

# **Terms and Conditions for Members of the Secretary of State's Medical Advisory Panels**

## 1. Introduction

1.1 The terms and conditions in this document set out the requirements of membership of the Secretary of State for Transport's Honorary Medical Advisory Panels. They reflect relevant guidance in the Code of Practice for Scientific Advisory Committees published by the Government Office for Science and the Governance Code on Public Appointments <https://www.gov.uk/government/publications/scientific-advisory-committees-code-of-practice>

1.2 You must confirm acceptance of the offer of an appointment as a panel member or chairperson in writing. In doing so, you are confirming that you understand the purpose of your appointment and what is expected of you in your role. You are also agreeing to these terms and conditions, including the required commitments and the expected standards of conduct.

## 2. Role of panel members

2.1 Terms of reference for the panels are set out at **Annex A**.

2.2 You are being appointed as an individual and not to represent the interests of any organisation.

## 3. Responsibilities of panel members

- ***Induction***

3.1 You will be invited to attend an induction day in Swansea. You must familiarise yourself with the induction pack provided to you after you have been appointed.

- ***Further training***

3.3 You may be invited to attend training days where information can be shared between panel expert members and DVLA doctors to give greater insight on the medical standards and how they are applied on a practical level. This may contribute to Continual Professional Development/Continuing Medical Education days.

- ***Panel work***

3.4 The role of all panel members and how they are expected to contribute to the work of the panel is set out at **Annex B**.

3.5 The role of expert members is set out at **Annex C**

3.6 If you are being appointed as a panel chair, you will have the additional

responsibilities set out at **Annex D**.

3.7 The role of a lay member is set out at **Annex E**

#### **4. Terms of appointment**

4.1 As an expert panel member or chairperson, your first appointment will be up to a period of five years. You may be appointed for a second five- year term subject to the agreement of the Minister, although your total service on the panel in any capacity cannot exceed 10 years. Only in exceptional circumstances, will consideration be given to extending the duration of service beyond 10 years. This will be subject to the agreement of the Secretary of State. Lay Members are appointed for a maximum period of five years.

4.2 During your tenure, you will need to demonstrate satisfactory attendance at panel meetings, provide a valuable contribution to panel discussions and actively support the work of the panel. Expert members must remain registered with the relevant professional bodies, or active with the relevant clinical practice, academic institutions or research communities to ensure the retention of their specialist skills and expertise. Expert members must also keep abreast of ongoing developments in their field of specialism.

4.3 The Secretary of State reserves the right to terminate your appointment at any time if there are concerns about your ability to perform your duties to the required standards or, in the case of medical expert members, you cease to perform an active role in your area of specialism, e.g. you are no longer in clinical practice or the relevant research/lecturing post that you were in at the time of your appointment.

4.4 The terms of appointment may be shorter for those members who have been appointed to deliver specific projects or tasks.

#### **5. Declaration of interests**

5.1 The panel's effectiveness depends on maintaining the highest levels of credibility, confidence and trust with the public and stakeholders. It is essential to protect the Secretary of State's reputation for objectivity and integrity by identifying and appropriately managing actual, potential and perceived conflicts of interest.

5.2 Before you are appointed to the panel, you must declare any personal or business interests, which might influence your judgement as a panel member or could be perceived by others to influence your judgement. These include:

- personal interests, such as membership of an organisation e.g. patient/professional support group.
- commercial interests, such as shareholdings or business partnership within a

pharmaceutical organisation or commercial laboratory.

- non-personal interests, such as research and applications for grants in areas where panel support could be considered a benefit.

5.3 Panel members will be prompted to update their declaration:

- before each panel meeting. A declaration of interests form will be enclosed with the agenda and panel documents
- at the start of each meeting, verbally by the panel chair

5.4 It is the panel members individual responsibility to identify and declare interests at the earliest opportunity and to ensure this declaration remains up to date, including the prompt disclosure of any new appointments. These interests will be included on a register published on GOV.UK.

5.5 Where members are uncertain as to whether an interest should be declared, they must seek guidance from the panel chair or secretariat.

5.6 You are expected to register both financial and non-financial interests. You must also declare interests of close family members and persons living in the same household, which are closely related to the activities of the panel. These details will not be included on the published register unless there is a conflict.

