

Applications for Membership of FSA Scientific Advisory Committees

Candidate Information pack

Completed applications must reach the FSA SAC Recruitment team by
23:59pm on Friday 4 January 2019

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Introduction

Heather Hancock, Chairman of the FSA and Professor Guy Poppy, the Chief Scientific Adviser, are inviting applications from science experts to join our Scientific Advisory Committees.

We are looking for committed, highly capable, and motivated individuals to join three of our existing Scientific Advisory Committees and three new Joint Expert Groups. You will provide independent expert assessment of risks arising in food and from new food and feed products, additives, processes and packaging, working with us to help ensure food produced or sold in the UK is safe.

We are looking to fill around 40 new positions to further strengthen the expertise in our Committees, ensuring that the UK's regulation for food safety continues to be informed by the best independent scientific advice.

The closing date for receipt of completed applications is Friday 4 January 2019 and this pack outlines the application process.

Scientific Advisory Committees Advertisement

Applications open for FSA Scientific Advisory Committees and new joint Expert Groups

We are looking for experts to fill around 40 expert roles, across three committees:

- [The Committee on Toxicity](#) (COT)
- [The Advisory Committee on the Microbiological Safety of Food](#) (ACMSF)
- [The Advisory Committee on Novel Foods and Processes](#) (ACNFP)

These roles will boost the capability of these committees, with a significant number of the roles focusing on work in three new Joint Expert Groups that will lead on assessment of applications for authorisation of regulated products:

- **Food Contact Materials** – a joint group of COT and ACMSF.
- **Additives, Enzymes and Other Regulated Products** – a joint group of COT and ACMSF.
- **Animal Feed and Feed Additives** – a joint group of COT, ACMSF and ACAF (the Advisory Committee on Animal Feedingstuffs).

The committees and expert groups will both meet approximately 6 times a year, normally in London, with occasional travel outside London, and additional input between meetings may be required from members. Exact attendance will vary depending on the committee and role. Successful candidates may be offered roles either focused on a main committee, with some attendance at expert groups, or focused in a expert group, with some attendance at the main committees.

The Scientific Advisory Committee (SAC) and Joint Expert Group members are not employed by the FSA and appointments are not salaried, but members will receive fees for attendance and other work for the committee, and reasonable expenses.

Candidates will be required to declare any interests that may be relevant to the posts and interests of appointed members will be published.

We welcome applicants from people based in or outside the UK, provided they can attend meetings as needed. Reasonable travel and accommodation expenses can be claimed, in accordance with the terms set out in the committee's Code of Practice, which can be found at the relevant committee [website](#).

Appointments will be an initial term of three years, with the possibility of reappointment. The operation of the committees and Joint Expert Groups will be reviewed over 2019/20 to inform us on how these new structures are operating.

We hope to make appointments in early 2019 and also to identify reserve candidates who might be offered posts later in 2019, if needed.

Applicants, whether selected or not, may separately be invited to join the FSA's Register of Specialists, through which they may be invited to provide advice or research on a one-off contractual basis.

The Food Standards Agency is committed to the principles of public appointments based on merit and equal opportunities, with independent assessment, openness and transparency of process. We welcome applications from suitably qualified people, regardless of their protected characteristics and working patterns.

For further information and an application pack please email David Franklin at SACrecruitment@food.gov.uk or call 0207 2768912, or you can download an application pack [here](#).

Application Closing date: Friday 4 January 2019

Interviews will be held throughout February 2019

Summary of Recruitment Process

Closing date:	23:59pm, Friday 4 January 2019
Interviews:	February 2019
Appointments confirmed:	March 2019
Induction:	March/April 2019
Remuneration:	£300 member/£400 chairs per a day's work on committee or expert group business, plus reasonable travel expenses.
Term:	3 years - terms may be extended for longer in individual circumstances.
Time commitment:	Attendance of around 6 meetings a year, alongside work between meetings. Total time commitment is expected to be around 10 days a year.
Eligibility:	Members cannot 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.
Location:	London (with potentially occasional travel outside London).
Application process:	Please complete and return an application form to SACrecruitment@food.gov.uk . Detailed information on application process can be found on page 12.
Key contact:	David Franklin at SACrecruitment@food.gov.uk or call 0207 276 8912.

Appointments Process to FSA's Scientific Advisory Committees

The process for recruitment follows the spirit of the Code of Practice issued by the [Commissioner for Public Appointments](#). These appointments are not formally subject to all elements of this guidance, but we are following it as best practice.

Independent panel members from outside the FSA and the SACs will serve on the selection panels and scrutinise the entire process. Members are appointed by the Chair of the FSA.

Appointments are initially for a term of **three** years with a review point in 2019/2020, to check how the committees and the new Joint Expert Groups are working, and the potential to extend appointments depending on circumstances. Subject to the needs of the committees, members may be asked to serve further terms, but all appointments are subject to maximum of two subsequent terms and a 10-year maximum in any given role.

Appointments to the committees and expert groups are made in accordance with the principles set out in the Nolan Report on Standards in Public Life, also known as the 7 Principles of Public Life (see Annex 2, page 25).

The overriding principle is appointment on merit. Members are appointed for their individual qualifications and the expertise they can bring to the committees and their Joint Expert Groups and not to represent any particular sectoral interests.

The balance of the committees and Joint Expert Groups is to ensure that they have a wide range of expertise to draw on to enable them to advise the FSA Chief Scientific Adviser, Science Council and the FSA Board effectively.

