



## **APPLICATIONS FOR MEMBERSHIP OF THE FSA ADVISORY COMMITTEE FOR SOCIAL SCIENCE**

### **INFORMATION PACK FOR CANDIDATES**

**Completed applications must reach the FSA Advisory Committee for Social  
Science Secretariat by Midnight Friday 26<sup>th</sup> January 2018**

**This information pack is also available in large print and Welsh. Please  
contact the Secretariat for further details**

December 2017

## **FSA Advisory Committee for Social Science (ACSS)**

### **Information Pack**

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## **Advisory Committee for Social Science Job Advertisement**

### **Applications open for new Advisory Committee for Social Science**

The Food Standards Agency (FSA) is welcoming applications to join the new FSA Advisory Committee for Social Science (ACSS).

We are looking for passionate, highly capable and motivated people to be the Chair and members of the new Committee. You will provide expert strategic advice to the FSA on its use of the social sciences including new and emerging methods, processes and systems to interrogate data to deliver its objectives.

Your advice will help FSA to utilise these sciences and approaches to shape and deliver our strategic objectives and understand our impact. Closing date is **midnight 26 January 2018**.

We are working on exciting and complex challenges such as how to:

- improve and assure food safety
- regulate food effectively, and sustainably
- use data and new technologies to help us innovate across a rapidly changing landscape
- work with people and businesses to understand their concerns and hopes when it comes to food, and how we can reflect this in our work

We are looking for a chair and up to 9 members including expert members and **at least one** lay member. Its members will be experts who work within and across disciplines, think strategically, who will bring their breadth of expertise and experience, and their networks, to help tackle our current and evolving issues and questions.

The ACSS will meet twice a year, normally in London. Additional input between meetings will be required from the Chair and members. Appointments are not salaried, but members receive fees for attendance and preparation and reasonable expenses. Successful candidates will be required to declare any interests that may be relevant to the work of the Committee.

Appointments will be for initial terms of three to five years, with the possibility of reappointment. There will be a review point in year two, to allow us to take stock on how the new Committee is operating.

We welcome applicants from outside the UK, provided they can attend meetings as needed. Reasonable travel and accommodation expenses can be claims in accordance with the terms set out in the Advisory Committee for Social Science Code of Practice

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 race, age, disability, gender, marital status, religion, sexual orientation, transgender and working patterns.

For further information and an application pack please email [helen.atkinson@food.gov.uk](mailto:helen.atkinson@food.gov.uk) or you can download an application pack at <https://www.food.gov.uk/>

**Closing date: Midnight 26<sup>th</sup> January 2018**

**Interviews will be held the weeks commencing 12<sup>th</sup> February 2018 and 19<sup>th</sup> February 2018.**

## Overview

The FSA is seeking to appoint members (including a Committee Chair) to the newly created Advisory Committee on Social Science. (ACSS) The role of the ACSS is to provide expert strategic advice to the FSA on its use of the social sciences including new and emerging methods, processes and systems to interrogate data, to deliver FSA's objectives. Its purpose is to help FSA utilise these sciences and approaches to shape and deliver its strategic objectives and understand its impact.

## Key Dates

- Closing date: Midnight 26<sup>th</sup> January 2018
- Interviews will be held the weeks commencing 12<sup>th</sup> February 2018 and 19<sup>th</sup> February 2018.

## Remuneration

Chair a daily fee of £225 and Members £205 plus reasonable travel in line with the Committee's Code of Practice.

## Time Commitment

The time commitment will depend on the extent of **members'** participation in groups convened between plenary meetings, but a minimum commitment is expected to be 6-10 days/years (as a minimum expectation) for members and 8-12 days/year for the **chair**.

## Location

Based in London. The office location will change in late 2018 but remain in London.

## Key Contacts

For more information regarding the selection process, please email [helen.atkinson@food.gov.uk](mailto:helen.atkinson@food.gov.uk)

## **FSA ADVISORY COMMITTEE FOR SOCIAL SCIENCE TERMS OF REFERENCE**

### **Purpose**

The FSA Advisory Committee for Social Science is an independent expert committee<sup>1</sup> of the Food Standards Agency (FSA).

It provides expert strategic advice to the FSA on its use of the social sciences including new and emerging methods, processes and systems to interrogate data<sup>2</sup>, to deliver FSA's objectives. Its purpose is to help FSA utilise these sciences and approaches to shape and deliver its strategic objectives and understand its impact.

This includes advising FSA on how it can use and bring together the different types of evidence, approaches and information across these diverse disciplines and fields, to address and evaluate strategic problems or interests, in an effective, appropriate and timely way.

The Committee is constituted to work at a strategic level bringing together insights from across a different and broader range of areas to those, which FSA has previously accessed. It forms a core yet agile group of experts which is able to identify and to draw in wider inputs across relevant disciplines and perspectives to address the issues at hand.

Its members are experts who work within and across disciplines, think strategically and understand how the social sciences and new and emerging data methods, processes and systems can be applied at disciplinary, multi and interdisciplinary levels to shape, inform and test policies and to achieve concrete impacts to benefit people.

