Declaration of Interests Form

All Committee members **must** declare all relevant interests. Upon appointment to a Committee the information provided will be published.

### Please declare all relevant interests within the 5 past years as a default but consider whether there are any other interests dating prior to this which could be relevant, and declare these, with reference to the guidance below.

# 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 you are uncertain as to whether an interest should be declared, please 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.

**Please read** [**The FSAs Approach to Managing the Interests of its External Scientific Advisers**](https://sac.food.gov.uk/The%20FSAs%20Approach%20to%20Managing%20the%20Interests%20of%20its%20External%20Scientific%20Advisers) **before completing this form.**

**If you have interests not specified in these notes, but you believe could be regarded as influencing your advice, you 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. It is also best practice for members to update the Secretariat as soon as possible where a new conflict of interest may occur, rather than wait for the annual update.

# Definitions

## Relevant organisations and individuals

Please bear in mind that relevant organisations and individuals are those who could be affected in some way by the decisions that the advice is intended to inform.

In this Code ‘the industry’ refers to any of the following relevant organisations:

* Companies, partnerships or individuals who are directly concerned with research development or marketing of the product or service (or a competitor) which is being considered by the adviser/s in question.
* Companies, partnerships or individuals who are involved with the production, manufacture, sale or supply of products or services subject to relevant legislation. The legislation may include, but is not limited to:
  + The Food Safety and Hygiene (England) Regulations 2013 (and equivalent measures in Northern Ireland and Wales),
  + The Food Safety Act 1990 (and regulations made under it),
  + The Medicines Acts 1968, 1976 and 2003,
  + The Food and Environment Protection Act 1985,
  + The Consumer Protection Act 1987 and 1991,
  + Cosmetic Products Enforcement Regulations 2013,
  + Biocidal Products and Chemicals (Appointment of Authorities and Enforcement) Regulations 2013,
  + Food Additives, Flavourings, Enzymes and Extraction Solvents (England) Regulations 2013 (and equivalent measures in Northern Ireland and Wales),
  + Food Supplements (England) Regulations 2003 (and equivalent measures in Northern Ireland and Wales).
* Trade associations representing companies involved with such products.
* **Organisations with interests in industry** - organisations which have publicly stated obligations to; campaigns related to or receive funding from the above defined industries. These might be research institutes, professional societies, charities or nongovernmental organisations.
* **Organisations with interests in the FSA’s scientific advice and the outcomes the advice is intended to inform**- organisations which have publicly stated or have apparent interests or campaigns related to the outcomes of the FSA’s work that the advice is intended to inform. These might be campaign or lobby groups, representative bodies, charities, clubs, academic non-governmental organisations, other advisory panels, or other government organisations.
* **Other relevant bodies** refer 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, advocacy and lobby groups

In this Code **‘the secretariat’** refers to the secretariat of the individual committee concerned.

### Personal Interests

A personal interest involves the benefits or obligations directly affecting a member, or close family. This usually includes personal partners, parents, children (minor and adult), brothers, sisters and the personal partners of any of these.

A benefit or obligation could come from financial or non-financial support, including use of equipment or facilities, research assistants, paid travel to meetings/conferences, honoraria, hospitality/expenses over £25 per occasion, or £100 over one year. Where a particular interest relates to many organisations or activities, such as trusteeship of a charity, the Secretariat/relevant FSA staff can agree with the member a general declaration to cover this interest rather than draw up a detailed portfolio. Some examples of relevant personal interests that would need to be declared are:

* Any fee paid work - employment, consultancies, directorship, pension, position or work which attracts regular or occasional payments in cash or kind, from relevant organisations (as defined above).
* Shareholdings: any shareholding in or other beneficial interest in shares of industry. This does not include shareholdings where the member has no influence on financial management.
* Membership or Affiliation: any membership role or affiliation that the member or a close family member has to relevant organisations (as defined below).
* Decision making positions in organisations such as professional bodies, advocacy groups or charities, e.g. director, board member, trustee, chair.
* Political activity at a high level, e.g. holding a paid or high-profile voluntary office, political speeches on matters regarding their work, making a recordable donation, or candidature for election to local or national government.
* Substantial contribution to the work or advice being considered (e.g. named author on paper, named author on a paper within a review).
* Publication of a clear opinion which could reasonably be interpreted as prejudicial to an objective interpretation of the evidence e.g. member of a group that has published an opinion on the subject, publication of a review in that area.
* Involvement with separate work which could be seen as competing for recognition or funding with the work being considered.
* Trusteeships.
* Patents, royalties, copyrights.
* Positions that present a conflict with the need to separate expert advice from decision making based on that advice - for example, roles that would result in a member taking part in decisions on risk management informed by scientific advice they have contributed to as a member.