5.7 You must also declare interests at each meeting where they are relevant to any agenda items that are going to be discussed. You must state whether the interests are personal or non-personal and whether they are specific or non-specific to the matter or product being discussed.

5.8 All potential conflicts of interest declared will be open to panel and public scrutiny.

5.9 Each panel chair will decide whether interests declared conflict with the role of a panel member and what action should be taken in any given situation.

5.10 The register of interests will include those that might influence the judgement of a panel member, or might be perceived by others to influence his or her judgement during the exercise of their panel duties.

5.11 Political activity is not a bar to appointment but you must declare any significant political roles you are performing or have undertaken in the five years before your appointment to the panel. Subject to this, you are free to engage in political activities provided that you are conscious of your general public responsibilities and exercise discretion.

5.5 You must also declare interests at each meeting where they are relevant to any issues that will be discussed.

## **6. Conduct**

6.1 You are expected to abide by the Seven Principles of Public Life<sup>1</sup>.

6.2 In line with these principles, panels operate from a presumption of openness but this has to remain compatible with the need to protect the privacy of individuals. You will be expected to respect the confidentiality of personal medical and licensing details that may be disclosed during panel discussions or the consideration of individual cases outside scheduled meetings.

## **7. Expenses and remuneration**

7.1 Your actual reasonable travel and other expenses incurred in performing your duties will be met in accordance with the Travel and Subsistence policy for the Secretary of States Honorary Medical Advisory Panel Members. This has been agreed in line with DfT policy.

7.2 As an expert panel member or chair, you will be required to review individual cases outside of routine meetings, where the condition is relevant to your area of expertise. DVLA will pay a standard fee for the consideration of a complex licensing case. It is vitally important that you provide the DVLA with a response within four weeks so that the case may be progressed. Failure to provide a response could delay an important licensing decision that may have road safety implications, or result in unnecessary complaints.

7.3 The fees paid are subject to annual review but are currently:

- £102.50 for a report based on documentary evidence.
- £136.50 for a report requiring a consultation.

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<sup>1</sup> <https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life-->

## **8. Liabilities**

8.1 You are protected from any personal civil liability incurred in the execution of your panel functions where you have acted honestly, reasonably and without negligence. You will not be personally liable for any expenses or compensation in connection to claims made against you where you have acted in good faith. This is in line with the Government commitment set out in the Code of Practice for Scientific Advisory Committees (paragraph 50)

## **9. Working practices**

9.1 You are expected to be familiar with and comply with the working practices set out in **Annex F**.

## **Terms of reference**

### **1. Role of the panels**

1.1 The role of the panels is to help maintain and improve road safety by providing the Secretary of State for Transport (in practice the Department for Transport and the Driver and Vehicle Licensing Agency) with medical expert advice about the relevant medical condition and its impact on driving. The main focus of each panel should be to:

- provide advice about medical standards for fitness to drive that accurately reflect the current understanding of a medical condition and its effect on the ability to drive, taking account of evidence of the risks posed to road safety in Great Britain.
- fully consider the risks to road safety, drivers or public health decision making and highlight to DVLA, the implications if panel advice were not to be implemented.

1.2 Panels are expected to:

#### **Keep medical standards under review**

- advise on the transposition of the standards into British legislation and consider the impact of any proposals to amend or introduce additional or higher standards into British law.
- consider the impact of any proposals to amend the medical standards.

#### **Guidance**

- assess and advise on guidance issued to medical practitioners on the standards of fitness to drive which supports discussions with patients about whether they should be driving and telling DVLA about their condition.

#### **Tests**

- consider identification and application of tests that evidence confirms can be used to determine whether the standards of medical fitness to drive are met taking account of availability, use in clinical practice and risks to the individual.

- consider developments in healthcare and science and the potential for developing and recommending new tests, which are readily available and used to determine whether the standards of medical fitness to drive are met.

### **Operational processes**

- consider the application of the standards in individual licensing cases, taking account of the need to achieve an appropriate balance between road safety and the impact on the licence holder or applicant.

### **Medical research and developments**

- identify the impact of the latest research and clinical developments on the medical standards of fitness to drive and their application.
- identify if research is needed to help inform medical standards and their application
- ensure that the process of developing the research recommendations is robust, transparent, involves stakeholders and is relevant to current practice
- develop research specifications that define the aims/objectives of the research required to support tender exercises.

