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**Health and Safety Executive**

**Science, Engineering and Evidence Assurance Committee**

**SEEAC**

**Appointment of Members**

Information pack for applicants

The closing date for the receipt of applications is:

**Midnight 6/12/2020**

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# About the HSE Science, Engineering and Evidence Assurance Committee

## Background

Great Britain’s record on work-related safety and health is one of the best in the world. High-quality science, evidence and analysis underpin Great Britain’s risk-based, goal-setting regulatory regime and are vital for ensuring effective and proportionate risk management that protects workers and safeguards the public while enabling productivity, innovation and growth. For over a hundred years, HSE (and its forerunners) has invested in science, evidence and analysis to understand risks to health and safety and how to control them. The lessons we learn from investigating major incidents, the cutting-edge evidence we generate and synthesise from applied health and safety research, and our work to address challenges from new working practices and to develop the evidence base to enable safe introduction of new technologies, are a vital contribution to the health and safety system. We rigorously prioritise our scientific investment to maximise our impact on work-related health and safety and ensure that we use robust, best available evidence to underpin our regulatory policy and operations. We use networks and strategic partnerships - including those with industry, academia, international research institutes, and co-regulators - to develop and synthesise evidence. The breadth of our scientific and analytical capability and the benefits of our inter-disciplinary approach are widely appreciated. Our specialists undertake a wide range of investigation, research, services and advice that is directly funded by industry and other regulators across government and overseas. The case studies of HSE science in our 2020 Science Review[[1]](#footnote-1) illustrate its impact and quality: enabling innovation and growth, securing justice, and transferring knowledge to the health and safety system. HSE’s science and evidence strategy[[2]](#footnote-2) is predicated on the use and development of practical, solution-oriented science, maximising the synergies from our regulatory work and our investment in science, and the science we undertake with direct funding from industry and other stakeholders. We uphold the highest standards of scientific ethics and are committed to peer-review and open access to research outcomes. In our strategy we set out our ‘science and evidence cycle’: anticipating challenges to health and safety; providing robust evidence for effective risk control; underpinning regulatory policy and operational decisions; protecting workers and safeguarding the public by developing interventions; and catalysing engagement within the health and safety system and improving performance. Science and evidence are at the heart of HSE’s work. Our science and evidence strategy aims to maximise its contribution to delivering the wider strategy for the health and safety system.

## Role and remit of the Committee

The Science, Engineering, Evidence and Assurance Committee (SEEAC) is a subcommittee of the HSE Board. It comprises two HSE Board members and five external members. The Committee uses its scientific and engineering expertise to give the HSE Board and the Chief Executive Officer independent and objective assurance on the quality and relevance of its science strategy and delivery.

All members have a high level of expertise and are recognised as leaders in their fields. Members are drawn from relevant science, engineering and social science disciplines; however, they are expected to use their experience, expertise and judgment to advise across a wide range of subjects, not just on their own speciality. Members are normally required to prepare for and attend up to four Committee Sessions each year (at which deep dives are conducted) and to attend occasional ad hoc short meetings. However, at present meetings are held on-line, are shorter and more frequent, and SEEAC will adjust its *modus operandi* to reflect advice on management of the COVID-19 pandemic, returning to face-to-face meetings as and when appropriate.

Appointments to the Committee will normally be for four years and may be extended.

## Terms of Reference of the Committee

SEEAC is a formally constituted committee of the HSE Board, chaired by a non-executive member of the HSE Board.

It provides assurance to the HSE Board by scrutinising and advising on the following:

* the development and subsequent delivery of a Science and Engineering strategy aligned to HSE’s overall strategic objectives;
* the proposed scientific objectives for the coming business year;
* the progress against scientific objectives at the end of the business year;
* the quality and relevance of the science and engineering outputs;
* a rolling quinquennial review to ensure that HSE’s scientific activities and outputs compare favourably with the work of similar organisations in the UK and overseas.

The Committee reviews its own effectiveness and its Terms of Reference on an annual basis and reports the results of that review to the HSE Board.

## Accountability

The Committee fulfils an assurance function and is accountable to the HSE Board; it has no decision- making powers.

