The Food Standards Agency

Social Science Research Committee

Information Pack
To apply please send the following to ssrc@foodstandards.gsi.gov.uk

- A current CV of no more than 2 A4 sides
- A statement of suitability outlining why you are interested in the role and your relevant experience of no more than 1 A4 side.
- Completed standard application questionnaire (Annex G pages 38-43)

Completed applications must reach the Agency by 5pm Wednesday 14th January 2015

Please note that these positions do not offer employment

For further information about the Social Science Research Committee (SSRC) please contact:
Sian Thomas, Social Science Research Unit,
First Floor, The Food Standards Agency
Aviation House, 125 Kingsway
London WC2B 6NH
Telephone: 020 7276 8761
ssrc@foodstandards.gsi.gov.uk

If you would like to serve on any other independent advisory committee advising the Food Standards Agency please contact:
Graham Buckley, Parliamentary Unit
The Food Standards Agency
Aviation House, 125 Kingsway
London WC2B 6NH
Telephone: 0207 276 8639
graham.buckley@foodstandards.gsi.gov.uk

If you require this information in an alternative format, such as audio, large print or Braille, please contact us.
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The Social Science Research Committee
Current SSRC vacancies
1. The Food Standards Agency invites applications for the posts of 2 Members for the Agency’s independent Social Science Research Committee (SSRC)\(^1\).

2. Details of the job and personal criteria are at Annex A.

The Food Standards Agency
3. The Food Standards Agency is an independent Government department set up by an Act of Parliament in 2000 to protect the public's health and consumer interests in relation to food.

4. On 1 October 2010 responsibility for nutrition policy in England transferred to the Department of Health and in Wales to the Assembly Government. The FSA continues to advise and support Ministers in Scotland\(^2\) and Northern Ireland on nutrition policy.


Terms of Reference
6. The Committee’s Terms of Reference are to:
   • Support the Agency in developing its social science capacity by advising how social science can best contribute to meeting the Agency’s Strategic Plans.
   • Advise and critically assess how the Agency gathers and uses social science evidence and advice;
   • Draw on wider expertise as appropriate to provide independent critique on social science based evidence;
   • Keep the Agency in touch with relevant social science activity both in the UK and internationally.

\(^1\) For more information on the SSRC, see our webpages at: [http://ssrc.food.gov.uk/](http://ssrc.food.gov.uk/)

\(^2\) A decision as to whether Scotland still requires advice form the SSRC will be made in advance of the creation of the Scottish Food Body
SSRC Code of Practice
7. In line with government guidance and Agency policy, each independent Advisory Committee that advises the Agency operates to a published Code of Practice that sets out the key principles and procedures that govern the Committee’s work. The SSRC code is included at Annex C

Appointments
8. Appointments to the SSRC are made by the Chair of the Agency, currently Tim Bennett. The Agency seeks to ensure that the Committee has available a wide range of relevant skills and expertise, so that it can advise the Agency effectively.

9. Appointments are made for an initial term of 3 or 4 years and may be extended. Appointments of members may be staggered so that only a proportion retire or are re-appointed at the end of each term, in order to ensure a balance between continuity and fresh ideas.

Committee meetings and other comments
10. The SSRC is expected to hold 2 formal meetings a year, and it is expected that both will be held in public. The next meeting will be held on the 11th March 2015, with the following meeting 28th September 2015. It is hoped that an induction event for new members will be held prior to the next meeting. Meetings will normally run for around 4 hours and lunch is provided.

11. All SSRC Members will need to attend meetings and devote some time to reading and preparation.

12. Committee Members will be expected to spend around 6-10 days per year on Committee business.

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3 Each year the Chair will conduct a brief feedback on Members’ experience of the Committee and the Chief Scientist will fulfil this role with respect to the Chair.
Attendance Fees and Allowances
13. Members of the Committee will be paid a daily fee of £205 for each meeting or training event they attend, including any preparatory or planning meetings with the Secretariat. Committee members are entitled to reimbursement of reasonable travel and subsistence expenses necessarily incurred on official committee business. Members must seek value for money and are encouraged to use the most cost effective and environmentally sustainable options for travel and accommodation. The Agency’s current guidance on allowances is presented in Annex D. Meetings are usually scheduled to avoid overnight stays where possible.

Working Groups
14. The SSRC may establish Working or Ad hoc Groups to consider particular topics in depth or to make brief assessments of particular issues and advise the main Committee. Such groups contain SSRC members supplemented as necessary by external expertise in the subject being considered. Additionally, in some instances it may be beneficial for SSRC members to be formally part of other Working or Ad hoc Groups. Members may claim the same allowances for work on Working or Ad hoc Groups as for work on the main Committee.

Feedback on Performance
15. SSRC Members will be asked to provide brief feedback on their experience of the Committee each year to help the Agency ensure that the Committee operates effectively, and to identify any areas for improvement.

Secretariat
16. The SSRC will be serviced by a Secretariat from the Social Science Research Unit of the Food Standards Agency. Details are given at Annex E.

Distribution of Papers
17. The Secretariat will aim, where possible, to provide papers for the Committee 10 working days prior to the meeting at which they are to be discussed. Where papers are circulated for comment by correspondence between meetings, the Secretariat will aim to allow members 10 working days to comment, where possible.
Openness
18. In line with the Agency’s policy on openness, the SSRC follows a number of procedures to improve public access to its work. Agendas, minutes and papers (subject to certain exceptions on grounds of commercial or other sensitivity) are available on request and published on the Agency’s website. The Committee will hold its meetings in public.

Training
19. The Agency provides relevant training for the Chairs and members of all its Committees (this may be through 3rd party providers). The Agency also holds periodic workshops for Committee members, where they can share experiences and develop best practice.

Appointments Procedures
20. Although these appointments do not come within the remit of the Commissioner for Public Appointments, they are being made using a process which takes into account the Commissioner’s Code of Practice as best practice.

21. Appointments to the SSRC are made in accordance with the principles set out in the Nolan Report on Standards in Public Life. In making such appointments, the Agency is committed to affording equal opportunities to all those with the requisite qualifications and expertise irrespective of race, age, disability, gender, marital status, religion, sexual orientation, transgender and working patterns.

