**Candidate**

**Information Booklet**

**LIVESTOCK AND MEAT COMMISSION FOR NORTHERN IRELAND (LMC)**

**FOUR BOARD MEMBERS**



**CONTENTS**

|  |  |
| --- | --- |
| **Welcome statement** |  |
| **Section 1** | **Outline of the Public Body and its Role** |
| **Section 2** | **Role Profile** |
| **Section 3** | **Person Specification** |
| **Section 4** | **Application and Selection Process** |
| **Section 5** | **Probity and Conflicts of Interest** |
| **Section 6** | **Equal Opportunities Monitoring Form and Complaints Procedure** |
| **Section 7** | **DAERA’s Privacy Notice** |
| **Annex A** | **The Seven Principles of Public Life** |
| **Annex B** | **Guide to Competency Based Interviewing** |

If you would like to speak to someone in connection with any aspect of the process or if you require an application pack in a different format such as Braille, large print, audio etc. please contact:

**Public Appointments Unit**

**ALB Corporate Sponsor and Public Appointments Branch**

**Jubilee House**

**111 Ballykelly Road**

**Ballykelly**

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**BT49 9HP**

**Tel: 028 7744 2025**

**Or by email to:** **PublicAppointments@daera-ni.gov.uk**

**Welcome statement**

The Department of Agriculture, Environment and Rural Affairs (DAERA) is seeking to appoint four Members to the Board of the Livestock and Meat Commission (LMC) with effect from 7 June 2023. These are crucial roles, where you will work as part of a team, guiding the LMC in the general duty of examining and recommending improvements in the marketing of livestock and livestock products. The LMC delivers a range of important activities to support positive outcomes for industry and government stakeholders and plays a role in promoting the health benefits of red meat consumption. The services that LMC provide are always evolving in ways that reflect changes in consumer choice and the needs of levy payers. Driving improved sustainability within Northern Ireland’s beef and sheep sectors is a key priority for LMC and for DAERA.

We are looking for exceptional individuals who are passionate about making the most of a unique opportunity to champion the interests of the Northern Ireland beef and sheep meat industry which is worth £1.4bn to the Northern Ireland economy.

We are seeking individuals who understand the environment in which LMC operates and who can bring others along in setting and delivering the strategic direction of the LMC. You will directly engage, and build trust with, a range of stakeholders, including DAERA and various industry partners. You will possess a clear understanding of the key challenges and opportunities that the red meat industry (and wider agri-food industry) is facing. You will demonstrate the ability to influence others and build and maintain collaborations and partnerships for the benefit of the entire industry.

Above all, you will bring the personality, commitment and drive to make a real difference in these important roles. You will possess the necessary range of skills to be an effective Board Member, and the personal resilience required to ensure the LMC is prepared for the significant challenges that face the industry over the coming years such as climate change mitigation, sustainable production, industry competitiveness, and the outworking of EU Exit.

There are no specific qualifications required to apply for this position. However, we are looking for individuals who can use their skills and experience to fulfil this role to maximum impact. Further details of the key skills and experience required for the role are contained within this Candidate Information Booklet.

As women, young people, people from black and ethnic minority backgrounds and people with disabilities are currently under-represented on the Board of LMC, applications from these groups would be particularly welcome.

**Section 1 – Outline of the Public Body and its Role**

The Department of Agriculture, Environment and Rural Affairs (DAERA) is seeking to appoint four Board Members to the Livestock and Meat Commission (LMC), with effect from **7 June** **2023**.

**Under the Livestock Marketing Commission Act (Northern Ireland) 1967, appointments to the LMC can only be made by a Minister. While a decision has been taken to progress the appointment process up to and including interview stage, the final stages of the appointment process will be dependent on the political and legislative framework that applies at that point. There may therefore be a delay between the outcome of the interview process and decisions on appointment. We will do all we can to keep candidates updated as the process reaches its final stages.**

For further information about the LMC (including Minutes of Board Meetings and its Annual Report and Accounts) please visit its website at [**http://www.lmcni.com**](http://www.lmcni.com/)

**A Regulated Appointment**

The procedure for these appointments adheres to the Code of Practice issued by the Commissioner for Public Appointments for Northern Ireland (CPANI). This means that the process will be based on merit after a fair, open and transparent process that involves independent scrutiny. A copy of the code can be found at:

[**https://www.publicappointmentsni.org/**](https://www.publicappointmentsni.org/)

