



APPLICATIONS FOR MEMBERSHIP OF THE FOOD STANDARDS AGENCY REGISTER OF SPECIALISTS

INFORMATION PACK

**Completed applications must reach the FSA Chief
Scientific Adviser's Team by
Midnight on 11 March 2019¹**

¹ We expect to open the call up periodically to refresh and expand the register
February 2019

FSA REGISTER OF SPECIALISTS
Information Pack

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Register of Specialists

Applications open for experts wishing to join FSA's Register of Specialists, a list of pre-approved experts whom the FSA can call on to carry out ad hoc scientific and technical work on a contract basis.

Background to the FSA

The FSA

- is an independent Government department working across England, Wales and Northern Ireland to protect public health and consumers' wider interests in food
- is responsible for protecting food safety (and nutrition in Northern Ireland)
- makes sure that food is safe and what it says it is and
- bases its work on the best available scientific evidence.

The Register of Specialists

The FSA is seeking to appoint new members to its Register of Specialists (RoS). The Register is a list of pre-approved experts from whom the FSA can commission short pieces of ad hoc work under contract to provide scientific and technical services. We want to expand the Register to bring in additional experts and to cover new areas of expertise and types of work.

The types of expertise we wish to cover are listed in Annex A.

Why new members are needed

The new areas we wish to cover include:

- Provision of evidence, analysis or expert advice to inform our work and that of our Scientific Advisory Committees² (SACs) on risk assessment and other scientific issues relevant to food and feed safety and regulated food and feed products and processes
- Provision of evidence, analysis and advice including technical issues, knowledge of food industry or farming practice, trade, and other issues relevant to food and feed risk management

We continue to need a strong body of experts to provide peer review and appraisal of research questions, proposals, and outputs, other forms of expert advice and other short pieces of research and analysis, across our remit and across the natural analytical and social sciences.

Your work will contribute directly to ensuring the safety of food, benefitting UK consumers and the effective, evidence-based regulation of food.

² See Annex D for background information on the range of SACs and Joint Expert Groups

If you have already recently applied for the FSA recruitment exercise for members of SACs you do not need to apply again for the RoS as your application will be considered automatically for the RoS.

Types of work needed

Work could include roles with input in a number of forms:

- Submission of written evidence, analysis or advice
- Presentation of evidence, analysis or advice to FSA staff, or a SAC or Joint Expert Group as an invited presenter
- Participation in specific pieces of SAC work as an invited expert

The tasks that you might be asked to take on could be to provide evidence, analysis or advice across the FSA's remit and across the natural, analytical and social sciences that relate to these applications of your expertise:

- Risk assessment and technical advice for risk assessment for food and animal feed and regulated food and feed products and processes
- Technical advice such as on efficacy or case of need³ in relation to specific products
- Other technical advice on regulated food products
- Provide ad hoc scientific, technical evidence and analysis, also one-off short-term pieces of research, evidence gathering, synthesis, review and advice
- Help the FSA to frame research questions
- Peer review research question design
- Appraise project proposals
- Evaluate final reports

The application process

You can download an application form from the [recruitment page](#).

If you are interested in supporting the FSA, please complete the application form and return it with your CV and if you wish, your list of publications and Monitoring Questionnaire, to FSARoS@food.gov.uk. You can also use this mailbox for any queries that you have on the application process.

Closing date: midnight on 11 March 2019

The criteria for selection are provided later in this document. Details of how to apply are given on page eight.

³ For example, use of additives is only justified when there is a technological need

There will generally not be interviews for selection to join the Register. We will inform you of the outcome of your application by email.

What happens if you are selected to join the RoS

If you are invited to join the Register we will ask you to complete a Declaration of Interest form (see Annex F), which we will review (and if necessary discuss with you) to identify relevant interests and any associated conflicts.

If you are selected to join the Register, your details including a summary of your expertise, its application and the forms of input in which you have expressed an interest will be added to the Register. We will keep and use your application form with supporting statement and your Declaration of Interest form to help decide whether to contact you about specific pieces of work. Please see details on data protection and our Privacy Notice at Annex G.

Once you are added to the Register, we will consider you for work which matches your expertise and areas of interest. Inclusion on the Register does not guarantee that you will be called upon to undertake work for the FSA.