Specifically, it will:

- provide advice on how FSA gathers, uses and brings together social science evidence and relevant approaches and outputs to support delivery of the FSA's strategic objectives. This includes:
  - i. how FSA frames the problem or question
  - ii. the work it commissions to meet its strategic aims
  - iii. how the FSA uses and combines different social science, including data science, approaches, sources and types of evidence to achieve its objectives
  - iv. how FSA assures the quality and rigour of its social and data science evidence
  - v. how the FSA assures the quality of its advice and outputs based on these sources
- help assure impact from FSA's application of these disciplines and approaches that is both timely and relevant to its priorities and objectives
- review and advise on FSA's current social and data science investments

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<sup>1</sup> See: <https://www.gov.uk/government/publications/classification-of-public-bodies-information-and-guidance>

<sup>2</sup> Including data science.

- add value by advising on opportunities and best practice in bringing together these different disciplines and approaches to address strategic problems identified by or relevant to the work of the FSA
- advise on new and emerging opportunities for interrogating FSA and wider data scoping new opportunities and innovations emerging across disciplines and fields and help FSA to understand how these approaches and systems may in turn impact on people and what they do
- provide evaluation advice to ensure successful delivery and impact of policy, considering best use of existing and new social science methods and data interrogation
- in an agile way and help to identify and access wider relevant networks, experts and evidence in these and related fields to provide effective advice to the FSA
- keep the FSA in touch with current and future developments in social science and data approaches and capabilities both in the UK and internationally
- maintain a programme of continuous development to assure successful multi and interdisciplinary working
- work collaboratively with other SACs which provide independent, subject-specific expert advice in key areas and the FSA Science Council which provides independent expert advice on FSA's use of science at a strategic level.

## **Ways of working**

### **Independence and transparency**

The Committee is an independent Scientific Advisory Committee (SAC) which operates to the highest standards of openness and transparency. It will work in accordance with guidelines by the FSA and 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)<sup>3</sup>, which includes the Principles of Scientific Advice to Government<sup>4</sup>
- The FSA's Good Practice Guidelines for Scientific Advisory Committees (SACs)<sup>5</sup>

Key elements of practice which underpin and assure this includes:

- i. Committee meeting agendas, papers, minutes and reports are published on a dedicated website and meetings are open to the public
- ii. Publication of an annual report
- iii. The Committee Chair has the right of direct access to the FSA CSA, the CEO, and to Board members (via the FSA Chairman), at all times. Members also have the right of access to the CSA, the CE and Board on any matter which

<sup>3</sup> <https://www.gov.uk/government/publications/scientific-advisory-committees-code-of-practice>

<sup>4</sup> <https://www.gov.uk/government/publications/scientific-advice-to-government-principles/principles-of-scientific-advice-to-government>

<sup>5</sup> <http://www.food.gov.uk/science/sci-gov/commswork/goodpracticeguidelinessacs>

he or she believes raises important issues relating to his or her duties as a member

- iv. In addition to regular contact between meetings, the Committee Chair and FSA CSA will meet for a feedback discussion each year to review the work of the Committee against its remit, and the relationship with and support from the FSA

The Committee is supported by a Secretariat provided by the FSA.

### **Work programme**

The Committee will generally work by generating its own content and intellectual input in response to high-level, cross-cutting issues, issues and questions identified by the FSA Chief Scientific Adviser and FSA officials. Where needed, it will co-opt wider expertise on specific tasks and work areas, utilising the FSA SAC Register of Specialists and other relevant means for this purpose. Its outputs will include short reports on collective insights on issues and questions identified by the FSA, which may be delivered directly by the Committee or as part of directed SAC Working Groups. It will also work with FSA to convene wider discussions, events or initiatives to generate and synthesise insights from wider experts/ groups on specific issues relating to the social sciences and data approaches, relevant to the work of the FSA.

The FSA and the Committee Chair and members will maintain regular communication between meetings through face to face meetings and correspondence with support from the Secretariat as needed.

As part of its work programme the Committee will hold two open meetings a year. These will usually consist of a short, general update session reviewing developments in work by the FSA and by the Committee as a whole, which may be followed by themed sessions devoted to specific issues or specific activities identified relevant to the work of the FSA. These meetings will also ensure that the Committee discusses in public the key issues and outcomes from its work, including work between meetings within Committee Working Groups.

We expect to work with the Committee to develop and use online tools to support its work and communication both at and between meetings.

The Committee will establish and engage with wider networks of experts, including with other SACs, calling on wider expertise and seeking new synergies depending on the issue at hand, and assist FSA in maintaining and updating the FSA SAC Register of Specialists to assist this agile way of working.

The Committee will also have a key role in its own continuous development to assure successful ongoing multidisciplinary and interdisciplinary working.



## **ADVISORY COMMITTEE FOR SOCIAL SCIENCE APPOINTMENTS PROCESS**

The proposed process for recruitment is in accordance the Code of Practice issued by the Commissioner for Public Appointments. Appointments to the Committee are not formally subject to all elements of this guidance, but we are following best practice. An Independent Assessor will serve on the selection panel and scrutinise the entire process.

Members are appointed by the Chair of the Food Standards Agency (FSA). Appointments are initially for a term of **three** to **five** years with a review point after two years, tied to a review of how the Committee is working. Subject to the needs of the Committee, members may be asked to serve a second term but longer service than this is the exception rather than the rule. All appointments are subject to a 10-year maximum. Appointments to the Committee 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 page **30**).

The overriding principle is appointment on merit. Members are appointed for their individual qualifications and the expertise they can bring to the Committee and not to represent any particular sectoral interests. The balance of the Committee is intended to ensure that it has a wide range of expertise to draw on to enable it to advise the FSA effectively.

## **ROLE AND PERSON SPECIFICATIONS FOR CHAIR AND MEMBER POSTS**

The FSA is seeking to appoint a **Chair** and **nine** members, including expert members and **at least one lay** member, to its new advisory Committee.

**Applicants wishing to apply for more than one position (Chair, Expert Member, and/or Lay Member) should submit one application but ensure that this describes how you meet the criteria for each post.**

### **Person Specification**

All **members** of the Committee including the Chair will bring a high level of relevant experience and expertise, reflecting a range of social science and data science expertise and perspectives relevant to the work of the FSA. They will need to be able to look beyond their own specialism's and work across disciplines and perspectives, think strategically, and understand how the social sciences and data science can be applied to inform and test policy that seeks to achieve concrete impacts to benefit people. They should be well-connected to wider work and discourse so they can help us to identify and engage with wider networks.

The **Chair** will need to be an expert of high standing who can chair and lead a diverse group of highly expert people, and who understands the wider context in which FSA operates as a non-Ministerial Department.

### **Members**

Members should have expertise in the disciplines or areas relevant to the FSA's role and current strategic priorities. The FSA is expecting that the Chair and Members will, between them, bring knowledge in a range of fields.

We welcome applications from wider fields including (but not limited to):

- Algorithm development and testing
- Anthropology
- Behavioural economics
- Behavioural science
- Communication studies
- Criminology
- Data aggregation and distributed data
- Data science
- Decision science
- Economics
- Geography
- Market research
- Operational research
- Political science
- Psychology
- Risk communication
- Social media analytics
- Sociology
- Statistics

Members should have good links with other professionals in their specialised field and related areas. Experience of multidisciplinary or interdisciplinary working to tackle strategic challenges is essential, as is experience of delivering research/ activities with impact. Experience of international research, risk analysis and policy applied research and evaluation would be useful.

Members must be strong team players with effective communication, negotiation, judgement and influencing skills combined with strong analytical and problem-solving skills. They must have the ability to weigh issues outside their own specialist areas and to appreciate the impact that their decisions may have on different stakeholders along the food chain.

Members must be able to work in the committee structure to determine priorities across a range of issues and arrive at sound, balanced and timely decisions.

#### Personal

- Members are expected to attend meetings of the committee and give timely apologies if absence is unavoidable.
- Members must participate in regular appraisal / review of the performance of individual members and the committee as a whole

#### Essential criteria/competencies for expert members

##### **Experience, knowledge and skills**

##### **All candidates should be able to demonstrate:**

- Evidence of a strong record of achievement in a social science(s) or in specific methods, processes and systems to interrogate data relevant or transferrable to the FSAs role and strategic priorities plus a strong and on-going interest and involvement in this field
- Evidence of a high level of expertise including national or international reputation and networks with experience spanning disciplines

##### **Analysis and Judgement**

- Sound judgement in dealing with analytical, technical and policy matters
- Understanding how the social sciences and/ or data analytics can be applied to inform and test policy and operational delivery to deliver concrete benefits at disciplinary, multi-disciplinary and interdisciplinary levels
- Ability to think independently stating and supporting personal decisions in front of colleagues, while being open to challenge

##### **Team working and external credibility**

- Good links with other professionals in their specialised field and related areas
- Ability to work in a team environment and operate in an agile way – working flexibly with others - to respond to specific problems at hand
- Well-developed communication and interpersonal skills

#### Desirable criteria for expert members

- Knowledge and understanding of the range of social science methodologies including policy evaluation.
- Experience of working on committees or similar panels and of effective contribution to committee working groups
- Experience of international research
- Experience of risk analysis and policy applied research

#### **Chair**

The chair will need to have the ability to command the confidence of their peers and the wider stakeholder community.

In addition to the criteria required of expert members, candidates for the Chair should demonstrate:

#### Essential criteria/competencies

- Experience of working with a Committee structure and effectively chairing or leading multi-disciplinary groups of senior experts
- Well-developed communication and interpersonal skills **and** representing complex technical social science and analytical issues in the media, to expert and to lay audiences
- Understanding of the wider context in which FSA operates as a non-Ministerial Department within the UK Government.

#### Desirable criteria/competencies

- Knowledge of and experience of working with a range of potential funding bodies

#### **Lay members**

The Agency places a high value on the role of lay members on its advisory committees. These members help to ensure committees are made aware of aspects of issues being discussed that are most of interest to the public. They also help ensure committees formulate their advice in clear and understandable ways.

Lay member applicants should have a general understanding of social science. Applicants for the post of lay member should have practical experience of working with consumers, the food industry or within a regulatory framework. The successful candidate will be able to work with the other members of the Committee to ensure the views of the public, industry and enforcement bodies are given due consideration.

The Lay member must be a strong team player with effective communication, negotiation, judgement and influencing skills combined with strong analytical and problem-solving skills. They must have the ability to weigh issues outside their own specialist areas and to appreciate the impact that their decisions may have. The Lay members must be able to work in the committee structure to determine priorities across a range of issues and arrive at sound, balanced and timely decisions.

#### Essential criteria/competencies

- Demonstrate/evidence a general understanding of social science
- Evidence practical experience of working with consumers, the food industry or enforcement bodies
- Experience in discussing issues from a non-technical perspective
- Well-developed communication and interpersonal skills
- Ability to think independently stating and supporting personal decisions in front of colleagues, while being open to challenge
- Ability to work in a team environment and operate in an agile way – working flexibly with others - to respond to specific problems at hand

#### Desirable criteria/competencies

- An understanding of the role research has in influencing policy
- Experience of working with at risk groups such as children (or their parents), the elderly (or their carers) and those with underlying health conditions.

### **Time Commitment**

The Committee is expected to hold two plenary, one-day meetings a year, usually in London. The Committee is likely to convene SAC working groups, co-opting wider experts if relevant to addressing the issue at hand, to work on specific issues between meetings, and may convene or take part in other events. The FSA may also request advice from the Committee or its Members on an ad hoc basis or in emergencies.

It is envisaged that the Committee will generate its own content and intellectual input and may prepare short reports on collective insights in response to a high-level, cross-cutting issues, suggested by FSA or by the Committee in discussion with the FSA.

In addition to the above, **the Chair** will be required to attend occasional FSA Board meetings and take part in an annual feedback process for Committee Members. The Chair will also be invited to work with the FSA to develop the Committee's Code of Practice, ways of working and its initial work programme as updates to these documents are required. They will also be expected to contribute to the Committee's annual report.

The time commitment will depend on the extent of members' participation in groups convened between plenary meetings, but a minimum commitment is expected to be

6-10 days/year (as a minimum expectation) for members and 8-12 days/year for the chair.

### **Conflicts of interest**

In line with FSA policy and establish best practice for SACs, the Chair and Members are required to declare as part of their application any relevant personal or non-personal interests. These are published in the Committee's Register of Interests and are regularly updated. Guidance on interests is given in the draft Code of Practice for the ACSS. 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 the FSA's policy and guidance on interests (see Committee's Code of Practice).

### **Fees and expenses**

These positions are not salaried but the Chair and Members may claim a daily fee for Committee work and reasonable travel and other expenses, in line with the Committee's Code of Practice.

### **Other information**

Existing members of the FSA or other Scientific Advisory Committees (SAC) are not excluded from applying. However, members cannot remain a member of any SAC that provides advice to the FSA at the same time they are a member of this Committee.

## **APPLICATION PROCESS**

Appointment is via open competition applicable to all candidates whatever their source. The Advisory Committee for Social Science application must be completed in full. Applicants are expected to evidence each of the selection criteria. If you attach a CV, please cross-reference the section of your CV rather than just saying “see attached CV”. A list of your relevant publications is helpful.

The application form and any 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:

- Application Form
- CV (limited to a maximum of 2 pages)
- List of Publications (optional and limited to a maximum of 1 page and those most relevant to the post)
- Completed Declaration of Interests
- Monitoring Questionnaire (optional). This form is confidential, will be kept separately from your application and is for monitoring purposes only. We are asking for this information from you to help us meet our equality duties and to ensure that we understand the impact of our recruitment practices in relation to the protected characteristics. By monitoring and analysing this information, we can understand then act to ensure our practices promote equality and remove any practices that could lead to unlawful discrimination.
- 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 enclosed Questionnaire on Assistance for Interview and Performance in Post on FSA Advisory Committees.

### **Appointment Panel**

Panel members:

Chair: Professor Guy Poppy, FSA Chief Scientific Adviser

Jacqui Francis, External panel member

Representatives from FSA science, evidence and research division and digital, data and communications division

Panel secretary: Helen Atkinson, FSA

## Timetable

Closing date	26 <sup>th</sup> January 2018
Shortlisting	29 <sup>th</sup> January 2018/1 <sup>st</sup> February 2018
Interview dates	Weeks commencing 12 <sup>th</sup> February 2018 and 19 <sup>th</sup> February 2018
Appointments announced (Press Release)	March 2018
Induction and first meeting	March/April 2018

### **Applications should be sent by email (preferably), or by post to:**

FSA Advisory Committee for Social Science Secretariat  
Area 1c, Food Standards Agency,  
Aviation House,  
125 Kingsway, London, WC2B 6NH

### ***After Friday 12<sup>th</sup> January 2018 applications sent by post should then be sent to:***

FSA Advisory Committee for Social Science Secretariat  
6<sup>th</sup>/7<sup>th</sup> Floor, Food Standards Agency,  
Clive House,  
70 Petty France, Westminster, SW1H 9EX

**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. Incomplete applications will not be considered.**

For enquiries on the application process or about the roles, please contact:  
helen.atkinson@ food.gov.uk or:

FSA Advisory Committee for Social Science Secretariat  
Area 1c, Food Standards Agency,  
Aviation House,  
125 Kingsway, London, WC2B 6NH

### ***After 1 Friday 12<sup>th</sup> January 2018:***

FSA Advisory Committee for Social Science Secretariat  
6<sup>th</sup>/7<sup>th</sup> Floor, Food Standards Agency,  
Clive House,  
70 Petty France, Westminster, SW1H 9EX



## **Equal Opportunities**

We welcome applications from all sections of the community and are particularly anxious 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 ethnic 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 if you would like us to provide any particular assistance for your interview and, if appointed, your performance in post, by completing the questionnaire on assistance.

