

# Additional information for candidates

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## Additional information for candidates

### FSA Register of Specialists

Applicants, whether selected or not, may separately be invited to join the FSA's Register of Specialists. This is a list of experts that the FSA can use to source expert input to inform the work of the FSA.

### Equal Opportunities

We welcome applications from all sections of the community. All appointments are based on merit and the principles of independent assessment, openness and transparency of process.

The completion of the monitoring questionnaire is voluntary. Please note the information will be used for monitoring purposes only and it will be presented in the form of totals from which individuals cannot be separately identified.

The purpose of this part of the application is to ensure we do not create any barriers in our selection process and to help us implement our equal opportunities policy effectively.

## **Disability Confident Interview Scheme**

We want to encourage disabled people to apply for roles and give them an opportunity to show their skills, talent and abilities at the interview stage. The Civil Service runs a [Disability Confident Scheme](#), offering an interview to a fair and proportionate number of disabled applicants that meet the minimum selection criteria for the role.

To be considered for an interview under this scheme you must have:

- a physical or mental impairment, or a long-term health condition which has a substantial and long term (over 12 months) adverse effect on your ability to carry out normal day to day activities;
- demonstrated in your application and testing stages that you meet the minimum role criteria asset out in the advert or person specification for the post.

## **Reasonable adjustments**

We want to support you if you need an adjustment in the recruitment process, even if you do not feel you qualify for the Disability Confident Scheme.

We consider visible and non-visible disabilities, neurodiversity or learning differences, chronic medical conditions or mental ill health. Examples include dyslexia, epilepsy, autism, chronic fatigue, diabetes, or schizophrenia.

We provide various adjustments, including but not limited to application and interview assistance, extra time, and sign language interpretation. For further details, refer to the [government guidance](#).

Please contact the [SAC Recruitment Team](#) if you would like to discuss any reasonable adjustments you require.

## **Eligibility**

Members cannot hold any paid or high-profile unpaid posts in a political party and cannot engage in specific political activities on matters directly affecting the work of the Science Council, SAC and JEG.

We welcome applications from existing members of government SAC; however, applicants must list relevant current appointments in the application to identify any cross-membership and assess any potential conflicts of interest.

## **Principles of public life**

Holders of public office are expected to adhere to and uphold the [Seven Principles of Public Life](#). These are:

- Selflessness - Holders of public office should act solely in terms of the public interest.
- Integrity - Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.
- Objectivity - Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
- Accountability - Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.
- Openness - Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

- Honesty - Holders of public office should be truthful.
- Leadership - Holders of public office should exhibit these principles in their own behaviour and treat others with respect. They should actively promote and robustly support the principles and challenge poor behaviour wherever it occurs.

## **Code of practice**

FSA's Science Council, SACs and JEGs adhere to the [Code of Practice for Scientific Advisory Committees and Councils](#). It expects that all members work to the highest personal and professional standards.

## **Management of outside interests and consideration of reputational issues**

Before you apply you should consider carefully:

- any outside interests that you may have, such as shares you may hold in a company providing services to government;
- any possible reputational issues arising from your past actions or public statements that you have made;
- and/or - any political roles you hold or political campaigns you have supported; which may call into question your ability to do the role you are applying for.

Many conflicts of interest can be satisfactorily resolved and declaring a potential conflict does not prevent you from being interviewed. If you are shortlisted for an interview, we will ask you to provide a declaration of interests and the panel will discuss any potential conflicts with you during that interview, including any proposals you may have to mitigate them and record that in their advice to ministers. Alongside your own declaration, we will conduct appropriate checks, as part of which we will consider anything in the public domain related to your

conduct or professional capacity. This may include searches of previous public statements and social media, blogs or any other publicly available information. If your application is successful, you will be asked to declare all relevant interests to the Board of the FSA. as per the [Code of Practice for Scientific Advisory Committees and Councils](#). The information provided will be published with the announcement of your appointment.

## **Appointment and tenure**

Chairs, full and lay members are given a standard first term appointment of three years with the possibility of re-appointment for a further term. Any re-appointment is subject to satisfactory annual appraisals of performance during the first term in post.

Associate members are appointed for an initial term of two years. If this term is successfully completed, associate members can then become full members.

## **Ways of working**

The Science Council, SACs and JEGs use Microsoft Teams and SharePoint as a platform to share documents and information and to hold virtual meetings. Members will be required to access and use Microsoft Teams and SharePoint effectively as part of their roles, so will need access to a computer with a stable internet connection and a webcam.

## **Time Commitment**

The SAC and JEG hold up to eight one-day meetings a year, either virtually or in person in London, with occasional travel outside London. Members may also be required to provide additional input between meetings, and on occasion form subgroups focusing on specific short-term topics. The FSA may also request advice from committees on an ad hoc basis or in emergencies.

The overall time commitment will vary by SAC and depend on the extent of members' participation in the groups' meetings and FSA's strategic needs, but a minimum commitment is expected to be approximately 20 days per year. The exception to this is Science Council where the minimum commitment expected is 10 days per year including attendance at four meetings.

## **Fees and expenses**

SAC and JEG

SAC and JEG positions are not salaried. Members may claim fees and reasonable travel and other expenses, in line with the [Guidance on Committees Fees and Expenses](#).

Science Council

Science Council members receive an honorarium per financial year as well as reasonable expenses, in line with the [Guidance on Science Council Honorarium and Expenses](#).

## **Raising Concerns**

We aim to process all applications as quickly as possible and to treat all applicants with courtesy. If you feel your application has not been treated fairly, and you wish to make a complaint, you should email [SACrecruitment@food.gov.uk](mailto:SACrecruitment@food.gov.uk) in the first instance.

If you are still dissatisfied and would like to take your complaint further, please follow our [complaints procedure](#).

## **Data protection**

The FSA will use your data in line with the [FSA's privacy policy](#).

The application form is hosted on [www.eu.surveymonkey.com](http://www.eu.surveymonkey.com), a third-party website commissioned by the FSA. Details about how your personal information will be used and stored by Survey Monkey are available in [their privacy notice](#).

## **Contact details**

For any queries with regards to the application form or overall process, [please email the SAC Recruitment Team](#).

[Apply Now](#)