



Home Office

Members of the Animals In Science Committee

Recruitment Information Pack

May 2023



INVESTORS
IN PEOPLE

Bronze



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Welcome Note from, Professor David Main, Chair of the Animals in Science Committee

Dear Applicant

Thank you for your interest in joining the Animals in Science Committee (ASC).

The ASC is an independent, advisory non-departmental Public Body that provides independent, impartial and objective advice to the Home Office and the Northern Ireland Department of Health on issues relating to the Animals (Scientific Procedures) Act 1986 (ASPAs) and its functions under it.

As well as providing impartial and objective advice to Government, the ASC also advises animal welfare and ethical review bodies on issues relating to ASPAs and their functions under it.

The use of animals in regulated scientific procedures raises ethical, animal welfare and scientific issues therefore, the ASC has a key role amongst the science advisory committees in Government and we are keen to appoint members of the highest calibre. For this reason, the ASC's membership is drawn from a diverse range of professional backgrounds including those with specific technical competencies as well as 'lay' members. It is this rich mix of backgrounds which allows a broad range of experience and views to be brought to the table and ensures the committee's advice is well balanced.

I hope you agree with me that the work of the ASC presents an exciting forward-looking challenge and that, having read the enclosed material, you will be keen to apply your breadth and depth of knowledge to the Committee going forward.

The good work of Government depends crucially on the time and expertise so generously given by its advisory committees.

I am delighted that you are considering applying for this role.

About the Animals in Science Committee

A [Working Protocol](#) exists to support the respective roles and responsibilities of the Home Office and the 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.

Priorities

Ministers commission key elements of the work of the ASC on an annual basis. The ASC also has scope, allowing for Ministerial priorities, to determine its own work streams and offer advice on issues which it thinks relevant.

Much of the ASC's work is taken forward by two standing subgroups along with short-term 'task and finish' subgroups as needed. Members are encouraged to participate in these groups as appropriate. Given the diversity and complexity of topics the Committee's expertise in subgroups may be supplemented by the process of co-option. Details of the work of the subgroups can be found on the ASC website [here](#).

In the work it takes forward, the ASC 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.

Key Source of information

[ASC Code of Practice](#), covering:

- role, remit, and code of conduct;
- responsibilities and roles of the chair, members, Secretariat, officials observing meetings;
- working groups of the ASC;
- engagement with Ministers and officials;
- how advice from the ASC will be presented;
- communications with the media;
- openness and transparency;
- code for observers;
- confidentiality of papers; and,
- members' interests and personal liability.

Other Information

- [Code of Practice for Scientific Advisory Committees](#)

Support to the ASC

The ASC, its subgroups and task and finish subgroups, are supported by a Secretariat which is independent from Animals in Science Regulation Policy Unit. The ASC is also supported by an independent press officer provided by the Home Office.

Role Description

Title: Animal in Science Committee (ASC) members.

Roles Available: Seven

Appointed by: Lords Parliamentary Under-Secretary of State

Duration: Appointment for three years.

Time

Commitment: The expected time commitment is 15-20 days per year. The role is unremunerated, but members will be reimbursed for travel expenses incurred whilst carrying out business on behalf of the ASC.

Location: Central London and virtual meetings

Purpose:

Member's appointments 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.

To complement its existing skills and knowledge, the ASC is seeking up to seven new members with demonstrable expertise in one, or more, of the following areas:

- non animal alternatives
- social science/philosophy/ethics
- regulation
- international perspective on use of animal science
- industry (pharmaceutical/bioscience)
- animal technology/welfare/3Rs

Committee members are expected to:

- attend and contribute to quarterly ASC meetings, and other additional subgroup and task and finish group meetings arranged as necessary; and
- act corporately with other members to ensure that the ASC fulfils its responsibilities by providing Ministers and the Department with impartial, independent, balanced and objective advice on issues within the Committee's remit.

Members also have responsibility for:

- developing the evidence base of topics under consideration to formulate 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; and
- ensuring the ASC acts in accordance with the Code of Practice for Science Advisory Committees and Council (2021)

Person Specification

It is important in your supporting statement that you provide evidence and proven examples against each of the selection criteria in **Part One only** of the person specification, in so far as you are able. These responses will be further developed and explored with you if invited for interview, together with the other criteria listed in **Part Two**.

Part one - Essential Skills and Experience

- An understanding of the breadth and depth of ethical issues in relation to the use of animals in science.
- The ability to think logically and objectively to analyse complex information from diverse sources, identify key issues and make effective impartial and balanced decisions.
- Strong interpersonal skills, including the ability to work collaboratively with committee members and stakeholders and to actively and constructively contribute to discussions, negotiating between conflicting opinions and values and generating options to reach consensus.
- The confidence to deal with difficult situations sensitively, and to take and be accountable for decisions.
- An appreciation of equality and diversity and a willingness to champion difference.
- An awareness of how the views of the scientific community and the public are changing politically and socially.

