

ADVISORY COMMITTEE ON NOVEL FOODS AND PROCESSES

CODE OF PRACTICE

**Issue**

1. Under the instruction of the FSA chair, further changes have been made to the Codes of Practice, including formatting and content changes. This code of practice is now to be reviewed by the ACNFP Committee.

**Background**

2. Expert committees that independently advise the Food Standards Agency (FSA) operate to a Code of Practice (CoP). The CoP defines the principles for the Committees when operating and are set in line with central government guidance.
3. In November 2019, the Secretariat composed a new CoP document, containing all the relevant information currently provided on the ACNFP website to explain how the ACNFP governs its operations which was reviewed by the ACNFP at the time.
4. Since this time there has been a corporate move towards standardising the CoP's for all of the Scientific Advisory Committee's, with the aim of making them shorter and more succinct. As a result, a new Code of Practice template has been produced which provided the core structure of the Code of Practice. Changes were made including:
  - a. Removal of the financial annex which will become a separate document
  - b. Removal of repetitive information
  - c. Structural and format changes
5. The ACNFP Secretariat have transferred the previous CoP over to the new template and made some additions which are coloured in red in **Annex A**. This is what the Committee will be reviewing.

## **Committee Action Required**

- Members are asked to review the new document (**Annex A**) and comment on whether the content of the document is accurate and reflects the Committee's working practices. As members have already reviewed the CoP, members are asked to focus on the additions that have been made by the ACNFP secretariat. The key questions are:
  - Members are asked if there are any changes that should be made to reflect the work of the Committee?
  - If members agree for the process defined for Absence of the Chair?
  - If member agree with the wider description for the role of the secretariat?
  - If members agree with the list of another Committee's that the Committee works with?
  - If Committee members agree with the descriptions for the departmental representatives who can attend committee meetings
  - If Committee's agree with how the Committee and individual members should interact with the media?
  - If Committee agree with precedent set for members publishing their own dissenting views when it goes against the advice of the Committee?

## **Annexes**

### **Annex A – Code of Practice**

**Secretariat**

**June 2020**