



Department
of Health

2 Members of the Committee on Mutagenicity of Chemicals in Food, Consumer Products and the Environment (COM)

Information pack for applicants

Closing date: Midday on 30 June 2016

Reference no: A16-02



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2 Members of the Committee on Mutagenicity of Chemicals in Food, Consumer Products and the Environment (COM) (A16-02)

Making an application

Thank you for your interest in the appointment of 1 Expert Member and 1 Lay Member to the Committee on Mutagenicity of Chemicals in Food, Consumer Products and the Environment. The attached Annexes provide details on the role of Members and the person specification, the role and responsibilities of COM and the selection process

To make an application please send a CV, supporting letter and completed monitoring form (attached) to the address below:

appointments.team@dh.gsi.gov.uk quoting the reference in the subject field, or post to: Viona Pereira-Marron, Department of Health, Room 1N09, Quarry House, Quarry Hill, Leeds, LS2 7UE. Applications must be received by **midday on 30 June 2016**

In making an application please note the following:

Supporting letter

The supporting letter is your opportunity to demonstrate how you meet each of the criteria set out in the person specification. How you choose to present the information is up to you. However, you should aim to provide specific and detailed examples that demonstrate how your knowledge and experience matches each of the criteria, and which describe what your role was in achieving a specific result. It will also benefit the selection panel if you can be clear which particular evidence you provide relates to which criteria. Providing separate paragraphs in relation to each criterion is common practice. Please write all acronyms in full first

Please ensure your full name, the role to which you are applying and the corresponding reference number for the post are clearly noted at the top of your letter

Please limit your letter to two pages, and type or write clearly in black ink

Declaration of interests and ensuring public confidence

If you have any business or personal interests that might be relevant to the work of COM and which could lead to a real or perceived conflict of interest were you to be appointed, please provide details in your supporting letter. Should you be successful in your application, if there is anything in your personal or professional history, that if brought into the public domain, may cause embarrassment or disrepute to the organisation, please provide further details in your supporting letter. Failure to disclose such information could result in an appointment being terminated – refer to the section in Annex A.

CV

Please ensure your CV includes:

- your full name, title, home address, personal contact telephone numbers (land line and mobile) and personal email address

- similar contact details for two referees who will support your application. One referee should be the person to whom you are/were accountable in your current/most recent appointment or position of employment. Please indicate the relationship of each referee to you. References will be requested for short-listed candidates prior to interview
- brief details of your current or most recent post and the dates you occupied this role. Please identify any past or present Ministerial appointments. Please write all acronyms in full first

Monitoring form

Please complete the monitoring form. Diversity monitoring information will not be seen by the panel assessing your application

Guaranteed Interview Scheme

The Department of Health operates a Guaranteed Interview Scheme (GIS) for disabled people. The Equality Act 2010 defines a person as disabled if they have a physical or mental impairment and the impairment has a substantial and long term adverse effect on their ability to carry out normal day to day activities. Under the GIS a disabled candidate will be selected for interview if they meet the **essential criteria** for the post

If you wish to apply under the GIS please complete the GIS form and return it with your application

All applications will be acknowledged by email after the closing date

Indicative timetable

Closing date:	Midday on 30 June 2016
Shortlisting complete:	July 2016
Interviews held:	26 July 2016

Key facts about the post

Location:	London
Remuneration:	None, but expenses can be claimed in line with COM policy.
Time Commitment:	3 meetings per year, and members on occasion are asked to comment on papers between meetings

Contacts:

For further information regarding the selection process, please contact:

Viona Pereira-Marron
Appointments Team
Tel: 0113 254 5845
Email: viona.pereira-marron@dh.gsi.gov.uk

For further information regarding the role of the COM and the role of the Members please contact:

Tel: 01235 825163
Email: Ovnair.sepai@phe.gov.uk

Please quote reference **A16-02** on all correspondence. Please also state which member vacancy you are applying for ie: Lay, Expert etc.,

If you choose to apply, we would like to thank you in advance for your time and effort in making an application

Feedback

The Commissioner for Public Appointments would like to find out what you think of the public appointments process. If you make an application, the Commissioner would appreciate a few minutes of your time to complete this survey:

<http://publicappointmentscommissioner.independent.gov.uk/candidate-survey/>

Your response will be anonymous and will inform the Commissioner's ongoing work with Government Departments to improve the public appointments process

Role of Members of the Committee on Mutagenicity of Chemicals in Food, Consumer Products and the Environment (COM)

Role description/person specification

Expert members

All applicants must have a track record of achievement in one or more of the following fields:

