



Application for membership of FSA Scientific Advisory Committees

Application form

Title:

Forename:

Surname:

Home address (in full):

Postcode:

Telephone number:

Principal employment:

Work address (in full):

Telephone number:

Mobile number:

Email address (home):

Email address (work):

Current main area of expertise:

Committee(s) you are applying to:

Official Sensitive: Appointments (when completed)

If your expertise are suitable for more than one committee please indicate which committee(s) you wish to be considered for in order of preference:	Please rank (1-4):
Committee on Toxicity	
Advisory Committee on Microbiological Safety of Food	
Advisory Committee on Novel Foods and Processes	
Animal Feed and Feed Additives Joint Expert Group	

Are you happy for us to consider you for other roles (including other committees and expert groups) based on the information you submit? Yes No

Supporting Statement

Please provide evidence of how you meet each of the selection criteria for the post(s) you are applying for (these are detailed below).

Please type your information in the expandable box provided below. Please respect the word limits for each section – additional text over the word limit may not be assessed.

You should describe your own skills and experience in these areas and how you would bring this experience to the work of the committee(s).

Please use examples to support your description that show how you meet the criteria. In doing so you may wish to refer to:

- your educational/professional qualifications or training
- your experience in current or previous jobs/positions (paid or voluntary)
- examples from outside your mainstream employment.

You may attach a CV (maximum 4 sides of A4, minimum font size 10) and list of publications (maximum 2 sides of A4, minimum font size 10).

If referring to the CV, please cross-reference the section of your CV and explain its relevance to the relevant criterion in your form. Entries which say only 'see attached CV' will not be scored. A list of your publications is helpful, but as with CVs, please highlight particularly relevant publications within the application.

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Criteria 1: Evidence of a high-level of expertise in one or more of the required expertise areas for the applied for committee(s), evidenced by a strong record of achievement at a national or international level, with strong networks in the field. For scientific roles this can be evidenced by publication in high profile peer-reviewed journals and/or presentation at international meetings (500 words)

Criteria 2: Experience and evidence of effective contribution to multi-disciplinary groups advising on complex scientific or technical questions. (250 words)

Criteria 3: Strong analytical and judgement skills, with independent thinking and being open to challenge. (250 words)

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Criteria 4: Well-developed interpersonal and communication skills with a collaborative style and an ability to engage and communicate with non-expert audiences. (250 words)

Please note: Only complete if applying for more than one committee

Supplementary: Please provide evidence of required expertise for additional committee (250 words)

Other Committee appointments

Please supply details of any other expert or advisory Committee appointments, you should include the following:

- The name of the Committee, Government Department and/or Public Body
- Details of the appointment and position held (for example, Chair, member etc.) and remuneration received
- Start date
- End date

Referees

Please give details of two people who may be asked to act as referees for you. Please include name, email, phone number and address. They must have an authoritative and personal knowledge of your achievements.

One must be your current employer or someone able to comment on your expertise. These referees will be contacted after successful interview and will be required to provide a reference within two weeks of notification.

First referee:

Second referee:

Advertising

How did you hear of this vacancy?

FSA website

Email

Twitter

LinkedIn

Other

If other, please give description:

Political Activity Questionnaire

All applicants should complete this questionnaire, which enables the monitoring of political activity of candidates, in so far as it is already in the public domain. If you are successful, the information provided will be published with the announcement of your appointment

Whether you are politically active in any way will not be a factor in the consideration of your application. However, committee members must not hold any paid or high-profile unpaid posts in a political party, and must not engage in specific political activities on matters directly affecting the work of this body. If you have any questions or concerns on this point, please [get in touch](#).

Please indicate which of the following activities you have undertaken during the past five years by ticking the appropriate box in the table opposite and by providing details of your involvement in the box below, including the name of the party or body with 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.

I have (please tick all relevant categories):

Political activity:

A:

- Obtained office as a Local Councilor, MP, MEP etc
- Stood as a candidate for one of the above offices
- Spoken on behalf of a party or candidate

B:

- Acted as a political agent
- Held office such as Chair, Treasurer, or Secretary of a local branch of a party
- Canvassed on behalf of a party or helped at elections
- Undertaken any other political activity with you consider relevant

C:

- Made a recordable donation to a political party

D:

- None of the above activities apply

Details of involvement

Name of party or body for which activity was undertaken:

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 February 2001.

Signature:

Date:

Declaration of Interests

Prior to interview all applicants are required to declare any relevant personal or non-personal interests. This form must be completed before interview can proceed. If you are successful, the information provided will be published with the announcement of your appointment.

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. 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.

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.

All Interests shall be declared/confirmed annually on the declaration of interests form to the relevant Secretariat.

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.

Official Sensitive: Appointments (when completed)

- **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 for example;
 - (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);
 - (ii) 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.

Official Sensitive: Appointments (when completed)

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

The agency 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.

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.

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.

Please use the questionnaire below to declare relevant interests, as described above.

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:

Personal interests:

1. Direct Employment
2. Consultancies and other fee paid work
3. Shareholdings
4. Clubs and other organisations
5. Other personal interests

Non-personal interests:

6. Fellowships
7. Indirect support
8. Trusteeships
9. Land and property
10. Other public appointments
11. Other non-personal interests

Standards in public life and ensuring public confidence

Are there any issues in your personal or professional history (including any convictions or bankruptcy), or public statements you have made, including through social media, that could if you were appointed be misconstrued, cause embarrassment to the FSA or the SAC/JEG to which you're applying, or cause public confidence in the appointment to be jeopardised?

Please be aware that your social media footprint may be reviewed by the panel during the recruitment process.

No

Yes

If yes, please give details here:

Signature:

Date:

Guaranteed interview scheme and assistance for interview

If you have a disability defined by the [Equality Act](#), you're eligible to apply via the [Guaranteed Interview Scheme](#) for these appointments.

This means you must have a physical or mental impairment which has a [substantial and long-term](#) negative effect on your ability to carry out normal day to day activities. For more guidance, please see Annex 5 of the Candidate Information Pack.

If you think you meet the criteria for the Guaranteed Interview Scheme (GIS), would you like to be considered for the scheme?

Yes

No

Assistance for Interviews

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 and, if appointed your performance in post, by answering the questions below.

Please describe your disability:

Will you require a reasonable adjustment during the selection stages?

For instance, you may require wheelchair access at interview.

Yes

No

If yes, please complete the next section.

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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 (for example, speech facilitator)

Car parking

Assistance in and out of a vehicle

Wheelchair access

Other assistance (please specify:)

Please describe any special arrangements that would help you carry out public appointment duties:

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Checklist for other forms

* Denotes that a form is mandatory

I attach a completed Political Activity Questionnaire *

I attach a completed Declaration of Interests *

I attach a copy of an up to date CV

I attach a completed Monitoring Questionnaire.

If you have a disability defined by the [Equality Act](#), you're eligible to apply via the [Guaranteed Interview Scheme](#) and assistance in interviews.

I attach a completed Questionnaire on Assistance for Interviews

I declare that the information supplied in my application and other forms, is complete and correct to the best of my knowledge. I will immediately inform the FSA of any changes that affect the answers I have given.

Signature:

Date: