## Declaration of Interests Form

All candidates must declare all relevant interests. If you are successful,
the information provided will be published with the announcement of your appointment.

### Different types of interest that should be declared

The following is intended as a guide to the kinds of interest that should be declared. Where members are uncertain as to whether an interest should be declared, they should seek guidance from the Secretariat. However, members and the Secretariat are not under any obligation to search out links of which they might *reasonably* not be aware. For example, either through being unaware of all the interests of family members, or of not being aware of links between one company and another.

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

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

### Personal Interests

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

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

### Declaration of interests and participation at meetings

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

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

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

|  |  |  |
| --- | --- | --- |
|  | **Personal interests** |  |
| 1 | Direct employment  |  |
| 2 | Consultancies and other fee-paid work |  |
| 3 | Shareholdings |  |
| 4 | Clubs and other organisations |  |
| 5 | Other personal interests |  |

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