## **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 as 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 Advisory Committee for Social Science Code of Practice (Annex 3).

## **How we will handle your application**

Each application will be acknowledged by **e-mail**. 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 shortlisted for interview.

## 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, to demonstrate to the selection panel that you have the qualities and experience required.

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 Advisory Committee for Social Science, 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 Chief Scientific Adviser, Professor Guy Poppy (TBC) will consider the panel recommendations and make the final decision on appointments.

## Finally

When agreement is reached regarding the candidates recommended for appointment, letters will be sent out inviting the candidates to become Advisory Committee for Social Science members. Candidates are requested to accept, in writing, their appointment to the Committee.

## **Conditions of Service**

Members of the Advisory Committee for Social Science must comply with the Code of Practice (see page 17).

## **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, 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

Correspondence, Openness and Parliamentary Branch

Aviation House,

125 Kingsway, London WC2B 6NH

Tel: 020 7276 8612

Email: [Openness.Team@foodstandards.gsi.gov.uk](mailto:Openness.Team@foodstandards.gsi.gov.uk)

Correspondence will be automatically redirected after 12<sup>th</sup> January 2018 up to the end of the recruitment process.

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

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

**FSA ADVISORY COMMITTEE FOR SOCIAL SCIENCE CODE OF PRACTICE**

**FSA ADVISORY COMMITTEE FOR  
SOCIAL SCIENCE**

**CODE OF PRACTICE**

**Version: December 2017**

## **Advisory Committee for Social Science (ACSS)**

### **CODE OF PRACTICE**

#### **INTRODUCTION**

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

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

#### **PURPOSE AND TERMS OF REFERENCE FOR THE ACSS**

3. The role of the ACSS is to provide expert strategic advice to the FSA on its use of the social sciences including new and emerging methods, processes and systems to interrogate data, to deliver FSA's objectives. Its purpose is to help FSA utilise these sciences and approaches to shape and deliver its strategic objectives and understand its impact.

This includes advising FSA on how it can use and bring together the different types of evidence, approaches and information across these diverse disciplines and fields, to address and evaluate strategic problems or interests, in an effective, appropriate and timely way.

The Committee is constituted to work at a strategic level bringing together insights from across a different and broader range of areas to those which FSA has previously accessed. It forms a core yet agile group of experts which is able to identify and to draw in wider inputs across relevant disciplines and perspectives to address the issues at hand.

Its members are experts who work within and across disciplines, think strategically and understand how the social sciences and new and emerging data methods, processes and systems can be applied at disciplinary, multi and interdisciplinary levels to shape, inform and test policies and to achieve concrete impacts to benefit people.

Specifically, it will:

- provide advice on how FSA gathers, uses and brings together social science evidence and relevant approaches and outputs to support delivery of the FSA's strategic objectives. This includes:
  - I. how FSA frames the problem or question
  - II. the work it commissions to meet its strategic aims

- III. how the FSA uses and combines different social science, including data science, approaches, sources and types of evidence to achieve its objectives
  - IV. how FSA assures the quality and rigour of its social and data science evidence
  - V. how the FSA assures the quality of its advice and outputs based on these sources
- help assure impact from FSA’s application of these disciplines and approaches that is both timely and relevant to its priorities and objectives
  - review and advise on FSA’s current social and data science investments
  - add value by advising on opportunities and best practice in bringing together these different disciplines and approaches to address strategic problems identified by or relevant to the work of the FSA
  - advise on new and emerging opportunities for interrogating FSA and wider data scoping new opportunities and innovations emerging across disciplines and fields and help FSA to understand how these approaches and systems may in turn impact on people and what they do
  - provide evaluation advice to ensure successful delivery and impact of policy, considering best use of existing and new social science methods and data interrogation
  - in an agile way and help to identify and access wider relevant networks, experts and evidence in these and related fields to provide effective advice to the FSA
  - keep the FSA in touch with current and future developments in social science and data approaches and capabilities both in the UK and internationally
  - maintain a programme of continuous development to assure successful multi and interdisciplinary working
  - work collaboratively with other SACs which provide independent, subject-specific expert advice in key areas and the FSA Science Council which provides independent expert advice on FSA’s use of science at a strategic level.

## **PUBLIC SERVICE VALUES**

### 4. All members must:

- Follow the Seven Principles of Public Life set out by the Committee on Standards in 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 life role and exercise proper discretion.