**Background**

1. The Livestock and Meat Commission (LMC) is a non-departmental public body established under the Livestock Marketing Commission Act (Northern Ireland) 1967 (“the 1967 Act”) for the benefit of the livestock (cattle and sheep) and livestock products industry in Northern Ireland. It is funded by a statutory levy and other fees for services provided giving an annual budget of around £3.0m.
2. The main duty of the LMC, as stated in the 1967 Act, is to examine and recommend improvements in the marketing of livestock and livestock products. To fulfil its duties the LMC seeks to focus on strategic initiatives which will benefit the entire industry. In particular it undertakes market research, provides up-to-date market intelligence information, supports the promotion of beef and lamb in domestic and export markets and works closely with the Department of Agriculture, Environment and Rural Affairs to improve the competitiveness of the sector. The LMC also owns and operates Farm Quality Assurance Schemes for cattle and sheep within Northern Ireland.
3. In the period ahead, the LMC will have a key role in working collaboratively with key agri-food stakeholders as the sector deals with the ongoing implications of EU exit and in supporting the sector to meet the challenges that it now faces. The LMC also wishes to play its part in helping to address climate change and meeting the obligations of the Climate Change Act (Northern Ireland) 2022. An Independent Strategic Review of NI Agri-Food (ISRAF) was launched in April 2021, which considered the challenges and opportunities that the agri-food sector faces. These included but were not limited to:
* Improving productivity;
* Enhancing economic and environmental sustainability, including a reduced carbon footprint;
* Reduced access to migrant labour;
* Increasing the levels of innovation and R&D;
* Changing market demands for food products;
* Market opportunities;
* The case for regional branding;
* The development of an independent UK Trade policy; and
* Recovery from the Covid-19 pandemic.
1. The Independent Strategic Review of NI Agri-Food Report was published in January 2022 and made over 40 recommendations, across 11 themes. The LMC anticipates having a role to play in any proposals that emerge from the recommendations of this review, which will inform decision making and policy development by both the industry and departments.
2. The LMC is required to recommend to DAERA levies to be imposed on the industry for the purposes of meeting the expenses of the LMC in the delivery of services to industry. It must also agree an annual report to be submitted to DAERA outlining the functions which the LMC undertook during the previous year.
3. The Board of the LMC currently comprises a Chair and five other Members, appointed by the Minister.
4. A Member of the Legislative Assembly (MLA) is disqualified from being a Member of the LMC Board. The Member (with responsibility as Audit and Risk Assurance Committee Chair) of the LMC is also disqualified for membership of the House of Commons (MP).
5. Under the Code of Practice for Ministerial Public Appointments in Northern Ireland appointments for the same position are restricted to two terms. Those who have served two appointment terms, of whatever length, on the LMC Board are ineligible to apply for the same position.

**Section 2 – Role Profile**

**DAERA’s Sponsorship Responsibilities**

The Minister of Agriculture, Environment and Rural Affairs has responsibility for appointing all of the Members to the LMC Board. Appointments to the LMC Board are made in accordance with the requirements of the Livestock Marketing Commission Act (NI) 1967. This is done through an open and transparent appointment process in line with the Commissioner for Public Appointments in NI’s Code of Practice.

While the LMC operates within a degree of independence and flexibility, it must also operate within clearly defined parameters as set by the Minister and their Department.

The Minister is accountable to the Assembly for the activities and performance of the LMC. The DAERA Permanent Secretary, as the Departmental Accounting Officer, is accountable to the Assembly for the issue of public funding to the LMC. DAERA’s Director of Corporate Services has responsibility for sponsorship of the LMC.

**LMC Board Role**

The Board has corporate responsibility forensuring that the LMC fulfils various aims and objectives as set by DAERA and approved by the Minister and the efficient and effective use of staff and other resources. To this end the Board establishes the overall strategic direction of the LMC within the policy and resources framework agreed with DAERA, whilst ensuring that any statutory or administrative requirements for the use of public funds are complied with.

The Board ensures that high standards of corporate governance are observed at all times and that key financial and other risks facing the LMC are addressed. Corporate governance is the way in which an organisation is managed. In particular it defines responsibilities within the organisation, how decisions are made and provides for the monitoring of the organisation’s performance. New Board Members are required to undergo formal training on corporate governance within six months of appointment.

The LMC Chair and Board Members must comply with the LMC’s Code of Practice for Board Members. The Chair must notify the Permanent Secretary of DAERA if they become the subject of a police investigation or are arrested by the police. The Member must notify the Chair if they become the subject of a police investigation or are arrested by the police. They must not misuse information gained in the course of their public service for gain to themselves or associates. Also, they are required to declare publicly to the Board any private interests that may be perceived to conflict with their public duties and to comply with the Board’s rules on the acceptance of gifts and hospitality.