The Committee is not a Scientific Advisory Committee – as defined by the Government Chief Scientific Adviser – but will operate in accordance with the Code of Practice for Scientific Advisory Committees (CoPSAC).

## Composition of the Committee

The Committee is chaired by a member of the HSE Board. The remaining members are one further HSE Board member and five independent, external experts drawn from relevant science and engineering disciplines who are recognised as leaders in their fields.

Members should not represent organisations or sectional interests, nor be HSE employees.

Members should be leading academics, professionals or practitioners in an area of expertise within the broad areas of health sciences, engineering, building sciences, behavioural and social sciences.

HSE’s Chief Scientific Adviser / Director of Research attends meetings to provide information but is not a member.

## Secretariat

The Committee is provided with a secretariat by HSE’s Chief Scientific Adviser’s Office. Their role is to organise and support the meetings as well as providing logistical support to the Chair and Committee in matters of administration and protocol.

## The Work Programme

SEEAC agrees a programme of work and reviews covering:

* The HSE Science and Evidence Plan;
* How research questions are agreed, and the work is commissioned;
* How research is conducted and the quality of this work;
* How research outputs are delivered, including the quality of publications and other knowledge transfer activity;
* How work is evaluated and how impact is demonstrated;
* The state of the science professions and professional issues in HSE;
* Deep-dive reviews into aspects of HSE’s scientific activity.

## Working methods and time commitment

Committee members are expected to prepare for and attend up to four Committee Sessions each year and prepare for and conduct 2 or 3 deep-dive reviews each year.

The HSE Chair, HSE Board or the Chief Executive may ask the Committee to convene further meetings to discuss particular issues on which they want the Committee’s assurance.

The Committee is normally be attended by HSE’s Chief Scientific Adviser / Director of Research.

The HSE Chair and the Chief Executive may attend any meeting that they wish. Other HSE officials relevant to the discussion will also attend.

Minutes are produced for each meeting and are formally signed off at the following meeting.

Meetings are arranged at HSE offices, or the HSE Science and Research Centre in Buxton or other government buildings in central locations. Meetings may also be organised as multi-location video conferences using facilities at HSE regional offices. During the pandemic lockdown ‘virtual’ meetings have been arranged.

## Reporting

Copies of the Committee minutes are sent to all HSE Board members after each meeting.

The Chair of SEEAC reports to the HSE Board after SEEAC meetings and normally provides a more extensive report annually.

## Remuneration

Members of SEEAC are remunerated by an honorarium of £4,000 per annum. Reasonable travel and subsistence costs are separately reimbursed on presentation of receipts, in accordance with HSE’s normal rules, up to a specified limit.

## Further information

If you are considering applying to become a Member of SEEAC and would like to discuss either the role or the application process, please contact Andrew.Curran@hse.gov.uk or john.mcdermid@york.ac.uk on details of the role; for queries on the application process please contact Linda.Heritage@hse.gov.uk

# About the roles: Role description for Members.

## Being a member of the Science, Engineering and Evidence Assurance Committee

Members are expected to play a full role in the meetings and reviews each year; they must prepare properly for these sessions, make a constructive contribution to discussions and share collective responsibility for producing the assurance statements for the HSE Board. Outside Committee sessions, Members are expected to devote time to taking forward actions arising from meetings. They are also expected to be prepared to respond to reasonable requests from the Committee Chair on urgent matters.

## Qualities and experience required of Members

Appointment criterion 1: All Committee members must be able to demonstrate experience of working on expert committees or in an equivalent capacity, ability to work in interdisciplinary teams, have experience of leading and managing research programmes and have wide experience of working across the scientific community in a leadership role. Members are expected to be working at the applied end of the research landscape. (Essential)

Appointment criterion 2: A good understanding of the policy context in which HSE works and knowledge of the role played by HSE in relation to other players in the health and safety system. (Desirable)

## Conflicts of Interests

All members of SEEAC must declare any private interests which may, or may be perceived to, conflict with membership of SEEAC, including any business interests and positions of authority outside the role in SEEAC. If appointed, you will be required to declare publicly any such interests and they will be entered into a register which is available to the public.

