



Driver & Vehicle
Licensing
Agency

Applicant Information & Guidance
For
Chair of Honorary Advisory Panel

Closing date: Midnight on 10th December 2017

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SECTION 1 – The Role

1.1 Role and Responsibilities of Chair of Advisory Panel

The role of Medical Panels is to help maintain and improve road safety by providing the Secretary of State for Transport (in practice the Department for Transport (DfT) and the Driver and Vehicle Licensing Agency (DVLA)) with medical expert advice about the relevant medical condition and its impact on driving.

In addition to the duties outlined for Panel members, Panel Chairs are responsible for the day to day operation and output of their Panels. This includes the following functional accountabilities.

- Identify, with the Secretariat and DVLA's Senior Medical Adviser, the appropriate make-up of the Panel, relevant working/subgroups and appropriate experts to consider individual cases.
- Contribute, in consultation with the Panel Secretary, to the setting of Panel agendas and, where appropriate, allocation of research for individual items to Panel members
- Identify, with the Panel Secretary and DVLA's Senior Medical Adviser, expertise needed on an ad hoc time limited basis for specific projects or task.
- Chair the Panel in a way which ensures that all members have the opportunity to express their views, making sure that the Panel aims to reach a consensus but not at the risk of failing to recognise diverse views.
- Ensure Panels work to the agendas and that discussions focus on issues associated with assessing fitness to drive.
- Be responsible for ensuring that the Panel takes account of advice given by DfT or DVLA, considers a wide range of scientific/medical views and the views of stakeholders at all times
- Ensure that Panel advice is balanced, based on consideration of the weight of all available information but identifies where data is lacking and outlines assumptions and uncertainties.
- Making sure that where a consensus view cannot be reached Panel advice reflects the majority view, taking responsibility for making a final judgement where opinion on the Panel is equally split.
- Responsible for signing off Panel publications making sure they accurately reflect Panel advice and detail the evidence base for it, detail Panel discussions and acknowledge any differences of opinion, and are comprehensible from the point of view of a lay person (includes Panel minutes, working and subgroup reports, other communications with DfT/DVLA and the Chair's annual report to the Minister).
- Be responsible for ensuring that any declarations of interest relevant to items being discussed at meetings are identified and decide whether any declared interest conflicts with the role of a Panel member along with deciding the action which should be taken.

- Be responsible for ensuring that the Panel and its members deliver effectively against the Panel terms of reference and the terms and conditions and that the Panel complies with working practices at all times.
- Ensure that the Panel acts in accordance with the Code of Practice for Scientific Advisory Committees and takes account of relevant legislation, other codes of practice and guidance.
- Be prepared to act as an expert witness on a licensing standard in cases where a licensing decision is being challenged, explaining the advice underlying the medical standards and their application. This may involve preparation of a report and/or attendance at hearings. (It is not possible to predict the exact number of requests involved but they are likely to be rare).
- Contribute to the annual review of the Panel in discussion with the Panel Secretary and other officials as necessary.
- In accordance with the Panel recruitment procedure, take a leading role in the consideration of the suitability of candidates for appointment to the Panel.
- Panel Members will be expected to abide by the “Seven Principles of Public Life”, sometimes referred to as the Nolan Principles. Further information can be found at <https://www.gov.uk/government/publications/the-7-principles-of-public-life>.

Qualities required for the role of Chair

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

<u>Skills, Knowledge & Experience</u>	<u>Essential</u>	<u>Desirable</u>
<u>Expertise</u> <ul style="list-style-type: none"> • Able to identify the correct level of expertise to ensure a balanced panel • Able to lead and manage a panel of experts • Able to explain area of expertise clearly and apply it where relevant • Share knowledge in a way that invites further questions and be able to check all parties' understanding. 	✓ ✓ ✓ ✓	