22. The overriding principle is that appointments are made on merit. Members are appointed for their individual qualifications and the expertise they can bring to the Committee, and not to represent any particular sectoral interest. The balance of the Committee is intended to ensure that it has a wide range of expertise on which to draw, in order to enable it to advise the Food Standards Agency effectively.

Applications for vacant positions
23. Candidates for SSRC vacancies are sought through open competition. Guidance on the qualities required and details of job and personal criteria are at Annex A. Applications must be returned by 5.00pm on Wednesday 14th January 2015.
How we will handle your application

24. We will acknowledge receipt of your application form after the closing date.

25. Your completed application form will first be assessed to see whether your application is complete, and you have the general personal qualities and skills specified for the post. We will then inform you whether you have been selected for interview by Wednesday 21st January 2015.

26. Shortlisted candidates for members for the SSRC will be interviewed by a panel chaired by Peter Jackson, SSRC Chair. The interviews for Members are expected to take place on Thursday 5th and Friday 6th February 2015. Dates may change but applicants are advised to check that they will be available at these provisional times. Each panel will be overseen by an Independent Assessor.

27. Each candidate’s application is carefully considered and the reasons for decisions noted. Appropriate records are maintained and all applicant details will be stored securely and not shared with any third party.

28. When all shortlisted candidates have been assessed, a formal recommendation on who should be appointed will be made to the Chair of the Agency, who is responsible for making appointments. When the Chair has decided on the recommendations, he will consult the Minister for Public Health at the Department of Health in England, Secretary of State for Health at the National Assembly for Wales, Scottish Ministers and the Northern Ireland Minister for Health, Social Services and Public Safety, as required under paragraph 3(1) of Schedule 2 to the Food Standards Act 1999.

29. In the final stage of the process, formal letters of appointment are sent by the Agency Chair to the successful candidates, once it has been ascertained that they are willing to serve.
Complaints

30. Even the best organisations will sometimes get things wrong. For complaints about the Agency, please initially tell the person you have been dealing with. We will try to resolve any problem quickly, and explain what we have done and why. If you are still dissatisfied and would like to take your complaint further, you should contact the Agency’s Complaints Co-ordinator:

**FSA Complaints Co-ordinator**

Food Standards Agency
Correspondence, Openness and Parliamentary Branch
2C Aviation House
125 Kingsway
London WC2B 6NH
Tel: 020 7276 8612
E-mail: openness.team@foodstandards.gsi.gov.uk

31. Details of the Agency’s complaints procedure can be found on our website:

[http://www.food.gov.uk/aboutus/servicestandards/fsacomplaintsprocedure#h_4](http://www.food.gov.uk/aboutus/servicestandards/fsacomplaintsprocedure#h_4)
Annex A1

Job and person specification

Members of the Social Science Research Committee

The Agency is seeking to appoint two new members to the SSRC. Members should have a proven academic or professional track record of expertise as well as an on-going involvement in the social sciences relevant to the Agency’s work (see Annex C). The Agency is expecting that Members will between them bring specialised knowledge in a broad range of fields including (but not limited to):

- Quantitative social research methods and evaluation
- Governance and regulation
- Social and behaviour psychology
- Understanding attitudes and behaviours to food including new food technologies
- Food Safety policy
- Understanding and communicating risk
- Forecasting and Mathematical Modelling
- Criminology or Fraud
- And other disciplines that may be relevant to the Agency now, or in the future.

Members are expected to have good links with other academics and professionals in their specialised field and related areas. Experience of European or wider international research, risk assessment and policy applied research would also be useful.

SSRC members must be strong team players with effective communication, negotiation, judgement and influencing skills combined with strong analytical and problem solving skills. They must have the ability to weigh issues outside their own specialist areas and to appreciate the impact that their decisions may have on consumers, industry, local authorities and other groups along the food chain. SSRC members must be able to work in the committee structure to determine priorities across a range of issues and arrive at sound, balanced and timely decisions.

Essential criteria

- A proven academic or professional track record of expertise as well as an on-going
involvement in social science research relevant to the Agency’s work

- Good links with other academics and professionals in a specific social science discipline and related areas
- Sound judgement in dealing with analytical, technical and policy matters
- Ability to work in a team environment
- Effective communication skills

Desirable criteria

- Experience of working on committees or similar panels and of participating in multi-disciplinary meetings advising on complex analytical issues
- Experience of European and wider international research
- Experience of risk assessment or policy applied research

Other criteria

Committee Members should not be employed by, or receive personal remuneration from, industrial organisations or pressure groups during his or her term of appointment. Similarly, Members should not sit on any of the Agency’s other SACS or the Food Advisory Committees in the devolved countries.

Commitments

All SSRC Members must be available for 2 main meetings with associated time for reading papers.

There may also be a need for input between e.g. if the SSRC decides to establish sub-groups to explore particular issues members may be invited to join on a voluntary basis. This could entail additional days per year. It is expected that Committee Members will need to spend around 6-10 days per year on Committee business. Members will also be required to take part in an annual appraisal process to assess how the Committee has worked. This will be led by the Chair.

As a rule SSRC papers are publicly available and published on the Agency’s website in advance of each meeting. However, Members must observe any restrictions on the disclosure of confidential material.

It is hoped that an induction event for new members will be held prior to the next meeting
on the 11th March 2015, with the following meeting on 28th September 2015.

**Conditions of Service**

The Committee is required to observe the highest standards of impartiality, integrity and objectivity in relation to the advice it provides. Members must follow the 7 principles of public life set out by the Committee on Standards in Public Life and embodied in the SSRC Code of Practice (Annex D). In particular, they must:

- not misuse information gained in the course of their work with the Committee for personal gain or political purpose;
- not seek to use the opportunities presented by their membership to promote their private interests or those of connected persons, firms, businesses or other organisations;
- not hold any paid or high profile unpaid posts in a political party, nor engage in specific political activities on matters directly affecting the work of the Committee. When engaged in other political activities, members should be conscious of their public role and exercise proper discretion;
- comply with the SSRC Code of Practice and ensure that they understand their duties, rights and responsibilities and that they are familiar with the function and role of the Committee;
- observe the rules on declaring commercial and other interests, as defined in the SSRC Code of Practice.