1.3 The advice provided by the panels is highly valued and a major influence in the formulation of policy. However, it is one of a number of factors which must be taken into consideration, alongside legal advice and other data that may be available.

1.4 DVLA must consider the advice provided by the panels on the medical standards and the impact that any proposed changes may have on members of the public, clinicians and the Agency's own operation processes. It is necessary to ensure that any proposed change does not have a negative impact on road safety and we may need to consult with a range of stakeholders to get their views.

## **2. Accountability and governance**

2.1 The panels are independent and are not asked to exercise any executive function or authority. The Secretary of State remains responsible for driver licensing and other decisions which take account of the advice received alongside other considerations, such as legal advice.

2.2 Panels are accountable to the Secretary of State for the advice they give. A chair's report on the work of the panel may be presented to Ministers annually.

2.3 The Secretary of State is answerable to Parliament for governance of the panels, their priorities and performance. In practice, this responsibility is exercised on the Secretary of State's behalf by the DVLA.

### **3. Medical conditions or issues covered and composition**

3.1 DVLA makes the final decision on the medical conditions or issues covered by the panels and the composition of each. Panels will be reformed/created/terminated and membership levels adjusted as required.

3.2 Other specialists with skills and expertise relevant to the panel discussions, such as statisticians, non-medical scientific experts, research managers etc. may be asked to attend as and when necessary. Meetings may also be attended by:

- Ministers
- departmental officials, including DfT's Chief Scientific Officer and DVLA's Senior Doctor
- other officials as appropriate from DfT or DVLA
- medical specialists to present on specific topics
- observers, such as medical personnel from Driver and Vehicle Agency in Northern Ireland

### **4. Annual review**

4.1 A review of each panel will be carried out on an annual basis by DVLA officials, in consultation with the panel secretariat and the chair. This will consider:

- advice delivered during the review period
- the panel's ongoing role
- the composition of the panel needed for the coming year, including standing membership of all panel members and ad hoc requirements
- the panels forward look work plan to include a rolling program to review the relevant standards and guidance
- the performance of all panel members

## **Role of panel members**

### **1. Horizon scanning**

1.1 DVLA has ultimate responsibility for determining panel priorities. However, all panel members will be expected to contribute to an annual horizon scanning exercise that will be used to inform discussions on a forward work plan at an annual review.

1.2 Panel members are expected to notify the panel secretariat as soon as they become aware of developments in their area of expertise which may have an impact on the standards, guidance or DVLA processes.

### **2. Full panel discussions**

2.1 Each panel meets for a day, twice a year with members expected to have reviewed and considered meeting papers ahead of the panel meeting. Panel members discuss new developments, identified issues and complex licensing cases.

2.2 Individual meeting agendas will be set in consultation with the panel chairs but will include (although not limited to) standing agenda items on:

- research and literature.
- conflicts of interest with any items to be discussed.

2.3 Where appropriate, agenda items will be allocated to individual panel members by the chair and/or panel secretariat so that relevant research can be carried out and used to inform subsequent panel discussions.

2.4 During the course of any discussions individual members are expected to:

- make the panel aware of the full range of opinion within their area of expertise.
- challenge any assumptions on which advice is formulated
- question and comment on information provided or views expressed by other members, regardless of whether they relate to their own area of expertise.

### **3. Joint panel discussions**

3.1 It may be necessary to hold joint panel meetings to discuss issues or cases which cover areas relevant to more than one panel. These will normally be extraordinary meetings and, once the need is identified, will be arranged so that to take place before the next round of regular panel meetings. This is so that any recommendations can be discussed and agreed at the next meeting. It is not anticipated that members will have to attend more than one a year.

### **4. Reports for panel consideration**

4.1 Individual members with relevant expertise or working/subgroups made up of selected panel members may be asked to produce written reports for consideration at panel meetings.

4.2 This would include reports with recommendations on specific issues identified by DVLA or the panel for presentation to and discussion by the panel (e.g. identification and evaluation of current research and literature). It is not anticipated that members will have to contribute to more than one every two years other than by agreement with the timeframes set on a case by case basis.

