

WILLIAM PEREDUR HUGHES
CHAIR

**TERMS AND CONDITIONS OF APPOINTMENT TO WALES ANIMAL HEALTH AND WELFARE
STRATEGY STEERING GROUP**

Background

- 1.1 The Wales Animal Health and Welfare Strategy Steering Group was set up in October 2004 under section 40 of the Government of Wales Act 1998 and section 3 (l) of the Animal Health Act 81.

Role of the Wales Animal Health and Welfare Strategy Steering Group

- 2.1 The aims and objectives of the voluntary Wales Animal Health and Welfare Strategy Steering Group are to advise the Minister for Environment and Sustainable Development on taking forward in Wales the Great Britain Animal Health and Welfare Strategy by developing sound, evidence-based policy.

Duties

- 3.1 You are not an employee of the Welsh Government. Accordingly nothing in this document shall be construed as, or taken to create, a contract of employment between you and the Welsh Government.
- 3.2 As Chair you will be expected to:
- Ensure that key and appropriate issues are discussed by the Steering Group in a timely and effective manner;
 - Encourage members of the Steering Group to influence and promote high standards of animal health & welfare throughout Wales;
 - Ensure that the disease priorities agreed by the Steering Group are reviewed and agreed by the Group and published on an annual basis;
 - Ensure that the work on the agreed disease priorities is taken forward and delivered by individual organisations as well as collaboratively by the Steering Group;
 - Ensure that the welfare of both livestock and companion animals remains at the heart of the group's deliberations in accordance with Article 13 of the Lisbon Treaty;
 - Ensure that welfare priorities are agreed by the Steering Group and that pragmatic and attainable objectives are set and reviewed annually;
 - Enable all members to make a full contribution to the work of the Steering Group and ensuring that the group acts as a team;
 - Agree with the CVO Wales and the Steering Group the agenda for the meetings;
 - Approve Steering Group minutes;
 - Assist the Steering Group to establish and maintain appropriate links with stakeholders across Wales and GB, including the Animal Health and Welfare Board for England;
 - Representing the Steering Group at appropriate events and meetings and to represent the views of the Steering Group to Welsh Ministers;

- Working with the Steering Group and Welsh Government officials to develop a new Wales Animal Health & Welfare Strategy post 2014.

Period of Appointment

- 4.1 Your appointment will commence from 7 May 2012 and expire on the 6 April 2015. The appointment can be terminated early by either party, by giving 1 month's notice, in writing.
- 4.2 Should the Wales Animal Health and Welfare Strategy Steering Group be dissolved, restructured or wound up before the end of your normal period of appointment, your appointment will terminate on dissolution, or such other date as is specified in any relevant legislation.
- 4.3 The appointment will be terminated immediately, should you be convicted of a criminal offence, and/or where the Minister for Environment and Sustainable Development believes that your conduct means you are no longer a suitable person for the office of Chair of the Wales Animal Health and Welfare Strategy Steering Group.

Remuneration

- 5.1 Service on the Wales Animal Health and Welfare Strategy Steering Group is currently unpaid and does not carry with it any right to pension or gratuity on termination.

Expenses

- 6.1 Travel and subsistence expenses you incur in attending Wales Animal Health and Welfare Strategy Steering Group meetings or on visits on behalf of the Wales Animal Health and Welfare Strategy Steering Group will be reimbursed by the Welsh Government at the rate currently applying to members of Government Committees. Claims for reimbursement should be made to Dr Christianne Glossop, Chief Veterinary Officer (Wales).
- 6.2 Childcare and other dependent expenses may be paid, on production of receipts, for additional costs incurred as a direct consequence of duties performed in the capacity of your work for the Wales Animal Health and Welfare Strategy Steering Group.

Time commitment/Location

- 7.1 You will be expected to commit approximately 6 days to the work of Chair of the Wales Animal Health and Welfare Strategy Steering Group.
- 7.2 You will be expected to be available to attend Wales Animal Health and Welfare Strategy Steering Group meetings 4 times per year which will normally take place in Cardiff. A day should be set aside for each meeting and up to half a day for preparation prior to each meeting. The total commitment in days per year will be approximately 6 days.

Attendance

- 8.1 You are expected to attend the meetings regularly. Your appointment may be terminated, without notice, if attendance becomes so erratic as to interfere with the good running of the Wales Animal Health and Welfare Strategy Steering Group.

Annual Leave

9.1 Not applicable.

Sickness Absences

10.1 Not applicable.

Gifts and Hospitality

11.1 You are expected to ensure that acceptance of gifts and hospitality can stand up to public scrutiny. Gifts should be declined wherever possible, and any offers should be reported to the Welsh Government. Where it would be ungracious or otherwise difficult not to accept, you should inform the Welsh Government of the gift, the estimated value and the donor. You must take personal responsibility to ensure that a record is placed in the hospitality register of the Office of the Chief Veterinary Officer. Similarly, care should be taken that no extravagance is involved with working lunches and other social occasions.

Conduct

12.1 You will hold office subject to compliance with the Public Standards Committee Seven Principles of Public Life. A copy of these are attached to these terms and conditions.

Conflicts of Interest

13.1 You must declare any personal or business interests which may, or may be perceived to, influence your judgements in performing your functions.

13.2 You will appreciate that a public body of this sort attracts considerable public interest and is accountable to the Welsh Government, through the Minister for Environment and Sustainable Development for its stewardship. It is particularly important to ensure that there is no possible conflict of interest between your current responsibilities (or previous positions) and the responsibilities of this post. You must exercise caution in taking up new responsibilities which could conflict with the interests of this body, and should notify the Welsh Government before you accept any new appointment which is offered to you.

13.3 These interests will be included in a register of interests maintained by the Office of the Chief Veterinary Officer, and you must ensure that your entries are kept up to date.

13.4 Should a particular matter give rise to a conflict of interest you are required to inform Dr Christianne Glossop, Chief Veterinary Officer (Wales) in advance and withdraw from discussions or consideration of that matter.

13.5 You are encouraged to register your own non-pecuniary interests and interests of persons living in the same household which are closely related to the activities of Wales Animal Health and Welfare Strategy Steering Group.

13.6 The Welsh Government may have to ask you to resign your appointment with the Wales Animal Health and Welfare Strategy Steering Group if you wish to accept another appointment.

Political Activity

- 14.1 You are not expected to occupy paid party political posts or hold particularly sensitive or high roles in a political party. Subject to the foregoing, you are free to engage in political activities provided that you are conscious of your general public responsibilities and exercise a proper discretion, particularly with regard to the work of the Wales Animal Health and Welfare Strategy Steering Group.
- 14.2 You are expected to inform the Welsh Government if you intend to accept a prominent position in any political party and understand that your appointment to the Wales Animal Health and Welfare Strategy Steering Group may be terminated early, if it is felt that the positions are incompatible.
- 14.3 If you, at any time during your term of office, accept a nomination for election to the House of Commons, European Parliament or National Assembly for Wales, you will need to resign your appointment.

Bankruptcy

- 15.1 You may be removed from office before the end of your term of appointment if you have been made the subject of a bankruptcy order.

Official Secrets Act

- 16.1 The provisions of the Official Secrets Act 1911 to 1989 apply to members of the Wales Animal Health and Welfare Strategy Steering Group. Unauthorised disclosure of any information gained in the course of this appointment, or its use by you or others for personal gain or advancement, could result in your appointment being terminated early, or even criminal prosecution.

I agree to abide by the Terms of Appointment contained herein:

Signed: _____

Name (Block Capitals): _____

Date: _____