<p><u>Knowledge and Experience</u></p> <ul style="list-style-type: none"> • Expert in field of specialty • Experience of chairing advisory panels • Experience of working as a Panel Member previously • Experience of leading a group of medical experts (clinical and non-clinical) • Knowledge of medical complexities relating to driving • Experience of shaping medical standards that maximise road safety 	<p>√</p> <p>√</p> <p>√</p>	<p>√</p> <p>√</p> <p>√</p>
<p><u>Qualifications</u></p> <ul style="list-style-type: none"> • GMC - licence to practise is required along with full registration • Currently in clinical practice • Membership or fellowship of a relevant Royal College. • Membership of other organisations (for example professional or learned societies) e.g., the Royal Society of Medicine (RSM), British Cardiovascular Society (BCS) • Full Driving Licence 	<p>√</p> <p>√</p> <p>√</p>	<p>√</p> <p>√</p>
<p><u>Analysis / Research</u></p> <ul style="list-style-type: none"> • Be able to read and interpret large quantities of complex information from different sources and be conscious of details but also be able to select relevant material and see links between items. • Identify research needs and allocate research work as appropriate. 	<p>√</p> <p>√</p>	
<p><u>Judgement and decision making</u></p> <ul style="list-style-type: none"> • Demonstrate logical reasoning and a structured approach. • Be able to interpret legislation and codes of practice • Be an independent thinker and be prepared to state and support their own decision whilst able to lead oral argument. 	<p>√</p> <p>√</p> <p>√</p>	
<p><u>Written and oral communication</u></p> <ul style="list-style-type: none"> • Be able to question effectively, drawing out information from panel members • Be able to prepare or contribute to papers, agendas and court documents 	<p>√</p> <p>√</p>	

Remuneration

Expenses will be paid in line with Civil Service policy. You may claim travel and subsistence expenses, which are properly and necessarily incurred in carrying out your role and responsibilities as a Panel Chair, in line with travel and subsistence policy and rates.

Time commitment

Minimum of six days per year (two days attributed to Panel meetings, up to two days to review papers in preparation for the meetings and an additional two days for separate Chair meetings). You will also be required to visit the Swansea site to familiarise

yourself with the DVLA, Drivers Medical Directorate and the medical team working on site.

Location

Panel and Chair meetings usually take place in London.

Tenure of office

The Secretary of State determines the length of the appointment, which can be for up to a maximum of 5 years.

Section 2: How to Apply

2.1 Making an application

To make an application please email your CV, a supporting letter and completed monitoring forms to:

Tracey.Bevan@dvla.gsi.gov.uk

If you are unable to apply by email you may send your application by post to:

Tracey Bevan
HR Business Partner
DVLA
HR Department
C1 East
Long View Rd
Morrison
Swansea
SA6 7JL

Applications must be received by Midnight on 10th December.

In making an application please note the following:

Supporting Letter & CV

The supporting letter is your opportunity to demonstrate how you meet the criteria set out in the **Person Specification**. It will benefit the Assessment Panel if you can clearly evidence your area of specialism, along with a clear summary of the essential Skills, Knowledge and Experience outlined. Please write all acronyms in full first.

Please ensure your full name, the panel to which you are applying 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

If you have any business or personal interests that might be relevant to the work of the panel and which could lead to a real or perceived conflict of interest were you to be appointed, please provide details in your supporting letter.

If appointed, you will also be required to declare these interests on appointment.

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 a referee who will support your application. The 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 the referee to you. References will be requested for short-listed candidates prior to interview
- full details of your current or most recent post and the dates you occupied this role. Please identify any past or present Ministerial appointments.

Monitoring form

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

Guaranteed Interview Scheme

The Department for Transport 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.

Contacts:

For further information regarding the role of each Panel and the role of Chairs please contact:

Dr Wyn Parry B.Sc., M.B., B.Ch., FRCS (Eng), FRCS (C/Th), Cert Traff Med (RCPI)
Senior Medical Advisor, DVLA
Tel: 01792 761245
Email: Wyn.Parry@dvla.gsi.gov.uk

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

2.2 The Selection Process

The DVLA Appointments Team will deal with your application as quickly as possible and will advise you of the likely timetable at each stage.

Timetable:

- Interviews to be held: During January 2018 (flexible locations and means)

After the closing date for applications:

- the Assessment 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 Assessment Panel will rely only on the information you provide in your CV and letter to assess whether you have the skills and experience required

- the Assessment 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 you are invited to interview and if you are unable to attend on the set date then every effort will be made to offer an alternative date
- the Appointments Team will email to let you know whether or not you have been invited to be interviewed
- candidates who the panel believe are appointable, will be recommended to the Transport Minister who will make the final decision, candidates should therefore be prepared for a short time gap between interview and a final appointment decision being made. 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 Honorary Panel Chair, 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, if you so wish.

Queries

For queries about your application, please Tracey Bevan on (01792) 662361.

Diversity and equality of opportunity

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

Retention of Personal Data

The personal data which you provide, and which we may request in connection with your application will not be retained beyond 24 months should your application be unsuccessful. If you are appointed to the post applied for, your personal data will only be used for the purposes of Human Resources.