Desirable

- Evidence of working successfully in a professional, community or voluntary capacity on committees or other decision-making groups and reaching impactful and timely conclusions.

Part Two – Personal abilities and behaviours

- Strong communication, interpersonal and engagement skills – the ability to gain respect and keep the confidence of key stakeholders, including Ministers and senior Government officials, through effective communication and influencing skills.
- High standards of corporate and personal conduct – demonstrate a sound understanding of and strong commitment to equal opportunities, public service values and [principles of public life](#), enabling you to act impartially and uphold the independence of the Review Bodies.

Due diligence: Please note that as part of the recruitment process, due diligence, including social media checks will be undertaken on the appointable candidates.

Response Instructions

The closing date for applications is 11pm on 12 June 2023

Please submit the following 2 documents, clearly labelled. In order to apply, you will need to click on one of the links below, depending on if you have already set up an account on the new Cabinet Office Public Appointment website.

<https://apply-for-public-appointment.service.gov.uk/create-account>

<https://apply-for-public-appointment.service.gov.uk/auth/sign-in>

1. A concise CV (maximum two sides A4, minimum 11 font) setting out your career history and including details of any professional qualifications.
2. A short supporting statement (maximum two sides A4, minimum 11 font) giving evidence of the strength and depth of your ability to meet the essential criteria for the role. Please provide specific examples to demonstrate how you meet each of the experience, qualities and skill areas identified in the person specification.

Please submit your application documents as 2 separate attachments and note that short-listed candidates will also be required to complete and return a separate form in relation to referees and nationality information).

Please note the following:

- **We cannot accept applications submitted after the closing date.**
- **Applications will be assessed solely on the documentation provided. Please refer to the advert and checklist to ensure you have provided the necessary documentation.**
- **Applications will be acknowledged upon receipt.**
- **Feedback will only be given to unsuccessful candidates following interview.**

Further Information

If you have any queries about any aspect of this role, or merely wish to have an informal discussion, then please contact asc.secretariat@homeoffice.gov.uk

If you have any queries about the recruitment process for this role, please contact the Public Appointments Team at: publicappointments@homeoffice.gov.uk

If helpful to you, there is guidance available on writing a supporting statement on the public appointments webpages [here](#)

Indicative Timetable

Please note that these dates are only indicative at this stage and could be subject to change.

Closing Date	23:00, 11 June 2023
Short-list Meeting	Expected w/c 19 June
Candidate Interviews	Expected w/c 17 July
Meeting with Minister (if required)	TBC

Selection Process

This role is being competed in accordance with the [Governance Code on Public Appointments](#), which sets out the regulatory framework for public appointments processes. The Code is based on three core principles – merit, openness and fairness. An Advisory Assessment Panel (Panel) will sift applications, assessing each application against the essential criteria, to produce a shortlist. Subject to Ministerial agreement, they will then conduct interviews to ascertain which candidates are appointable to the role.

The Panel for the ASC recruitment will be chaired by Rupert Shute (Deputy Chief Scientific Advisor, Home Office). The Chair's role will be to ensure that the appointment is made in accordance with the Governance Code

At the short-listing meeting the selection panel will assess each application against the essential criteria and decide who to invite for interview. The Government has adapted the recruitment process around the UK's coronavirus restrictions while ensuring a fair and open competition. This includes planning for remote interviews. Further details about the format will be provided to you in advance. . In addition, the panel will comprise William Reynolds (Head of Animals in Science Regulation Policy Unit), Home Office, Professor David Main (ASC Chair) and Dr. Helen Bodmer (Medical Research Council) as the independent member.

The final decision to appoint to this role rests with Ministers.

We encourage a diverse workforce and welcome applications from all suitably qualified people. This appointment is regulated by the Office of the Commissioner for Public Appointments.

Please note: Expenses incurred by candidates during the recruitment process will not be reimbursed except in exceptional circumstances and only when agreed in advance with the Home Office Public Appointments Team.

Terms of Appointment

Nature of Appointment: The successful candidate will not be an employee of the Home Office or the ASC. Accordingly, nothing in this document shall be construed as, or taken to create, a contract of employment between the successful candidate and the Department or Her Majesty's Government.

Appointment Term: The successful candidate's appointment as ASC Member will be made by the Minister. The appointment will be for a fixed period of three years.

Re-appointments can be made at the end of the period of office for a further term of up to three years at the discretion of Ministers, subject to a satisfactory appraisal of performance and mutual agreement. It should be noted that this post is a public appointment, appointments may be terminated prior to the conclusion of the period of appointment.