**Equality**

The Food Standards Agency is committed to providing equal opportunities for all, irrespective of race, religion, belief, gender, disabilities, sexual orientation, age or working patterns, and to the principle of public appointments on merit, with independent assessments, openness and transparency of process.
Annex B

General Advisory Committee on Science (GACS) and the other Scientific Advisory Committees (SACS) advising the Food Standards Agency

The work of the independent committees and working groups that advise the Food Standards Agency helps ensure that the Agency’s advice to consumers is always based on the best and most recent scientific evidence. In total there are ten SACS including the Social Science Research Committee.

General Advisory Committee on Science (GACS)

The General Advisory Committee on Science is a new committee that will provide independent advice on the Agency’s governance and use of science. The Committee’s work will include horizon scanning, science governance, developing good practice and informing science priorities. The GACS is currently being established. A newly appointed Chair and six new members will join the Chairs of our existing SACs, who will also be members of GACS, in an ex officio capacity. The first meeting of the GACS is likely to be in February/March 2008.

Advisory Committee on Animal Feeding stuffs (ACAF)

ACAF advises on the safety and use of animal feeds and feeding practices, with particular emphasis on protecting human health, and with reference to new technical developments.

Committee on Mutagenicity (COM)

The Committee on Mutagenicity of Chemicals in Food, Consumer Products and the Environment (COM) assesses and advises on mutagenic risks to humans, advises on important general principles or new scientific discoveries in connection with mutagenic risks, co-ordinates with other bodies concerned with the assessment of mutagenic risks, and makes recommendations for mutagenicity testing.

Committee on Carcinogenicity (COC)

The Committee on Carcinogenicity of Chemicals in Food, Consumer Products and the Environment (COC) assesses and gives advice on carcinogenic risk to humans.

Spongiform Encephalopathy Advisory Committee (SEAC)

The Spongiform Encephalopathy Advisory Committee (SEAC) was set up more than 15 years ago to provide independent expert scientific advice to the Government on

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Following the Public Bodies review, SEAC will cease to function, and its work on TSE risk assessment will transfer to a new working group of the Advisory Committee on Dangerous Pathogens.
spongiform encephalopathies such as BSE, CJD and scrapie. SEAC’s remit is wide-ranging, and covers public health, food safety and animal health issues.

The Advisory Committee on Novel Foods and Processes (ACNFP)
The Advisory Committee on Novel Foods and Processes (ACNFP) is a non-statutory, independent body of scientific experts that advises the Food Standards Agency on any matters relating to novel foods (including genetically modified foods) and novel processes (including food irradiation).

Advisory Committee on the Microbiological Safety of Food (ACMSF)
Set up in 1990, this statutory committee provides expert advice to Government on questions relating to microbiological issues and food.

Committee on Toxicity (COT)
The Committee on Toxicity of Chemicals in Food, Consumer Products and the Environment (COT) is an independent scientific committee that provides advice to the Food Standards Agency, the Department of Health and other Government Departments and Agencies on matters concerning the toxicity of chemicals.

Social Science Research Committee
The Social Science Research Committee (SSRC) provides advice to the Agency about how it gathers and uses social science evidence.
Annex C

Social Science Research Committee

Code of Practice

Introduction

1. In line with central government guidance and Food Standards Agency policy, each independent advisory committee that advises the Agency operates to a published Code of Practice that sets out the key principles and procedures that govern the Committee’s work.

2. The Code of Practice for the SSRC is subject to periodic review by the Committee in light of experience with its use and any new or updated guidance from central Government or from the Agency.

Purpose and Terms of Reference for the SSRC

3. The role of the SSRC is to help the Agency achieve its strategic goal of strengthening its capacity for social science research. It will provide assurance to the Agency’s Board about how the Agency gathers and uses social science evidence and advice. The Committee’s Terms of Reference are to:

- Support the Agency develop its social science capacity by advising how social science can best contribute to meeting the Agency’s Strategic Plans
- Advise and critically assess how the Agency gathers and uses social science evidence and advice
- Draw on wider expertise as appropriate to provide independent critique on social science based evidence
- Keep the Agency in touch with relevant social science activity both in the UK and internationally

Public Service Values

4. All members must:

- Follow the Seven Principles of Public Life set out by the Committee on Standards in Public Life (Annex F)
- Not misuse information gained in the course of their public service for personal gain or for political purpose, nor seek to use the opportunity of public service to promote their private interests or those of connected persons, firms, businesses or other organisations; and
• Not hold any paid or high-profile unpaid posts in a political party, and not engage in specific political activities on matters directly affecting the work of this body. When engaging in other political activities, members should be conscious of their public role and exercise proper discretion.

The role of the SSRC Chair

5. The role of the SSRC Chair is to:

• Chair the Committee’s meetings, overseeing the operation and output of the Committee
• Act as the Committee’s spokesperson to the Board (see paragraph 7)
• Liaise with FSA staff, and provide ad hoc advice to the Agency, as necessary
• Decide, in discussion with the Secretariat, who should be invited to give evidence/provide information to the Committee
• In discussion with the Secretariat, draw on wider social science expertise, setting up Working/Ad hoc groups as appropriate in order to gather information and provide thorough and robust advice to the Agency
• Ensure that every member of the Committee is heard and that no view is ignored or overlooked, using where appropriate, a structured process which ensures that all views are captured and explored
• Ensure that unorthodox and contrary views are given a fair hearing
• Ensure that any significant diversity of opinion among the members of the Committee over its findings is accurately reflected in the report and in any other communications with the Agency
• Ensure that the Committee acts in the public interest;
• Represent the Committee to the public, the media and other interested organisations in consultation with the Agency via the Secretariat (unless other specific arrangements have been made);
• Sign off the Committee’s Annual Report to the FSA Board
• Each year conduct a brief feedback on Members’ experience of the Committee

The role of the Members and Lay Members

6. The role of the Members is to:

• Attend meetings (and working groups, as appropriate)
• Engage fully in collective consideration of the issues, taking account of the full range
of relevant factors, including any guidance issued by the Agency or the Board

- In dealing with issues to make the Committee aware of the full range of opinion within their discipline
- Ensure that contrary views and the views and values of stakeholders are taken into account in formulating advice
- Ensure that the Committee’s advice is comprehensible from the point of view of a lay person and that the implications of any uncertainties concerning the basis of the Committee’s advice are fully explained
- Ensure that the minutes of meetings are accurate and that any concerns are recorded
- Act in the public interest;
- Liaise with the Secretariat and FSA staff as necessary
- Contribute to and approve the Annual Report
- Participate in the annual feedback process of the Committee

Communications with the Agency Board, Chief Scientist and Executive

7. Communications between the SSRC and the Agency Board will generally be through the Committee’s Secretariat although the SSRC Chair has the right of access to Board members, via the Agency Chair, at all times. Any member also has the right of access to the Board on any matter which he or she believes raises important issues relating to his or her duties as a member. In such cases the agreement of the SSRC Chair should normally be sought.