# How to apply

To make an application please send a CV, supporting letter and completed monitoring form In making your application please carefully follow the guidance below.

Your application should sent by email to linda.heritage@hse.gov.uk quoting SEEAC APPLICATION in the subject field.

Email applications must be received by midnight 06/12/2020Receipt of applications will be acknowledged by email.

## Supporting letter

The supporting letter is your opportunity to demonstrate how you meet HSE’s requirements (especially those in 2.2). How you choose to present the information is up to you. Please include your full name and contact details. Please limit your letter to 1,000 words.

You should aim to provide specific examples that demonstrate your expertise, your experience and your personal qualities in relation to the appointment criteria (see 2.2). Providing separate paragraphs for each criterion will help the selection panel.

## Declaration of interests and ensuring public confidence

If you have any business or personal interests that might be relevant to the work of the SEEAC and which could lead to a real or perceived conflict of interest were you to be appointed, please provide details in your supporting letter. It is expected that appointees would not have personal interests of a financial nature of relevance to the work of the committee. Should you be successful in your application, if there is anything in your professional history that if brought into the public domain may cause embarrassment or disrepute to the organisation, please provide details in your supporting letter. Failure to disclose such information could result in an appointment being terminated – refer to the Eligibility Criteria for appointment set out in Annex A.

## CV

Please ensure your CV includes:

* your full name, title, home address, personal contact telephone numbers and personal email address;
* similar contact details for two referees who will support your application. Please indicate the relationship of each referee to you. References will be requested prior to appointment;
* brief details of your current or most recent occupation. Please also identify any past or present roles on expert committees and the dates you occupied these roles.

## Monitoring form

The HSE values and promotes diversity and is committed to equality of opportunity for all. Please complete and include the monitoring form (Annex C) with your application. Diversity monitoring information will not be seen by the panel assessing your application.

## Indicative timetable

Call for Members published:

Closing date: midnight 06/12/2020

Shortlisting to be completed: w/b 14/12/2020

Interviews held: 14/01/2021 or 19/01/2021 or 21/01/2021

See Annex B for additional information on the selection process.

**If you will not be available for interview on these dates** please immediately contact HSE to discuss the potential for alternative arrangements to be made – see contact information at 1.11. Note that HSE cannot guarantee to offer alternative dates.

# Annex A: Terms and Conditions of appointment

**A.1 Standards in public life**

The Science and Engineering Assurance Committee is not a scientific advisory committee, but will operate in accordance with the Code of Practice for Scientific Advisory Committees (CoPSAC); you can access this document at:

<https://www.gov.uk/government/publications/scientific-advisory-committees-code-of-practice>

You will be expected to demonstrate a commitment to and an understanding of the value and importance of the seven principles of public life. These are:

1. Selflessness: Holders of public office should act solely in terms of the public interest.

2. 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.

3. Objectivity: Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

4. 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.

5. 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.

6. Honesty: Holders of public office should be truthful.

7. 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.

**A.2 Eligibility criteria**

Current employees of HSE are not eligible for appointment to SEAC. There are other circumstances in which an individual may not be considered for appointment, which include:

a) persons who have received a prison sentence or suspended sentence of 3 months or more in the last 5 years

b) persons who are the subject of a bankruptcy restrictions order or interim order, or a debt relief order or interim debt relief order under Schedule 4ZB to the Insolvency Act 1986

c) persons who have had an earlier term of appointment with a public body terminated on the grounds

i. that it was not conducive to the interests or good management of the body that the person should continue to hold office

ii. that the person failed to attend a meeting of the body on three consecutive occasions

iii. that the person failed to declare a pecuniary interest or withdraw from consideration of a matter in respect of which the person had a pecuniary interest

iv. of misconduct or failure to carry out the person’s duties

d) anyone who is under a disqualification order under the Company Directors Disqualification Act 1986; or

e) anyone who has been removed from trusteeship of a charity

If you need further advice about eligibility for appointment please use the contact information in 1.10.