Roles and Person Specifications for Posts

The FSA is seeking to appoint approximately 40 new members to its Scientific Advisory Committees (SACs) and to three new Joint Expert Groups.

All members of the committees and expert groups will bring a high level of relevant experience and expertise, reflecting the broad range of sciences and perspectives relevant to the FSA's work.

Applicants must provide examples and evidence that they meet the published **selection criteria** below.

Essential Experience, Knowledge and Skills Criteria for Members

All candidates must be able to demonstrate the following:

Required scientific skills

- 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.

Required general skills

- Experience and evidence of effective contribution to multi-disciplinary groups advising on complex scientific or technical questions.
- Strong analytical and judgement skills, with independent thinking and being open to challenge.
- Well-developed interpersonal and communication skills with a collaborative style and an ability to engage and communicate with non-expert audiences. Excellent command of written and spoken English.

Desirable criterion for those interested in chairing Joint Expert Groups on an as need basis

- Experience of effective chairing or leading a multi-disciplinary group of senior experts.

Joint expert groups will not have fixed chairs, instead these will be appointed on an as need and situational basis from members within the expert groups. We will not make formal Chair appointments as part of this recruitment, but we would like to identify among the new members those who would be suited to take up these roles as needed.

Expertise Areas

We are looking for expertise in a wide range of areas across the different committees and groups covered in this recruitment. These are:

- General toxicology expertise or specific knowledge in either genetic, metabolism, mechanistic, reproductive, or human toxicology
- Epidemiology
- Environmental health/port health
- Clinical pharmacology
- Xenobiotic metabolism
- Pathology
- Chemistry, specifically in either methods of analysis, specifications, residuals or manufacturing
- Food Contact Materials
- Exposure assessment or analysis
- Nanotechnology technical expertise
- Food technology, including technical expertise
- Veterinary science
- Animal health
- Enzyme specialist
- Human nutrition
- Risk modelling
- Genomics
- Virology
- Food, veterinary, or public health microbiology
- GM molecular biology or specifically in recombinant DNA and plant breeding
- Molecular biology, in either micro-organisms, fermentation, analysis of genome sequences to assess risk or use in animals.
- Insect biology and physiology.
- Plant biology, with an emphasis on botanicals.

The specific skills and expertise required in each of the different committees and Joint Expert Groups varies. The scientific expertise relevant to the individual committees and Joint Expert Groups is summarised below:

Committee on Toxicity (COT)

- General toxicology expertise or specific knowledge in either reproductive, genetic, or mechanistic toxicology.
- Epidemiology
- Environmental health
- Clinical pharmacology
- Xenobiotic metabolism
- Pathology

Advisory Committee on Microbiological Safety of Food (ACMSF)

- Epidemiology
- Risk modelling
- Genomics or bioinformatics
- Virology

- Food, veterinary or public health microbiology
- Environmental health/port health

Advisory Committee on Novel Foods and Processes (ACNFP)

- Molecular biology, especially in the manipulation of genomes and recombinant DNA technology, as well as plant genetics.
- Molecular biology and genetic manipulation / mutation, in either micro-organisms or animals. In particular, an understanding of fermentation of microorganisms and analysis of genome sequences to inform risk assessments.
- Insect biology and physiology
- Plant biology, especially in botanicals

Food Contact Materials Expert Group

- General toxicology expertise or specific knowledge in either metabolism or genetic toxicology.
- Chemistry, especially in either methods of analysis, specifications, residuals, or manufacturing.
- Food Contact Materials specialists
- Exposure assessment or analysis
- Nanotechnology technical expertise
- Food technology technical expertise
- Microbiology

Food Additives, Enzymes and Other Regulated Products Expert Group

- General toxicology expertise or specific knowledge in metabolism or genetic toxicology
- Pathology
- Chemistry, specifically in either methods of analysis, specifications, residuals, or manufacturing
- Exposure assessment or analysis
- Food technology
- Enzyme specialist
- Human nutrition
- Microbiology

Animal Feed and Feed Additives Expert Group

- Human/general toxicology
- Chemistry, especially in either methods of analysis, specifications, residuals, or manufacturing
- Exposure assessment/analysis

- Veterinary science
- Animal health
- Microbiology

Time Commitment

The committees and expert groups hold around 6, one-day, meetings a year, usually in London, with occasional travel outside London, and provide additional input between meetings. Individual members of the expert groups may need to attend committee meetings on occasion, and vice versa. The FSA may also request advice from committees and Joint Expert Groups on an ad hoc basis or in emergencies.

The overall time commitment will depend on the extent of members' participation in the groups' meetings and FSA's strategic needs, but a minimum commitment is expected to be around 10 days a year, including attendance at 6 meetings.

Declaration of interests

In line with the FSA policy and established good practice for SACs, applicants must declare as part of their application any relevant personal or non-personal interests. These will be considered as part of the selection process.

For successful candidates, relevant interests will be published on appointment in the **Committee Register of Interests** which will be regularly updated. Guidance on interests is given at Annex 3. Interests which represent a real or potential conflict in respect of general or specific aspects of the Committee's work will be managed in accordance with this guidance.

Public Service Values

Successful applicants will be expected to uphold public service values in fulfilling the role of independent adviser to the FSA. Candidates invited for interview will be asked about any issues in their personal or professional history that could draw into question their ability to fulfil this role, and it is important that candidates bring any such issues to the attention of the panel.

Fees and expenses

These positions are not salaried, but Committee Members may claim fees and reasonable travel and other expenses, for work on and for the Committees, in line with the Guidance on Committees Fees and Expenses provided in Annex 4.

The members fees have recently been reviewed and the new rates from January 2019 will be:

- Chairs: £400 per day's work on committee or expert group business
- Members: £300 per day's work on committee or expert group business

Members may make a cumulative claim for work between meetings if a significant amount of time is spent on a single piece of work or on a series of short pieces of work. The Chairs fee applies both to Chairs of the SACs who are appointed formally, and to members who chair expert or other working groups, who are appointed on an ad hoc basis.

Other information

We welcome applications from existing members of other FSA or other SACs; however, applicants must list relevant current appointments in the application, in order to identify any cross-membership and assess any potential conflicts of interest.¹

¹ Members of the FSA Science Council cannot at the same time be members of another of FSA's SACs, because this would conflict with the Council's role in providing challenge on the FSA's use of science, which includes the work of the FSA's other SACs.

Application Process

Appointment is via open competition applicable to all candidates whatever their source. The committee application form **must** be completed in full. Applicants are expected to evidence each of the selection criteria in their application form. If you attach a 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.

The application form and CV constitute the application. The selection panel will use only the information supplied by the candidate in their application. No anecdotal evidence will be used.

How to Apply

Each applicant must complete and provide:

- ✓ Application form, including a completed Political Activity Questionnaire and declaration of interest sections.
- ✓ CV and/or List of Publications (optional)
- ✓ Monitoring Questionnaire

Support for Interviews

If you have a disability defined by the [Equality Act](#), you are eligible to apply via the [Guaranteed Interview Scheme](#) for these appointments. If you wish to be considered for the scheme, please complete the enclosed Questionnaire on Assistance for Interview. Please also complete this form to inform us of any assistance you will need for the interview and for support in post.

If you need further assistance with your application, please contact us directly.

Appointment Panel

The sift and appointment panels will consist of at least **three** members and will be drawn from the following:

- A Senior FSA science lead.
- Chairs or current members of FSA’s Scientific Advisory Committees.
- A scientific expert from the Scientific Advisory Committee secretariats.
- An independent assessor (who will sit on all panels).

Timetable

- **Closing date:** 23:59pm, Friday 4 January 2019
- **Shortlisting:** January 2019
- **Interview dates:** February 2019
- **Appointments announced:** March 2019
- **Induction:** March/April 2019

Applications should be sent by email to: SACrecruitment@food.gov.uk

If you encounter significant difficulties or complications in emailing us at this address, please contact us directly and we will seek alternative arrangements.

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 roles please contact us on the email or address provided above.

Equal Opportunities

We welcome applications from all sections of the community and are particularly eager to address under-representation on advisory committees of women, people from ethnic minorities and people with disabilities. All appointments are based on merit and the principles of independent assessment, openness and transparency of process.

The completion of the monitoring questionnaire is encouraged. 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.

Political Activity Form

Whether you are politically active in any way will not be a factor in the consideration of your application. The completion of this form 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.

Declaration of Interests

Prior to interview applicants are required to declare any relevant personal or non-personal interests. This form must be completed before interview can proceed. Types of interest are described in the Guidance at Annex 3.

How we will handle your application

Each application will be acknowledged by e-mail. If you have not received an acknowledgement of your application by the closing date please contact the team. Your application will be assessed against the criteria laid out in the application form (see Role and Person Specifications including Selection Criteria above). All of your information will be processed in line with the FSA Data Protection Policy and the Data Protection Act 1998. We will let you know by e-mail, followed up by a letter on whether or not you have been short-listed for interview. Due to the volume we will be unable to provide individual feedback.

Beginning the Interview Process

An e-mail inviting you for interview will be sent out at least two weeks before interviews will be held. The interview will be your opportunity to elaborate the information provided in the application form. A range of questions will be asked to allow you to demonstrate to the selection panel that you have the qualities and experience required. Face-to-face interviews are desirable; however, where candidates are unable to attend these due to location or disability reasons, interviews will be arranged to be held by Skype.

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

In making appointments to the Scientific Advisory Committees and Joint Expert Groups, the Food Standards Agency is committed to equal opportunities for all those with the requisite skills and knowledge.

The Decision

Once all candidates have been assessed, the panel will make recommendations for appointments for those judged to demonstrate the closest match with the published criteria. The FSA will consider the panel recommendations and the FSA Chair will make the final decision on appointments.

Finally

When agreement is reached regarding the candidates recommended for appointment, letters are sent out inviting the candidates to become members of either the committees or expert groups. Candidates are requested to accept, in writing, their appointment to the groups.

Conditions of Service

Members of Scientific Advisory Committees including their Joint Expert Groups must comply with the relevant Code of Practice, a summary of these Code of Practices is provided in Annex 1: Guidance on Ways of Working for Committees.

Raising Concerns about the Recruitment Process

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 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@foodstandards.gsi.gov.uk

Details of the FSA's complaints procedure are available here:

<https://www.food.gov.uk/about-us/fsacomplaintsprocedure>

The Work of the Committees and Joint Expert Groups

The below provides a brief description of the work and areas you could undertake as part of a committee. The working language of all the committees and expert groups is English.