### **5. Other advice outside routine meetings**

5.1 On occasions it may be necessary to seek the views of the panels on issues (other than individual licensing cases) that cannot wait until a routine meeting. In these cases, advice will be sought from the panel members who are expected to respond within a maximum of four weeks.

5.2 It is not possible to predict the exact number of requests involved. Issues will be dealt with at regular meetings wherever possible.

### **6. Gaps in the evidence base**

6.1 Where panels identify gaps in the evidence base and a need for research they will be expected to explore these through panel discussions or working/subgroup work and make proposals for how these are to be addressed e.g. recommendations for departmental sponsored research and agreeing the relevant terms of reference.

### Role of the expert panel member

- Expert members must be able to explain their area of specialism clearly and apply it where relevant, sharing the knowledge in a way that invites further questions and be able to check all parties understanding.
- 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 new areas of research that will or could impact drivers and DVLA policy in the future and present research findings to the panel.
- Individuals with specific expertise may be asked to produce reports outside of panel meetings on complex licensing cases identified by DVLA. Advice must be provided within four weeks. Failure to meet these timeframes could delay an important licensing decision. Panel members must be aware that any information provided in a written report, email or correspondence can be made available to an individual making a data subject access request. Data subjects have the right to request a copy of the personal information that an organisation holds under Article 15 of the GDPR. This right includes access to data concerning the data subject's health and information contained within medical records ,which includes reports, diagnoses and medical assessments.
- Expert members may be asked by DVLA to act as an expert witness on a licensing standard where a licensing decision is being challenged. Their role would be to explain the advice underlying the medical standards and their application. It is not possible to predict the exact number of requests involved but they are likely to be rare.

### Role of panel chair

In addition to the duties outlined for expert panel members in Annex C, panel chairs are responsible for the day-to-day operations and output of their panels. This includes:

- identifying with the panel secretariat the appropriate make-up of their panel, relevant working/subgroups and appropriate experts to consider individual cases
- identifying with the panel secretariat expertise needed on an ad hoc and time limited basis for specific projects or tasks
- considering, in accordance with the panel recruitment procedure, the suitability of candidates for appointment to their panel
- making sure conflicts of interest relevant to items being discussed at meetings are identified and deciding whether any declared interest conflicts with the role of a panel member and what action should be taken
- contributing, in consultation with the panel secretariat, to the setting of panel agendas and where appropriate, to the allocation of research for individual items to panel members
- deciding, in consultation with the secretariat, whether relevant expertise is available at individual meetings to enable a valid discussion to take place on specific agenda items
- making sure panels work to the agendas and that discussions focus on issues associated with assessing fitness to drive
- making sure that their panel and its members deliver effectively against the panel's terms of reference and terms and conditions and complies with working practices
- making sure 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 (see below)
- making sure the panel takes account of advice given by DfT or DVLA
- making sure the panel considers a wide range of scientific/medical views
- making sure the panel considers the view of stakeholders

- making sure 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 all panel 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 which should be explored
- making sure that where a consensus view cannot be reached, panel advice reflects the majority view and taking responsibility for making a final judgement where opinion on the panel is equally split
- signing off panel communications, ensuring they accurately reflect panel advice. This includes detailing the evidence base for any decisions as well as the panel's discussions and differences of opinion. The panel chair must make sure that all communications are comprehensible from the point of view of a layperson. This includes panel minutes, working and subgroup reports and other communications with DfT/DVLA
- contributing to the annual review of the panel in discussion with the panel secretariat and other officials as necessary

### Role of the lay panel member

Lay members are expected to:

- provide a balanced and objective opinion from the perspective of a layperson. Lay members should offer views that are independent of the specialist or medical expertise on panel and are not expected to represent the views of any particular organisation
- be fully committed to the panels aims, objectives and values and demonstrate an understanding of the issues involved and contribute to panel discussions
- have experience as a carer or sufferer of a condition relevant to a panel, or of serving in the voluntary sector or other organisations working with disability or driving issues
- consider whether the questions on which the panel offers advice, are those which are of interest to the public and other interested parties outside the scientific community in relation specifically to road safety
- appropriately challenge expert members where necessary, seeking clarification of scientific/medical terms and concepts where they are not clear
- ensure that the panel advice is comprehensible from the point of view of a lay person
- undertake the work of the lay member in a sensitive manner whilst treating all information received in a confidential manner, including the safekeeping of documents and information

## **Working practices**

### **1. Meetings and annual reports**

1.1 Agendas are published on GOV.UK approximately four weeks before meetings. The agenda is set by the secretariat following discussion with the panel chair and may be based on:

- horizon scanning and forward planning exercises.
- issues arising from the last meeting.
- issues arising within DVLA and/or the Department for Transport.
- issues forwarded by panel members.
- cases for discussion.
- any external factors e.g. policy statements from other government departments.