**Individual Board Member’s Role**

Individual Board Members are not normally involved in the day-to-day management of the LMC. However, they must regularly attend Board meetings, keep up to date on agri-food, red meat and other relevant issues, and contribute to the decision making process at Board meetings. In so doing they must act in the best interests of the LMC and support corporate decisions once made.

All Board Members must comply with the LMC’s Code of Practice for Board Members. In particular they must not misuse information gained in the course of their public service for gain to themselves or associates. Also, they are required to declare publicly to the Board any private interests that may be perceived to conflict with their public duties and to comply with the Board’s rules on the acceptance of gifts and hospitality.

**Other Information**

The following are the key terms and conditions:-

* **Location:** The LMC Board meetings are generally held at the LMC offices which are currently 1A Lissue Walk, Lissue Industrial Estate (East), Lisburn BT28 2LU. Meetings may occasionally be held at other convenient locations or using remote technology.
* **Period of appointment**: The Department is seeking to appoint four new Board Members to the LMC Board from 7 June 2023. The term of appointment is expected to be for a period of three years. Under the Livestock Marketing Commission Act (Northern Ireland) 1967, appointments to the LMC can only be made by a Minister. While a decision has been taken to progress the appointment process up to and including interview stage, the final stages of the appointment process will be dependent on the political and legislative framework that applies at that point. Candidates will be updated as appropriate.
* **Performance Appraisal**: An annual assessment of the performance of each Board Member will be completed by the LMC Chair.
* **Re-appointment:** Re-appointment for a second term may be considered subject to an appropriate standard of performance having been achieved during the initial period in office and evidence of continued adherence to the Seven Principles of Public Life (**see Annex A**). Re-appointment for a second term requires the approval of the Minister/Decision Maker. Should the LMC cease to operate in its present form at any time within a period of appointment, then appointments would also cease from the date of cessation of operations.
* **Time commitment:** The total time commitment for the LMC Board Member is expected to be up to **30** days per annum. Members will be expected to attend the monthly LMC Board meetings, to serve on committees and, occasionally, to undertake additional responsibilities in specific matters. Provisions relating to annual leave do not apply to these positions. The LMC Board normally meets on the fourth Monday (morning) of each month except the month of August (subject to change by agreement of the Board). Other ad hoc meetings may also be convened.
* **Attendance:** Board Members are expected to attend meetings regularly. An appointment may be terminated if attendance becomes such that it interferes with the effective running of the LMC Board.
* **Remuneration:** The remuneration for the LMC Board Members is **£6,485** per annum with a payment being received at the end of each month. As remuneration is taxable the LMC will apply PAYE deductions in respect of Income Tax and National Insurance. The appointments will not be pensionable.
* **Expenses:** In carrying out the role as a Board member you are entitled to claim the following expenses –
1. travel and other expenses incurred on LMC business. This includes travel between your home (or your place of business) and LMC’s office to attend Board meetings;
2. reasonable expenses incurred in relation to the care of dependants (including childcare costs);
3. any other appropriate expenses such as particular costs associated with disabilities; and
4. Reimbursement of expenses will be made on a monthly basis following receipt of a completed claim form supported with relevant receipts.

If you already work in the public sector please refer to the rules on double paying on page 20.

* + **Training and Development**: The new board members will be required to undergo formal training on corporate governance within six months of appointment and may be required to attend other relevant training courses organised by the LMC or DAERA.

**Section 3 – Person Specification**

In making these appointments to the Board of LMC the Department is seeking to ensure the Board has the necessary skills and experience to inform the strategic direction of the work the LMC does in the livestock production industry, the livestock processing industry, marketing and public relations.

Before applying for this position, please take the time to study the essential criteria set out below and consider whether you meet these. Candidates who do not meet the essential criteria will **not** be considered for interview.

**Essential Criteria: The LMC Board Member**

Applications for the position of the LMC Board Member are invited from candidates who can demonstrate both on the application form and, if invited for interview, that they can bring the following skills, experience and knowledge to the work which the LMC undertakes.

**1. Strategic Planning and Direction Setting**

The Board will be responsible for establishing the strategic direction of the LMC within the scope of its statutory responsibilities, and for ensuring that the Commission achieves its corporate aims and objectives as agreed with DAERA and the Minister.

We are looking for evidence of your ability to think strategically, including examples where you have used these skills within a personal, voluntary or employment context to decide or influence strategic direction, taking account of the internal and external environment and other appropriate factors.

**2. Ability to build networks/ alliances / partnerships**

The LMC represents and engages with a range of stakeholders and it is essential that the Chair and Board Members can work collaboratively. You will need to be an effective communicator who has good interpersonal skills and an ability to promote the LMC and its activities.