**A.3 Personal liability of committee members**

Legal proceedings by a third party against individual Members of advisory bodies are very exceptional. The Government has indicated that an individual Committee Member who has acted honestly and in good faith will not have to meet out of his or her own personal resources any personal civil liability which is incurred in the execution or purported execution of their Committee function, save where the person has acted recklessly.

# Annex B: Selection Process

**B.1 Selection Panel**

The selection process will follow HM Government Public Appointments guidelines. The panel will be chaired by an HSE Board member.

<https://publicappointments.cabinetoffice.gov.uk/about-appointments/>

**B.2 Short-Listing and interviewing**

The short-listing panel will determine those candidates who best demonstrate that they meet the appointment criteria. They will then be invited for interview which should last in the region of 45 minutes. Interviews will be conducted ‘virtually’ for example via Zoom or as a telephone conference call;interviewees will not be required to travel at this time.

**B.3 How we will handle your application**

We will acknowledge receipt of your application. The proposed short-listing will be w/b14/12/2020. Candidates will be notified that week by email whether or not they have been short-listed, and for which interview date. All candidates will be notified of the outcome of their application.

**Personal data**

In line with GDPR, we ask that you do NOT send us any information that can identify children or any of your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and / or biometric data) in your CV and application documentation. Following this notice, any inclusion of your Sensitive Personal Data in your CV/application documentation will be understood by us as your express consent to process this information going forward. Please also remember not to give anyone’s information or details (e.g. referees) who have not previously agreed to their inclusion.

**B.4 Equal Opportunities**

These appointments will be governed by the principle of public appointment based on merit with independent assessment and transparency of process. HSE is committed to improving the diversity of their public bodies and welcome applications irrespective of race, ethnic or national origin, sex, marital status, disability, sexual orientation, religion, or belief, age, gender or re-assignment. We would particularly welcome candidates from under-represented groups, for example people with disabilities and people from black and minority ethnic communities.

**B.5 Dealing with your concerns**

If you need further advice about the selection process please use the contact information in 1.11.

# Annex C: Monitoring form. Please complete and attach with your application.

The HSE values and promotes diversity and is committed to equality of opportunity for all. Please complete and include this monitoring form with your application. This information will not be seen by the panel assessing your application.

|  |  |  |  |
| --- | --- | --- | --- |
| **Date of birth** |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Gender**  |  Male |  |  Female |  |

**Ethnic Origin**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **White** |  | **Black** |  | **Asian/Asian British** |  | **Chinese** |  | **Mixed** |  |
| British |  | African |  | Bangladeshi |  | Chinese |  | Asian & white |  |
|  |  |  |  |  |  |  |  |  |  |
| Irish |  | Caribbean |  | Indian |  | Any other ethnic background  |  | Black African & white |  |
|  |  |  |  |  |  |  |  |
| Any other white background |  | Any other black background  |  | Pakistani |  |  | Black Caribbean & white |  |
|  |  |  |  |  | Any other mixed background |  |
|  |  | Any other Asian background  |  |  |  |
|  |  |  |  |  |  |

**Disability**

Many people do not consider themselves to be disabled, but under the Equality Act 2010 you can consider yourself disabled if you have a physical or mental impairment and the impairment has a substantial and long-term adverse effect on your ability to carry out normal day to day activities.

Taking this into account, do you consider yourself to be a disabled person?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No |  |  | Yes |  |

**Sectorial background**

Do you consider you sectorial background to be?

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Mostly private sector |  | Mostly public sector |  | Mostly academic or research |  | Mostly third sector or TU |  | Mixed  |  |
|  |  |  |  |  |  |  |  |  |  |

**How you found out about this position?**

To help us target our future recruitment activity effectively in the future, it would be helpful if you could let us know how you found out about this opportunity. Please provide details below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| BIS Website |  |  | Email contact from HSE |  |
| HSE website |  |  | Professional Society |  |
| Other |  |  |  |  |

If Other, Please State in the box below:

|  |
| --- |
|  |

1. <https://www.hse.gov.uk/research/content/science-review-2020-new.pdf> [↑](#footnote-ref-1)
2. <https://www.hse.gov.uk/research/content/science-evidence-strategy-1620.pdf> [↑](#footnote-ref-2)