What happens if you are invited to take on a specific piece of work

We will contact you to discuss any work which we think may be of interest and suited to your skills and expertise, to discuss what is required and assess any potential conflicts of interest.

If you are interested in taking on specific work we will ask you to review your Declaration of Interest form to identify any new or additional interests that are relevant in the context of the specific task under consideration (see Annex F), which we will look at again (and if necessary discuss with you) to identify relevant interests and any associated conflicts with the proposed work (and your recorded declaration will be updated accordingly). The FSA will publish each year online an updated annual report on the declarations of interest of members of the Register of Specialists who have carried out work for the FSA in that year.

If there is no conflict and if the work is of interest to you, we will discuss and agree the amount of time needed and the fee for the work, for which the default rate will be in the region of £400 per whole day, subject to negotiation.

We will ask you to supply some additional background information that will allow us to set up contracting for a specific piece of work:

- the FSA will need to know your employment status for tax for this type of work under HMRC's IR35 rules. For example, if you want FSA to pay you via an invoice from your employer, you should indicate that to us. FSA will need to

comply with employment practice and so will need to review the status of relationship with the FSA at point of contract

- A copy of your current passport for an identity and eligibility to work check (we will keep this on file so you will not have to resubmit for subsequent pieces of work unless it expires or details change)

Should you wish to undertake the work offered, the FSA will then send out an agreement letter to cover the nature of the work, expected timescales, along with the agreed pricing schedule and administration instructions, including the HMRC Employment Status Assessment outcome (see Annex E).

Criteria for selection for members of the Register of Specialists

Applicants must provide evidence showing how they meet the **selection criteria below** with reference to the areas of expertise and the roles they have ticked in their application form:

Essential criteria

1. A high level of relevant experience and expertise in the areas you have identified, evidenced by qualifications to postgraduate degree level or equivalent experience; a strong record of achievement at a national or international level, a good publication record and/or strong networks in the field
2. Experience/strength in applying your expertise in the specific food areas and roles that you have indicated an interest in your application
3. Ability to work effectively in English in the areas and roles you have identified

Additional essential criterion only for those with an interest in the role of an expert invited to contribute to the work of a SAC:

4. For some roles and pieces of work where members of the Register of Specialists (RoS) are working with a SAC or a Joint Expert Group as an invited expert (beyond the provision of reports or other evidence or advice) they will need to have experience of working in multidisciplinary groups to provide evidence-based assessments or advice. If you wish to do this type of work please provide evidence of these skills

Declaration and management of interests

In-line with FSA policy and established good practice for accessing external expertise, members of the Register of Specialists are required to declare any personal or non-personal interests before joining the Register and again before taking on a specific piece of work. Types of interest are described in the guidance at Annex B.

Declared interests of those members who take on work are published in the 'Register of Specialists Register of Interests'. Interests which represent a real or potential conflict in respect of general or specific aspects of the work undertaken will be managed in accordance with the FSA's policy and guidance on interests (see guidance in Annex B).

Further details of the application process

Appointment is by open competition. The application form **must** be completed in full. Applicants are expected to evidence each of the selection criteria. You are asked to attach a CV, and please cross-reference the relevant section of your CV in your supporting statements 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 relevant publications is helpful, and again please cross-reference these in your supporting statements.

The application form, CV, declaration of interests and optional list of publications constitute the application. The selection panel will use only the information supplied by the candidate in their application.

How to Apply

Each applicant must enclose:

- Completed Application Form in Microsoft Word format
- CV

Each applicant may enclose:

- List of Publications (last 10 years) (optional)
- Completed Monitoring Questionnaire (optional)

Selection

The selection panel will consist of at least two assessors and will be drawn from the following:

- A Senior FSA science lead
- Scientific experts from the FSA (including staff from Science Advisory Committee secretariats where panels are selecting for tasks to inform the work of a SAC)

There will be scrutiny of the process by an external assessor and confirmation of selection by scrutiny by the Head of the Science, Research and Evidence Directorate.

Payment and expenses

These positions are paid at an agreed day rate (£400 per whole day, subject to negotiation) and reasonable travel and other expenses, see guidance at Annex C.

Other information

Current members of FSA or other Scientific Advisory Committees are welcome to apply to be included on the Register. SAC Members who are also on the Register of Specialists will not be asked to undertake work through the Register which would inform the work of a Committee of which they are a member. This will avoid the situation in which an expert assesses, as a SAC member, work they have carried out as a contractor through the RoS.

We welcome applicants from outside the UK, provided they can fulfil the requirements of the tasks in question, including attend meetings where relevant. Reasonable travel and accommodation expenses can be claimed, in accordance with the terms set out in the Guidance on Pay and Expenses at Annex C.

Timetable

Closing date: Midnight 11 March 2019

Shortlisting: March 2019

Confirmation of new additions to the Register: April 2019

Induction: April 2019

Applications should be sent by email to:

Email: FSARoS@food.gov.uk

Please note that all applicants are responsible for the safe and timely arrival of their forms. Applicants are required to complete all the relevant forms before their applications will be considered.

For enquiries on the application process or about the types of work please contact:

Email: FSARoS@food.gov.uk

Equal Opportunities

We welcome applications from suitably qualified people from all sections of the community, regardless of race, age, disability, gender, marital status, religion, sexual orientation, transgender and working patterns. We are particularly anxious to address under-representation of women, people from ethnic minorities and people with disabilities. Decisions on selection for the Register are based on merit and the principles of independent assessment, openness and transparency of process.

The completion of the Monitoring Questionnaire is encouraged but is optional. Please note the information will be used for statistical purposes only and it will be presented in the form of totals from which individuals cannot be separately identified.

The purpose is 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 in your supporting statement (extra word count will be given) if you would like us to provide any particular assistance, if appointed, to your performance in post.

How we will handle your application

Each application will be acknowledged by e-mail. Your application will be assessed against the selection criteria laid out in the application form. All of your information will be processed in line with the FSA Data Protection Policy and the Data Protection Legislation.

Each candidate will be considered very carefully and the reasons for decisions noted. Feedback will be provided on request. Records are kept in line with the FSA Data Protection Policy.

The Decision

Once all applications have been assessed, the panel will make recommendations for appointments for those judged to demonstrate the closest match with the published criteria. The Head of the Science, Evidence and Research Directorate will consider the panel recommendations and make the final decision on the selection. We will let you know **by e-mail**, followed up by a letter on whether or not you have been selected. Candidates are requested to accept their appointment in writing.

Complaints

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, explaining what we have done and why.

If you are still dissatisfied and would like to take your complaint further, you should contact FSA Complaints

FSA Complaints Co-ordinator, Food Standards Agency,
FOI, Complaints and Transparency Team,
Clive House, Floor 7
70 Petty France, London
SW1H 9EX
Email: Openness.Team@food.gov.uk

[Details of the FSA's complaints procedure are available on our website.](#)

ANNEX A – Areas of Expertise

General areas of expertise	Specific areas of expertise
Governance and coordination	Science governance, assurance
Analytics	Research coordination and oversight
Analytics	Sampling, data quality
	Statistics
	Operational research (modelling)
	Risk modelling
	Economics
Data, Information and Digital sciences	Social Science (see detailed list in table below)
Data, Information and Digital sciences	Data science
	Information Science
	Technology supporting automated systems, such as Internet of Things, AI, machine learning, network sciences, intelligent systems
Information, Knowledge and Review	Systematic Review
	Literature Review or Rapid Evidence Assessment
Policy evaluation and review	Evidence synthesis and integration of different perspectives e.g. from analysis in different disciplines
Policy evaluation and review	Process Evaluation, Empirical Impact Evaluation, Economic Evaluation, Theory Based Evaluation, Meta evaluation and Meta analysis, Simulation Modelling, Action research and case studies
Audit	Audit of food safety and systems management
Risk assessment	Risk assessment
	Exposure Assessment
	Risk assessment methodology
Medical sciences	Human health assessment
	Epidemiology
	Traditional medicines (including Chinese and Ayurvedic)
	Botanicals more generally and how they interact with the body
	Xenobiotic metabolism
	Pathology
Medical sciences	Medicine