We are looking for examples where you have, within a personal, voluntary or employment context, contributed effectively as part of a team and shown an ability to influence others to achieve desired outcomes. You must demonstrate how you used effective communication, good interpersonal skills and an ability to promote the organisation which you represented to achieve a desired outcome.

**3. Corporate Governance and Accountability, including Financial Planning and Management**

Corporate governance may be described as the way in which an organisation is directed and controlled. This includes ensuring high standards of financial management of public funds. Accountability can be defined as the process by which public sector bodies and individuals within them are held to account for their decisions and actions, including their stewardship of public funds and all aspects of performance. Board Members will be expected to ensure that the LMC has high standards of corporate governance and accountability.

We are looking for evidence gained within a personal, voluntary or employment context of your ability to apply the principles and practice of corporate governance and accountability, including risk management, and that you have demonstrated personal accountability when making or recommending decisions and taking or recommending action. We are also looking for evidence that you have financial planning and management skills and the ability to analyse financial information, which you have applied within a personal, voluntary or employment context to maintain or improve the finances, and/or achieve value for money.

**4. Minimum of three years’ experience or understanding of livestock production and/or livestock processing and/or marketing in the agri-food industry.**

The functions of LMC, the role of the LMC Board, Chair and Member and some of the challenges facing the organisation are detailed on pages **4-11** of this document.

We are looking for evidence that demonstrates your experience or understanding of the livestock production or processing sectors and/or marketing experience in any agri-food sector and how you would apply this when considering the range of strategic challenges facing the LMC and the sector. At least one member of the Board will be expected to have a proven track record of success in the red meat processing industry with marketing experience in key domestic, external and export markets for livestock products. Similarly, at least one member of the Board will be expected to have a proven track record of success in the production of cattle and/or sheep in line with supply chain requirements.

**Please note:**

* No formal qualifications are required for these positions. Details of previous employment are **not** required.
* You should ensure that you provide evidence in your application form which outlines how your experience matches each of the essential criteria detailed above. When providing this evidence, you need to demonstrate that you have the ability to operate as an effective Board member.
* The selection panel will not make assumptions from the title of the applicant’s post or the nature of the organisation as to the skills and experience which you may have gained. It is not sufficient to simply list the various posts that you have held.
* If you do not provide sufficient detail under each of the criteria the selection panel may reject your application.
* Only the details provided by you in your application form will be provided to the selection panel for the purpose of determining your eligibility for these positions. Details must be provided in the relevant box for each of the essential criteria. Any information provided on continuation sheets will **not** be used.

It is strongly recommended that all applicants/candidates read the ‘Public Appointments Guide’ which provides an overview of Public Appointments in Northern Ireland and helpful information for those wishing to apply. A copy of this Guide can be found at the following link: [**https://www.executiveoffice-ni.gov.uk/sites/default/files/publications/execoffice/public-appointments-guide.pdf**](https://www.executiveoffice-ni.gov.uk/sites/default/files/publications/execoffice/public-appointments-guide.pdf)

You may also be interested in registering for a free workshop on the public appointments process being offered by CPANI. Further details can be found at: [**https://www.publicappointmentsni.org/workshops**](https://www.publicappointmentsni.org/workshops)

**Section 4 - Application and Selection Process**

DAERA is committed to the principles of public appointments based on merit with independent assessment, openness and transparency of process. The appointment process is regulated by the Commissioner for Public Appointments for Northern Ireland (CPANI).

**Guaranteed Interview Scheme**

All reasonable adjustments will be made to accommodate the needs of applicants/candidates with a disability. We are operating the Guaranteed Interview Scheme (GIS) in this appointment process. The aim of the GIS is to provide applicants with a disability the opportunity to demonstrate their abilities beyond the initial application stage. Applicants with a disability who meet the criteria at stage one of the selection process (the sift process) will automatically be offered an interview. Their application will not be subjected to any short-listing which may take place.

**Application Procedure**

Application forms or further information about the process can be obtained from the Public Appointments Unit at the address on the cover of this document or by e-mailing a request to: **publicappointments@daera-ni.gov.uk**.

Alternatively you can download the information pack at:

[**https://www.daera-ni.gov.uk/publications/appointment-new-chairperson-and-four-members-livestock-and-meat-commission-lmc**](https://www.daera-ni.gov.uk/publications/appointment-new-chairperson-and-four-members-livestock-and-meat-commission-lmc)

**Making Your Application**

The application form is designed to ensure applicants provide the necessary information to determine how they meet the competition requirements. You will be assessed against the essential criteria in **Part B** of the application form. You can use examples from your working life, including any voluntary or community work you are, or have been, engaged in or, if preferred, you can use examples from your personal life.

**Please note:**

* All forms should be submitted electronically by email where possible. However, where this is not possible, you should notify the Public Appointments Unit if a hard copy application has been sent to facilitate timely collection arrangements. You can contact us on **028 77 44 2025** or **publicappointments@daera-ni.gov.uk**;
* Typewritten or electronic versions of the application are welcome and should be completed in **Arial** minimum font size **12**. If your application is submitted by email we may require you to sign **Part A** if invited to interview;
* Handwritten applications should be completed in legible block capitals using **black ink;**
* We will **not** accept CVs, letters, or any other supplementary material in place of, or in addition to, completed application forms;
* When completing the application form, a maximum of **400** words per criterion is permitted;
* Application forms should **not** be amended in any way; and
* Braille, large print and audio formats are available on request.

**Applications from civil servants/former civil servants**

Civil servants, or former civil servants are subject to the rules on Acceptance of Outside Business Appointments, Employment or Self-Employment for a period of up to two years after leaving the NI Civil Service. Individuals in this category, who wish to apply, must check their eligibility to do so with their former Department and the Northern Ireland Civil Service (NICS) Human Resources. (*Standards of Conduct Policy Sections 8, IRO Public Appointments: Error! Filename not specified.Kelly, Dolores14:25*

*The NICS Staff Handbook includes the HR policy, 6.01 Standards of Conduct)*

Civil servants, or former civil servants, should be aware that a judgement may also be made by the interviewing panel, taking account of the Cabinet Office guidance on Making and Managing Public Appointments, as to whether the nature of their employment could lead to a perceived, or real, split of loyalties of a sufficiently serious nature to render appointment as a LMC Chair or Member an unmanageable conflict of interest.

**Timetable/Time Frame**

The **closing time and date** for receipt of completed application forms by post or email is **Noon on 23 February 2023.**

Completed applications should be returned to **publicappointments@daera-ni.gov.uk** (for full contact details see the Contents page of this document).

**Late applications will not be accepted by DAERA.**

The time of receipt of applications will be formally and individually recorded. It is the responsibility of the applicant to ensure that sufficient time is allowed for their application to arrive with DAERA on or before the deadline.

Please ensure that posted applications bear the correct amount of postage as any shortfall may lead to a delay in delivery, which could cause you to miss the deadline. In the event of a postal strike please contact the Public Appointments Unit to arrange alternative delivery arrangements at a local DAERA Direct office.

To ensure equality of opportunity for all, applications will **not** be seen or assessed by the Panel until after the closing deadline. It is the candidate’s responsibility to ensure that the application is valid and meets eligibility requirements.

**Selection Process**

The appointment process for the LMC Board Member positions will be overseen by a selection panel. The selection panel will have an independent panel member who has been allocated by the Commissioner for Public Appointments for Northern Ireland (CPANI) and has had no recent employment, advisory or other operational contact with DAERA. Under the Livestock Marketing Commission Act (Northern Ireland) 1967, appointments to the LMC can only be made by a Minister. While a decision has been taken to progress the appointment process up to and including interview stage, the final stages of the appointment process will be dependent on the political and legislative framework that applies at that point. There may therefore be a delay between the outcome of the interview process and decisions on appointment. We will do all we can to keep candidates updated as the process reaches its final stages.

DAERA Public Appointments Unit will conduct an initial application admissibility check. Applications will only be eligible for panel assessment if they are received within the deadline and all eligible questions are completed in line with the parameters set out in **Section 4** of the Candidate Information Document. **Part A** and **Part B** of the Application Form should be completed in full. **Part C**, the Equal Opportunity Monitoring Form is **not** compulsory and failure to complete this will not result in your application being withdrawn.

**Sift Process**

An **anonymised** sift of all applications will be carried out by the selection panel.

The selection panel will assess only **Part B** of all application forms. Only information supplied under each of the criterion in the application form will be taken into account for the sift process. It is, therefore, essential that you provide in the application form information relevant to **each** of the essential criteria.

**The eligibility sift is expected to take place w/c 13 March 2023.**

At sift stage the criteria will be marked out of a scoring framework of 1 to 5. Each individual criteria needs to meet the satisfactory level, which is obtaining a minimum pass mark of 2 to be considered for the next stage of the selection process. Only those applicants assessed as meeting all the criteria will be eligible to proceed to the next stage of the selection process.

**Shortlisting**

If, following the sift exercise, shortlisting is required, this will involve incrementally increasing the value of the pass mark in the following criterion:

**Criterion 4: Minimum of three years’ experience or understanding of livestock production and/or livestock processing and/or marketing in the agri-food industry.**

Only those applicants who are deemed to meet **all** of the essential criteria will be invited to interview, subject to any shortlisting as above.