Committee on Toxicity

As an expert on the COT you will help to assess and advise on the risks arising from a wide range of chemicals in food and other products and from environmental exposures - these range from organic and inorganic contaminants in the UK diet, natural toxins in supplements, to nicotine (or non-nicotine) device systems and novel heat not burn commercial products. You might also consider appropriate upper levels for nutrients and will undertake horizon scanning. You may work with other Scientific Advisory Committees to consider individual cross-cutting topics more extensively – recent working groups include synthesising epidemiological evidence, and risk-benefit analysis of potassium replacements for sodium salts. You will work with colleagues with a range of toxicological backgrounds and those from other scientific disciplines as well as lay members and will be fully supported by an administrative and scientific secretariat.

Advisory Committee on Novel Foods and Processes

As an expert on the ACMSF you could be assessing and advising on foodborne microbiological risks including those arising from incidents and outbreaks and newly emerging pathogens such as zika virus, trends in foodborne disease or international developments on the microbiological safety of food. You will also horizon scan and might work on specialised expert groups covering topics such as *Campylobacter*, antimicrobial resistance or microbiological food surveillance. You will work with colleagues with a range of microbiological expertise and those from other disciplines as well as lay members and will be fully supported by an administrative and scientific secretariat.

Advisory Committee on Novel Foods and Processes

As an expert in the ACNFP you will assess potential risks to the consumer from novel foods and processes seeking authorisation for use in food, and genetically modified organisms for use in food and animal feed. You would assess and advise on the potential safety risks of new foods to ensure new foods entering the market are safe to be enjoyed by consumers. Novel ingredients might be derived from fruits, plants or insects or processes such as irradiation and microbial fermentation as well as foods traditionally eaten outside Europe which are novel to the UK. Recent ACNFP topics have included chia seeds and oils extracted from microalgae. You will work with colleagues from a range of scientific disciplines as well as non-scientific expert and lay members and will be fully supported by an administrative and scientific secretariat.

Joint Expert Groups

In the three new Joint Expert Groups, you will work with expert colleagues from a variety of scientific disciplines (toxicology, microbiology, chemistry, veterinary science, exposure assessment and many others) to assess the risks from regulated products seeking authorisation. You will be fully supported by an administrative and scientific secretariat.

These groups are:

- Food Contact materials - where you will help to assess applications for the authorisation of new food contact materials including the materials, their chemical components, active and intelligent packaging and related recycling processes.
- Feed and feed additives - where you will help to assess applications for the authorisation of feed additives and substances used in animal feed for both animals and human consumers of animal derived products.
- Additives, enzymes and other regulated products - where you will help to assess applications for the authorisation of new food additives or ingredients (including colours, preservatives, flavourings), enzymes and processing aids.

Committee Codes of Practice and Remits

The remits for the Scientific Advisory Committees (SACs) included in this recruitment are provided below. The new Joint Expert Groups on Regulated Products will be essential in supporting the delivery of these remits and follow the remits of the SACs of which they form a part.

Further information on the SAC's activities, including copies of their Annual Reports and other publications, can be found on their [corresponding websites](#).

All SACs operate to a published Codes of Practice. These are very similar in all substantive points and the key elements of these codes of practice are provided in Annex 1. Joint Expert Groups follow the Code of Practice for their relevant Committee(s).

The Committee on Toxicity Remit

To assess and advise on the toxic risk to the public of substances which are:

- a) used or proposed to be used as food additives, or used in such a way that they might contaminate food through their use or natural occurrence in agriculture, including horticulture and veterinary practice or in the distribution, storage, preparation, processing or packaging of food;
- b) used or proposed to be used or manufactured or produced in industry, agriculture, food storage or any other workplace;
- c) used or proposed to be used as household goods or toilet goods and preparations;
- d) used or proposed to be used as drugs, when advice is requested by the Medicines and Healthcare Products Regulatory Agency;
- e) used or proposed to be used or disposed of in such a way as to result in pollution of the environment.

To advise on important general principles or new scientific discoveries in connection with toxic risks, to co-ordinate with other bodies concerned with the assessment of toxic risks and to present recommendations for toxicity testing.

The Advisory Committee on Microbiological Safety Food Remit

To assess the risk to humans from microorganisms which are used, or occur, in or on food, and to advise the Food Standards Agency (FSA) on any matters relating to the microbiological safety of food.

The Advisory Committee on Novel Foods and Processes Remit

To advise the central authorities responsible, in England, Scotland, Wales and Northern Ireland respectively on any matters relating to novel foods (including genetically modified foods) and novel food processes, including food irradiation, having regard where appropriate to the views of relevant expert bodies.

Annex 1: Guidance on Ways of Working for Committees

Introduction

1. In line with the central government guidance and the Food Standards Agency (FSA) policy, each independent advisory committee that advises the FSA operates to a published Code of Practice that sets out the key principles and procedures that govern the work of the Committee. All references to the Committee below include any Joint Expert Groups the Committees may establish.
2. This guidance summarised the key elements of the Codes of Practice for the COT, ACMSF, ACNFP and ACAF.
3. Committee Codes of practice are subject to periodic review in light of experience with its use and any new or updated guidance from central Government or from the FSA.

Purpose and Terms of Reference for the Committees

4. The terms of reference and purposes for the Committees are set out in their publicised remits

Quorum

5. A quorum would be half of the total number of the appointed members including the Chair, plus one (rounded up to the nearest whole number).

