
APPLICATIONS FOR MEMBERSHIP OF THE DEPARTMENT
FOR TRANSPORT'S COLLEGE OF EXPERTS

INFORMATION PACK

Date: April 2023



Department
for Transport

DFT COLLEGE OF EXPERTS

Information Pack

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College of Experts – Key Information

Applications are open for experts wishing to join the DfT College of Experts, a list of pre-approved experts whom the DfT can call on to carry out ad hoc scientific and technical work on a contractual basis.

Background to the DfT

The DfT

- is a Government department responsible for the English transport network and a limited number of transport matters in Scotland, Wales and Northern Ireland that have not been devolved;
- is responsible for providing policy, guidance, and funding to English local authorities to help them run and maintain their road networks, improve passenger, and freight travel, and develop new major transport schemes and;
- bases its work on the best available scientific evidence.

The College of Experts

The DfT is seeking to appoint members to its College of Experts (CoE). The College will be a list of pre-approved experts from whom the DfT can commission short pieces of ad hoc work under contract to provide scientific and technical services. The main mechanism the Department currently uses to access expertise is the Science Advisory Council (SAC; [DfT Science Advisory Council - GOV.UK \(www.gov.uk\)](http://www.gov.uk)) which brings together 12 external experts from academia/industry to provide expertise, challenge and advice on a quarterly basis. They have limits to their capacity and do not cover all skills areas. They instead provide broader cross-cutting strategic advice. For the SAC deep dives, the SAC expertise is supplemented with technical experts in specific areas.

The College is being created to increase the department's access to scientific networks, broaden its evidence base, identify key areas of research interest for the department, and bolster the provision of scientific advice.

Examples of the types of expertise we wish to cover include:

- Provision of ad hoc advice and support to policy and analytical colleagues where appropriate, aiding with project and programme development and evaluation.
- Provision of training, workshops, discussion fora on specific technical or subject-specific areas
- Participation in working/advisory groups for DfT R&D projects and programme
- Provision of support to the Chief Scientific Adviser (CSA) by offering extended expert / scientific networks that can help guide DfT decision making.
- Provision of evidence, analysis, or expert advice to inform DfT's Scientific Advisory Committee (SAC) on deep dives, where technical experts in specific areas are needed.

A more extensive list can be found in **Annex A**. The list is not exhaustive, and we welcome application to any disciplines with a relation to transport.

The application process

Please follow instructions in this document to complete your application. You will find the candidate pack and all necessary information about the recruitment process on the College of Experts advert page.

You will need to submit:

- A current short CV (3 pages maximum)
- A Supporting Statement
- A completed Monitoring Questionnaire

CVs and Supporting Statement should be composed in line with recommendations from the Declaration on Research Assessment, <https://sfdora.org/>. These documents should be emailed in **word format** (in a single email) to:

DfTChiefScientificAdviser@dft.gov.uk

Once the advertisement period has closed, we will review all applications. If you have any questions about this recruitment campaign, please feel free to email us at DfTChiefScientificAdviser@dft.gov.uk.

The criteria for selection are provided later in this document. Details of how to apply are given on **page 5**. There will not be interviews for selection to join the College. Full details on the recruitment process can be found below. We will inform you of the outcome of your application by **email**.

What happens if you are selected to join the College of Experts

If you are invited to join the College, we will send you an offer letter which will act as the formal offering of the position on the CoE and include summaries of the main terms, conditions of the offer, details about the role and the DfT. We will also ask you to complete a Declaration of Interest form (see **Annex E**), which we will review (and if necessary, discuss with you) to identify relevant interests and any associated conflicts.

If you agree to join the College, your details including a summary of your expertise, its application and the forms of input in which you have expressed an interest will be added to the College. We will keep and use your Supporting Statement and your Declaration of Interest form to help decide whether to contact you about specific pieces of work. Please see details on data protection and our Privacy Notice at **Annex F**.

The successful candidate will be required to have or be willing to obtain security clearance to Baseline Personnel Security Standard (BPSS; [Government baseline personnel security standard - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/baseline-personnel-security-standard)), and demonstrate their right to work in the UK. See below (*Security Clearance*; and *Nationality*) for further information.

