
ANNUAL REPORT FROM THE CHAIR OF THE SUCCESSION AND DEVELOPMENT COMMITTEE

Report by Jeff Halliwell, Chair of Succession and Development Committee

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1 SUMMARY

- 1.1 The report from the Chair of the Succession and Development Committee for 2015-16 is attached.
- 1.2 The Board is asked to:
 - **Note:** this report

2 INTRODUCTION

- 2.1 The Chairs of all FSA Board sub-committees report annually to the FSA Board on the work of their Committee. The report provides an account of the delivery of the programme of work during the year.
- 2.2 The Committee was formed in the summer of 2006. The Committee's remit is to give advice to the FSA Board on recruitment, induction and development matters.
- 2.3 The Committee meets as and when necessary and will also comment on matters by correspondence if required. The secretariat is provided by the Board Secretariat.

3 DISCUSSION

Board Appointments

- 3.1 All appointments to the FSA Board are made in line with the Commissioner for Public Appointments' Code of Practice for Ministerial Appointments to Public Bodies (April 2012).
- 3.2 Following a fair and open competition, Heather Hancock was appointed as Deputy Chair in September 2015.
- 3.3 The second terms of office for two Board members, Paul Wiles and Jeff Halliwell will end on 31 May 2016 and the second term of office for the Chair of the Northern Ireland Food Advisory Committee and Board member for Northern Ireland, Henrietta Campbell will end on 31 August 2016. Roland Salmon's appointment as Chair of the Wales Food Advisory Committee and Board member for Wales ends on 31 May 2016.

- 3.4 A fair and open recruitment campaign has been undertaken to recruit new Board members for the FSA Board. This campaign is in its final stages. A recruitment campaign has commenced to recruit a Chair of the Wales Food Advisory Committee and Board member for Wales. A recruitment campaign to appoint a new Chair of the Northern Ireland Food Advisory Committee and Board member for Northern Ireland will commence shortly.

Board Induction

- 3.5 The Deputy Chair is undertaking a comprehensive induction programme that has been updated to reflect suggestions for briefings and visits following the Committee's review of the induction programme in 2015.
- 3.6 The induction programme includes briefings in relation to all aspects of the FSA's governance structure and supporting processes and developmental visits that include slaughterhouses, port authorities, local authorities and food testing laboratories to ensure that the new member receives a comprehensive oversight of the food industry. The programme is tailored to meet the specific requirements of the individual member.
- 3.7 The Deputy Chair is undertaking a comprehensive induction programme that includes a series of visits and meetings with stakeholders. The Deputy Chair is also meetings FSA staff in the FSA offices across the UK – Belfast, Cardiff and York.
- 3.8 Feedback from the Deputy Chair on the induction programme will be sought to ensure that the induction programme continually develops to address Board members' needs and interests and to ensure it is sufficiently tailored to enhance their knowledge in specific sectors.

Board Member Appraisals

- 3.9 The Board members are appraised formally in line with the Commissioner for Public Appointments' guidelines. The Chair holds appraisal meetings with the Board members once a year to review their effectiveness and future development in their role as a member of the FSA Board.
- 3.10 A record of Board member's attendance at Board meetings is also maintained and this can be found on our website <http://www.food.gov.uk/about-us/how-we-work/our-board/boardmem>.

Programme of work for 2016-17

- 3.11 The Committee will:
- Continue to review the skills base of the Board to ensure that skills gaps are identified and addressed through future recruitment campaigns or training as appropriate.

4 LEGAL/RESOURCE/RISK/SUSTAINABILITY IMPLICATIONS

- 4.1 The Committee aims to optimise the use of its members' time by meeting as and when required and on the same days as Board meetings, co-ordinated as necessary with other sub-committees within the schedule drawn up by the Board Secretariat. Value for money remains a key consideration when planning development and induction activities for Board members.
- 4.2 The Terms of Reference for the Succession and Development Committee 2015-16 are published on food.gov: <http://www.food.gov.uk/about-us/how-we-work/our-board/boardcommittees/successiondevelopmentcommittee>

5 CONCLUSION AND RECOMMENDATIONS

- 5.1 The Board is asked to:
- **Note:** this report