Public Service Values

6. All members must:
 - follow the Seven Principles of Public Life set out by the Committee on Standards in Public Life (Annex 2: The Seven Principles of Public **Life**);
 - 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. These restrictions do not apply to MPs (in those cases where MPs are eligible to be appointed), to local councillors, or to Peers in relation to their conduct in the House of Lords.

The Role of the Committee Chair

7. The role of the Chair is to provide effective leadership for members of the committee in order to deliver its purpose. In addition, the Chair is responsible for:
- ensuring that the Committee meets at appropriate intervals, and that the minutes of meetings and any reports to Ministers accurately record the decisions taken and, where appropriate, the views of individual members;
 - representing the views of the Committee to the general public; and,
 - ensuring that new Committee members are briefed on appointment (and their training needs considered), and providing an assessment of their performance, on request, when members are considered for reappointment to the Committee or for appointment to the Committee of some other public body.

The Role of the Members

8. Members have collective responsibility for operation of the Committee. They must:
- engage fully in collective consideration of the issues, taking account of all relevant factors, including any guidance issued by the sponsor departments or the responsible Ministers;
 - ensure that the Code of Practice on Access to Government Information is adhered to;
 - for committees, agree an Annual Report and, where appropriate, provide suitable opportunities to open up the work of the Committee to public scrutiny;
 - not divulge any information that is provided to the Committee in confidence;
 - respond appropriately to complaints, if necessary with reference to the sponsor departments; and ensure that the Committee does not exceed its powers or functions.
9. Communications between the Committees and Expert Groups, and the FSA Board will generally be through the Secretariat although the Committees have the right of access to the FSA's Chief Executive and to the FSA Board via the FSA 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 Committee Chair should normally be sought.

Role of the Secretariat

10. The Committees and Joint Expert Groups are supported by a Secretariat provided by the FSA. Both committees and expert groups will also be able to draw on additional expertise as needed, on an ad hoc basis, for example to cover additional expertise relevant to specific items.

11. The role of the Secretariat is to:

- support the Committee in developing and delivering its work programme;
- advise the Committee on process and procedure;
- draw attention of the members to emerging issues of concern;
- 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;
- keep an accurate public record of the work of the Committee;
- ensure that the Committee's conclusions and advice are clearly reported to the Board.

Departmental Representatives

12. Meetings of committees may be attended by Departmental Representatives, which are currently nominated by, and are drawn from, the Food Standards Agency, and Departments with relevant policy interests and responsibilities. Representatives are not members of the Committee and do not participate in Committee business in the manner of members. The role of the Representatives includes sharing with the secretariat the responsibility of ensuring that information is not unnecessarily withheld from the Committee. Representatives should make the Committee aware of the existence of any information that has been withheld from the Committee on the basis that it is exempt from disclosure under Freedom of Information legislation unless that legislation provides a basis for not doing so

13. Representatives keep their parent Departments informed about the Committee's work, and act as a conduit for the exchange of information. They can advise the Committee on relevant policy developments and the implications of Committee proposals. They; can assist the Committee through the provision of information; and they can be updated by the Committee on matters of mutual interest. Representatives are charged with ensuring that their parent Departments are promptly informed of any matters which may require a response from the Government.

Circulation of Papers

14. Papers should be provided to the relevant Committee, Expert Group, or Secretariat two weeks prior to the meeting at which they are to be discussed. Where papers are circulated for comment by correspondence between meetings, the aim is to allow members 14 days to comment, where possible.

Declaration of Interests and Management of Conflicts

15. 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 with regard to their role on the Committee or expert group. This should include, as a minimum, personal direct and indirect financial interests. If a member has an interest that they are unsure might be regarded as influencing their advice, they should seek advice from the Secretariat as to whether it should be declared. The register of interests will be kept up to date and be open to the public.
16. Members should declare any 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 or if their interest is covered in specific guidance issued by sponsor Departments which require them not to participate and/or to withdraw from the meeting. A guide to the different interests that are required to be declared is included in Annex 3. Members with a conflict of interest in a matter under discussion should normally withdraw from the meeting or at the discretion of the Chair may remain but without participating in the discussion and drawing of final conclusions.
17. The FSA is currently reviewing its approach to managing interests for members of its SACs and other external expert advisers to FSA. These core principles are not expected to change. The CoP will be updated in light of the review.

Personal Liability of Members

18. Legal proceedings by a third party against individual Committee members of advisory bodies are very exceptional. A Committee member may be personally liable if:
- they make a fraudulent or negligent statement which results in a loss to a third party;
 - they commit a breach of confidence under common law or a criminal offence under insider dealing legislation, by misusing information gained through their position.
19. However, the Government has indicated that individual members who have acted honestly and in good faith will not have to meet out of their own personal resources any personal civil liability which is incurred in the execution or purported execution of their Committee functions, save where the person has acted recklessly

Openness and Publication of Documents – General Principles

20. Committees are expected to be open and transparent and follow relevant guidance and rules established across Government for the operation of Scientific Advisory Committees. These include:

- The cross-Government Code of Practice for Scientific Advisory Committees (CoPSAC),² which includes the Principles of Scientific Advice to Government³
- The FSA's Good Practice Guidelines for SACs⁴
- The Committees are formally part of the FSA and information relating to its work is subject to the provisions under the Freedom of Information Act 2000 (the Act).⁵

21. Committee meeting agendas, papers, minutes and reports are published and meetings are open to the public. As a general rule, individual papers for information or discussion at meetings will also be available to the public on request. An annual report will also be published, summarising the Committee's activities and advice over the year

22. However, there will be some exceptions to this general principle of openness, for example:

- Where individual papers contain commercially sensitive information such as product formulations/specifications, methods of manufacture, company evaluations and safety assessments, the general principle of the common law duty of confidentiality will apply, except in cases where the information was provided under legislation which deals specifically with disclosure and non-disclosure. Papers, which are deemed to be confidential, will be marked "For members' use only by the Secretariat and their contents should not be disclosed outside of the Committee.
- Draft papers or reports which are due to be published at a later date but are not yet in the public domain should not be disclosed outside of the Committee.

