
Animal Health

Appointment of a Chair for the Audit Committee

Information pack for applicants

The closing date for the receipt of applications for this role is:
Noon, 22nd September 2008



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The Application pack will contain the following documents:

- Application Form
 - Guidance Notes
 - Diversity Monitoring Form
 - Political Activity Form
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Audit Committee

Introduction

Animal Health is seeking applications for a new Chair of the Audit Committee. The successful candidate will have :

- Expertise in the area of audit and risk
- An understanding of public sector audit and accountability requirements
- Experience of working as a committee or non executive board member

What is Animal Health ?

Animal Health is an Executive Agency of the Department of Environment, Food and Rural Affairs. Animal Health is the government's executive agency primarily responsible for ensuring that farmed animals in Great Britain are healthy, disease-free and well looked after.

One of our key roles is to implement government policies aimed at preventing or managing outbreaks of serious animal diseases, and in doing so support the farming industry, protect the welfare of farmed animals and safeguard public health from animal borne disease.

In England and Wales we work to protect public health by ensuring that dairy hygiene and egg production standards are met.

We also regulate the trade in endangered species.

Further information

For further information about Animal Health please go to <http://defra.gov.uk/animalhealth>

Being the Chair of the Audit Committee

Description of role

The role of the Audit Committee is to :

- Review the comprehensiveness of assurances in meeting the Board and Accounting Officer's assurance needs;
- Review the reliability and integrity of those assurances;
- Advise the Board and Accounting Officer about how well assurances consequently support them in decision taking and in discharging their accountability obligations.

The chair has particular responsibility for providing effective leadership to the group and representing the views of the Committee to the Accounting Officer and other executive directors.

Qualities and experience required

Candidates must demonstrate the following competences through the application form and at interview (if selected to attend):

An ability to communicate and build relationships at all levels and good interpersonal skills, including the ability to negotiate, persuade and build partnerships at all levels;

The ability to provide impartial, objective and pragmatic advice;

An ability to contribute to discussions at a strategic level and an ability to think creatively;

Experience of working as a committee or non executive board member;

A good understanding of organisational management, business planning and financial accountability issues, including:

Expertise in the area of audit and risk;

An understanding of the public sector audit and accountability requirements.

Terms and conditions of appointment

Period of appointment

Appointments are for three years.

Re-appointments may be made subject to satisfactory performance assessment and will be at the discretion of Animal Health.

The appointee may resign at any time by notice in writing to Animal Health. The Agency may terminate the appointment under certain conditions, [which will be notified to the successful candidate on appointment](#).

Audit Committee working methods and procedures

There are currently 4/5 Audit Committee meetings per annum. In addition, a small number of additional meetings including sub-groups, which take place on an ad hoc basis. Meetings will primarily take place in Worcester, although other locations may be used. There may also be a requirement to attend specific training or development activities in conjunction with this appointment.

Remuneration

£500 per day

Legitimate travel and subsistence expenses incurred as a result of Group business will be fully reimbursed.

Location of Offices

This role will be located in Worcester, although meetings may be held elsewhere.

Applying for a role

The Commissioner for Public Appointments

The Commissioner for Public Appointments regulates and monitors appointments to public bodies to ensure that they are made on merit after fair and open competition. More information about the role of the Commissioner and her Code of Practice is available from www.ocpa.gov.uk

How to respond

All candidates are required to complete the following forms:

- Application Form
- Diversity Monitoring Questionnaire
- Political Activity Questionnaire

Please note that CVs will not be accepted as an alternative to completing the application form, but they will be considered as supporting evidence.

Your completed application forms should be returned to the following address by the closing date: Noon 22nd September 2008 email to:

laura.pedersen@animalhealth.gsi.gov.uk

Selection Process

Selection Panel

The Chair of the sift/interview panel will be Catherine Brown, Chief Executive of Animal Health and a second panel member will be a senior official from Animal Health or Defra.

Shortlisting A short-listing panel will determine which candidates will be invited for interview. It is therefore essential for your application form to give full but concise information/evidence relevant to the appointment.

Application forms must be completed in full, using continuation sheets as necessary.

Interviewing

Interviews are to take place at Animal Health's Corporate Office based at Block C Government Buildings, Whittington Road, Worcester WR5 2LQ and will last for about an hour.

Candidates will be able to claim for reasonable expenses incurred travelling to and from interview. To request a claim form please contact Laura Pedersen on 01905 768796.

How we will handle your application

The advertisement and this application pack give details of the vacancy

- We will acknowledge receipt of your application form, via email.
- Candidates will be notified by letter whether or not they have been short-listed.
- The proposed sift date is in the week commencing 22nd September 2008.
- References will be taken up if candidates are selected for interview.
- The interviews will take place on 2nd October 2008.
- All candidates will be notified of the progress of their application.
- The successful candidate will be expected to take up the position by the 1st January 2009 or earlier by agreement

Equal opportunities

These appointments will be governed by the principle of public appointment based on merit with independent assessment and transparency of process.

The UK Government and devolved administrations are committed to improving the diversity of their public bodies and welcome applications irrespective of race, ethnic or national origin, sex, marital status, disability, sexual orientation, religion, religious beliefs or similar philosophical belief, age, gender re-assignment or community background.

All public appointments are based on the principle of merit.

Dealing with any concerns

For queries about your application or the recruitment process, please telephone Laura Pedersen on 01905 768796, alternatively email:

laura.pedersen@animalhealth.gsi.gov.uk.

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.