1.2 Agendas are sent to all members along with relevant papers approximately one week before the meeting. Subject to the need to protect confidential information, some documents are anonymised. All documents will be sent to members via secure email network or by special recorded delivery post.

1.3 For meetings to be quorate they should be attended by at least one third of medical expert members plus one including the panel chair.

1.4 Meeting minutes are drafted by the DVLA panel secretariat to include an overview of topics discussed and a summary detailing any decisions made and the rationale and evidence for these as well as any action points. Panel members will be expected to provide amendments or comments within deadlines set to avoid any delay.

1.5 Final minutes are published on GOV.UK following clearance by DVLA officials, the panel chair and panel members.

### **2. Confidentiality**

2.1 Panel members are required to preserve the confidentiality of any information discussed during panel meetings. Pre-panel information and minutes should not be distributed more widely without the permission of DVLA.

2.2 Minutes reviewed by both expert and lay panel members must remain confidential

until they are published on GOV.UK.

2.3 All individual cases discussed by the panel are to be regarded as confidential and are anonymised. Comments made in the discussion of such cases are not attributed to individual panel members in the minutes.

### **3. Reporting risk and uncertainty**

3.1 Panels should have a transparent and structured framework which will examine, debate and explain the nature of any risks that are identified in the course of changing or introducing new medical standards. The panel should highlight these risks to DVLA who will consider them further outside of the panel meeting.

3.2 If a decision has to be taken where there are serious gaps in the knowledge base or considerable uncertainty exists, panels should use their judgement to decide what best to recommend, based on their experience. This course of action and the reasons for it should be reflected in the minutes of the meeting and sources of data (where available) should be quoted.

3.3 Where a range of options are considered, risks should be evaluated and discussed for each and reasons for recommending a preferred option made clear.

### **4. Dealing with dissenting views and escalating concerns**

4.1 Any significant diversity of opinion among members will be accurately reflected in the minutes but the general consensus will be made clear and dissenting views will not be attributed to named panel members.

4.2 When decisions subsequently taken by DVLA do not accord with panel advice an explanation will be provided to the panel by DVLA officials. If the panel or any of its individual members have reservations, then they should be raised with the panel secretariat in the first instance. Issues should be escalated through the following stages as appropriate. Discussion/correspondence with:

- DVLA policy officials.
- Departmental Chief Scientific Officer.
- Permanent Secretary.
- Governmental Chief Scientific Adviser.
- Ministers.

## **5. Submitting and publishing advice**

5.1 Advice provided by panel members individually to DVLA on specific cases or collectively as part of working/subgroups, should be made in writing. Where the need for advice is urgent it may be given verbally but should also be followed up with written confirmation.

5.2 Advice provided in the meetings will be recorded and published by means of the minutes.

5.3 Advice should explain the reasoning on which it is based and make clear how risks, if any, have been evaluated. It should (where possible) include any underlying assumptions and identify the nature and extent of any uncertainty. Any other specific requirements will be agreed on a case by case basis.

5.4 Panel advice should indicate where, in forming a view, external advice or information provided by others which the panel has not reviewed has been relied on.

## **6. Communication with the media**

6.1 Panel members are not expected to speak to the media individually as part of their role. Where statements to the press are made as part of a member's personal role, it should be made clear that the views expressed are those of the individual and not of the panel.

6.2 Media enquiries about panel issues should be directed to the panel secretariat.

6.3 Panel members will be expected to use social media responsibly in accordance with the Civil Service Code. This includes not divulging sensitive information that could harm the reputation of the Secretary of State.