**Feedback**

If an applicant does not pass the sift stage of the process, feedback will be provided on request. This will be based on the Panel’s consensus assessment of your application.

DAERA has a system in place to deal with queries, challenges, or complaints raised during the appointment process and to reassess decisions not to invite candidates for interview.

**Reassessment Process**

If an applicant is unhappy with the decision of the panel, in that they have not been invited to interview, they have the right to make a request in writing to have their case reviewed. The applicant must contact the Public Appointments Unit requesting a review within **10** days of receiving the outcome letter from the sift process.

The reassessment request will be shared with the panel in full and the panel are clearly advised **not** to take any additional information provided by the applicant into account, that the reassessment must be based only on the information provided by the applicant in their application form.

Applicants should contact the DAERA Public Appointments Unit by email at: **publicappointments@daera-ni.gov.uk** to request a reassessment.

**Interviews**

Interviews will be carried out in person. Public Health Guidance and Regulations will be considered as necessary.

Requests for remote interviews will only be considered by the panel in exceptional circumstances or in response to public health guidance, however audio only interviews will not be permitted. If the selection panel agrees that it is necessary to conduct an interview(s) remotely, these will be conducted via the video conferencing facility used by DAERA - ’WebEx‘ - and candidates will be provided with a link by email to engage in the interview. It is anticipated that interviews will be held **week commencing 27 March 2023 and/or week commencing 3 April 2023**. A valid form of photographic identity is required to be presented for in-person and remote interviews.

The interviews will be competence-based interviews which test candidates against the specific selection criteria for a particular appointment. Please see the enclosed Guide to Competency Based Interviewing **(Annex B).**

The application form gives you an opportunity to provide examples relevant to the specific criteria. These, in turn, provide the interview panel with information and evidence about you, to gain a deeper understanding of your abilities.

The interview is a crucial part of the appointment process and thorough preparation is essential. You can prepare for interview by:

* reading and thoroughly understanding the selection criteria;
* reminding yourself of examples you used in your application form and being prepared to expand on these at interview, if asked;
* rehearsing how you might relate your experiences to the interview panel, emphasising your own role and responsibilities; and
* not assuming that your qualities and experience will speak for themselves.

The interview panel is:

* **Gerard McGivern, Chair of the LMC (CHAIR)**
* **Dr. Kathryn Clarke, Director of Corporate Services, DAERA**
* **Tom Irvine, Independent Assessor for the Commissioner for Public Appointments for Northern Ireland (CPANI).**

It is anticipated that candidates will be notified of the outcome of the interviews by the end of April 2023.

If unsuccessful at interview, candidates may request **feedback** on their performance, this can be arranged by contacting the Public Appointments Unit by email at **publicappointments@daera-ni-gov.uk**

Applicants will be able to claim expenses for travel at the standard NI Civil Service rates for attendance at interview.

**Appointments**

Under the Livestock Marketing Commission Act (Northern Ireland) 1967, appointments to the LMC can only be made by a Minister. While a decision has been taken to progress the appointment process up to and including interview stage, the final stages of the appointment process will be dependent on the political and legislative framework that applies at that point. Candidates will be updated as appropriate.

Candidates should be aware that information provided in the application form and at interview stage will be used to compile an applicant summary. The applicant summary will provide the decision-maker with an objective analysis of each applicant’s skills and experience, based on the information provided during the appointment round and the selection panel’s assessment of that applicant. In addition, if they are successful, they will be asked to provide information for a short pen picture for inclusion in the press release to announce the appointment, in line with the Commissioner for Public Appointments’ Code of Practice. This will include:

* their name;
* a brief summary of the skills and knowledge they bring to the role;
* details of current appointments they hold and any related remuneration received; and
* details of any political activity declared in the last five years.

DAERA will add the following information to the press release:

* a short description of the body to which they have been appointed;
* the period of appointment; and
* any remuneration associated with the appointment.

**Disqualified Candidates**

Under the terms of the House of Commons Disqualification Act 1975 and the Northern Ireland Assembly Disqualification Act 1975, existing MPs or MLAs cease to hold their elected office if they take up an appointment to a public body listed in the aforementioned legislation.

The onus is on the person standing for election to state that they are aware of the provisions of the House of Commons Disqualification Act 1975, or the Northern Ireland Assembly Disqualification Act 1975 and that, to the best of their knowledge and belief, they are not disqualified from being an MP or MLA.

If an individual holding a public appointment decides to stand for election as an MP or MLA, it is their responsibility to check whether the public body to which they belong or the office that they hold is listed in the appropriate Disqualification Act. They should be aware that the LMC is listed in the terms of the House of Commons Disqualification Act 1975, and the Northern Ireland Assembly Disqualification Act 1975.