Once you are added to the College, we will consider you for work which matches your expertise and areas of interest. *Inclusion in the College does not guarantee that you will be called upon to undertake work for the DfT.*

What happens if you are invited to take on a specific piece of work

You will be contacted by a DfT Official who will provide an outline of the work and their expected requirements. They will offer you the opportunity to discuss and refine the scope. Following discussions, you will submit a bid stating how many days of work it would take you to meet the expected requirements and confirming that you have the appropriate permissions and capacity to conduct this work within the required timeframe. The DfT will then select the most suitable expert from all those that submitted a bid, and you will be informed of the outcome by email.

Day rates for payment for work will be a standard fee of £300 on appointment.

If you are interested in taking on specific work, we will ask you to review your Declaration of Interest form. If there are no conflicts and should you wish to undertake the work offered, the DfT will then send out an agreement letter to cover the nature of the work, expected timescales, along with the agreed pricing schedule and administration instructions,

To continuously monitor, evaluate and improve the CoE, members who are called upon to undertake work for the DfT as well as the DfT customer, will also be expected to complete an 'end of contract' survey to provide feedback.

Criteria for selection for members of the College of Experts

Applicants must provide evidence showing how they meet the selection criteria below with reference to their areas of expertise:

Filter Criterion

Ability to work effectively in English in the areas and roles you have identified. This is a reserved post and therefore **open to UK Nationals only** (see **Nationality** for further information).

Essential criteria

1. A high level of relevant experience and expertise in the areas you have identified, evidenced by qualifications to postgraduate degree level or equivalent experience, and a strong record of achievement at a national or international level.
2. Experience in applying expertise in the specific transport areas, tasks and forms of input that the applicant has indicated interest in and/or has identified as their area of expertise.

Desirable Criteria

3. Experience and evidence of working in multidisciplinary groups to provide evidence-based assessments or advice. Examples which relate to Government working and/ or working with policy, will be particularly welcome.
4. Ability to manipulate, analyse and present data, methods, or scientific concepts to a non-technical audience.
5. Experience and evidence of demonstrating the following behaviours in a collegial setting - delivering at pace; working together; changing and improving.

Declaration and management of interests

In line with DfT policy and established good practice for accessing external expertise, members of the College of Experts are required to declare any personal or non-personal interests before joining the College. Interests must be reviewed again before taking on a specific piece of work to identify any new or additional interests that are relevant in the context of the specific task under consideration (and your recorded declaration will be updated accordingly). Types of interest are described in the guidance at **Annex B**.

The DfT will publish each year online an updated annual report ('College of Experts - Register of Interests') on the declarations of interest of members of the College of Experts who have carried out work for the DfT in that year. Interests which represent a real or potential conflict in respect of general or specific aspects of the work undertaken will be managed in accordance with the DfT's policy and guidance on interests.

Further details of the application process

Recruitment and appointment are by open competition. Applicants are expected to evidence each of the selection criteria. You are asked to provide a CV, and please cross-reference the relevant section of your CV in your Supporting Statement and explain its relevance to the relevant criterion. Entries which say only "see attached CV" will not be scored. The CV, Supporting Statement and Monitoring Questionnaire constitutes the application. The selection panel will use only the information supplied by the candidate in their application. Please note, each candidate's Monitoring Questionnaire will not be treated as part of the application and thus, will not be seen by the selection panel.

How to Apply

Please apply for the College of Experts by emailing your application to DfTChiefScientificAdviser@dft.gov.uk. Each applicant must submit:

- A current short CV (3 pages maximum)
- Supporting Statement
- Completed Monitoring Questionnaire

Please note that all applicants are responsible for the timely completion of their application. Applicants are required to complete all the relevant forms before their applications will be considered.