- Genetic toxicology: applicants must have experience in the conduct and interpretation of in silico methods, and in vitro, and in vivo tests. An interest in molecular epidemiology would also be of value.
- Carcinogenesis: applicants should be able to demonstrate an interest in cancer risk assessment and in the mechanisms of carcinogenesis both genotoxic and non –genotoxic mechanisms.
- Toxicokinetics and metabolism: applicants should have expertise in interpretation of data on the disposition, metabolism and toxicokinetics of chemicals and low dose effects especially in relation to genotoxicity testing.
- Computational toxicology and Quantitative Structure Activity Relationships (QSARs): applicants must have expertise in the application of computational toxicology and QSARs and their application to genotoxicity.
- Epigenetics and trans-generational effects: applicants with expertise in epigenetics with relevance to genotoxicity endpoints.
- Reproductive or developmental toxicology: applicants with expertise in developmental toxicology and adverse reproductive effects of mutagenic and genotoxic chemicals

Lay Members:

A lay member of this committee will be expected to work effectively with scientific members of the committee to ensure the committee's advice addresses the concerns of, and can be understood by, the UK population as a whole.

Applicants for the lay member position on COM must have a good track record of communicating scientific issues to a non-technical audience, experience in the assessment and interpretation of data, and strong analytical skills. Applications are particularly sought from those with experience and expertise in working with expert committees.

Essential Criteria

Applicants must possess the expertise to provide independent scrutiny and credible advice on the issues that fall within the remit of the COM.

They must:

- Be able to provide specific advice independent of government or industry
- Be a good communicator with sound judgement
- Be able to demonstrate an ability to contribute to the work of the COM

Desirable Criteria:

They might:

- Have experience of committee membership
- Have contributed to national and international fora whose work is within the remit of the COM
- Be able to offer additional specialist skills (e.g. risk communication to the general public)

Time Commitment

- There are usually three meetings per year and members are on occasion asked to comment on paper between meetings

Remuneration

- There is no remuneration for these posts. Attendance and reading fees will only be paid in exceptional circumstances for eg: where a member may incur financial loss in attending a meeting
- you may claim travel and subsistence expenses, which are properly and necessarily incurred in carrying out your role and responsibilities as a Member of the COM in line with travel and subsistence policy and rates for the COM. A copy of the policy and rates can be obtained from COM

Time commitment

There are usually three meetings per year

Tenure of office

The Secretary of State determines the length of the appointment, which will be for up to a maximum of 4 years

Accountability

This Member is appointed by the Secretary of State and is accountable to the Secretary of State via the Chair for carrying out their duties and for their performance

Eligibility criteria

There are circumstances in which an individual may not be considered for appointment. They include:

- a) persons who have received a prison sentence or suspended sentence of 3 months or more in the last 5 years
- b) persons who are the subject of a bankruptcy restrictions order or interim order, or a debt relief order or interim debt relief order under Schedule 4ZB to the Insolvency Act 1986
- c) persons who have had an earlier term of appointment with a health service body terminated on the grounds
 - i. that it was not conducive to the interests or good management of the body that the person should continue to hold office
 - ii. that the person failed to attend a meeting of the body on three consecutive occasions
 - iii. that the person failed to declare a pecuniary interest or withdraw from consideration of a matter in respect of which the person had a pecuniary interest
 - iv. of misconduct or failure to carry out the person's duties
- d) anyone who is under a disqualification order under the Company Directors Disqualification Act 1986; or
- e) anyone who has been removed from trusteeship of a charity.

Further advice about disqualification from appointment/ the eligibility criteria can be provided by contacting Ovnair Sepai on 011235 825163

Conflict of Interests

You should particularly note the requirement for you to declare any private interests which may, or may be perceived to, conflict with the role and responsibilities as the Member of COM, including any business interests and positions of authority outside of the role in COM

If appointed, you will also be required to declare these interests on appointment which will be entered into a register which is available to the public.

Standards in public life

You will be expected to demonstrate high standards of corporate and personal conduct. All successful candidates will be asked to subscribe to the *Code of Conduct for Board Members of Public Bodies*, you can access this document at:

<http://www.bl.uk/aboutus/governance/blboard/Board%20Code%20of%20Practice%202011.pdf>

Diversity and equality of opportunity

The Department of Health values and promotes diversity and encourage applications from all sections of the community.

COM role and responsibilities

Duties and Role

The COM is an important committee reporting to the Chief Medical Officer, and the Chair of the Food Standards Agency on all aspects of mutagenic risks to man from exposure to chemicals in food, consumer products and the environment (see terms of reference). As a specialist in toxicology or epidemiology with a particular expertise in cancer studies, members

- Contribute to discussions of the Committee working alongside recognised experts who assess other aspects of the detailed technical data on genotoxins under consideration (e.g. mode of action/mechanism studies, traditional and novel toxicity testing strategies, statistics).
- You will be expected to contribute to the Committee's discussions and to the consideration of detailed statements and conclusions from the Committee.
- You may be asked to contribute to other discussions (such as in working groups) or to draft text within your specialism if the need arises.

