a representative of a particular interest group, you should state this. You should tick all relevant categories.

- a. ☐ Obtained office as a Local Councillor, District Councillor, MP, MEP, MLA etc.
 - ☐ Stood as a candidate for one of the above offices
 - ☐ Spoken on behalf of a party or candidate
- b. ☐ Acted as a political agent
 - ☐ Held office such as Chair, Treasurer or Secretary of a local branch of a party
 - ☐ Canvassed on behalf of a party or helped at elections
 - ☐ Undertaken any other political activity which you consider relevant
- c. ☐ Made a recordable donation to a political party*
- d. ☐ None of the above activities

Name of Party for which activity undertaken:

Details of involvement:

NAME

SIGNATURE

DATE

Note: Political activity in itself is no bar to appointment. The panel may explore political activity with candidates which they have undertaken in the last five years.

This information will only be provided to the panel for those applicants selected for interview.

Such activities may have given you relevant skills, including experience gained from committee work, collective decision making, resolving conflict and public speaking. If, therefore, you have had such experience and you consider it relevant to your application for this post, you should include it separately in your statement.

* The Political Parties, Elections and Referendums Act 2000 requires the Electoral Commission to publish a register of recordable donations (donations from any individual totalling more than £5,000 in any calendar year, or more than £1,000 if made to a subsidiary accounting unit such as a constituency association, local branch, women's or youth organisation). These provisions became effective from 16 February 2001.

Annex B: Diversity monitoring questionnaire

To ensure Defra's public bodies better represent the diverse communities we serve, we positively welcome applicants from all walks of life. All public appointments are made on merit following a fair, open and transparent process.

It is vital that we monitor and analyse diversity information so that we can ensure that our HR processes are fair, transparent, promote equality of opportunity for all staff, and do not have an adverse impact on any particular group. Your cooperation in providing us with accurate data will ensure that we, not only meet our legal obligations, but even more importantly will result in us designing and applying policies and processes that attract and retain a diverse, talented and motivated workforce.

Any information provided on this form will be treated as strictly confidential and will be used for statistical purposes only. It will not be seen by anybody directly involved in the selection process. No information will be published or used in any way which allows any individual to be identified.

(1) Gender

Male ☐ Female ☐ Prefer not to say ☐

(2) Age

16-24 ☐ 25-29 ☐ 30-34 ☐ 35-39 ☐ 40-44 ☐ 45-49 ☐ 50-54 ☐
55-59 ☐ 60-64 ☐ 65+ ☐
Prefer not to say ☐

(3) What is your ethnicity?

Ethnic origin categories are not about nationality, place of birth or citizenship. They are about the group to which you as an individual perceive you belong. Please indicate your ethnic origin by ticking the appropriate box

White

English ☐ Welsh ☐ Scottish ☐ Northern Irish ☐ Irish ☐
Other White background ☐

Mixed/multiple ethnic groups

White and Black Caribbean ☐ White and Black African ☐
White and Asian ☐ Any other mixed background ☐

Asian/Asian British

Indian ☐ Pakistani ☐ Bangladeshi ☐ Chinese ☐ Any other Asian background ☐

Black/African/Caribbean/Black British

African ☐ Caribbean ☐ Any other Black/African/Caribbean background ☐

Other ethnic group

Any other ethnic group ☐

Prefer not to say ☐

(4) Do you consider yourself to be disabled or have a long term health condition?

The **Equality Act 2010** defines a person as disabled if they have a physical or mental impairment which has a **substantial and long-term adverse effect on their ability to carry out normal day-to-day activities**. (The general meaning of long term is a disability or health condition which has lasted or is expected to last for at least 12 months). Adverse effects may arise from the health condition/disability or external barriers experienced by disabled people. When you answer the question, you should not take into account the effect of any medication or treatments used or adjustments made (for example at work or at home) which reduce the effects of impairments. Instead, you should think about the effect the impairment would have if these were not being used or made.

Some examples include - cancer, colour blindness, diabetes, dyslexia, depression, HIV, multiple sclerosis and heart conditions; hearing or sight impairments or significant mobility difficulties; and mental health conditions or learning difficulties. This list is not exhaustive.

Yes ☐ No ☐ Prefer not to say ☐

(5) What is your sexual orientation?

Bisexual	<input type="checkbox"/>	Gay Man/Homosexual	<input type="checkbox"/>
Gay Woman/Lesbian	<input type="checkbox"/>	Heterosexual/straight	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>	Other	<input type="checkbox"/>

(6) What is your religion or belief?

No religion	<input type="checkbox"/>	Buddhist	<input type="checkbox"/>	Christian	<input type="checkbox"/>	Hindu	<input type="checkbox"/>	Jewish	<input type="checkbox"/>
Muslim	<input type="checkbox"/>	Sikh	<input type="checkbox"/>	Any other religion <input type="checkbox"/>					
Prefer not to say <input type="checkbox"/>									

Annex C: Conflicts of interest

Conflict of Interest Questionnaire (real, or perceived)

As an appointee to a public body you may find that your or your close family's business or personal (financial) interests could become matters of public interest. It is, therefore, in the interests of both you and the Department to declare in the box any business or personal interests that may be perceived to be potential conflicts of interest in relation to this appointment.

Do you have any conflicts of interest?

If yes, please give details.

Declaration under the Data Protection Act 1998

Defra is required by the Commissioner for Public Appointments to retain information about the people who apply for public appointments, and make this information available for audit purposes, if requested to do so. Defra's data protection policy in relation to the information we collect in respect of public appointments is set out below;

- Initial contact details, including your name and address will be held by Defra for a period of a minimum of 2 years.
- Your CV and personal statement will be retained for a minimum of 2 years
- Information held electronically, including your contact details and the monitoring information provided will also be held for a minimum of 2 years

Some of the information requested about you will be made public if you are appointed (e.g. your name, brief career/background history, other public appointments held, political activities declared if any, any other information that it is in the public interest

to disclose). Moreover, Defra may be required to release information, including personal data, on request under the Environmental Information Regulation 2004 or the Freedom of Information Act 2000. However, Defra will not permit any unwarranted breach confidentiality nor will we act in contravention of our obligations under the Data Protection Act 1998. By signing this form you consent to the information being used in this way.

DECLARATION

I declare that the information given on this application is complete and correct to the best of my knowledge. I have also read the information pack and can confirm that I am eligible for appointment to this body. I also certify that I will immediately inform the Department of any changes of circumstances that affect the answers I have given.

Signature:

Date:

If you are submitting this form electronically please leave the signature box blank. If you are short listed for interview you will be asked to sign the declaration before the interview takes place.

You are advised to keep a copy of this form