8. Similarly, communications between the SSRC and the Agency Executive will be generally be through the Committee’s Secretariat, although the SSRC Chair has the right of access to the Director of Communications at all times. Any member also has the right of access to the Agency’s Chief Scientist on any matter which he or she believes raises important issues relating to his or her duties as a member. In such cases the agreement of the SSRC Chair should normally be sought.

Role of the Secretariat

9. The role of the Secretariat is to:

- Support the Committee by assembling and analysing information, preparing papers and taking minutes of the Committee’s meetings
- Advise the Committee on process and procedure
- Draw the Committee’s attention to any emerging issues of concern
- Identify all relevant and appropriate analytical information and ensure that it is made available to the Committee
- Ensure that the proceedings of the Committee are properly documented so that there is a clear audit trail showing how the Committee reached its decisions
- Ensure that the Committee’s conclusions and advice are clearly reported to the Board
- Prepare and draft, under the Committee’s guidance, its Annual Report to the Board

**Circulation of Papers**

10. The Secretariat aims, where possible, to provide papers for the Committee 10 working days prior to the meeting at which they are to be discussed. Where papers are circulated for comment by correspondence between meetings, the Secretariat will aim to allow members 10 working days to comment, where possible.

**Interaction with Stakeholders and the Media**

11. The SSRC Chair will normally represent the Committee and its views to stakeholders and the media, after consultation with the Secretariat. However, if members receive invitations to speak to outside organisations or to meetings in their capacity as a member of the Committee, they should notify any such requests to the SSRC Chair and to the Agency via the Secretariat who will provide advice and briefing if required.

12. The SSRC may invite submissions from outside bodies or individuals on specific subjects. The Secretariat will co-ordinate any such consultations or invitations to submit information, including their publication and communication as necessary. In line with other committees the SSRC will be encouraged to publish its preliminary conclusions for comment prior to their finalisation.

13. The SSRC Secretariat will deal with routine correspondence and enquiries from the public with regard to the work of the Committee, consulting with the SSRC Chair as necessary.

**Conflict of Interests**

14. All members should declare any personal or business interest that may, or may be perceived (by a reasonable member of the public) to, influence their judgement. This should include, as a minimum, personal direct and indirect pecuniary interests. If a member is unsure whether an interest might be regarded as influencing their advice they should seek advice from the SSRC Secretariat as to whether it should be
declared. The register of interests will be kept up to date and be open to the public.

15. Members should declare any personal or business interest before an item to which the interest relates is discussed. They should not participate in the discussion or determination of matters in which they have a direct or pecuniary interest. If their interest is covered in specific guidance issued by sponsor Departments which requires them not to participate and/or to withdraw from the meeting, they should act in accordance with that guidance. A guide to the different interests that are required to be declared is included with the application form. Members with a conflict of interest in a matter under discussion should normally withdraw from the meeting but, at the discretion of the SSRC Chair, may remain but refrain from participating in the discussion and drawing of final conclusions.

Liability of Committee Members

16. Subject as provided in paragraph 18 of this document the Food Standards Agency hereby undertakes with the Members (including the Chair) of the Social Science Research Committee (“the Members”) to indemnify them against all liability in respect of any action or claim which may be brought, or threatened to be brought, against them either individually or collectively by reason of or in connection with the performance of their duties as Members, including all costs, charges and expenses which the Members may properly and reasonably suffer or incur in disputing any such action or claim.

17. The Members shall as soon as practicable notify the Food Standards Agency if any action or claim is brought or threatened to be brought against them in respect of which indemnity may be sought pursuant to paragraph 18, and if an action or claim is brought, the Food Standards Agency shall be entitled to assume the legal representation for that action or claim. The Agency shall notify the Members as soon as practicable if it intends to assume the legal representation and the Members shall then provide to the Agency such information and assistance as it shall reasonably request, subject to all out of pocket expenses properly and reasonably incurred by them being reasonably reimbursed. The Food Standards Agency shall, to the extent reasonable and practicable, consult with and keep the Members informed as and when reasonably requested by the Members in respect of any action or claim. If the Food Standards Agency does not assume the legal representation of such action or claim, the Members shall keep the Agency fully informed on its progress and any consequent legal proceedings and consult with the Agency as and when required concerning the action or claim.
18. The indemnity contained in paragraph 16 shall not extend to any losses, claims, damages, costs, charges, expenses and any other liabilities:

(a) in respect of which the Members are indemnified by or through any defence organisation or insurers or;
(b) which may result from bad faith (including dishonesty), wilful default or recklessness on the part of the Members; or
(c) which may result from any of the following circumstances:
   (i) any settlement made or compromise effected without the knowledge or consent of the Agency on behalf of the Members of any action or claim brought, or threatened to be brought, against the Members; or
   (ii) any admission by the Members of any liability or responsibility in respect of any action or claim brought, or threatened to be brought, against them; or
   (iii) Members taking action that they were aware, or ought reasonably to have been aware, might prejudice the successful defence of any action or claim, once the members had become aware that such an action or claim had been brought or was like to be brought.

Openness

19. The Committee will abide by the Agency’s Code of Practice on Openness. The Committee should always meet in open forum. Certain stakeholders may be invited to attend where they have an interest in issues under discussion. Places will be allocated on a ‘first come, first served’ basis and the numbers of observers should not be so great as to stifle debate or hinder effective working of the Committee. Any observers will sit away from the main table. Observers will not normally be expected to speak during meetings but may be invited to comment at the end of a meeting at the discretion of the SSRC Chair. The Secretariat will circulate details of any observers attending meeting to Members in advance. Members will review practice in the light of experience.

Dealing with confidential information

20. The Committee may, on occasion, need to discuss matters that are subject to restriction of confidentiality and cannot be put in the public domain. In such cases the Committee may hold a discussion in closed session, separate from an open meeting. It is expected that such cases will be rare and only in clearly justified circumstances. Information subject to such restriction will be placed in the public domain as soon as practicable should the restrictions cease to apply at a later date. When the SSRC holds a closed session, the
agenda, minutes and associated papers will explain this procedure, the reasons for withholding any information, and where possible, an indication of when the information withheld may be published.