Remuneration and Time Commitment: Members are expected to attend quarterly main meetings plus associated working group meetings as needed. Overall commitment will equate to 10-15 days per year depending on the ASC's work programme.

Location: Central London and virtual meetings.

Availability: Successful candidates will be encouraged to take up their appointment in the Autumn, subject to the successful completion of pre-appointment checks and security clearance.

Security clearance: The successful candidate will be required to have or be willing to obtain security clearance to Counter Terrorism Check (CTC) level. It usually takes between 4-6 weeks to obtain the security clearance. The role will be offered on a conditional basis until the successful candidate has passed all checks. The successful candidate will be encouraged to take up the appointment as soon as possible, subject to the successful completion of all reappointment checks.

Confidentiality: The successful candidate will be subject to the provisions of the Official Secrets Act and required to exercise care in the use of official information acquired during official duties, and not to disclose information which is held in confidence.

Disqualification for appointment: There are circumstances in which an individual will not be considered for appointment. They include:

- people who have received a prison sentence or suspended sentence of three months or more in the last five years;
- people who are the subject of a bankruptcy restrictions order or interim order;
- in certain circumstances, those who have had an earlier term of appointment terminated;
- anyone who is under a disqualification order under the Company Directors Disqualification Act 1986, or Part 2 of the Companies (Northern Ireland) Order 1989; and
- anyone who has been removed from trusteeship of a charity.

Further advice about disqualification for appointment can be given by contacting the Public Appointments Team on publicappointments@homeoffice.gov.uk

Standards in public life: You will be expected to demonstrate high standards of corporate and personal conduct. Candidates will be expected to abide by the “Seven Principles of Public Life” set out by the Committee on Standards in Public Life (see Annex A below, page 12). Failure to do so may result in sanction up to and including dismissal.

Registration of interests: The purpose of these provisions is to avoid any danger of a public appointee being influenced, or appearing to be influenced, by their private interests in the exercise of their public duties.

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.

There is a requirement to declare any actual or potential conflict of interest you may have in being appointed to the ASC member in a separate form. Any actual or perceived conflicts of interest will be fully explored by the Panel at interview stage.

Political Activity: Members will need to show political impartiality during their time on the ASC and must declare significant party political activity they undertake in the period of their appointment. Details of the successful candidate’s declared political activity must be published by appointing departments when the appointments are publicised.

The Political Activity Declaration will be kept separate from your application and will only be seen by the Panel prior to interview – the Panel may at that stage explore with candidates any potential for conflict of interest. It is appreciated that political 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 may if you choose include it separately in the main body of your application.

Equal Opportunities Monitoring: The Home Office is committed to providing equal opportunities for all, irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

As part of the application process, we ask candidates to complete equal opportunities monitoring information. This will help us to monitor selection decisions to assess whether equality of opportunity is being achieved. The information on the form will be treated as confidential and used for statistical purposes only. The form will not be treated as part of your application.

Disability Confident: The Home Office is an accredited user of the government’s “Disability Confident” disability symbol, which denotes organisations which have a positive attitude towards disabled applicants. Applicants who meet the minimum criteria in the job specification are guaranteed an interview (GIS). Selection will be on merit. If you wish to apply for consideration under this scheme, please complete the form in Annex B. It is not necessary to state the nature of your disability.

Whether you choose to apply under the GIS or not you can still ask us to make particular arrangements for you when attending an interview. You can also contact us if you want to discuss the criteria for the role or have questions regarding your application.

Centre for Public Appointments Database: As set out in Annex B, if you consent, we will retain your CV and contact details for the purposes of alerting you to any opportunities that may arise in future. We will also share your CV and contact details with the Centre for Public Appointments in the Cabinet Office who may use it for this purpose. They may also share it with other Government Departments so that they can contact you about such opportunities. You may withdraw your consent to your information being processed for this purpose at any time by contacting dpo@homeoffice.gov.uk

Complaints: If you are not completely satisfied with the way your application is handled at any stage of the competition, please raise any complaint in the first instance with the Public Appointments Team at: publicappointments@homeoffice.gov.uk

We will reply to your complaint within 20 days. If, after receiving our response you are still not satisfied, you may contact the Commissioner for Public Appointments:

The Commissioner for Public Appointments Room G/8, Ground Floor 1 Horse Guards Road
London SW1A 2HQ. Tel: 0207 271 0849.

ANNEX A – THE SEVEN PRINCIPLES OF PUBLIC LIFE

The principles of public life apply to anyone who works as a public office-holder. This includes all those who are elected or appointed to public office, nationally and locally, and all people appointed to work in the civil service, local government, the police, courts and probation services, NDPBs, and in the health, education, social and care services. All public office-holders are both servants of the public and stewards of public resources. The principles also have application to all those in other sectors delivering public services.

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 material 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 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.