² <https://www.gov.uk/government/publications/scientific-advisory-committees-code-of-practice>

³ <https://www.gov.uk/government/publications/scientific-advice-to-government-principles/principles-of-scientific-advice-to-government>

⁴ <http://www.food.gov.uk/science/sci-gov/commswork/goodpracticeguidelinesacs>

⁵ The Freedom of Information Act 2000 (the Act) provides a general right of access to the public to all types of recorded information held by public authorities. It is not limited to official documents. Therefore all Science Advisory Committee related information (regardless of its format), including letters sent and received, drafts, notes, recordings of telephone conversations, emails (including to and from personal email addresses where the information is in connection with the work conducted by the Committee), computer files, photographs, and sound or video recordings will be subject to the provisions under the Act and could potentially be disclosed.

23. Questions or approaches from the media should normally be directed to either the Chair who will act as official spokesperson or the Food Standards Agency press office. Although members are encouraged to promote the role of the Committee in general terms, if asked for views on subjects that have been or are being considered by the Committee, members should always give the line agreed by the Committee.

Committee Fees and Expenses

24. Members may claim the following attendance fees for committee's meetings and for meetings of Working Groups and Expert Group:

- Chairs £400/day per a day's work on committee or expert group business
- Members £300/day per a day's work on committee or expert group business

25. Members may make a cumulative claim for work between meetings if a significant amount of time is spent on a single piece of work or on a series of short pieces of work.

Travel and Other Expenses

26. 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 must follow the guidance on the types and rates of expenditure that can be claimed for specific expenses and how to claim outlined in Annex 4. This is the same guidance that applies to civil servants.

Annex 2: 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 3: Guidance on 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 relevant Secretariat.

Declaration of interests and participation at meetings

Committee and joint expert group 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);
 - (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.
- **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 or Joint Expert Group.

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.

Annex 4: Guidance on Committees Fees and Expenses

1. 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.
2. 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.

Fee Rates

3. Members may claim the following attendance fees for Committee meetings and Joint Expert Groups:
 - Chairs £400/day per a day's work on committee or expert group business
 - Members £300/day per a day's work on committee or expert group business
4. Members may make a cumulative claim for work between meetings if a significant amount of time is spent on a single piece of work or on a series of short pieces of work.

Review of Fee Rates

5. These rates are set by the FSA with the aim of ensuring consistent approaches across the different Committees that advise the FSA.

Travel and Other Expenses

6. Members are entitled to reimbursement of reasonable travel and subsistence expenses necessarily incurred on official 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.
7. 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.
8. Tax liabilities arise on elements of these payments, which have been regarded as part of a 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.)

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

Rail

12. 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

13. 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.

14. 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.
15. 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.
16. 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

17. 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

18. 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

19. 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

20. 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
21. If the Secretariat usually books accommodation for you this will be done through the Agency's agents Redfern Travel.

Other Expenses

22. 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.
23. All items of 'other expenses' should be detailed separately in claims and supported by receipts wherever possible.

Submitting Claims

24. 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.

25. 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 Secretariat.

Payment of Claims

26. 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 Fees and Expenses

27. 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.
28. 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.
29. Newly appointed members are required to complete the 'Committee Member Payroll Registration Form' and 'Committee Member Reimbursement of Expenses Registration Form'.

Subsistence Rates

All claims must be supported by an itemised receipt.

[illegible]

Overnight Rates

Central London	Up to £130 per night including breakfast (excluding VAT)
Other UK and Republic of Ireland	Up to £85 per night including breakfast (excluding VAT)

Note: Where room only is the only option, the cost of breakfast will be reimbursed up to a value of £5. The breakfast does not have to be taken in the booked hotel.

Frequently Asked Questions

1. What does this recruitment campaign cover?

The FSA is seeking approximately 40 new members to join their existing Scientific Advisory Committees (SACs) including three new Joint Expert Groups.

Specifically, we are seeking new members for the following three FSA SACs:

- [The Committee on Toxicity](#) (COT)
- [The Advisory Committee on the Microbiological Safety of Food](#) (ACMSF)
- [The Advisory Committee on Novel Foods and Processes](#) (ACNFP)

Including members to join three new Joint Expert Groups:

- **Food Contact Materials** – joint expert group of COT and ACMSF.
- **Additives, Enzymes and Other Regulated Products** – joint expert group of COT and ACMSF.
- **Animal Feed and Feed Additives** – joint expert group of COT, ACMSF and ACAF.

2. Will I need to fill out more than one application if I'm interested in more than one role?

No, all candidates will be measured against the same criteria. If you are interested in applying for more than one committee, you must indicate this on your application form. In this event If applying for more than one committee role, please fill in the supplementary box to cover any additional expertise you wish to provide.