**Agendas**

21. Published agendas should contain enough background information to allow a reader to understand why the item is being discussed and what sorts of questions are being considered. Dates of meetings and agendas should be published in advance in the FSA News and on the FSA website.

**Minutes**

22. Minutes should accurately reflect the proceedings and discussions that take place and, as with most other comparable committees, will be recorded on a non-attributable basis except where the views of one or more members need recording, for example when declaring an interest. Minutes of meeting of the SSRC will be made available via the Agency’s website and on demand in paper form. They will be written by the Secretariat as soon as possible after the meeting to which they refer and circulated to the Committee for comment within 10 working days. The Secretariat will amend the draft minutes in the light of members’ comments and ensure that the amended draft is placed on the Agency’s website. Any further corrections will be made at the following meeting when the minutes will be formally adopted. The final version of the minutes will then be placed on the Agency’s website.

**Working papers**

23. To ensure openness and transparency the Committee should seek to keep the public and stakeholders informed as it develops advice. In addition to timely publication of final papers, minutes and agendas the Secretariat will publish discussion papers on the FSA website in advance of meetings to allow interested parties to comment. For copyright reasons, published material annexed to papers will not normally be supplied but the Secretariat will provide the relevant references. The SSRC may need, on occasion, to treat some matters as confidential (e.g. commercial or financial). Any confidential data will be annexed to the relevant paper. The published paper will not contain this annex but will still refer to it.
Unpublished research
24. Where the Committee’s disclosure of information would involve bringing into the public domain previously unpublished research, it should consider whether this could hinder the process of formal consultation elsewhere and, if so, explore arrangements that avoid the problem (such as parallel publication).

Annual report
25. As with other committees, the SSRC will publish an Annual Report on its work.

Procedures for arriving at conclusions
26. The Committee should attempt to reach a consensus on the advice it gives, recognising that this might not always be possible.

27. The Committee should not seek unanimity at the risk of failing to recognise different views on a subject. Any significant diversity of opinion among the members of the Committee which cannot be resolved should be accurately reflected in the minutes or report.

Terms and Conditions of appointment
28. The SSRC is expected to hold 2 formal meetings a year. Meetings will normally run for around 4 hours and lunch will be provided.

29. The Committee may also need to provide advice to the Agency on social science issues that arise between meetings.

30. SSRC Members will need to attend meetings and devote some time to reading and preparation.

31. It is expected that the Committee Chair will need to spend around 8-12 days and Committee members around 6-10 days per year on Committee business.

32. The Chair will be paid a daily fee of £255 and other members of the Committee will be paid a daily fee of £205 for each meeting and training event they attend, including any preparatory or planning meetings with the Secretariat.

Feedback on performance
33. The SSRC Chair and all members will be asked to provide an annual feedback to the Secretariat of their experience on the Committee. This will help the Agency ensure that the Committee operates effectively, and to identify any areas for
improvement.
Guidance on Committee fees and expenses

The following guidance sets out the fees and expenses that Committee members may claim in respect of their service on the Committee and how claims should be submitted.

If Members have any queries relating to fees and expenses, these should be addressed to the Secretariat. Members should contact the Secretariat before incurring any expense that they believe should be reimbursed but which is not covered below.

1. Fee rates

From 1 October 2012, Members may claim the following attendance fees for Committee meetings and for meetings of Working Groups and Sub-groups:

- Committee Chair £255/day
- Committee Member £205/day

These daily rates include a preparation and reading fee of £50.

Members may also claim the reading fee where they have devoted time to preparation and reading – for example in considering and commenting on substantial pieces of written work, outside of meetings.

In general the reading fee is only payable when members attend a meeting. However if members are unable to attend the meeting and provide comments in advance of it, they can claim the reading fee. Reading fees may also be claimed for significant consultations between meetings or for consultations which replace a meeting.

2. Review of fee rates

These rates are set by the Agency with the aim of ensuring consistent approaches across the different Committees that advise the Agency. The Agency will review and revise these rates every 2 years with the intention that rates should rise in line with the recommendations of the Senior Salaries Review Board with regard to pay in the Senior Civil Service. The Agency will also take into account comparisons with rates paid in similar advisory bodies in the UK.

3. Travel and other expenses

Committee members are entitled to reimbursement of reasonable travel and subsistence expenses necessarily incurred on official committee business. Members must seek value
for money and are encouraged to use the most cost effective and environmentally sustainable options for travel and accommodation. Members are encouraged to arrange their travel with as much notice as possible in order to take advantage of discounted fares and other benefits available to early bookers.

Guidance on the types and rates of expenditure that can be claimed for specific expenses is outlined below. Alcoholic drinks and newspapers are not reimbursable from public funds. Reimbursement of gratuities will only be authorised in exceptional circumstances where the Secretariat agrees that they have necessarily been incurred.

Tax liabilities arise on elements of these payments, which have been regarded as part of a Committee member’s income and are therefore taxable. Arrangements have been made whereby the FSA meets the cost of this tax (see below).

**FSA is only able to refund standard class travel costs.**

**Public transport (bus, underground, tram, etc.)**

There is no public transport rate for official business. Actual costs of travel are reimbursed. Any expenses incurred using public transport such as London Underground, local bus services and so on should be claimed back through the expenses procedure and tickets or receipts should be submitted with all claims.

Members are encouraged to use Oyster cards for travel on the London Underground and Bus network. Cards should be registered on-line with London Transport so that a print-out of journeys showing the cost of fares can be submitted with claims.

Where London Underground has been included in the rail ticket, further expenditure on London Underground travel is not claimable.

**Rail**

Members should take return tickets where appropriate and observe any other normal economies and seek ways of reducing costs for example by avoiding open returns. The cost of sleeping car accommodation may be claimed where an overnight journey is necessary. The FSA will only be able to refund standard class travel costs. Actual ticket or print-out showing date of journey, destination and class of travel must be produced, not a debit/credit card sales voucher.