	Paediatrics
	Diet and Health, Human nutrition
Food Allergy and Intolerance	Paediatrics
	Adults
	Research
	Analytical testing in foods
	Allergenicity assessments
	Clinical trials
	Oral immunotherapy
	Psychology
	Social Science
Toxicology	General toxicology expertise or specific knowledge in either genetic, metabolism, mechanistic, reproductive, or human toxicology
	Reproductive toxicology
	Specialist modelling techniques
	Clinical pharmacology
	Mechanistic toxicology
	Metabolism and kinetics
Xenobiotic metabolism	
Additives in food	Food additives
Contaminants	Such as inorganic contaminants (e.g. heavy metals/lead), agricultural contaminants (e.g. mycotoxins / plant toxins), organic (e.g. dioxins) and process contaminants (e.g. acrylamide)
	Shellfish Toxins
Food contact materials	Knowledge of resins, coatings and varnish
	Migration and other Food Contact Materials specific chemistry
	Plastics manufacture
	Polymer chemistry
Enzymes	Enzyme specialist
Flavourings	Flavourings and smoke flavourings
Pesticides	Products and residues
Veterinary medicines	Products and residues
Biocides	Biocides
Chemical	Chemistry, specifically in either methods of analysis, specifications, residuals or manufacturing
Novel foods	Novel foods
	Insect microbiome and defence responses, Insect biology and physiology
	Plant biology, botanicals

Nanotechnology and nano-sciences	Nanotechnology and nanomaterials technical expertise
Radiological	Radiological Safety and risk assessment
Microbiological	Microbiological safety of food (general, salmonella, VT), Food, veterinary, or public health microbiology,
	Food/Meat Hygiene
	TSEs including BSE
	Food Virology (general, including Norovirus)
	Foodborne pathogens and disease (bacteria, viruses, parasites)
	Microbiological methods
	Predictive microbiology
	Antimicrobial resistance
Environmental health	Environmental health
'Omics	'Omics, genomics including whole gene sequencing, metabolomics, proteomics, bioinformatics
Genetic Modification	GM molecular biology techniques including recombinant DNA technology and plant breeding
Molecular biology	Molecular biology, in either micro-organisms, fermentation, analysis of genome sequences to assess risk or use in animals
Fermentation/ Cell culture	Fermentation specialist / Cell culture
Animal health	Animal Health
	Veterinary science
Animal feed	Animal Feed
	Trials of unauthorised feed additives and materials
Methods	Analytical chemistry, methods of analysis
	Scientific methods
	Laboratory policy
Food Science and Technology	Food Science/ Chemistry
	Food Technology technical expertise
	Food science (organoleptic properties)
	Labelling
	Food Law enforcement, Effectiveness of interventions/New approaches
Food and farming recycling	Recycling processes
Food industry practice	Knowledge of practices and food industry behaviour
Trade	Trade issues
Farming	Farming industry knowledge
Food crime	Food fraud/crime
Authenticity	Authenticity of food
Surveillance	Surveillance
Horizon Scanning	Horizon scanning and futures
Food Systems	Food Systems

Sustainability of food systems	Sustainability
Other (please specify)	
Social Science Disciplines	
Anthropology	
Linguistics	
Behavioural science	
Communication studies	
Criminology	
Cultural studies	
Demography and social statistics, methods and computing	
Development studies	
Economics	
Education	
Human geography	
History	
Information science	
Law	
Linguistics	
Management and Business studies	
Media studies	
Political science	
Psychology	
Social policy	
Sociology	
Methods/ skills	<ul style="list-style-type: none"> • Qualitative <ul style="list-style-type: none"> ○ Interviews ○ Focus groups ○ Observation ○ Online interviews and focus groups ○ Diaries and blogs ○ Participatory Action Research (PAR) ○ Qualitative text analysis • Quantitative <ul style="list-style-type: none"> ○ Cross sectional surveys ○ Longitudinal surveys ○ Tracking surveys ○ Online panels ○ Secondary analysis ○ Quantitative text analysis • Mixed method studies • Consumer insight • Social media listening • Research ethics • Other
Other (please specify)	

ANNEX B – 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 their FSA contact or contact Jane Ince (Jane.Ince@food.gov.uk). **If members have interests not specified in these notes, but which they believe could be regarded as influencing their advice or other work for FSA, they should declare them. Failure to declare interests could lead to removal from the Register of Specialists.** However, members are not under any obligation to search out interests 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 and confirmed at least annually on the declaration of interests form to the Chief Scientific Adviser's Team (CSAT).

The person in the FSA who contacts the RoS member for a specific piece of work (FSA contact) will be responsible for exploring interests relevant to specific pieces of work as part of the discussion on commissioning the work. This will consider the relevance of any interests already declared, and any other interests for which the relevance only comes to light in the context of the specific task under discussion. All declared interests will be added to the list.