Selection

Application will go through an initial review by the Chief Scientific Adviser's Office to check for completeness. Those that pass the initial sift will then be reviewed by a selection panel. The selection panel will consist of at least two assessors and will be drawn from the following:

- Deputy Chief Scientific Adviser
- A Senior DfT science / policy lead
- Scientific expert from the DfT (e.g., Science Advisory Committee chair)

Indicative Timetable

Please note that these dates are only indicative at this stage and could be subject to change. Please let us know if you are unable to meet these timeframes.

Advert Closing Date	Monday 15 May 2023
Sifting by Panel	Thursday 18 May – Friday 2 June
Panel Consensus Meeting	Friday 9 June
Notification of outcome to applicants	End of June

Payment and expenses

The standard rate for payment for work undertaken as a member of the College, in line with other Government departments, is £300 per day. Variation to this is subject to discussion and agreement with the Department. The number of days to be worked will be agreed on appointment for a specified piece of work. The expenses that CoE members may claim in respect of their work will also be agreed with the relevant DfT Official upon selection for a contracted piece of work. Members should contact the Chief Scientific Adviser's Private Office (CSA PO) before incurring any expense that they believe should be reimbursed, in advance.

For further details on day rates travel and other expenses, including public transport (bus, underground, tram, etc.), accommodation, subsistence, and how claims should be submitted see **Annex C**.

Please note: Expenses incurred by candidates during the recruitment process will not be reimbursed except in exceptional circumstances and only when agreed in advance with the DfT Team.

Additional information

Current members of DfT or other Government Scientific Advisory Committees are welcome to apply to be included on the College. SAC Members who are also on the College of Experts will not be asked to undertake work through the College which would inform the work of a committee of which they are a member. This will avoid the situation in which an expert assesses as an SAC member, work they have carried out as a contractor through the CoE.

Appointment Term

- For successful applicants, your appointment as a member of the College of Experts 2023, will be made by the DfT Chief Scientific Adviser (CSA).
- The appointment will be for an initial term of 1 year, with the option of re-appointment by mutual agreement as part of the College's annual review.
- It should be noted that is contractual work; CoE members are neither employees of the Crown nor the Department for Transport. Such appointments are not normally subject to the provisions of employment law.
- Experts will be expected to abide by the "Seven Principles of Public Life" set out by the Committee on Standards in Public Life (see [The Seven Principles of Public Life - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/the-seven-principles-of-public-life)).
- Appointments may be ended prior to the conclusion of the period of appointment if a breach of contract occurs, for example, the expert does not meet DfT's expectations and /or does not perform their obligations laid out in the agreement letter.

Time Commitment

The CoE will enable expertise to be brought in on short-term periods. Most requests will be for between 2 – 30 days' worth of work. In some cases, a longer-term appointment (up to 3 months) may be requested by the Department.

Please note that inclusion in the College does not guarantee that you will be called upon to undertake work for the DfT.

Location

The roles will primarily involve remote work. On rare occasions, you may be asked to travel to one of the DfT's offices, in Birmingham, Leeds or London.

Security clearance

The successful candidate will be required to have or be willing to obtain security clearance to Baseline Personnel Security Standard (BPSS; [Government baseline personnel security standard - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/government-baseline-personnel-security-standard)). There may be instances where it is necessary to obtain clearance to a higher level – this will be dealt with on a case-by-case basis.

Pre-appointment checks will also be undertaken on immigration and criminal convictions (DBS check) as well as proof to work in the UK. These usually take between 4-6 weeks to obtain. Membership to the College will be offered on a conditional basis until the successful candidates have passed all checks.

Equal Opportunities

We believe that by being a diverse and inclusive workplace, where everyone is valued, we are more motivated, higher performing and more committed to our team. We welcome applications from suitably qualified people, regardless of race, gender, sexual orientation, social background, religious beliefs, ethnicity, disability, age, marital status or working patterns.

We are particularly anxious to address under-representation of women, people from ethnic minorities and people with disabilities. Decisions on eligibility for the College

are based on merit and the principles of independent assessment, openness, and transparency of process.

As part of the application process, we ask candidates to complete equal opportunities Monitoring Questionnaire. This will help us to monitor selection decisions to assess whether equality of opportunity is being achieved. It will also help to ensure we do not create any barriers in our selection process and to help us implement our equal opportunities policy effectively. An employer can take steps to help or encourage certain groups of people with different needs, or who are disadvantaged in some way, to access work or training. Positive Action is lawful under the Equality Act.