The selection process

The Appointments Team will deal with your application as quickly as possible and will advise you of the likely timetable at each stage. After the closing date for applications:

- the panel will assess candidates' CVs and supporting letters to determine who it believes best meet the criteria for the role, and who will be invited to interview. The panel will rely only on the information you provide in your CV and letter to assess whether you have the skills and experience required. Please ensure that you provide evidence to support how you meet all of the essential criteria
- the selection panel will be chaired by The Chair of COM and will also comprise Chair of Committee of Toxicity (COT) ; and a DH Sponsor, and an Independent Panel member
- we anticipate that by Mid July the panel will have decided who will be invited for interview on 26 July 2016
- the panel will select for interview only the strongest applicants who it feels have demonstrated that they best meet the criteria set out in the person specification. If there is a strong field of candidates the panel may also look at who in addition meets any desirable criteria for the role in order to differentiate between those who would otherwise be of similar merit. However, if you have applied under the GIS and you meet all of the essential criteria, then you will also be invited for interview
- if you are invited to interview and. If you are unable to attend on the set date then an alternative date can only be offered at the discretion of the panel
- the Appointments Team will write to let you know whether or not you have been invited to be interviewed. It is our intention that interviews will take place in a central London location
- if invited to interview, the panel will question you about your skills and experience, asking specific questions to assess whether you meet the criteria set out for the post
- candidates who the panel believe are 'appointable', will be recommended to the Minister who will make the final decision. The Minister who may choose to meet with appointable candidates before making a decision. If she does, she will meet all candidates and in the presence of the panel chair or their nominated representative. The time taken between interview and a final appointment decision being made can sometimes take a number of weeks. Candidates who have been interviewed will be kept informed of progress.
- if you are successful, you will receive a letter from the Minister appointing you as Member of COM, which will confirm the terms on which the appointment is offered
- if you are unsuccessful at interview, you will be notified by the Appointments Team. We appreciate it takes a lot of time and effort to apply for roles and that feedback is a valuable part of the process. As a result, the letter will provide

the details of who you may approach for feedback on your interview and application, if you so wish

- for further information on how we will manage the personal information that you have provided to us through your application, see Annex D

Queries

For queries about your application, please contact Viona Pereira-Marron on 0113 254 5845

Regulation by the Commissioner for Public Appointments

The Commissioner regulates and monitors appointments to public bodies to ensure procedures are fair, open and transparent and based on merit. More information about the role of the Commissioner and his Code of Practice is available from <http://publicappointmentscommissioner.independent.gov.uk>

If you are not completely satisfied

DH will aim to process all applications as quickly as possible and to treat all applicants with courtesy. If you have any complaints about the way your application has been handled, please contact Julie Nichols in the Department of Health by emailing julie.nichols@dh.gsi.gov.uk

If after receiving a comprehensive response from the Department you are still concerned, you can write to the Commissioner for Public Appointments. Please contact:

The Commissioner for Public Appointments
1 Horse Guards Road
London SW1A 2HQ

Tel: 0207 271 0849

Email: publicappointments@csc.gsi.gov.uk

How we will manage your personal information

Your personal information will be held in accordance with the Data Protection Act 1998. You will not receive unsolicited paper or electronic mail as a result of sending DH any personal information. No personal information will be passed on to third parties for commercial purposes.

When we ask you for personal information, we promise we will:

- only ask for what we need, and not collect too much or irrelevant information
- ensure you know why we need it
- protect it and insofar as is possible, make sure nobody has access to it who shouldn't
- ensure you know what choice you have about giving us information
- make sure we don't keep it longer than necessary
- only use your information for the purposes you have authorised

We ask that you:

- provide us with accurate information
- inform us as soon as possible of any changes or if you notice mistakes in the information we hold about you

If you apply for a post, we will share some of the information you provide with the members of the selection panel for the post to which you are applying, so that your CV and supporting letter can be assessed.

The diversity monitoring information you provide will not be used in the selection process and will therefore not be shared with the selection panel assessing your application at any stage. However, the Commissioner for Public Appointments requires that selection panels review the political activity response at the interview stage. This in no way acts as a bar to appointment. Further information on this is provided in the attached Monitoring form.

The Commissioner for Public Appointments regulates and monitors appointments to public bodies to ensure procedures are fair. The Department of Health is required by the Commissioner for Public Appointments to retain information about the people who apply for public appointments within his remit, and make this information available to him for audit purposes, if requested to do so. Information you provide in your application may therefore be made available to the Commissioner for Public Appointments and the Commissioner's auditors on a confidential basis in order to help fulfil either the Commissioner's formal complaints investigation role or for audit purposes.