



Driver & Vehicle  
Licensing  
Agency

**Applicant Information & Guidance**  
**For**  
**Chair of Honorary Advisory Medical Panel**

**Closing date: Midnight on 3<sup>rd</sup> November 2019**

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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 (SoS) (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.

Panel Chairs and members play an integral part in this by providing advice about medical standards for fitness to drive that accurately reflects the current understanding of a medical condition and its effect on the ability to drive. 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 Doctor, 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 Doctor, 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 the Panel works to the agenda and that discussions focus on issues associated with fitness to drive.
- Be responsible for ensuring that the Panel takes account of advice given by the Department for Transport (DfT) or Driver Vehicle Licensing Agency, considering a wide range of scientific/medical views and the views of stakeholders at all times.
- Ensure the 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 ensure they 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 Chairs annual report to the Minister).
- Be responsible for ensuring that any declarations of interest relevant to items discussed at meetings are identified, and decide whether any declared interest conflicts with the role of a Panel member along with deciding the action that should be taken.
- Be responsible for ensuring that the Panel and its members deliver effectively against the Panel 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.
- Considering, in accordance with the Panel recruitment procedure, role in the suitability of candidates for appointment to their 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>

## 1.2 Qualities and skills required for the role of Panel Chair

Skills, Knowledge & Experience	Essential	Desirable
<p><b><u>Expertise:</u></b></p> <ul style="list-style-type: none"> <li>• Able to identify the correct level of expertise to ensure a balanced panel</li> <li>• Able to lead and manage a panel of experts</li> <li>• Able to explain area of expertise clearly and apply it where relevant</li> <li>• Share knowledge in a way that invites further questions and be able to check all parties' understanding</li> </ul>	<p>✓ ✓ ✓ ✓</p>	
<p><b><u>Knowledge and Experience:</u></b></p> <ul style="list-style-type: none"> <li>• Expert in field of specialism</li> <li>• Experience of chairing advisory panels</li> <li>• Experience of working as a Panel Member previously</li> <li>• Experience of leading a group of medical experts (clinical and non-clinical)</li> <li>• Knowledge of medical complexities relating to driving</li> <li>• Experience of shaping medical standards that maximise road safety</li> </ul>	<p>✓   ✓ ✓</p>	<p>✓ ✓   ✓</p>
<p><b><u>Qualifications:</u></b></p> <ul style="list-style-type: none"> <li>• GMC- licence to practice is required along with full registration</li> <li>• Currently in clinical practise</li> <li>• Membership or fellowship of a relevant Royal College</li> <li>• Membership of other organisations (for example professional or learned societies) e.g. the Royal Society of Medicine (RSM), British Cardiovascular Society (BCS)</li> <li>• Full Driving Licence</li> </ul>	<p>✓ ✓ ✓</p>	<p>✓  ✓</p>
<p><b><u>Analysis/Research</u></b></p> <ul style="list-style-type: none"> <li>• 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</li> <li>• Identify research needs and allocate research work as appropriate</li> </ul>	<p>✓  ✓</p>	

<p><b><u>Judgement and decision making</u></b></p> <ul style="list-style-type: none"> <li>• Demonstrate logical reasoning and a structured approach</li> <li>• Be able to interpret legislation and codes of practice</li> <li>• Be an independent thinker and be prepared to state and support their own decision whilst able to lead oral argument</li> </ul>	<p>✓</p> <p>✓</p>	
<p><b><u>Written and Oral Communication</u></b></p> <ul style="list-style-type: none"> <li>• Be able to question effectively, drawing out information from panel members</li> <li>• Be able to contribute to papers, agendas and court documents</li> </ul>	<p>✓</p> <p>✓</p>	

### **Remuneration**

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

### **Time commitment**

As Chair you would need to commit to a minimum of six days of work per year (four days for Panel meetings and preparation and 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 teams working on site.

### **Location**

Meetings usually take place in London.

### **Tenure of office**

The Secretary of State determines the length of the appointment, which can be 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/personal statement and completed monitoring forms to:

[MedicalPanelApplications@dvla.gov.uk](mailto:MedicalPanelApplications@dvla.gov.uk)

If you are unable to apply by email, please contact [keya.nicholas@dvla.gov.uk](mailto:keya.nicholas@dvla.gov.uk) who will provide you with an alternative way to apply.

Applications must be received by Midnight on 3<sup>rd</sup> November 2019

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 and the position for 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), personal email address and GMC registration number.
- 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 if the Minister confirms the candidate's appointment.

- Full details of your current or most recent post and the dates you have occupied this role. Please can you also 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 when they are received.

## Contacts:

For further information regarding the role of each Panel and the role of the panel chair please contact by email:

Dr Nick Jenkins BSc, MBBCh, FRCS, FRCER, MCh

Senior Doctor

DVLA

[Nick.jenkins@dvla.gov.uk](mailto:Nick.jenkins@dvla.gov.uk)

## 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:

Short listing will take place on Tuesday 12<sup>th</sup> November 2019.

Panel Chair interviews will take place on the 5th December. These will be conducted face to face at the DVLA in Swansea.

Successful candidates will be recommended to the Minister for appointment, and advised of the date they will join their Panel.

### 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 the date and time is not suitable then every effort will be made to offer an alternative date and time.
- The Appointments Team will email to let you know whether or not you have been invited to be interviewed
- Candidates, who the Assessment Panel decide are appointable, must pass [basic security checks](#). You will also be required to provide character references. Due diligence checks will be carried out to verify the details you have provided to us and to review any information about you that is available in the public domain. Please note that as part of due diligence we may be required to check information that you have made publicly available on social media sites such as Facebook, Twitter or Instagram. If these checks are satisfactory, a recommendation will be made to the Minister who will make the final decision.

- 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 the short-listing stage, the Appointments Team will notify you. Please note that feedback will not be provided.
- If you are unsuccessful at interview, the Appointments Team will notify you. We appreciate it takes a lot of time and effort to apply for roles. However, feedback will only be provided after interview if requested.

## Queries

For queries about your application, please contact [keya.nicholas@dvla.gov.uk](mailto:keya.nicholas@dvla.gov.uk)

## Diversity and equality of opportunity

The Department for transport and DVLA values and promotes diversity and encourages applications from all sections of the community.

## Retention of Data

The personal data which you provide, and which we may request in connection with your application will not be retained beyond 6 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.