Declaration of interests and participation at meetings

Where RoS members carry out work which required them to contribute to meetings with the FSA, other experts and/or the SACs, they will need to declare any direct interests, or those of close family members, in matters under discussion at each meeting. Having fully explained the nature of their interests, the FSA contact may, having consulted with others in FSA, decide whether, and to what extent, the member should participate in the work or discussion and determination of the issue. If it is decided that the member should not take part in the work or leave the meeting, the FSA contact 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 Head of the CSAT.

It should be noted that if a member of the RoS is presenting at and/or participating in SAC meetings as an invited expert their interests will be treated in the same way as a SAC member and the SAC Chair and members will be consulted on the management of any conflicts.

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)
 - (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 CSAT 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 CSAT 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 FSA'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.

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

ANNEX C – Guidance on Pay and Expenses

1. The following guidance sets out arrangements for payment for work undertaken as a member of the Register, and the expenses that RoS members may claim in respect of their work and how claims should be submitted
2. If Members have any queries relating to payment and expenses, these should be addressed to CSAT. Members should contact the CSAT before incurring any expense that they believe should be reimbursed but which is not covered below

Day rates

3. Day rates for payment for work will be agreed on appointment for a specific piece of work and the number of days to be worked will also be agreed
4. Payment for work will be made after invoice and with the setting up of a Purchase Order – see the Letter of Engagement at Annex E

Travel and other expenses

5. RoS members are entitled to reimbursement of reasonable travel and subsistence expenses necessarily incurred on official council business, via a claim form. 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
6. 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
7. Tax liabilities arise on elements of these payments, which have been regarded as part of a RoS member's income and are therefore taxable. Arrangements have been made whereby the FSA meets the cost of this tax (see below)

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

8. 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
9. 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
10. Where London Underground has been included in the rail ticket, further expenditure on London Underground travel is not claimable

Rail

11. 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

12. 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.
13. Members wishing to claim mileage will need to register details of their car with the FSA's Finance Section. The CSAT will supply the necessary forms which must be completed and returned
14. Permission for car journeys exceeding 130 miles in any one day should be sought from the CSAT. Members will normally be expected to travel by public transport if that is cheaper
15. 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

16. 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 a 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

17. 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

Reasonable adjustments for members with disabilities

18. 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

Accommodation

19. The maximum allowance for various locations is as follows:
20. Central London: £130 per night including breakfast ex VAT
21. Other UK and Republic of Ireland locations: £85 per night including breakfast ex VAT
22. If the CSAT usually books accommodation for you this will be done through the Agency's agents Redfern Travel

Other expenses

23. Other, reasonable incidental expenses necessarily incurred on RoS 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 CSAT
24. All items of 'other expenses' should be detailed separately in claims and supported by receipts wherever possible

Submitting claims

25. Members must complete the agency's non staff Claim Form for expenses, which is provided by the CSAT. 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.

26. 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 CSAT. **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 Head of CSAT

Payment of claims

27. 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

Tax on pay and expenses

28. Payment 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 FSA to pay any tax on expenses on their behalf, providing they do not reclaim it from HM Revenue and Customs at a later date
29. 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

ANNEX D - Further information on Scientific Advisory Committees

The Scientific Advisory Committees provide independent expert advice to inform FSA's work on risk assessment, FSA's use of science and other scientific issues.

The FSA is seeking to expand its access to external expert advice to inform and support the work of the SACs, as well as to inform its other scientific work. The SACs are as follows:

- [The Committee on Toxicity \(COT\)](#)
- [The Advisory Committee on Microbiological Safety of Food \(ACMSF\)](#)
- [The Advisory Committee on Novel Foods and Processes \(ACNFP\)](#)
- [FSA Science Council](#)
- [Advisory Committee for Social Science \(ACSS\)](#)
- [Advisory Committee on Animal Feedingstuffs \(ACAF\)](#)

There will be three new joint expert-groups, which will directly support the existing committees:

- **Food contact materials** - sub-group of COT and ACMSF
- **Additives, enzymes and other regulated products** - sub-group of COT and ACMSF
- **Animal feed and feed additives** - sub-group of COT, ACMSF and ACAF

The role of the joint expert groups is to support SACs delivery through undertaking risk-assessments, while keeping the main committees informed and raising relevant areas to the SACs where appropriate.