If the public body to which an individual belongs or the office that they hold is listed in the Disqualification Act they must immediately notify DAERA of their intention to stand for election. To avoid any disqualification issues from arising later they should resign their appointment **before** submitting their nomination as candidate in an election. If they have not resigned their public appointment before submitting their nomination as a candidate and are subsequently elected as an MP or MLA their election will be void.

**Section 5 - Probity and Conflicts of Interest**

The highest standards of propriety are expected of the LMC Chair and Members. Public appointees must show a willingness to work under any administration irrespective of public opinion. Public appointees, including the LMC Chair and Members, must adhere to the Seven Principles of conduct underpinning Public Life as established by the Nolan Committee. A copy is attached at **Annex A.**

Any private or business interests that a potential Chair and members might have, and that may be relevant to the work of the LMC, must be declared in the application form. Examples of what might constitute a conflict of interest are given on the enclosed leaflet issued by the Commissioner for Public Appointments: <https://www.publicappointmentsni.org/publications/guidance-conflicts-interest-integrity-and-how-raise-complaint>

You should declare in your application form any matter(s) which could cause or could be perceived to cause reputational damage to DAERA or the LMC.

Conflicts of interest are not necessarily a barrier to appointment, but both real and perceived conflicts, if viewed as relevant, will be explored by the selection panel.

Applicants will be tested on these issues during the selection stage of the appointment process.

A person appointed to the LMC may be removed from office if they:-

1. have become bankrupt or made an arrangement with creditors or are the subject of a bankruptcy restrictions order or a debt relief restrictions order;
2. have been absent from more than three *c*onsecutive meetings otherwise than for a reason approved by DAERA;
3. are otherwise unable or unfit to discharge the functions of a member, or are unsuitable to continue as a member; and
4. have during the process leading to their appointment given false information or wilfully suppressed any material fact.

**Other Public Appointments**

Departments have a duty to satisfy themselves, as far as practicable, that those they appoint to the Boards of Public Bodies will carry out their duties in an effective manner. DAERA will therefore conduct a cross-departmental check on the probity and performance of those candidates who currently hold or have held public appointment roles. Similar information will be provided by this Department on request about all DAERA associated board members.

**The Two Terms Rule**

You should be aware that if you have already served **two** terms in the **same** position on the **same** board you cannot apply through open competition for a third term.

**Double Paying**

If you already work in the public sector you need to be aware that:

* you may be ineligible for consideration for this appointment if in the Department’s view there is a conflict of interest, the perception of a conflict or a potential conflict, between the appointment and their existing commitments;
* you will be asked to confirm that you have permission from your employer to take up an appointment if one is offered and your Department will confirm this; and
* there is a general guiding principle that an individual should not be paid twice from the public purse for the same period of time. As a result if you already work in the public sector you may not be entitled to claim remuneration, including expenses, for this position if the duties are undertaken during a period of time for which you are already paid by the public sector. If in doubt you should contact your employer for advice.

In the interests of minimising the potential for double paying to occur, DAERA reserves the right to contact your employer regarding your candidature.

**Access NI Checks**

If successful, you should be aware that you will be required to complete a basic Access NI check. Further details in relation to this can be found in the Access NI Code of Practice at: <https://nidirect.gov.uk/sites/default/files/2021-11/accessni-code-of-practice.pdf>

**Section 6 - Equal Opportunities Monitoring and Complaints Procedure**

**Equal Opportunities Monitoring Form**

The Northern Ireland Civil Service (NICS) is committed to equality of opportunity. The NICS monitors the appointment processes to help ensure that processes and procedures promote equality of opportunity as far as possible. Please complete the voluntary Equal Opportunities Monitoring Form - **Part C** of the application form.

The information provided in the Monitoring Form will be detached from the information on the application form and held separately. It will **not** be available to selection panels or to anyone else involved in the selection process. The information will be used for statistical purposes and analysed independently by staff in the Northern Ireland Statistics and Research Agency (NISRA) in the strictest confidence.

Furthermore, some of the personal information you supply may be disclosed to other government departments, the Commissioner for Public Appointments for Northern Ireland, or anonymously in response to Assembly/Parliamentary Questions and other enquiries.

**Diversity in Public Appointments**

DAERA is committed to equality of opportunity and welcomes applications from all suitably qualified people irrespective of religious belief, gender, disability, ethnic origin, political opinion, age, marital status, sexual orientation or whether or not they have dependants. All applications for appointment are considered strictly on merit. Since women, young people, people from black and ethnic minority backgrounds and people with disabilities are currently under-represented on the LMC, applications from these groups would be particularly welcome.

