



**2 Lay and 4 Expert Members to the Committee on  
Carcinogenicity of Chemicals in Food, Consumer  
Products and the Environment (COC)**

**Information pack for applicants**

**Closing date: 12 noon on 21 March 2013**

**Reference no: EC13-07**

## **Contents**

	<b>Page</b>
Overview	3
Annex A: Appointment of Members	5
Annex B: COC role and responsibilities	9
Annex C: Making an application	10

## **2 Lay Members and 4 Expert Members to the Committee on Carcinogenicity of Chemicals in Food, Consumer Products and the Environment (COC)**

### **Overview**

#### **The roles**

#### **Lay Members**

All applicants must have a scientific background or a background in scientific or risk communication and a demonstrable interest in the effects of chemicals on health. They must possess the expertise to provide independent scrutiny and credible advice on the issues that fall within the remit of the COC.

#### **Expert Members**

All applicants must be a recognised expert with a track record of national and/or international achievement in one or more of the following fields: toxicology; pathology; pharmacokinetics and/or genetic toxicology.

For further information on the roles of the Lay Members and Expert Members, see **Annex A**.

#### **COC**

COC provides independent expert advice to the Department of Health, Food Standards Agency and other Government departments and agencies on the risk to humans of cancer from substances such as environmental contaminants, food additives and contaminants, and chemicals in cosmetics or household products. It also advises on the design and interpretation of studies for carcinogenicity from chemicals and new developments in the field.

For further information on the role of the COC, see **Annex B**.

#### **Indicative timetable**

Advert:	7 February 2013
Closing date:	12 noon on 21 March 2013
Shortlisting complete:	mid March 2013
Interviews held:	end March/early April 2013

#### **Remuneration**

Members will receive an attendance fee of £123 per meeting plus a reading fee of £30.

#### **Time commitment**

Up to three meetings per year.

**Tenure of office**

The DH Senior Responsible Officer determines the length of appointments, which will be for up to a maximum of four years.

**Accountability**

Members are appointed by the Department's Senior Responsible Officer and will be accountable to the Chair for carrying out their duties and for their performance.

**Location of post**

Meetings will be held in London

**Diversity and equality of opportunity**

We value and promote diversity and are committed to equality of opportunity for all and appointments made on merit.

**Key contacts:**

For information regarding the selection process, please contact:

Samantha Alcock  
Appointments Team  
Department of Health  
Quarry House  
Quarry Hill  
Leeds  
LS2 7UE  
Tel: 0113 254 5845  
Email: [samantha.alcock@dh.gsi.gov.uk](mailto:samantha.alcock@dh.gsi.gov.uk)

For information regarding the role of COC and its Members please contact:

Sue Kennedy  
Administration Secretary  
Health Protection Agency  
Tel: 01235 822836  
Email: [sue.kennedy@hpa.org.uk](mailto:sue.kennedy@hpa.org.uk)

**Please quote reference EC13-07 on all correspondence.**

For further details on how to make an application, see **Annex C**.

## Appointment of Lay Members

### Role and responsibilities of the Lay Members

The key responsibilities are to:

- Attend scheduled meetings of the Committee.
- Comment on drafts of committee statements/ reports.

### Qualities required for the role of Lay Members

All applicants must have a scientific background or a background in scientific or risk communication and a demonstrable interest in the effects of chemicals on health. They must possess the expertise to provide independent scrutiny and credible advice on the issues that fall within the remit of the COC.

To be considered, you must be able to demonstrate that you have the qualities, skills and experience to meet all the essential criteria for appointment

### Essential criteria

They must:

- Be a good communicator with sound judgement.
- Be able to demonstrate an ability to contribute to the work of the COC.
- Be able to represent the view of an interested layman.
- Be demonstrably independent of Government and industry

### Desirable Criteria:

They might:

- Have experience of committee membership.
- Have experience of risk assessment and decision making processes.

## Appointment of Expert Members

### Role and responsibilities of the Expert Members

**Expert Members** - as a specialist in toxicology, pathology, pharmacokinetics and metabolism and genetic toxicology you will:

- Contribute to discussions of the committee working alongside recognised experts who assess other aspects of the detailed technical data on chemical mutagens under consideration.
- Be expected to contribute to the Committee's deliberations on mutagenesis 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) if the need arises.

### Qualities required for the role of Expert Members

#### Essential Criteria

All applicants must be a recognised expert with a track record of national and/or international achievement in one or more of the following fields:

**Toxicology:** applicants should be able to demonstrate an interest in cancer risk assessment and in the mechanisms of carcinogenesis.

**Pathology:** applicants must have expertise in toxicological and/or medical pathology, with an interest in cancer pathology.

**Pharmacokinetics and metabolism:** applicants should have expertise in interpretation of data on the disposition, metabolism and pharmacokinetics of chemicals.

**Genetic toxicology:** applicants must have experience in the conduct and interpretation of in vitro and in vivo tests. An interest in molecular carcinogenesis would also be of value.

In addition to the above, applicants must possess the expertise to provide independent scrutiny and credible advice on the issues that fall within the remit of the COC.

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 COC

## **Desirable Criteria**

Candidates may:

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

## **Remuneration**

- Members will receive an attendance fee of £123 per meeting plus a reading fee of £30.
- Remuneration is taxable, and subject to National Insurance contributions.
- Those appointed will also be eligible to claim allowances, at rates set centrally, for travel and subsistence costs necessarily incurred on COC business.
- Note: Impact of appointment on people in receipt of benefits. Your appointment may have an effect on your entitlement to benefits. If you are in receipt of benefits you should seek advice from the Department for Work and Pensions.