The main committees and joint expert groups will both meet approximately six times a year separately, normally in London.

ANNEX E – Sample letter of engagement for providing professional scientific services, as an individual or personal service company

Name
Address

Date

By email: (enter supplier email address)

Dear Name

Thank you for agreeing to provide services to the Food Standards Agency (FSA).

This letter is to set out the agreement between **the FSA (the client) and enter in supplier name (the Supplier)**, which comprises of this letter of Agreement which provides a general outline of services, including agreed pricing schedule and administration instructions.

Name:				
Description of Role:	(e.g. Appraiser/Peer Reviewer/Programme Advisor)			
Rate:	Gross Day Rate		Gross Half Day Rate	
	£		£	
Duration: (specify the number of days and the timescale for it to be carried out)	No of Days/Weeks/ Months	Timescale for Completion	From	To
Scope of Work: (Provide exact details of requirement)				

Employment Status Assessment

The FSA is required to carry out the HMRC Employment Status Assessment for any work that is carried out for the FSA by individuals who engage their services as a personal service contract/limited company basis. This will inform the FSA if deductions of Tax and National Insurance are required to be taken off from the gross daily/hourly rate and the method of payment. The Hiring Manager in the FSA is responsible for carrying out the assessment and conveying the decision to the individual or their intermediary.

The following summarises the assessment based on the work you will be undertaking:

Name of Client Representative (include contact details)	Date Assessment carried out	Assessment outcome
		<p>You are deemed to be <i>out of scope</i> therefore will receive gross payment.</p> <p>Or</p> <p>You are deemed to be <i>in scope</i>, therefore tax and national insurance will be deducted from your gross payment.</p>

Identity and Security Check

As part of this offer, we may be required to carry out an identity and right to work check. If you have already obtained Baseline Personnel Security Standard (BPSS) level clearance then please can you send confirmation of this, otherwise the checks can be completed on production of valid identification documents, as outlined in Annex 1. Should you be required to access our electronic systems and work from within our offices, then the full BPSS check will need to be considered. The Client Representative will inform you if these checks are required. You are hereby requested to indicate your acceptance of this Agreement by signing a copy of this letter of agreement and returning it by email to the **Client’s Representative email address**. A signed copy will then be returned to you.

This letter of Agreement must be signed unaltered in any way; any amendment to the letter of agreement without prior written approval of the FSA will render the document void.

By agreeing to provide the services requested, you must make yourself available to attend all meetings, whether by teleconference or in person when requested by the FSA.

If you need to discuss this agreement, please contact the Client’s Representative.

Yours sincerely

Name of FSA Project officer

Job Title

Add in email address @food.gov.uk

Signed: _____ Signed: _____
(for and on behalf of the FSA) (Supplier)

Name: _____ Name: _____

Position: _____ Position: _____

Date: _____ Date: _____

GENERAL OUTLINE OF SERVICES

STATUS OF THE SUPPLIER

During the Term the Supplier shall be an independent contractor and not the servant of the FSA.

For an Employment Status Assessment that is out of scope, the Supplier shall bear exclusive responsibility for the payment of his or her national insurance contributions as a self-employed person and for discharge of any income tax and VAT liability arising out of remuneration for his or her work performed by him or her under this Agreement.

If the Employment Status Assessment is deemed in scope, the FSA will make the appropriate deduction of tax and national insurance from the gross pay of Suppliers who are directly engaged. For Suppliers engaged via an intermediary, the FSA shall make the Gross payment to the intermediary and notify the intermediary of the assessment outcome and seek assurance that the appropriate deduction is being made.

TERM AND TERMINATION

This Agreement shall take effect from the agreed start date and shall, subject to the provisions which follow, terminate when all requirements are satisfied.

The Agreement shall be subject to termination for convenience by either party subject to one month’s prior notice in writing, unless the individual is no longer available it will terminate with immediate effect.

CONSEQUENCES OF TERMINATION AND EXPIRY

In the event of termination for convenience by the FSA, the FSA shall reimburse the Supplier for any costs incurred prior to termination, provided that, in the reasonable

opinion of the FSA, these costs were wholly, reasonably and properly incurred by the Supplier in connection with the Agreement. The FSA shall not be liable to reimburse the Supplier for any loss of profit suffered as a result of the termination.