**Complaints Procedure**

If you wish to make a complaint about any aspect of this appointment process, you should direct your concerns in the first instance in writing to the Public Appointments Unit, DAERA (see contact details below).

**Public Appointments Unit**

**ALB Corporate Sponsor and Public Appointments Branch**

**Jubilee House**

**111 Ballykelly Road**

**Limavady**

**BT49 9HP**

**Or by email to:** **PublicAppointments@daera-ni.gov.uk**

**Telephone:** **028 7744 2025**

**Textphone: 1 8001 7744 2025**

If you are unhappy with DAERA’s response, you may wish to write to the Commissioner for Public Appointments in Northern Ireland (at the address below).

**Commissioner for Public Appointments NI (CPANI)**

**Dundonald House**

**Annexe B, Stormont Estate**

**Upper Newtownards Road**

**Belfast, BT4 3SB**

**E-mail:** **info@publicappointmentsni.org**

**If you have a hearing difficulty you can contact DAERA via Text Relay.**

**Making a call from a text phone dial 18001 77 44 2025**

**Making a call from a telephone dial 18002 77 44 2025**

**Section 7 – DAERA’S Privacy Notice**

The Department takes data protection, freedom of information and environmental information issues seriously. It takes care to ensure that any personal information received from you is dealt with in a way which complies with the requirements of the UK General Data Protection Regulation and the Data Protection Act (2018). This means that any personal information you supply will be processed principally for the purpose for which it has been provided. It may also share this information with other bodies responsible for the audit or administration of public funds in order to prevent and detect crime. In addition, the Department may also use it for other legitimate purposes in line with DAERA’s Public Appointments Privacy Statement and with the UK General Data Protection Regulation, Data Protection Act 2018, Freedom of Information Act 2000 and Environmental Information Regulations 2004.

A full copy of the DAERA Public Appointments Privacy Statement can be found here:

[**https://www.daera-ni.gov.uk/publications/daeras-public-appointments-privacy-notice**](https://www.daera-ni.gov.uk/publications/daeras-public-appointments-privacy-notice)

If you require this in hard copy, please contact Public Appointments Unit as per contact details on page 2.

**Annex A**

**The Seven Principles Underpinning Public Life**

In 1995, the Committee on Standards in Public Life defined seven principles, which should underpin the actions of all who serve the public in any way. These are:

**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**

**Guide to Competency Based Interviewing**

Competency Based Interviewing (CBI) is currently the most common method adopted for making public appointments in Northern Ireland. CBI is based on the premise that past performance is the best indicator of how someone will perform in a similar situation in the future. The CBI approach places the onus on you, the candidate, to provide evidence from your own experience of specific skills, competencies and behaviours at the required standard of performance. A ‘competence’ is simply a desirable skill or quality.

CBI provides the opportunity for you to answer questions about how you have reacted to and dealt with previous situations, the lessons you have learned and how you might handle similar situations in the future. CBI gives you an opportunity to illustrate your personality, skill set and individual competencies to the interviewer.

During the interview each competence is tested separately and you will be told which competence you are being questioned on. For each competence, the interviewer will begin by asking a **lead question**. These questions are seeking an **example** of a situation or task which led you to take a certain course of action. Lead questions are standardised and are therefore asked to each candidate in the same way. Some examples of lead questions are:

* *Describe a situation when you have worked as part of a team?*
* *Tell me about a time when you have been faced with a challenge in work?*

**Probing questions** will then be used to determine the course of action taken, what changes were created by those actions and the effects of those actions on others. Examples of probing questions are:

* *What did you actually do?*
* *What risks did you take?*
* *How did you plan it?*
* *What were the implications of….?*
* *What went well?*
* *What went badly?*
* *What were the outcomes?*
* *What would you do differently?*

**You can prepare for the interview by:**

* reading and thoroughly understanding the selection criteria;
* reminding yourself of the examples you used in your application form and being prepared to expand on these at the interview;
* rehearsing how you might relate your experiences to the interview panel emphasising your own role and contribution; and
* not assuming that your qualities and experience will speak for themselves.

**During the interview:**

* listen carefully to the questions, if you don’t understand a question ask for clarification;
* answer with good clear examples that provide evidence of your ability and which relate to the criteria the panel is looking for; and
* don’t sell yourself short, be positive and show enthusiasm.

The competencies being tested are the criteria indicated in the application form.

Further information on competency-based interviews is available in the ‘Public Appointments Guide’. A copy of this Guide can be found at the following link: [**https://www.executiveoffice-ni.gov.uk/sites/default/files/publications/execoffice/public-appointments-guide.pdf**](https://www.executiveoffice-ni.gov.uk/sites/default/files/publications/execoffice/public-appointments-guide.pdf)