## **THE ROLE OF THE ACSS CHAIR**

5. The role of the ACSS Chair is to:

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

## **THE ROLE OF THE MEMBERS AND LAY MEMBER**

6. The role of the Members is to:

- Attend meetings (and working groups, as appropriate)
- Engage fully in collective consideration of the issues, taking account of the full range of relevant factors, including any guidance issued by the Agency or the Board
- In dealing with issues to make the Committee aware of the full range of opinion within their discipline
- Ensure that contrary views and the views and values of stakeholders are taken into account in formulating advice

- Ensure that the Committee’s advice is comprehensible from the point of view of a lay person and that the implications of any uncertainties concerning the basis of the Committee’s advice are fully explained
- Put forward recommendations on who should be invited to give evidence/ provide updates to the Committee, to be considered by the Secretariat and Chair
- Deliver short reports on collective insights on problems identified by the FSA on behalf of the Committee or as part of direct working groups, co-opting wider expertise where relevant, utilising the FSA’s Register of Specialists and other means for this purpose.
- Ensure that the minutes of meetings are accurate and that any concerns are recorded
- Act in the public interest
- Liaise with the Secretariat and FSA staff as necessary
- Contribute to and approve the Annual Report
- Participate in the annual feedback process of the Committee

## **COMMUNICATIONS WITH AGENCY BOARD, CHIEF SCIENTIST AND EXECUTIVE**

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

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

## **ROLE OF THE SECRETARIAT**

9. The role of the Secretariat is to:

- Support the Committee by assembling and analysing information, preparing papers and taking minutes of the Committee’s meetings
- Advise the Committee on process and procedure
- Draw the Committee’s attention to any emerging issues of concern
- Identify all relevant and appropriate analytical information and ensure that it is made available to the Committee

- Ensure that the proceedings of the Committee are properly documented so that there is a clear audit trail showing how the Committee reached its decisions
- Ensure that the Committee's conclusions and advice are clearly reported to the Board
- Prepare and draft, under the Committee's guidance, its Annual Report to the Board

## **CIRCULATION OF PAPERS**

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

## **INTERACTION WITH STAKEHOLDERS AND THE MEDIA**

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

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

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

## **CONFLICTS OF INTERESTS**

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

15. Members should declare any personal or business interest before an item to which the interest relates is discussed. They should not participate in the discussion or determination of matters in which they have a direct or pecuniary interest. If their



interest is covered in specific guidance issued by sponsor Departments which requires them not to participate and/or to withdraw from the meeting, they should act in accordance with that guidance. A guide to the different interests that are required to be declared is included with the application form. Members with a conflict of interest in a matter under discussion should normally withdraw from the meeting but, at the discretion of the ACSS Chair, may remain but refrain from participating in the discussion and drawing of final conclusions.

## **LIABILITY OF COMMITTEE MEMBERS**

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

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

18. The indemnity contained in paragraph 16 shall not extend to any losses, claims, damages, costs, charges, expenses and any other liabilities: (a) in respect of which the Members are indemnified by or through any defence organisation or insurers or; (b) which may result from bad faith (including dishonesty), wilful default or recklessness on the part of the Members; or (c) which may result from any of the following circumstances: (i) any settlement made or compromise effected without the knowledge or consent of the Agency on behalf of the Members of any action or claim brought, or threatened to be brought, against the Members; or (ii) any admission by the Members of any liability or responsibility in respect of any action or claim brought, or threatened to be brought, against them; or (iii) Members taking action that they were aware, or ought reasonably to have been aware, might prejudice the

successful defence of any action or claim, once the members had become aware that such an action or claim had been brought or was like to be brought.

## **OPENNESS**

19. The Committee will abide by the Agency's Code of Practice on Openness. The Committee should always meet in open forum, unless there is a clear reason not to (see paragraph 20). Certain stakeholders may be invited to attend where they have an interest in issues under discussion. Places will be allocated on a 'first come, first served' basis and the numbers of observers should not be so great as to stifle debate or hinder effective working of the Committee. Any observers will sit away from the main table. Observers will not normally be expected to speak during meetings but may be invited to comment at the end of a meeting at the discretion of the ACSS Chair. The Secretariat will circulate details of any observers attending meeting to Members in advance. Members will review practice in the light of experience.

### **Dealing with confidential information**

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

### **Agendas**

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

### **Minutes**

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

ensure that the amended draft is placed on the Agency's website. Any further corrections will be made at the following meeting when the minutes will be formally adopted. The final version of the minutes will then be placed on the Agency's website.

### **Working papers**

23. To ensure openness and transparency the Committee should seek to keep the public and stakeholders informed as it develops advice. In addition to timely publication of final papers, minutes and agendas the Secretariat will publish discussion papers on the FSA website in advance of meetings to allow interested parties to comment. For copyright reasons, published material annexed to papers will not normally be supplied but the Secretariat will provide the relevant references. The ACSS may need, on occasion, to treat some matters as confidential (e.g. commercial or financial). Any confidential data will be annexed to the relevant paper. The published paper will not contain this annex but will still refer to it.

### **Unpublished research**

24. Where the Committee's disclosure of information would involve bringing into the public domain previously unpublished research, it should consider whether this could hinder the process of formal consultation elsewhere and, if so, explore arrangements that avoid the problem (such as parallel publication).