Termination or expiry of this Agreement shall not prejudice or affect any right of action or remedy that shall have accrued or shall thereafter accrue to either party.

In the event of termination of the Agreement, and upon its expiry:

- a) the Supplier shall return to the FSA all the FSAs property (including the FSAs data) and other items belonging to the FSA in the Supplier's possession or under the Supplier's control
- b) subject to the payment by the FSA of the agreed rates for each day or half day of work completed by the Supplier to the reasonable satisfaction of the FSA, the Supplier shall provide the FSA with all work undertaken to date in its original form and whether completed or not
- c) the Supplier shall render reasonable assistance to the FSA (and any third parties appointed by the FSA) if requested, to the extent necessary to affect an orderly cessation of the Services

CONFIDENTIALITY

The information provided to the Supplier by the FSA under or in connection with this Agreement is provided in strict confidence and must not be disclosed to others. The Supplier undertakes to treat any such information as confidential and to take all reasonable steps to avoid or prevent its disclosure to others. The FSA will keep your identify as the reviewer confidential.

DATA PROTECTION

Both parties are required to comply with their respective obligations under the Data Protection Legislation, (comprising the General Data Protection Regulation 2018, the Data Protection Act (DPA) 2018 and the Law Enforcement Directive. Act 1998), as they apply in performance of our Agreement, while accepting either's over-riding legal or statutory obligations to disclose information to a third party.

OFFICIAL SECRETS ACTS

As a government contractor, I will be bound by the provisions of the Official Secrets Acts 1911 to 1989. I am aware that under those provisions it is a criminal offence to disclose certain documents, information or articles that are or have been in my possession by virtue of my position as a government contractor. I am aware that serious consequences may follow from any breach of those provisions.

I also acknowledge that the provisions of the Official Secrets Acts continue to apply at all times in the future, even when the services to be performed under or in connection with this Agreement are completed or come to an end and I am no longer engaged as a government contractor.

PUBLICITY

The Supplier shall not make any public statement relating to the existence or performance of the Agreement without the prior written approval of the FSA, which shall not be unreasonably withheld.

CONFLICTS OF INTEREST

In signing this agreement, the Supplier confirms that is no Conflict of Interest in completing this work. Any potential conflicts of interest must be notified by the Supplier to the Client's Representative as soon as possible.

LAW AND JURISDICTION

This Agreement shall be governed by and interpreted in accordance with English Law and shall be subject to the exclusive jurisdiction of the Courts of England and Wales.

OUTLINE PRICING SCHEDULE

The rate of payment has been documented on page one of the Agreement. The number of days work will be agreed and notified to you in writing in advance of the work commencing. Reasonable receipted costs incurred to attend meetings must be agreed in advance with the Hiring Manager. Only standard class travel will be reimbursed, and only on production of a valid ticket. VAT is not payable on travel costs.

Travel and Subsistence Expenses:

Expenses	Reimbursement
Rail travel	Standard class
Mileage	£0.45 per mile for the first 10,000 miles in a financial year £0.25 per mile for any mileage in excess of 10,000 miles in a financial year
Overnight hotel accommodation	Up to £85 per night outside London Up to £130 per night in London
Subsistence	Up to a maximum of £21 for a 24-hour period

These sums may be claimed by submission of an invoice.

Administration Instructions

On receipt of the signed contract, the Client's Representative will provide you with a purchase order number if applicable, which should be used in all correspondence and is necessary to obtain payment which will be on receipt of an invoice.

All invoices must be sent electronically to the FSA addressed to Accounts-Payable.fsa@sscl.gse.gov.uk

Annex 1 (part of Annex E)

The FSA may require you to provide confirmation of your right to work in the UK and confirmation of your security clearance. In the event that this information is required then the Client Representative will inform you, and you should provide the following:

The FSA will require a current signed full passport, National ID Card and/or other documentation relating to immigration status and permission to work **and one of the following**:

- Recent original utility bill or certificate from a utility company confirming the arrangement to pay for the services at a fixed address on prepayment terms *.
- Bank, building society or credit union statement or passbook containing current address
- Current firearms certificate
- Birth certificate
- Adoption certificate
- Marriage certificate
- Divorce or annulment papers
- Gender recognition certificate
- Police registration document
- Armed Forces identity card
- Proof of residence from a financial institution
- Current full driving licence
- Court order *