Please note that the above is not an exhaustive list and members should declare any other personal interests financial or non-financial in nature.

If a member is aware that a substance, product or matter under consideration is or may become a competitor of a substance, product or matter manufactured, sold or supplied by a company in which a member has a current personal interest, the member should declare their interest in the company marketing the rival product, substance or matter.

### Non-Personal Interests

Non-personal interests include benefits or obligations not received by the member personally but to the organisation where the member works or involving people less close to the member. Significant non-personal interests benefitting a close family member should also be declared.

Some examples of relevant non-personal interests that would need to be declared are:

* Fellowships: the holding of a fellowship endowed by industry or charity.
* Financial or in-kind support by relevant organisations (as defined below).
* Any payment, other support or sponsorship which does not convey any financial or material benefit to the member personally, but which does benefit their position or organisation. For example:
  + a grant for the running of a unit or department for which the adviser is responsible,
  + a grant or fellowship or other payment to sponsor a post or a member of staff or a post graduate research programme for which the adviser is responsible. This does not include financial assistance paid directly to or on behalf of students,
  + the commissioning of research or other work by, or advice from, staff who work in a unit for which the adviser is responsible.
* Current positions or research interests in any institution or as part of the wider research or professional community that could benefit from information gained through working with FSA.
* Current or applied for research funding commissioned by the FSA for which the member is principal or co-investigator.
* Member is a colleague of someone who contributed substantially to the work or advice being considered (e.g. the member’s colleague is a named author on paper, named author on a paper within a review). But as noted earlier, members are under no obligation to seek out knowledge of work done by individuals in the organisations in which they work if they would not normally expect to be informed.

Please note the above is not an exhaustive list and members should declare any other relevant non-personal interests.

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.

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  + The Food Safety Act 1990 (and regulations made under it),
  + The Medicines Acts 1968, 1976 and 2003,
  + The Food and Environment Protection Act 1985,
  + The Consumer Protection Act 1987 and 1991,
  + Cosmetic Products Enforcement Regulations 2013,
  + Biocidal Products and Chemicals (Appointment of Authorities and Enforcement) Regulations 2013,
  + Food Additives, Flavourings, Enzymes and Extraction Solvents (England) Regulations 2013 (and equivalent measures in Northern Ireland and Wales),
  + Food Supplements (England) Regulations 2003 (and equivalent measures in Northern Ireland and Wales).
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* **Other relevant bodies** refer 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, advocacy 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 or non-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 tables below to declare relevant interests, as described above.**

**Please also provide your name and the date you completed this form:**

**Name:**

**Date:**

**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:**

**Current Interests**

|  |  |
| --- | --- |
| **Personal interests** |  |
| Direct employment. |  |
| Consultancies and other fee-paid work. |  |
| Shareholdings. |  |
| Clubs, other organisations and advocacy groups. |  |
| Other personal interests. |  |

|  |  |
| --- | --- |
| **Non-personal interests** |  |
| Fellowships. |  |
| Indirect support. |  |
| Trusteeships. |  |
| Land and property. |  |
| Other public appointments. |  |
| Other non-personal interests. |  |

**Historic Interests**

|  |  |
| --- | --- |
| **Personal interests** |  |
| Direct employment. |  |
| Consultancies and other fee-paid work. |  |
| Shareholdings. |  |
| Clubs, other organisations and advocacy groups. |  |
| Other personal interests. |  |

|  |  |
| --- | --- |
| **Non-personal interests** |  |
| Fellowships. |  |
| Indirect support. |  |
| Trusteeships. |  |
| Land and property. |  |
| Other public appointments. |  |
| Other non-personal interests. |  |