



Department
for Environment
Food & Rural Affairs

Appointment of 2 non-executive directors to the Seafish Board

Briefing pack for applicants

Closing Date 10/04/2024

Reference: APPT01-24



Contents

Defra mission statement.....	2
About Seafish	3
Role specification	4
Essential criteria	5
Time commitment and term of office	6
The recruitment process.....	7
How to apply	8
Ineligibility criteria	9
Conflicts of interest and due diligence	9
The Commissioner for Public Appointments.....	10
Data protection	10
Annex A – The seven principles of public life	11
Annex B – 12 Principles of Governance for all Public Body NEDs	12
Annex C – ALB Board	13

Defra mission statement

The Defra group is 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 department and 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 as regulated by the Office of the Commissioner for Public Appointments.

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 Sea Fish Industry Authority (Seafish)

Introduction

The UK fisheries administrations are appointing two non-executive members of the board for the Sea Fish Industry Authority (Seafish) to provide strategic direction and leadership to the organisation in a way which balances its priorities with those of the UK seafood industry.

What is Seafish?

Seafish is a UK-wide, industry focussed levy-funded body jointly sponsored by:

- Department of Environment, Food and Rural Affairs (Defra)
- Scottish Government
- Welsh Assembly
- Department of Agriculture, Environment and Rural Affairs of Northern Ireland (DAERA)

Seafish is a Non-Departmental Public Body (NDPB) of Defra, which act as primary sponsor for matters relating to corporate governance.

Seafish carries out a wide range of activities aiming to promote the consumption of seafood, enhance the reputation of the industry and support the collection of data and provision of information, evidence and advice for decision-making in the supply chain. It offers regulatory guidance and services to all parts of the seafood industry, including catching and aquaculture, processors, importers, exporters and distributors of seafood, as well as restaurants and retailers.

Seafish has a unique, non-competitive position. Seafish work in partnership with stakeholders across the UK to navigate challenges and seize opportunities. You can read more about who Seafish are and what they do in their five-year [Corporate Plan](#).

About the board

Meeting on a quarterly basis, the board ensures that Seafish is managed properly and effectively by providing strategic leadership, direction, support and guidance.

The Seafish board currently consists of ten non-executive members. All appointments to the board are joint Ministerial appointments made by England, Scotland, and Wales, with the exception of Northern Ireland.

The board comprises a mixture of independent and industry members, with both an independent Chair and Deputy Chair. The posts we are recruiting for are 'industry' positions, and thus open only to those who can represent the interests of the seafood industry.

Further information

For further information about Seafish, visit the Seafish website: <http://www.seafish.org/>

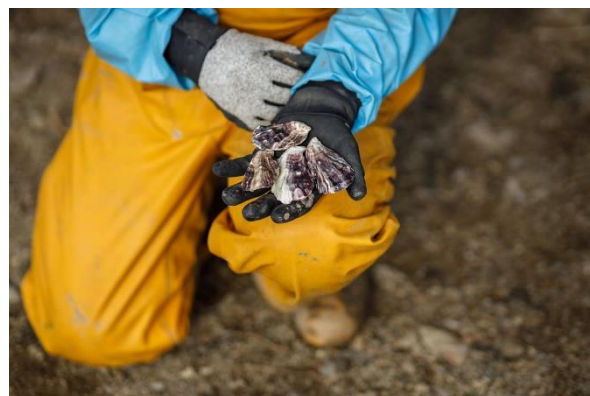
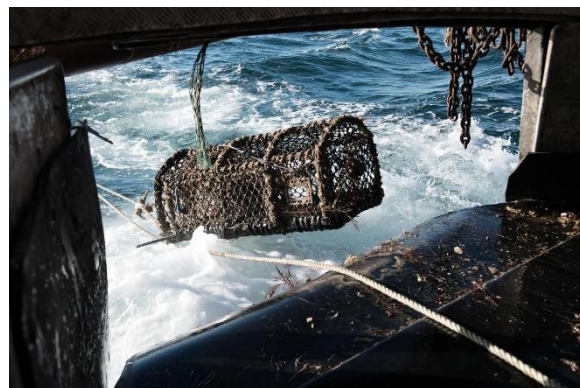
For further information on the role contact gabriella.barnard-edmunds@defra.gov.uk

Role specification

Becoming a non-executive board member of Seafish

Non-executive members of the Seafish board will:

- provide strategic direction and leadership to the organisation which balances the priorities of the seafood industry in the UK as a whole
- drive performance and hold the Executive to account against strategic and corporate plans;
- ensure propriety, regularity, economy, efficiency and effectiveness in the operation of Seafish and provide stewardship for the public funds entrusted to the organisation;
- ensure that Seafish discharges its statutory duties within the framework specified by Ministers;
- have a good understanding of the work of Seafish and its stakeholders; and
- work co-operatively and build relationships with the Executive, Government and other key stakeholders and represent the organisation at a senior level.