**Car**
A mileage allowance is payable for the use of a members own car on official business. This is payable at the following rates for all car types:

- First 10,000 miles in any tax year 45 pence per mile
- Over 10,000 miles in any tax year 25 pence per mile

*You will incur a personal tax liability from the payment of these mileage rates.*

Members wishing to claim mileage will need to register details of their car with the FSA’s Finance Section. The Secretariat will supply the necessary forms which must be completed and returned.

Permission for car journeys exceeding 130 miles in any one day should be sought from the Secretariat. Members will normally be expected to travel by public transport if that is cheaper.

Please note that your car must be insured for business use. Comprehensive insurance will not be insisted upon but members should note that no liability will be accepted in the event of any accident, damage, injury or death or in respect of risks not covered by their insurance policies.

**Taxi**

Taxi fares are admissible where heavy luggage has to be transported to or from terminal stations, where there is no other suitable method of public transport, or where saving time is of paramount importance. Exceptions will be allowed in certain circumstances for example as a reasonable adjustment for members with a disability. A taxi receipt must always be attached to the claim form.

**Air**

All air travel must be in economy class, with the exception of journeys over 8 hours (from the originating airport to destination airport). In these cases, subject to FSA authorisation and available budget, other options may be explored, including in the first instance, premium economy or similar (where available). Tickets must be provided with claim forms.

**4. Reasonable adjustments for members with disabilities**

Changes to the provisions within this guidance may be authorised as a reasonable adjustment for members with disabilities (where applicable). For example, first class rail travel may be authorised as adjustment to staff with a mobility related disability where
suitable seats are not available in standard class. Reasonable adjustments should be discussed and authorised through the Secretariat.

5. Accommodation

The maximum allowance for various locations is as follows:

- Central London: £130 per night including breakfast ex VAT
- Other UK and Republic of Ireland locations: £85 per night including breakfast ex VAT

If the Secretariat usually books accommodation for you this will be done through the Agency’s agents Capita Business Travel.

Other expenses

Other, reasonable incidental expenses necessarily incurred on Committee business (for example, for child care, parking, postage and telephone calls) may be reimbursable. In certain circumstances, reimbursement for locum cover may be reimbursable, for example for vets and GPs who are required to provide 24-hour cover; this should be discussed and agreed in advance with the Secretariat.

All items of ‘other expenses’ should be detailed separately in claims and supported by receipts wherever possible.

6. Submitting claims

Members must complete the Agency’s ‘Committee Fees and Expenses Claim Form’ for claim, which is provided by the Secretariat. Members should use the electronic version but will need to print out, sign and submit a hard copy.

**Claim forms must be submitted within 90 days (3 months) of the relevant meeting otherwise the claim may not be processed by Finance.**

Receipts (or a copy of the relevant statement with highlighted transactions if the total bill includes personal expenditure) **must** be attached to the appropriate claim form before it is sent to the Secretariat. **Claims without receipts will not be paid.** However, individual claims of under £10 for expenses on items such as Oyster Cards, where receipts cannot be obtained, will be reimbursed without a receipt, at the discretion of the Committee Secretariat.

7. Payment of claims
Claims are processed on behalf of the Agency through its payroll processes and are paid in accordance with monthly salary timetables i.e. the last working day of each month, via the BACS system into members’ bank accounts. Advice slips are forwarded by post.

8. Tax on fees and expenses

Fees paid to members will be subject to income tax and national insurance contributions depending on individual members’ circumstances. Deductions for tax and national insurance contributions will be made by the Agency before you receive payment. Payments for travel and related expenses are also liable to income tax and national insurance contributions, but Members can opt for the Food Standards Agency to pay any tax on expenses on their behalf, providing they do not re-claim it from HM Revenue and Customs at a later date.

Members of pensionable age may be exempt from or have reduced liability to national insurance contributions. There may be other cases where payments to members take them over their maximum liability for national insurance contributions. In these instances members are advised to contact the Department for Work and Pensions for further guidance. It is the responsibility of individual members to correctly raise VAT on their fees and expenses if they are deemed to be acting as a trader registered for VAT. If you require further guidance on this, please contact your local VAT office.

Newly appointed members are required to complete the ‘Committee Member Payroll Registration Form’ and ‘Committee Member Reimbursement of Expenses Registration Form’.

9. Subsistence Rates

<table>
<thead>
<tr>
<th>All claims must be supported by an itemised receipt <strong>Overnight subsistence allowance</strong></th>
<th>Up to £25 (based on actual/receipts)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Family and friends allowance</strong></td>
<td>£25 flat rate allowance (taxable)</td>
</tr>
<tr>
<td><strong>Day subsistence allowance</strong></td>
<td>Up to £5</td>
</tr>
<tr>
<td>More than 5 hours and no official food provided: One meal (snack/refreshment) rate.</td>
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<tr>
<td>OR</td>
<td>Up to £10</td>
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<td>-------------------------------------------------------------------</td>
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<tr>
<td>More than 10 hours and no official food is provided. Two meal</td>
<td>Up to £15</td>
</tr>
<tr>
<td>(refreshment/lunch) rate.</td>
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</tr>
<tr>
<td>OR</td>
<td></td>
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<tr>
<td>More than 12 hours and after 8pm and no official food is provided</td>
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<tr>
<td>Evening meal (dinner) rate.</td>
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</tr>
<tr>
<td>Breakfast Allowance</td>
<td>Up to £5</td>
</tr>
<tr>
<td>If the individual leaves home on official business travel before</td>
<td></td>
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<tr>
<td>6am and buys a breakfast whilst away from home. This will only</td>
<td></td>
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<tr>
<td>be applicable in exceptional circumstances and with prior</td>
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<tr>
<td>secretariat authorisation.</td>
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</table>
Annex E

Social Science Research Committee
Secretariat details

Secretary

Dr Siân Thomas
Joint Head of Social Science Research
Room 111
The Food Standards Agency
Aviation House
125 Kingsway
London WC2B 6NH

Telephone: 0207 276 8761
E-mail: sian.thomas@foodstandards.gsi.gov.uk

The secretariat is drawn from the Social Science Research Unit of the Food Standards Agency.
Annex F The Seven Principles of Public Life

Selflessness
Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, their friends or organisations.

Integrity
Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

Objectivity
In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability
Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness
Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty
Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interests.