### **Annual report**

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

## **PROCEDURES FOR ARRIVING AT CONCLUSIONS**

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

### **DISSENTING VIEWS**

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

## **TERMS AND CONDITIONS OF APPOINTMENT**

28. The ACSS is expected to hold 2 formal meetings a year. Meetings will normally run for around 4 hours and lunch will be provided. Members are expected to attend meetings of the committee and give timely apologies if absence is unavoidable.

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

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

31. It is expected that the Committee Chair will need to spend around 8-12 days and Committee members around 6-10 days per year on Committee business including contributing to working/ ad hoc groups.

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

### **FEEDBACK ON PERFORMANCE**

33. The ACSS Chair and all members will be asked to provide an annual feedback to the Secretariat of their experience on the Committee. This will help the Agency ensure that the Committee operates effectively, and to identify any areas for improvement. Members must also participate in regular appraisal/review of the performance of individual members.

**Annex 1 – Terms of Reference**

**Annex 2 – The Seven Principles of Public Life**

**Annex 3 – Code of Practice on the Declaration of Interests**

**Annex 4 – Guidance on Committee Fees and Expenses**

## **ANNEX 1 ADVISORY COMMITTEE FOR SOCIAL SCIENCE TERMS OF REFERENCE**

### **Purpose**

The FSA Advisory Committee for Social Science is an independent expert committee<sup>6</sup> of the Food Standards Agency (FSA)

It provides expert strategic advice to the FSA on its use of the social sciences including new and emerging methods, processes and systems to interrogate data<sup>7</sup>, to deliver FSA's objectives. Its purpose is to help FSA utilise these sciences and approaches to shape and deliver its strategic objectives and understand its impact.

This includes advising FSA on how it can use and bring together the different types of evidence, approaches and information across these diverse disciplines and fields, to address and evaluate strategic problems or interests, in an effective, appropriate and timely way.

The Committee is constituted to work at a strategic level bringing together insights from across a different and broader range of areas to those which FSA has previously accessed. It forms a core yet agile group of experts which is able to identify and to draw in wider inputs across relevant disciplines and perspectives to address the issues at hand.

Its members are experts who work within and across disciplines, think strategically and understand how the social sciences and new and emerging data methods, processes and systems can be applied at disciplinary, multi and interdisciplinary levels to shape, inform and test policies and to achieve concrete impacts to benefit people.

Specifically, it will:

- provide advice on how FSA gathers, uses and brings together social science evidence and relevant approaches and outputs to support delivery of the FSA's strategic objectives. This includes:
  - vi. how FSA frames the problem or question
  - vii. the work it commissions to meet its strategic aims
  - viii. how the FSA uses and combines different social science, including data science, approaches, sources and types of evidence to achieve its objectives
  - ix. how FSA assures the quality and rigour of its social and data science evidence
  - x. how the FSA assures the quality of its advice and outputs based on these sources
- help assure impact from FSA's application of these disciplines and approaches that is both timely and relevant to its priorities and objectives
- review and advise on FSA's current social and data science investments

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<sup>6</sup> See: <https://www.gov.uk/government/publications/classification-of-public-bodies-information-and-guidance>

<sup>7</sup> Including data science.

- add value by advising on opportunities and best practice in bringing together these different disciplines and approaches to address strategic problems identified by or relevant to the work of the FSA
- advise on new and emerging opportunities for interrogating FSA and wider data scoping new opportunities and innovations emerging across disciplines and fields and help FSA to understand how these approaches and systems may in turn impact on people and what they do
- provide evaluation advice to ensure successful delivery and impact of policy, considering best use of existing and new social science methods and data interrogation
- in an agile way and help to identify and access wider relevant networks, experts and evidence in these and related fields to provide effective advice to the FSA
- keep the FSA in touch with current and future developments in social science and data approaches and capabilities both in the UK and internationally
- maintain a programme of continuous development to assure successful multi and interdisciplinary working
- work collaboratively with other SACs which provide independent, subject-specific expert advice in key areas and the FSA Science Council which provides independent expert advice on FSA's use of science at a strategic level.

## **Ways of working**

### **Independence and transparency**

The Committee is an independent Scientific Advisory Committee (SAC) which operates to the highest standards of openness and transparency. It will work in accordance with guidelines by the FSA and 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)<sup>8</sup>, which includes the Principles of Scientific Advice to Government<sup>9</sup>
- The FSA's Good Practice Guidelines for Scientific Advisory Committees (SACs)<sup>10</sup>

Key elements of practice which underpin and assure this includes:

- v. Committee meeting agendas, papers, minutes and reports are published on a dedicated website and meetings are open to the public
- vi. Publication of an annual report
- vii. The Committee Chair has the right of direct access to the FSA CSA, the CEO, and to Board members (via the FSA Chairman), at all times. Members also have the right of access to the CSA, the CE and Board on any matter which

<sup>8</sup> <https://www.gov.uk/government/publications/scientific-advisory-committees-code-of-practice>

<sup>9</sup> <https://www.gov.uk/government/publications/scientific-advice-to-government-principles/principles-of-scientific-advice-to-government>

<sup>10</sup> <http://www.food.gov.uk/science/sci-gov/commswork/goodpracticeguidelinessacs>

he or she believes raises important issues relating to his or her duties as a member

- viii. In addition to regular contact between meetings, the Committee Chair and FSA CSA will meet for a feedback discussion each year to review the work of the Committee against its remit, and the relationship with and support from the FSA

The Committee is supported by a Secretariat provided by the FSA.