Please do not complete this section if you are only applying for one committee.

3. What type of work will I be doing?

Members of Scientific Advisory Committees including the Joint Expert Groups will play a vital role in providing the FSA with independent expert advice on risk assessment.

Committee members will assess and advise on the risks arising from food and feed including relevant food products, additives, materials and processes and keep the FSA up-to-date on changes and developments in these areas.

Members of the new Joint Expert Groups will focus on risk assessment for authorisations of regulated products and identifying where input from the relevant parent SACs or from other sources is needed, for example on complex or contentious cases, or where specific additional expertise is needed.

A description of the work you may undertake for each committee is provided below:

Committee on Toxicity

As an expert on the COT you will help to assess and advise on the risks arising from a wide range of chemicals in food and other products and from environmental exposures - these range from organic and inorganic contaminants in the UK diet, natural toxins in supplements, to nicotine (or non-nicotine) device systems and novel heat not burn commercial products.

You might also consider appropriate upper levels for nutrients and will undertake horizon scanning. You may work with other Scientific Advisory Committees to consider individual cross-cutting topics more extensively – recent working groups include synthesising epidemiological evidence, and risk- benefit analysis of potassium replacements for sodium salts. You will work with colleagues with a range of toxicological backgrounds and those from other scientific disciplines as well as lay members and will be fully supported by an administrative and scientific secretariat.

Advisory Committee on Microbiological Safety of Food

As an expert on the ACMSF you could be assessing and advising on foodborne microbiological risks including those arising from incidents and outbreaks and newly emerging pathogens such as zika virus, trends in foodborne disease or international developments on the microbiological safety of food. You will also horizon-scan and might work on specialised expert groups covering topics such as *Campylobacter*, antimicrobial resistance or microbiological food surveillance. You will work with colleagues with a range of microbiological expertise and those from other disciplines as well as lay members and will be fully supported by an administrative and scientific secretariat.

Advisory Committee on Novel Foods and Processes

As an expert in the ACNFP you will assess potential risks to the consumer from novel foods and processes seeking authorisation for use in food, and genetically modified organisms for use in food and animal feed. You would assess and advise on the potential safety risks of new foods to ensure new foods entering the market are safe to be enjoyed by consumers. Novel ingredients might be derived from fruits, plants or insects or processes such as irradiation and microbial fermentation as well as foods traditionally eaten outside Europe which are novel to the UK. Recent ACNFP topics have included chia seeds and oils extracted from microalgae. You will work with colleagues from a range of scientific disciplines as well as non-scientific expert and lay members and will be fully supported by an administrative and scientific secretariat.

Joint Expert Groups

In the three new joint expert groups, you will work with expert colleagues from a variety of scientific disciplines (toxicology, microbiology, chemistry, veterinary science, exposure assessment and many others) to assess the risks from regulated products seeking authorisation. You will be fully supported by an administrative and scientific secretariat.

These groups are:

- **Food Contact materials:** where you will help to assess applications for the authorisation of new food contact materials including the materials, their chemical components, active and intelligent packaging and related recycling processes.
- **Feed and feed additives:** where you will help to assess applications for the authorisation of feed additives and substances used in animal feed for both animals and human consumers of animal derived products.
- **Additives, enzymes and other regulated products:** where you will help to assess applications for the authorisation of new food additives or ingredients (including colours, preservatives, flavourings), enzymes and processing aids.

4. What level of remuneration can I expect?

Members may claim the following fees for meetings and other work on committees and expert groups:

- Chairs: £400 per a day's work on committee or expert group business
- Members: £300/day per a day's work on committee or expert group business

Members may make a cumulative claim for work between meetings if a significant amount of time is spent on a single piece of work or on a series of short pieces of work.

In addition, members are entitled to reimbursement of reasonable travel and subsistence expenses necessarily incurred on official committee business. The details of expense rates are provided in Annex 4: Guidance on Committee Fees and Expenses, of this Applicant Information Pack.

5. What scientific expertise are you looking for?

We are looking for expertise in a wide range of areas across the different committees and groups covered in this recruitment. These are:

- | | |
|--|--|
| • General toxicology expertise or specific knowledge in either genetic, metabolism, mechanistic, reproductive, or human toxicology | • Veterinary science |
| • Epidemiology | • Animal health |
| • Environmental health/port health | • Enzyme specialist |
| • Clinical pharmacology | • Human nutrition |
| • Xenobiotic metabolism | • Risk modelling |
| • Pathology | • Genomics |
| | • Virology |
| | • Food, veterinary, or public health microbiology |
| | • GM molecular biology or specifically in recombinant DNA and plant breeding |

- Chemistry, specifically in either methods of analysis, specifications, residuals or manufacturing
- Food Contact Materials
- Exposure assessment or analysis
- Nanotechnology technical expertise
- Food technology, including technical expertise
- Molecular biology, in either micro-organisms, fermentation, analysis of genome sequences to assess risk or use in animals
- Insect biology and physiology
- Plant biology, with an emphasis on botanicals

The specific skills and expertise required in each of the different committees and Joint Expert Groups varies. The scientific expertise relevant to the individual committees and Joint Expert Groups is summarised below:

Committee on Toxicity (COT)

- General toxicology expertise or specific knowledge in either reproductive, genetic, or mechanistic toxicology.
- Epidemiology
- Environmental health
- Clinical pharmacology
- Xenobiotic metabolism
- Pathology