Leadership
Holders of public office should promote and support these principles by leadership and example.
### Annex G: Application questionnaire

**Application for membership of the Food Standards Agency Social Science Research Committee**

**SSRC Secretariat**  
Room 111  
Aviation House, 125 Kingsway,  
London WC2B 6NH  
020 7276 8263

- Please complete all sections of this form (in BLOCK CAPITALS if handwritten) and send it to the address given above to arrive no later than 5pm on Wednesday 14th January.
- The information requested in this form is covered by the Data Protection Act.
- If you require this information in an alternative format, such as audio, large print or Braille, please contact us.

<p>| | |</p>
<table>
<thead>
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<tbody>
<tr>
<td>1. Surname</td>
<td>Title (Prof/Dr/Mr/Mrs/Miss/Ms, etc)</td>
</tr>
<tr>
<td>2. Forename(s)</td>
<td></td>
</tr>
<tr>
<td>3. Home address in full</td>
<td>Postcode:</td>
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<tr>
<td></td>
<td>Home telephone and/or mobile number including National dialling code</td>
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<tr>
<td>4. Profession (if appropriate)</td>
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<td>5. Work address in full (if different from 3 above)</td>
<td>Postcode</td>
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<tr>
<td></td>
<td>Work telephone and/or mobile number including National dialling code</td>
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<tr>
<td>6. Current main activity</td>
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<tr>
<td>7. E-mail address</td>
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<tr>
<td>8. How did you hear about this vacancy?</td>
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</table>

9. Please attach your CV (no more than two sides) and statement of suitability outlining why you are interested in the role and your relevant experience of no more than 1 A4 side.

If you have a disability and would like us to provide any particular assistance for your interview, please complete the enclosed Questionnaire on Assistance for Interview on FSA.
Advisory Committees, and tick this box to tell us you have enclosed it. And tick this box to tell us you have enclosed it.

I agree that the above information may be passed for consideration to another Government Department.

Yes [ ] No [ ]

Signature [ ] Date [ ]
**Political Activity Questionnaire**

All applicants for a public appointment should complete the question below.

The question is asked for two reasons:

- Involvement in political activities enables individuals to gain and to demonstrate skills and experiences they may not otherwise obtained. You may be asked about these if they are relevant to your application;
- It enables the monitoring of political activity of candidates for a public appointment in so far as it is already in the public domain. Neither activity nor affiliation is a criterion for appointment (except where statute dictates specific representation).
- If you are successful, the information provided will be published with the announcement of your appointment

Please indicate which of the following activities you have undertaken during the past 5 years by ticking the appropriate box in the table opposite and by providing details of your involvement in the box below. Name the party or body for which you have been active. If you have been, or are, an independent, or have sought or obtained office as a representative of a particular interest group, you should state this. You should tick all relevant categories.

<table>
<thead>
<tr>
<th>Details of involvement:</th>
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</thead>
<tbody>
<tr>
<td>Name of party for which activity undertaken</td>
</tr>
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</table>

1. The Political Parties, Elections and Referendums Act 2000 requires the Electoral Commission to publish a register of recordable donations (donations from any individual totalling more than £5,000 in any calendar year, or more than £1,000 if made to a subsidiary accounting unit such as a constituency association, local branch, women’s or youth organisation). These provisions became effective from 16\(^{th}\) February 2001.

**SIGNATURE**  
**DATE**
DECLARATION OF MEMBERS' INTERESTS

All applicants for a public appointment should complete the questionnaire below (please see annex h for more information: code of practice for declaration of interests). It is the policy of the Department to require relevant personal and business interests to be declared by prospective committee members to enable a sensible balance to be achieved on the committee at the time that appointments are made. Guidance on types of personal and business interests is given in the attached Code of Practice on Declaration of Interests.

Applicants should give details of any business or personal interests which may give rise to real or perceived conflict of interest.

The FSA has decided that chairs of advisory committees should not be employed by, or receive personal remuneration from, industry or pressure groups during their terms of appointment.

Under the guidance of the Code of Practice on Declaration of Interests, I wish to declare to the Board of the Food Standards Agency, that my only interests are as follows:

<table>
<thead>
<tr>
<th>Personal Interests</th>
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<tbody>
<tr>
<td>1 Consultancies and/or direct employment</td>
</tr>
<tr>
<td>2 Fee-paid work</td>
</tr>
<tr>
<td>3 Shareholdings</td>
</tr>
<tr>
<td>4 Clubs and other organisations</td>
</tr>
<tr>
<td>5 Other personal interests</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Non-Personal Interests</th>
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<tbody>
<tr>
<td>6 Fellowships</td>
</tr>
<tr>
<td>7 Indirect support</td>
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<td>11</td>
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</table>

Signed:
Date:
The Food Standards Agency has a policy of equality of opportunity for those wishing to serve in public appointments. That means that applications are welcome from all suitable individuals irrespective of, for example, race, gender or disability. In order to ensure that the Food Standards Agency’s policy is being complied with, applicants are asked to complete the questions below. This information will be used for monitoring purposes only and analysis will be presented in the form of totals from which individuals cannot be identified separately.

Gender:  [ ] Male  [ ] Female  [ ] Date of Birth

Which groups do you most identify with? Please tick only ONE box in Part A and ONE box in part B. The options are listed alphabetically.

<table>
<thead>
<tr>
<th>PART A</th>
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<tbody>
<tr>
<td>a</td>
<td>British or Mixed British</td>
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<tr>
<td>b</td>
<td>English</td>
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<tr>
<td>c</td>
<td>Irish</td>
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<td>d</td>
<td>Scottish</td>
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<tr>
<td>e</td>
<td>Welsh</td>
</tr>
<tr>
<td>f</td>
<td>Or any other (specify if you wish)</td>
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</table>

<table>
<thead>
<tr>
<th>PART B</th>
<th>MIXED ETHNIC BACKGROUND</th>
<th>ANY OTHER ETHNIC BACKGROUND</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASIAN</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a</td>
<td>Bangladeshi</td>
<td>i  Asian and White</td>
</tr>
<tr>
<td>b</td>
<td>Indian</td>
<td>j  Black African and White</td>
</tr>
<tr>
<td>c</td>
<td>Pakistani</td>
<td>k  Black Caribbean and White</td>
</tr>
<tr>
<td>d</td>
<td>Any other Asian background (specify if you wish)</td>
<td>l  Any other mixed ethnic background (specify if you wish)</td>
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<tr>
<td>BLACK</td>
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<td>WHITE</td>
</tr>
<tr>
<td>e</td>
<td>African</td>
<td>m  Any white background</td>
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<tr>
<td>f</td>
<td>Caribbean</td>
<td>(specify if you wish)</td>
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<td>g</td>
<td>Any other Black background (specify if you wish)</td>
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<tr>
<td>CHINESE</td>
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<td>ANY OTHER ETHNIC BACKGROUND</td>
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<tr>
<td>h</td>
<td>Any Chinese background</td>
<td>n  Any other ethnic background (specify if you wish)</td>
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<td>(specify if you wish)</td>
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</table>
Do you consider yourself to have a disability?  