## **7. Openness (public access)**

7.1 Due to the need for confidentiality in the discussion of individual cases, it would not be appropriate to open panel meetings to the general public. However, panels are required to conduct their work in an open and transparent way and public access is provided by means of:

- appointment of two lay members to each of the panels.
- publication of meeting agendas and minutes

- agreement to meet with key stakeholders where this would be helpful to panel discussions e.g. patient interest groups who would like to put forward views on relevant issues

## **8. Legal advice**

8.1 Panels are not expected to provide legal opinion on the medical standards. Where legal advice is needed to inform panel discussions, this will be sought and provided to the panel by relevant DVLA officials.

# **Recruitment procedures for the Secretary of State's Honorary Medical Advisory Panels**

## **1. Introduction**

1.1 This document describes the process for appointing members and chairpersons to the panels. The panels do not fall within the remit of the Office for the Commissioner for Public Appointments (OCPA). However, the Code of Practice for Scientific Advisory Committees (paragraph 23) states that such appointments should still follow the spirit of the OCPA Code of Practice for Ministerial Appointments to Public Bodies. The OCPA guidance was replaced by the Governance Code on Public Appointments in January 2017. Recruitment to the panels will apply the principles set out in this code.

1.2 The ultimate responsibility for panel appointments rests with Ministers, though they are administered on his behalf by the DVLA's Chief Executive Officer.

## **2. Identifying vacancies**

2.1 A record of appointment terms and skills need analysis for the panel will be maintained by the secretariat.

2.3 Diversity data will be maintained and monitored. This will be used in conjunction with relevant departmental guidance to consider targeting of recruitment campaigns to address any identified under-representation.

### ***Expert members***

2.4 Vacancies will arise where:

- an existing post is vacated by the current expert member and review of the skills need analysis by the panel chair and secretariat concludes that the expertise must be replaced for the panel to operate effectively.
- regular or ad hoc review of the skills need analysis by the panel chair and secretariat concludes that additional expertise on the panel is required either permanently or on a short-term basis.

### ***Lay members***

2.5 Vacancies will arise where:

- an existing post is vacated by the current lay member.
- regular or ad-hoc review of the skills need analysis concludes that additional lay

representation is required either permanently or on a short-term basis.

### ***Panel Chair***

2.6 Vacancies will arise where an existing post is vacated by the current panel chair

2.7 For all vacancies, the secretariat must get agreement to recruit from DVLA's:

- Operations and Customers Service Director (in consultation with HR).
- Strategy, Policy and Communications Director (in consultation with HR).

### **3. Identifying candidates for panel member vacancies**

3.1 To attract a strong and diverse field of candidates, vacancies will be advertised in publications identified by DVLA (in consultation with the panel chairperson for medical vacancies) as relevant to the role. Consideration will also be given to diversity on the panel and the possible need to attract applicants from specific groups that are identified as under-represented.

3.2 The advertisement will include details of the criteria for the role and the evaluation and selection of candidates. For lay members, this will include expectations around representing the views of any organisation.

3.3 It will also include a link to the terms and conditions that successful candidates will be expected to agree to before appointment.

3.4 Individuals who have registered an interest in specific vacancies or in serving on the panel through other routes (e.g. existing panel members or the chairperson) will be directed by DVLA to the relevant advert to apply through open competition.

### ***Expert members***

3.5 For expert member posts, DVLA will also advise the appropriate Royal College that a vacancy is being advertised.

### ***Lay members***

3.6 For lay member posts, DVLA will also advise the appropriate interest groups that a vacancy is being advertised.

### **4. Identifying candidates for panel chairperson vacancies.**

4.1 Due to the requirements of the role of panel chair, it is essential that candidates are medically qualified senior consultants with at least five years standing in an area of

specialism that is relevant to their panel. Given the nature of the work, it is essential that they are completely independent of the Department for Transport, are active in clinical practice and have experience of medical driver licensing issues. Recruitment will be held by open competition and aim to identify as wide a field of candidates as possible.

4.2 Vacancies will be advertised in the same way as other panel member vacancies and also notified to the appropriate Royal College.

4.3 Panel members will also be notified of any relevant vacancies and directed to the recruitment campaign where applications can be made through open competition.