Documents which may be used to verify Nationality and Immigration Status

We would prefer originals of any of the following items:

- Current signed full passport
- National ID Card that shows you are a citizen of this country
- A work permit or other approval or other travel document, endorsed to show that you have current leave to enter, or remain in this country; and are permitted to take the employment in question

ANNEX F - Declaration of Interests Form

Under the guidance on Declaration of Interests, I wish to declare to the Food Standards Agency, that my only relevant 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	

Signed:

Date:

ANNEX G – Data Protection

If you are selected to join the Register your details will be added to the FSA's internal project management databases. We will periodically review and update the Register and, to comply with the Data Protection legislation, we will write to you once a year to check that your information is up to date.

Both parties are required to comply with their respective obligations under the Data Protection Legislation, (comprising the General Data Protection Regulation 2018, the Data Protection Act (DPA) 2018 and the Law Enforcement Directive. Act 1998), as they apply in performance of our Agreement, while accepting either's over-riding legal or statutory obligations to disclose information to a third party.

We may in certain cases undertake to publish advice and comment provided by those on the Register. This will be made clear to you when you are approached on each specific piece of work. Please see the attached Privacy Notice for the Register below.

Privacy Notice for FSA Register of Specialists

Our privacy policy for Register of Specialists, why we require data, what we do with the data and your rights.

Draft Last updated February 2019

The Food Standards Agency will be what is known as the 'Controller' of the personal data provided to us.

Why we need it

We need to collect this information for the purpose of compiling a database of experts for the FSA Register of Specialists. As an expert in your field, we can commission from you short pieces of ad hoc work under contract to provide scientific and technical services. This is a database held internally from which experts can be picked by Agency staff for specific pieces of work and your details will be added to the Agency's internal project management databases.

We do this in line with the performance of our statutory duties and the exercise of the official authorities vested in the FSA and the performance of tasks carried out in the public interest. We will not collect any personal data from you which we do not need.

If you wish to be on the Register, failure to provide the information requested could result in either a delay or us being unable to process your information.

What we do with it

We retain personal information only for as long as necessary to carry out these functions, and in line with our retention policy. This means that this information will in the case of unsuccessful applicants be retained for 18 months from receipt. In the case of successful applicants we will hold the information until 12 months after your membership of the Register of Specialists ends.

All the personal data we process is located on servers within the European Union. Our cloud based services have been procured through the government framework agreements and these services have been assessed against the national cyber security centre cloud security principles.

No third parties have access to your personal data unless the law allows them to do so. In line with this commitment your information may be passed to expert individuals who may not be FSA employees for the purposes of carrying out the sifting and selection of applicants to go on the Register.

In addition, your information may be passed to Government departments and to FSA Scientific Advisory Committees in order to identify gaps in the areas of expertise. The FSA Scientific Advisory Committees are:

- [Advisory Committee on the Microbiological Safety of Food \(ACMSF\)](#)
- [Advisory Committee on Animal Feedingstuffs \(ACAF\)](#)
- [Advisory Committee for Social Science \(ACSS\)](#)

- [Advisory Committee on Novel Foods and Processes \(ACNFP\)](#)
- [Committee on Toxicity \(COT\)](#)
- [Committee on Carcinogenicity \(COC\)](#)
- [Committee on Mutagenicity \(COM\)](#)
- [FSA Science Council](#)

The Food Standards Agency will sometimes share data with other government departments, public bodies, and organisations which perform public functions to assist them in the performance of their statutory duties or when it is in the public interest.

We use or work with contractors and other third-party service providers, such as IT service providers, who will process your personal data on our behalf. These third parties are our data processors and can only process your personal data on our instruction or with our agreement for a specified purpose to enable us to maintain, improve and provide our services in order to fulfil our public task.

Your rights

You have a right to see the information we hold on you by making a request in writing to the email address below. If at any point you believe the information we process on you is incorrect you can request to have it corrected. If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer who will investigate the matter.

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office (ICO).

Our Data Protection Officer in the FSA is the Information Management and Security Team Leader who can be contacted at the email address below.

Team contacts

Information Knowledge Management

informationmanagement@food.gov.uk