Yes  

No

QUESTIONNAIRE ON ASSISTANCE FOR INTERVIEW FOR FOOD STANDARDS AGENCY ADVISORY COMMITTEES

To ensure we do not create any barriers in our selection process and to help us implement our equal opportunities policy effectively, please let us know if you would like us to provide any particular assistance for your interview, by answering the questions below.

Position applied for: Membership of Social Science Research Committee

Name:

Please tick below to show what assistance you would like for your interview:

____ Induction loop

____ Sign language interpreter (type ________________________)

____ Keyboard for written tests (if applicable)

____ Someone with you at the interview (e.g. speech facilitator)

____ Car parking

____ Assistance in and out of a vehicle

____ Wheelchair access

____ Accessible toilet facilities

____ Other assistance (please specify)

__________________________________________________________________________

____

____

If you have any questions about your specific needs at interview, please let us know. If you would like to give any further information about your disability, please use the space provided below.

__________________________________________________________________________

____
Annex H CODE OF PRACTICE ON THE DECLARATION OF INTERESTS
DIFFERENT TYPES OF INTEREST THAT SHOULD BE DECLARED

The following is intended as a guide to the kinds of interest that should be declared. Where members are uncertain as to whether an interest should be declared, they should seek guidance from the Secretariat.

If members have interests not specified in these notes, but which they believe could be regarded as influencing their advice, they should declare them. Failure to declare interests could lead to dismissal from the Committee.

However, members and the Secretariat are not under any obligation to search out links of which they might reasonably not be aware. For example, either through being unaware of all the interests of family members, or of not being aware of links between one company and another. All interests shall be declared/confirmed annually on the declaration of interests’ form to the Committee Secretariat.

DECLARATION OF INTERESTS AND PARTICIPATION AT MEETINGS

Committee members are required to declare any direct commercial interests, or those of close family members, in matters under discussion at each meeting. Having fully explained the nature of their interests, the Chair may, having consulted with other members present, decide whether, and to what extent, the member should participate in the discussion and determination of the issue. If it is decided that the member should leave the meeting, the Chair may first allow them to make a statement on the item under discussion. Where members are uncertain as to whether an interest should be declared they should seek guidance from the Chair. The Chair's decision, after consultation with the Secretariat, is final.

PERSONAL INTERESTS

A personal interest involves the member personally and includes interests of close family members. The main examples are:

- **Consultancies and/or direct employment**: any consultancy, other employment, partnership, directorship or position in or work for an industry or other relevant body held by you or a close family member and which attracts regular or occasional payments in cash, recognition in any other form, or other benefit

- **Fee-Paid Work**: any commissioned or fee-paid work for which you or a close family member are paid in cash or kind by an industry or other relevant body including Pressure Groups and Non-Governmental Organisations.

- **Shareholdings**: any shareholding or other beneficial interest in industry shares that you or a close family member have. This does not include
shareholdings through unit trusts or similar arrangements where the member has no influence on financial management;

- **Membership or Affiliation:** any membership role or affiliation that you or a close family member has to clubs or organisations with an interest or involvement in the work of the Department.

**NON-PERSONAL INTERESTS**
A non-personal interest involves payment which benefits a department or organisation for which a member is responsible, but is not received by the member personally. The main examples are:

- **Fellowships:** any fellowship that you or a close family member holds and which is endowed by an industry or other relevant body

- **Support by Industry:** any payment, other support or sponsorship by industry which does not convey any pecuniary or material benefit to a member personally, but which does benefit their position or department e.g.:

  (i) A grant from a company for the running of a unit or department for which a member is responsible;

  (ii) A grant or fellowship or other payment to sponsor a post or a member of staff in the unit for which a member is responsible (this does not include financial assistance for students);

  (iii) The commissioning of research or other work by, or advice from, staff who work in a unit for which a member is responsible.

Members are under no obligation to seek out knowledge of work done for, or on behalf of, industry and other relevant bodies by departments/units for which they are responsible, if they would not normally be expected to be informed. Where members are responsible for organisations which receive funds from a very large number of companies involved in that industry and from other relevant bodies, the Secretariat can agree with them a summary of non-personal interests rather than draw up a detailed portfolio.

- **Trusteeships**
any investment in industry held by a charity for which you or a close family member is a trustee. Where a member is a trustee of a charity with investments in industry, the Secretariat can agree with the member a general declaration to cover this interest rather than draw up a detailed portfolio.

- **Land and property**
any land or properties in which you or a close family member has a direct interest and is clearly within the Food Standards Agency’s sphere of activities.

- **Other public appointments**
membership by you or a close family member of local authorities, health authorities and trusts, and other relevant voluntary sector bodies.

DEFINITIONS

In this Code ‘close family members’ means personal partners, parents, children, brothers, sisters and the personal partners of any of these.

In this Code ‘the industry’ means:
- Companies, partnerships or individuals who are involved with the production, manufacture, packaging, sale, advertising, or supply, of food (including food supplements and vitamins and minerals), food processes and pharmaceutical products, or other relevant products, subject to the following legislation;
  - The Food Safety Act 1990
  - The Medicines Act 1968 and 1971
  - The Food and Environment Protection Act 1985
  - The Consumer Protection Act 1987
  - The Cosmetic (Safety) (Amendment) Regulations 1987
  - The Notification of New Substances Regulations 1993
- Trade associations representing companies involved with such products;
- Companies, partnerships or individuals who are directly concerned with research, development or marketing of a food product or pharmaceutical product which is being considered by the Committee.

In this Code ‘other relevant bodies’ refers to organisations (not included in the definition of ‘industry’) with interests relevant to the work of the Committee. This could include charitable organisations, political parties and lobby groups.

In this Code ‘the secretariat’ refers to the secretariat of the individual committee concerned.