## **Time commitment**

Up to three meetings per year.

## **Tenure of office**

The DH Senior Responsible Officer determines the length of appointments, which will be for up to a maximum of four years.

## **Accountability**

The Members are appointed by the Department's Senior Responsible Officer and will be accountable to 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:

- people who have received a prison sentence or suspended sentence of 3 months or more in the last 5 years;
- people who are the subject of a bankruptcy restrictions order or interim order;
- anyone who has been dismissed by an NHS body or local authority or public body within the past five years, other than by reason of redundancy;

- in certain circumstances, those who have had an earlier term of appointment terminated;
- anyone who is under a disqualification order under the Company Directors Disqualification Act 1986; and
- anyone who has been removed from trusteeship of a charity.

Further advice about disqualification for appointment can be provided by contacting Samantha Alcock on 0113 254 5845.

### **Conflict of Interests**

You should particularly note the requirement for you to declare any actual or potential conflict of interest you may have in carrying out the role of Member. Conflicts may relate to any relevant business interests, positions of authority or other connections with organisations relevant to the business of COC.

If you are aware of any potential conflicts prior to your appointment you should raise these during the process of your application. If an issue arises following your appointment you should ensure that you alert the Chair, to whom you will be accountable for your performance.

### **Standards in public life**

You will be expected to demonstrate a commitment to and an understanding of the value and importance of the seven principals of public life. All successful candidates will be asked to subscribe to *the code of practice for scientific advisory committees (CoPSAC)*; you can access this document at:

<http://www.bis.gov.uk/assets/BISPartners/GoScience/Docs/C/11-1382-code-of-practice-scientific-advisory-committees.pdf>.

### **Diversity and equality of opportunity**

We value and promote diversity and are committed to equality of opportunity for all and appointments made on merit.



## **COC role and responsibilities**

### **Duties and Role**

COC is an important committee reporting to the Chief Medical Officer, and the Chair of the Food Standards Agency on all aspects of carcinogen risk assessment. As a specialist, members:

- Contribute to discussions of the Committee working alongside recognised experts who assess other aspects of the detailed technical data on chemical carcinogens under consideration (e.g. mode of action/mechanism studies, cancer epidemiology studies, 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.

## Making an application

### Overview

Members of COC are a Department of Health appointment. The Department of Health will manage the recruitment process in a way that is open and fair to all applicants and the appointment will be made on merit.

The selection panel will make recommendations to the Department of Health Senior Responsible Officer on candidates they believe are 'appointable'. Taking into account feedback from the panel, the Senior Responsible Officer will make the final decision on who they believe best meets the criteria for the roles and will make the appointments.

### How to apply

All applicants are required to complete an application form. This is available online by visiting the DH website: [www.dh.gov.uk/appointments](http://www.dh.gov.uk/appointments) and searching for the vacancy E13-07.

Alternative formats such as braille, large print and tape versions of this information pack and the application forms are available from:

Samantha Alcock  
Tel: 0113 254 5845  
Email: [samantha.alcock@dh.gsi.gov.uk](mailto:samantha.alcock@dh.gsi.gov.uk)

If you wish to submit a paper copy of your application, or one in an alternative format, please send to:

Samantha Alcock  
Appointments Team (Room 2E29)  
Department of Health  
Quarry House  
Quarry Hill  
LEEDS  
LS2 7UE

All applications will be acknowledged by email and you will be contacted again after the closing date.

The Appointments Team must receive your completed application form **before 12 noon on 21 March 2013**.

## **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; and
- only use your information for the purposes you have authorised.

We ask that you:

- provide us with accurate information; and
- 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 applying, so that your application form and CV can be assessed.

Panel members are identified in the section below on "How we will handle your application". The '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 this stage.

## **How we will handle your Application**

We 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:

- your application and CV will be assessed to see whether you have the expertise required at the appropriate level for the post for which you have applied. We will rely on only the information you provide on your application form and CV to assess whether you have the 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 Hilary Walker, Department of Health Senior Sponsor for COC and will also comprise Professor David Phillips, COC Chair and Sue McCleery, an External Panel Member ;

- if you are invited to interview but are unable to attend on the set date then an alternative date can only be offered at the discretion of the panel;
- your application may be “long-listed”, subject to the volume of applications received, before it is passed to the shortlisting panel for consideration. You should be aware that in this situation, your application might not be considered in full by all of the panel;
- we anticipate that by mid March the panel will have decided who will be invited for interview;
- the panel will select the people who have demonstrated that they best meet the essential criteria. If there is a strong field of candidates the panel may then 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;
- we 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;
- please note that due to the volume of applications we receive we are unable to provide feedback to those not shortlisted for interview;
- if invited to interview, the panel will question you about your experience and expertise and ask 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 Departments Senior Responsible Officer who will make the final decision. The Departments Senior Responsible Officer may choose to meet with appointable candidates before making a decision. If he does, he will meet all candidates and in the presence of the panel chair or their nominated representative;
- if you are successful, you will receive a letter from the Departments Senior Responsible Officer appointing you as a Member of COC; and
- if you are unsuccessful, you will be notified by the Appointments Team. The letter will provide the details of who you may approach for feedback on your application.

## **Queries**

For queries about your application, please contact Samantha Alcock **on 0113 254 5845**.

## **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 Jacky Cooper in the Department of Health by emailing [jacky.cooper@dh.gsi.gov.uk](mailto:jacky.cooper@dh.gsi.gov.uk)