Essential criteria

Candidates must be able to demonstrate all of the following essential criteria:

- The ability to represent and promote the interests of the sea fish industry;
- A proven ability to build an effective executive and non-executive team culture, bring constructive challenge and create consensus around practical solutions both within the Board and wider organisation;
- Significant business acumen and experience in working with complex organisations and driving change, including a proven track record at Board or equivalent level in the private, public or voluntary sector;
- A collaborative style with the ability to contribute to Board discussions, and inspire the confidence of Ministers, fellow Board Members, Executive Directors, employees and stakeholders in all sectors.



Expertise

Successful candidates for these vacancies must also be able to demonstrate knowledge and expertise in one of the following specified areas:

- The large-scale UK fish processing sector;
- Working with consumers, retail and/or food service within the UK food industry.



The successful candidate 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](#).

Time commitment and term of office

Terms of appointment

Non-executive board members are jointly appointed by the Devolved Administrations England, Wales, and Scotland (with the current exception of Northern Ireland).

Period of appointment

Terms of appointment are for a maximum of three years.

The appointee may resign at any time by notice in writing to the Ministers. The Minister may terminate the appointment under certain conditions, which will be notified to the successful candidate on appointment.

Meetings

The board will meet at least four times a year.

Remuneration and time commitment

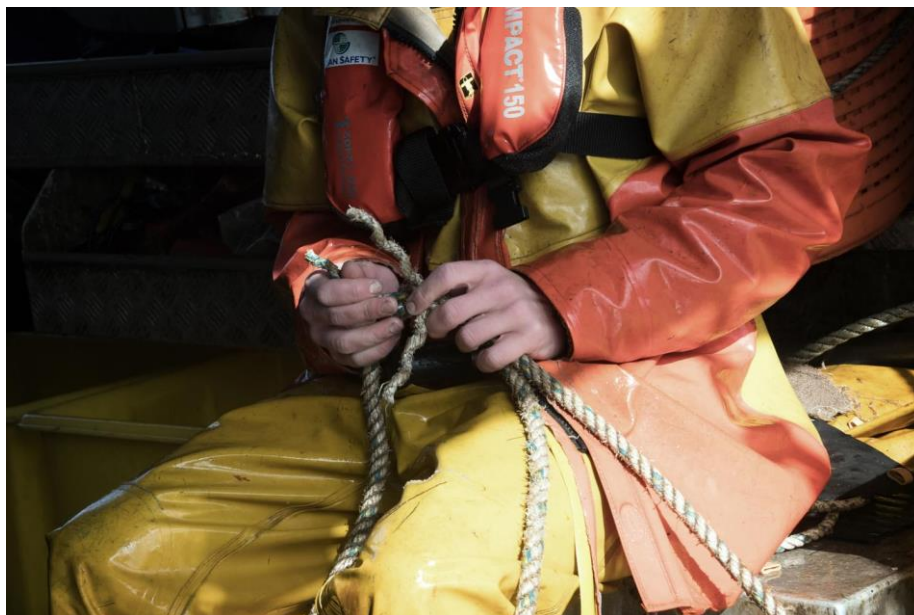
Remuneration for the post is set at £5,670 per annum. This is based upon a time commitment of 18 days per year.

Your fee will be paid into your nominated bank account by BACS transfer monthly in arrears. All remuneration relating to the appointment is taxable and PAYE in respect of income tax and National Insurance Contributions which will be deducted at source.

Legitimate travel and other expenses will be fully reimbursed in line with Seafish's travel and subsistence policy.

Location of office

Seafish is based in two locations, Edinburgh and Grimsby. Board meetings may be held at either of these offices or at other locations in the UK.



The recruitment process

The closing date for applications is noon on 10/04/2024. We expect to have shortlisted by 15/04/2024, with Panel interviews on 01/05/2024.

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.

The Advisory Assessment Panel will consist of Rachel Muckle (Marine & Fisheries Deputy Director, Defra) as chair, Mike Sheldon (Seafish Chair) and Christine Farnish as the independent panel member.

Interviews are expected to take place remotely. Further details about the format will be provided in advance.

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 publicappts@defra.gov.uk and by 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 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 the Public Appointments Team at publicappts@defra.gov.uk

For an informal discussion about the role please contact linsey.neill@seafish.co.uk.

Completed applications should be submitted online at <https://apply-for-public-appointment.service.gov.uk/roles> by the closing date 10/04/2024

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 Seafish, 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 the [Public Appointments Team](#).

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.

The Commissioner for Public Appointments

This appointment is regulated by the Commissioner for Public Appointments, to ensure that it is made on merit after fair and open competition. More information about the role of the Commissioner and the Governance Code on Public Appointments can be seen at:

<http://publicappointmentscommissioner.independent.gov.uk/>

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/578498/gov

[ernance code on public appointments 16 12 2016.pdf](#)

For full details of the complaints process for public appointments, please click on the following link which will take you to the Commissioner for Public Appointments website

<https://publicappointmentscommissioner.independent.gov.uk/complaints/>

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.

Annex C – Seafish Board

Mike Sheldon	Chair (independent member)
Jeff Halliwell	Deputy Chair (independent member)
Mike Mitchell	Industry member
Nathan de Rozarieux	Industry member
Linda Rosborough	Independent member
Graham Black	Independent member
David Brooks	Independent member
Heather Jones	Industry member
Nigel Edwards	Industry member
Harry Wick	Industry member



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