## **5. Information to be submitted by candidates**

### ***Expert members and chairpersons***

5.1 Candidates will be advised to submit a personal statement detailing relevant experience and an up to date CV to include details of any personal or business interests or political activity. Those putting themselves forward for the post will be asked to complete a diversity questionnaire if one is not already held.

### ***Lay members***

5.2 The advertisement will advise candidates to submit an application form to include details of any personal or business interests or political activity and a diversity questionnaire.

## **6. Assessment of candidates**

6.1 Candidates will be considered by an Advisory Assessment Panel, which may consist of:

- a member who is independent of DfT, DVLA and the panel.
- the chairperson of the medical advisory panel (for expert member appointments).
- the DVLA's Director of Strategy, Policy and Communication who will act as the panel's chairperson (or their representative).
- the DVLA's Senior Medical Doctor.

### ***Expert members and chairpersons***

6.2 Consideration of candidates by the recruitment panel will involve scoring of the information contained in the personal statement and CV against the evaluation criteria. Those applicants that have demonstrated that they best meet the criteria will be invited

to interview.

6.3 The recruitment panel will also consider any concerns about declaration of interest.

### ***Lay members***

6.4 Consideration of candidates by the recruitment panel will involve scoring of the information contained in the application form against the evaluation criteria. Those whose score reaches a pre-determined level will be invited to interview.

6.5 Performance at interview for both expert and lay member candidates will also be scored against the evaluation criteria. Those whose score reaches the pre-determined level will be considered suitable for appointment.

6.6 The recruitment panel will also consider any concerns about conflicts of interest and explore these at interview if necessary.

6.7 All unsuccessful candidates will be notified by DVLA after the Minister has agreed to the recommended appointments.

## **7. Advisory Assessment Panel report**

7.1 The Chairperson of the Advisory Assessment Panel will sign off a report that will:

- document how the recruitment process was carried out and confirm it was in accordance with these procedures.
- detail how it has delivered against the selection criteria.
- set out any recommendations for appointment and the reasons for these.

## **8. Ministerial approval of appointments**

8.1 The Minister will be given a choice of all those assessed as suitable for appointment.

8.2 If the Minister wants to meet the candidates before making a decision, the Minister will do so individually, accompanied by the chairperson of the Advisory Assessment Panel.

8.3 The Minister can decide not to agree to any of the appointable candidates and may ask for the recruitment exercise to be re-run. If this is the case, the reasons for this will be recorded.

8.4 Unsuccessful candidates will be notified by DVLA.

## **9. Appointment**

9.1 The successful candidate may be offered an appointment, subject to due diligence checks and character references. DVLA will review the information available in the public domain and social media accounts before making a recommendation of appointment to the Minister. If successful, the candidate must accept the offer in writing and confirm agreement to the terms and conditions for panel members. Candidates will also need to agree to the declaration of interests being included on a published register.

## **10. Reappointments and extensions**

10.1 Reappointments of panel members will be based on an appraisal of performance carried out by the panel secretariat in consultation with the chair. These will be agreed by:

- Operations and Customers Service Director (in consultation with HR).
- Strategy, Policy and Communications Director (in consultation with HR).

10.2 Reappointments for another term will only be considered for expert members or chairs where the total service on a panel in any capacity will not exceed 10 years. The Minister will be asked to agree all reappointments.

10.3 Short term extensions beyond 10 years' service, including for panel chairs, will only be allowed in exceptional circumstances. Extensions will be agreed in line with the process for reappointments, although the Minister will be also asked to agree the length of the extension and rationale for not recruiting a new expert member or chair.

## **11. Breaks in service**

11.1 Expert members or chairpersons who have not completed a full term may be eligible to reapply for future vacancies.

11.2 In these circumstances, the individual can be appointed for a term up to the maximum of 5 years and subsequently be reappointed for another term. However, the initial period served will be taken into account and total panel service for an expert member should still not exceed 10 years.

## **Relevant legislation and codes of practice**

These include:

- [Road Traffic Act 1988](#)
- [The Motor Vehicles \(Driving Licences\) Regulations 1999](#)

- [The Human Rights Act 1998](#)
- [Code of practice for scientific advisory committees](#)
- [Principles of scientific advice to government](#)
- [Rigour, respect and responsibility – a universal ethical for scientists](#)