



Department
for Environment
Food & Rural Affairs

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

Briefing pack for applicants

Closing Date 21st March 2024

Reference: APPT-AC



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Our mission statement

We are 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.

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 this [link](#). If a person with disabilities is put at a 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](#)' section below.

About the Adaptation Committee

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

The AC has two statutory roles under the UK Climate Change Act 2008. The first is to advise the UK government and devolved governments 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 National Adaptation Programme (England and matters reserved to the UK government only). In addition, the devolved governments can make requests to the Committee for evaluation of their national adaptation programmes under the Climate Change Act 2008 and other relevant devolved legislation, such as the Climate Change (Scotland) Act 2009. Following the passing of the Climate Change Act (Northern Ireland) 2022 a statutory requirement was placed on the Climate Change Committee to provide an independent assessment of the Northern Ireland Climate Change Adaptation Programme (NICCAP) three years after each new programme is laid in the Assembly.

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 informed the UK government's third UK Climate Change Risk Assessment (CCRA3), published in January 2022 and the development of the UK government's third

National Adaptation Programme (NAP3), published in July 2023.

On 29 March, the AC published its 2023 Progress Report on Adapting to Climate Change. The Report assessed the UK government's second National Adaptation Programme (2018-2023), and also provided recommendations for NAP3. 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 was published in March 2022. The CCC report for Scotland was published on 21 November 2023. This report will inform public consultation on the draft of the third Scottish National Adaptation Plan (SNAP3) in early 2024 ahead of final publication in Autumn 2024. On 20 April 2023, the CCC published its independent assessment of progress in adapting to climate change in Northern Ireland. The AC published its 2023 progress report on adapting to climate change in Wales on 14 September 2023.

The Adaptation Committee is supported by a secretariat of 6 full-time staff. It works closely with relevant UK government departments and the devolved governments to access important evidence and be aware of policy developments and requirements.

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 specification

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 and Devolved Governments on preparing for climate change?

The AC is currently comprised of six members (including the Chair); one of the AC members, usually the Chair also sits on the Climate Change Committee (CCC).

Successful recruitment through this campaign would mean an additional 7th member would be added. 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 statutory requirements under the Climate Change Act 2008 and the Climate Change (Scotland) Act 2009 and other relevant climate change legislation;
- Providing impartial, strategic input to discussions;
- Providing expert input and advice into reports to UK Ministers, UK Parliament and the respective Devolved Governments and legislatures;
- Assisting the Chair in their representative role across the UK; and
- Ensuring close working relationships with the Devolved Governments, 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 and ensuring that our institutions reflect society at large. 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 across the UK;
- A collaborative style, with the ability to communicate and build relationships at all levels, including Ministers in the UK and devolved governments, fellow Committee members, the AC secretariat and stakeholders in all sectors; and
- A good understanding of the range of the AC's work including the varying climate risks, opportunities and adaptation priorities across the United Kingdom.

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

Member with expertise in the interaction between health and climate change issues

Demonstrable expertise in the effects of climate change on human health and measures that can be taken to avoid them. A detailed understanding of at least one of the main ways in which climate change can impact humans: physiological effects of

extreme heat, increases in prevalence of vector-borne disease and disruption to health care services; is required. Applications with a good understanding of the necessary policy actions in the UK (from central government, devolved government, local government and beyond) to address these risks are particularly desirable.

Member with expertise in infrastructure

A proven track record in understanding and managing risks to UK infrastructure. Applicants should be experts at understanding risks to UK infrastructure systems (energy, transport, water and ICT networks, flood defences) - with experience across multiple systems desirable. Experience with regulatory structures in this sector and the levers they have available to help build resilience would be desirable, as would good understanding of efforts to model climate risks and adaptation options quantitatively within these systems. An understanding of the devolved aspects of infrastructure would be desirable.

Member with expertise in farming

An in-depth understanding of the challenges facing agriculture in the UK, including from a changing climate, and knowledge of effective adaptation approaches. Established networks within the sector to enable the committee to understand on-the-ground challenges in building agricultural climate resilience are desirable. Knowledge of the multiple challenges facing agriculture (reducing emissions, resilience, environmental improvement and market competitiveness) and their complex interactions are essential,

as is a good understanding of the current agricultural policy landscape, including within the devolved governments, aiming to provide incentives for farmers to deliver on these multiple objectives simultaneously.

Established networks within the sector to enable the committee to understand on-the-ground challenges in building agricultural climate resilience are desirable.

Time commitment and term of office

Period of appointment

We expect the infrastructure and farming appointments to start on 1 November 2024 and the health and climate change appointment to start on 1 February 2025. The appointments 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; members will have an option to join meetings virtually, though there is an expectation that members will attend key meetings, of which there are typically 3-4 a year, 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 21 March 2024. We expect to have shortlisted by 28 March, with Panel interviews on 18 April, 24 April and 2 May.

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](#), including knowledge of the varying climate risks and adaptation priorities across the United Kingdom.

The Advisory Assessment Panel will consist of Baroness Brown (Chair, Adaptation Committee) as chair, Robert Mason (Climate Deputy Director, Defra), Elen Shepard (Climate Change and Fuel Poverty Deputy Director, Welsh Government) as the senior devolved government official and an independent panel member (TBC).

Interviews are expected to take place at Defra's offices at 2 Marsham Street, London, with the option of an online interview for those who need it. Further details about the format will be provided in advance.

Appointments to the AC are made jointly by Ministers in the UK and devolved governments. All candidates deemed appointable by the Panel may be asked to meet with the Secretary of State and Ministers in the devolved governments before a final decision is made.

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 Climate.Adaptation@defra.gov.uk and quoting reference number: APPT .

How to apply

In order to apply you will need to visit <https://apply-for-public-appointment.service.gov.uk/roles> and either [create an account](#) or [sign in](#).

Once you are logged into your account, click on 'apply for this role' and follow the on-screen instructions. To apply, all candidates are required to provide:

- a Curriculum Vitae (CV)
- a supporting statement or no more than 1,000 words, setting out which role you're applying for and how you meet the [essential criteria](#) – make sure you refer to the contents of this document and provide specific examples
- diversity information

- information relating to any outside interests or reputational issues

You will also have the opportunity to make a reasonable adjustment request or apply under the disability confident scheme before you submit your application.

The Advisory Assessment Panel reserves the right to only consider applications that contain all of the elements listed above, and that arrive before the published deadline for applications.

If you have any questions about the appointments process, please email Climate.Adaptation@defra.gov.uk

For an informal discussion about the role please contact Climate.Adaptation@defra.gov.uk.

Completed applications should be submitted online at <https://apply-for-public-appointment.service.gov.uk/roles> by the closing date 21 March 2024.

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 AC, 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 Climate.Adaptation@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 publicly 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. The information may also be shared with ministers.

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.

 **disability**
confident



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