Advisory Committee on Microbiological Safety of Food (ACMSF)

- Epidemiology
- Risk modelling
- Genomics or bioinformatics
- Virology
- Food, veterinary or public health microbiology
- Environmental health/port health

Advisory Committee on Novel Foods and Processes (ACNFP)

- Molecular biology specifically in the manipulation of genomes and recombinant DNA technology, as well as plant genetics.
- Molecular biology and genetic manipulation / mutation, in either micro-organisms or animals. In particular an understanding of fermentation of microorganisms and analysis of genome sequences to inform risk assessments.
- Insect biology and physiology
- Plant biology, especially in botanicals

Food Contact Materials Expert Group

- General toxicology expertise or specific knowledge in either metabolism or genetic toxicology
- Chemistry, specifically in either methods of analysis, specifications, residuals, or manufacturing
- Food Contact Materials specialists
- Exposure assessment or analysis
- Nanotechnology technical expertise
- Food technology technical expertise
- Microbiology

Food Additives, Enzymes and Regulated Products Expert Group

- General toxicology expertise or specific knowledge in metabolism or genetic toxicology
- Pathology
- Chemistry, specifically in either methods of analysis, specifications, residuals, or manufacturing
- Exposure assessment or analysis
- Food technology
- Enzyme specialist
- Human nutrition
- Microbiology

Animal Feed and Feed Additives EXPERT GROUP

- Human/general toxicology
- Chemistry - methods of analysis, specifications, residuals, manufacturing
- Exposure assessment/analysis
- Veterinary science
- Animal health
- Microbiology

6. How will my application be assessed?

All candidates will be assessed against the following criteria:

Required scientific skills

- 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.

Required general skills

- Experience and evidence of effective contribution to multi-disciplinary groups advising on complex scientific or technical questions.

- Strong analytical and judgement skills, with independent thinking and being open to challenge.
- Well-developed interpersonal and communication skills with a collaborative style and an ability to engage and communicate with non-expert audiences. Excellent command of written and spoken English.

Desirable criterion

Members who chair expert groups will be appointed on an as need basis from within the members of the expert groups. We will not make formal Chair appointments as part of this recruitment, but we would like to identify among the new members those who would be suited to take up these roles as needed. These individuals will need to have experience in being able to chair and lead a diverse group of highly capable, experienced individuals. Applicants interested in undertaking this role should provide information on how they meet the desirable criterion below:

- Experience of chairing or leading a multi-disciplinary group of senior experts.

7. What is the time commitment per a year?

The committees and experts hold around 6, one-day, meetings a year, usually in London, and may be asked to provide additional input between meetings. Exact attendance will depend on the committee and expert group. Members of both groups may be requested to attend the relevant committee or expert group and this will be decided on a case by case expertise basis. The FSA may also request advice from committees and expert groups on an ad hoc basis or in emergencies.

The overall time commitment will depend on the extent of members' participation in the groups' meetings and FSA's strategic needs, but a minimum commitment is expected to be around 10 days a year, including attendance at 6 meetings.

8. What is the length of this appointment?

Appointments are initially expected to be for a term of three years, but other terms may be offered depending on circumstances. Subject to the needs of the committees and FSA, members may be asked to serve a second term, but longer service than this is the exception rather than the norm. All appointments are subject to a 10-year maximum.

9. How can I apply?

Applicants should complete and provide the following documents electronically and email them to SACrecruitment@food.gov.uk by **23:59 on Friday 4th January 2019**.

- Application Form - (no smaller than font size 10)
- CV and/or List of Publications (optional) no more than 2 sides of A4 (no smaller than font size 10)

- Completed Political Activity Questionnaire
- Completed Declaration of Interests
- Monitoring Questionnaire (optional)
- If you have a disability and would like us to provide any particular assistance for your interview and, if appointed, your performance in post, please complete the Questionnaire on Assistance for Interview and Performance in Post on FSA Advisory Committees

If you have any significant difficulties or complications in emailing us your application, please contact us directly and we will seek alternative arrangements.

10. What information will the panel use to make a decision about whom to shortlist?

The decision will be based only on the information you provide the panel.

Any sections left blank or that say, 'see CV' will be scored 0/no evidence.
Any evidence over the word limit will not be considered.

11. What are the timescales for recruitment?

It is envisioned that applicants will be sifted by the end of January, with interviews taking place across February. It is expected that appointments will be confirmed and candidates informed by the end of March, with induction of new members taking place in April.

12. What if my application is late?

All applications will be acknowledged. Candidates who experience difficulties submitting an application should contact the team before the deadline. Applications received after the closing date at **23:59pm on Friday 4th January 2019** will be considered late and will not be considered by the recruitment and selection panel.

13. Who will interview me?

The interview panel will be drawn from three of the following:

- A Senior FSA science lead.
- Chairs or current members of FSA's Scientific Advisory Committees.
- A scientific expert from the Scientific Advisory Committee secretariats
- An independent panel member (who will sit on all panels).

14. When will you be taking up references?

Applicants who pass the interview stage will be asked to provide two references, who will be required to provide a reference within 2 weeks of notification prior to appointment.

15. How can I get more information?

The corresponding Applicant Information Pack provides a detailed overview of this recruitment and roles. For any further queries not covered by this document, please contact: SACrecruitment@food.gov.uk or phone 0207 276 8912.

Please note, we may not be able to respond as quickly as usual over the Christmas period.