### **Work programme**

The Committee will generally work by generating its own content and intellectual input in response to high-level, cross-cutting issues, issues and questions identified by the FSA Chief Scientific Adviser and FSA officials. Where needed, it will co-opt wider expertise on specific tasks and work areas, utilising the FSA SAC Register of Specialists and other relevant means for this purpose. Its outputs will include short reports on collective insights on issues and questions identified by the FSA, which may be delivered directly by the Committee or as part of directed SAC Working Groups. It will also work with FSA to convene wider discussions, events or initiatives to generate and synthesise insights from wider experts/ groups on specific issues relating to the social sciences and data approaches, relevant to the work of the FSA.

The FSA and the Committee Chair and members will maintain regular communication between meetings through face to face meetings and correspondence with support from the Secretariat as needed.

As part of its work programme the Committee will hold two open meetings a year. These will usually consist of a short, general update session reviewing developments in work by the FSA and by the Committee as a whole, which may be followed by themed sessions devoted to specific issues or specific activities identified relevant to the work of the FSA. These meetings will also ensure that the Committee discusses in public the key issues and outcomes from its work, including work between meetings within Committee Working Groups.

We expect to work with the Committee to develop and use online tools to support its work and communication both at and between meetings.

The Committee will establish and engage with wider networks of experts, including with other SACs, calling on wider expertise and seeking new synergies depending on the issue at hand, and assist FSA in maintaining and updating the FSA SAC Register of Specialists to assist this agile way of working.

The Committee will also have a key role in its own continuous development to assure successful ongoing multidisciplinary and interdisciplinary working.

## **ANNEX 2 THE SEVEN PRINCIPLES OF PUBLIC LIFE**

### **The Seven Principles of Public Life ('Nolan' Principles)**

#### **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 CODE OF PRACTICE ON THE DECLARATION OF INTERESTS**

### **Different types of interest that should be declared**

The following is intended as a guide to the kinds of interest that should be declared. Where members are uncertain as to whether an interest should be declared, they should seek guidance from the Secretariat. **If members have interests not specified in these notes, but which they believe could be regarded as influencing their advice, they should declare them. Failure to declare interests could lead to dismissal from the Committee.** However, members and the Secretariat are not under any obligation to search out links of which they might *reasonably* not be aware. For example, either through being unaware of all the interests of family members, or of not being aware of links between one company and another.

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

### **Declaration of interests and participation at meetings**

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

## **PERSONAL INTERESTS**

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

- **Consultancies and/or direct employment:** any consultancy, other employment, partnership, directorship or position in or work for an industry or other relevant body held by you or a close family member and which attracts regular or occasional payments in cash, recognition in any other form, or other benefit.
- **Fee-Paid Work:** any commissioned or fee-paid work for which you or a close family member are paid in cash or kind by an industry or other relevant body including Pressure Groups and Non-Governmental Organisations.
- **Shareholdings:** any shareholding or other beneficial interest in industry shares that you or a close family member have. This does not include shareholdings through unit trusts or similar arrangements where the member has no influence on financial management.
- **Membership or Affiliation:** any membership role or affiliation that you or a close family member has to clubs or organisations with an interest or involvement in the work of the Department.

## NON-PERSONAL INTERESTS

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

- **Fellowships:** any fellowship that you or a close family member holds and which is endowed by an industry or other relevant body
- **Support by Industry:** any payment, other support or sponsorship by industry which does not convey any pecuniary or material benefit to a member personally, but which does benefit their position or department e.g.:
  - (i) A grant from a company for the running of a unit or department for which a member is responsible;
  - (ii) A grant or fellowship or other payment to sponsor a post or a member of staff in the unit for which a member is responsible (this does not include financial assistance for students);
  - (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.

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 COMMITTEE FEES AND EXPENSES**

**Last revised: October 2016**

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 for meetings of Working Groups and Sub-groups:
  - Committee Chair £255/day
  - Committee Member £205/day
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. The FSA reviews these rates every 2 years with the aim that any revisions will reflect the recommendations of the Senior Salaries Review Board with regard to pay in the Senior Civil Service. The FSA will also take into account comparisons with rates paid in similar advisory bodies in the UK.

### **Travel and other expenses**

6. Committee members are entitled to reimbursement of reasonable travel and subsistence expenses necessarily incurred on official council 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 Committee 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.**

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

Cards, where receipts cannot be obtained, will be reimbursed without a receipt, at the discretion of the Committee Secretariat

### **Payment of claims**

25. 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**

26. 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.
27. 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.
28. 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.

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

## Overnight Rates

<b>Central London</b>	Up to £130 per night including breakfast (excluding VAT)
<b>Other UK and Republic of Ireland</b>	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.