Please note, each candidate's Monitoring Questionnaire will be treated as confidential and will not be treated as part of the application. Thus, the information will not be seen by the selection panel. Following review by the panel, should the final number of candidates that meet the minimum requirements for the College exceed the total number of experts sought for the CoE, the CSA will prioritise based on representation of characteristics utilising the Monitoring Questionnaire. Following recruitment, the information will be used for statistical purposes only. It will be presented in the form of totals from which individuals cannot be separately identified.

Please let us know in your Supporting Statement (extra word count will be given) if you would like us to provide any assistance, if appointed, to your performance in post.

Disability Confident

The Department for Transport values and promotes diversity and is committed to equality of opportunity for all and to the appointment of disabled people.

What do we mean by a disability?

You must be considered disabled under the Equality Act 2010. This means that you must have or have had in the last 12 months, a physical or mental impairment which has a substantial long-term adverse effect on your ability to carry out normal day-to-day activities. This includes those whose disability has lasted, or is likely to last, for 12 months, or if the disability or condition is likely to progress or recur (you do not have to be registered as a disabled person).

Nationality

This is a reserved post and therefore **open to UK Nationals only**. Reserved posts are open to UK nationals only, while non reserved are open to UK, Commonwealth, EEA and certain non-EEA nationals. Contact your recruitment team if you're unsure about this job's status.

There must be no employment restriction or time limit on your permitted stay in the UK. You will not be asked to produce evidence to confirm your eligibility at the application stage, but you will be required to do so should you be selected as a member of the College.

Standards in public life

You will be expected to demonstrate high standards of corporate and personal conduct. All successful candidates will be asked to subscribe to DfT's "Codes of Practice". Candidates will be expected to abide by the "Seven Principles of Public Life" set out by the Committee on Standards in Public Life (see [The Seven Principles of Public Life - GOV.UK \(www.gov.uk\)](http://www.gov.uk)).

Political activity

Members will need to show political impartiality during their time on the Board and must declare any party-political activity they undertake in the period of their appointment. Details of the successful candidate's declared political activity must be declared alongside other interests as part of the declaration of interests.

Your political activity will be kept separate from your application. It is appreciated that political activities may have given you relevant skills, including experience gained from committee work, collective decision making, resolving conflict and public speaking. If, therefore, you have had such experience and you consider it relevant to your application for the CoE, you may if you choose include it separately in the main body of your application.

Due diligence

Due diligence will be carried out as part of the application process. As well as checks made regarding the above, searches will be carried out via internet search engines and any public social media accounts.

Data Protection

Please see **Annex F** for details of how we handle your personal data.

How we will handle your application

Each application will be acknowledged by **e-mail**. Your application will be assessed against the selection criteria laid out in this recruitment pack. All your information will be processed in line with the DfT Data Protection Policy and the Data Protection Legislation.

Each candidate will be considered very carefully and the reasons for decisions noted. Feedback will be provided on request. Records are kept in line with the DfT Data Protection Policy.

The Decision

Once all applications have been assessed, the panel will make recommendations for appointments for those judged to demonstrate the closest match with the published criteria. The DfT Chief Scientific Adviser will consider the panel recommendations and make the final decision on the selection. We will let you know **by e-mail**,

followed up by a formal letter on whether you have been selected. Candidates are requested to accept their appointment in writing.

Complaints

Even the best organisations will sometimes get things wrong. For complaints about The DfT, please initially tell the person you have been dealing with. We will try to resolve any problem quickly and explain what we have done and why. If you are still dissatisfied and would like to take your complaint further, you should contact DfT Complaints.

Maladministration Complaints
Department for Transport
3rd Floor
One Priory Square
Hastings
East Sussex TN34 1EA
Email: **ComplaintsDfTC@dft.gov.uk**

Details of the DfT's complaints procedure are available here:
[Complaints procedure - Department for Transport - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

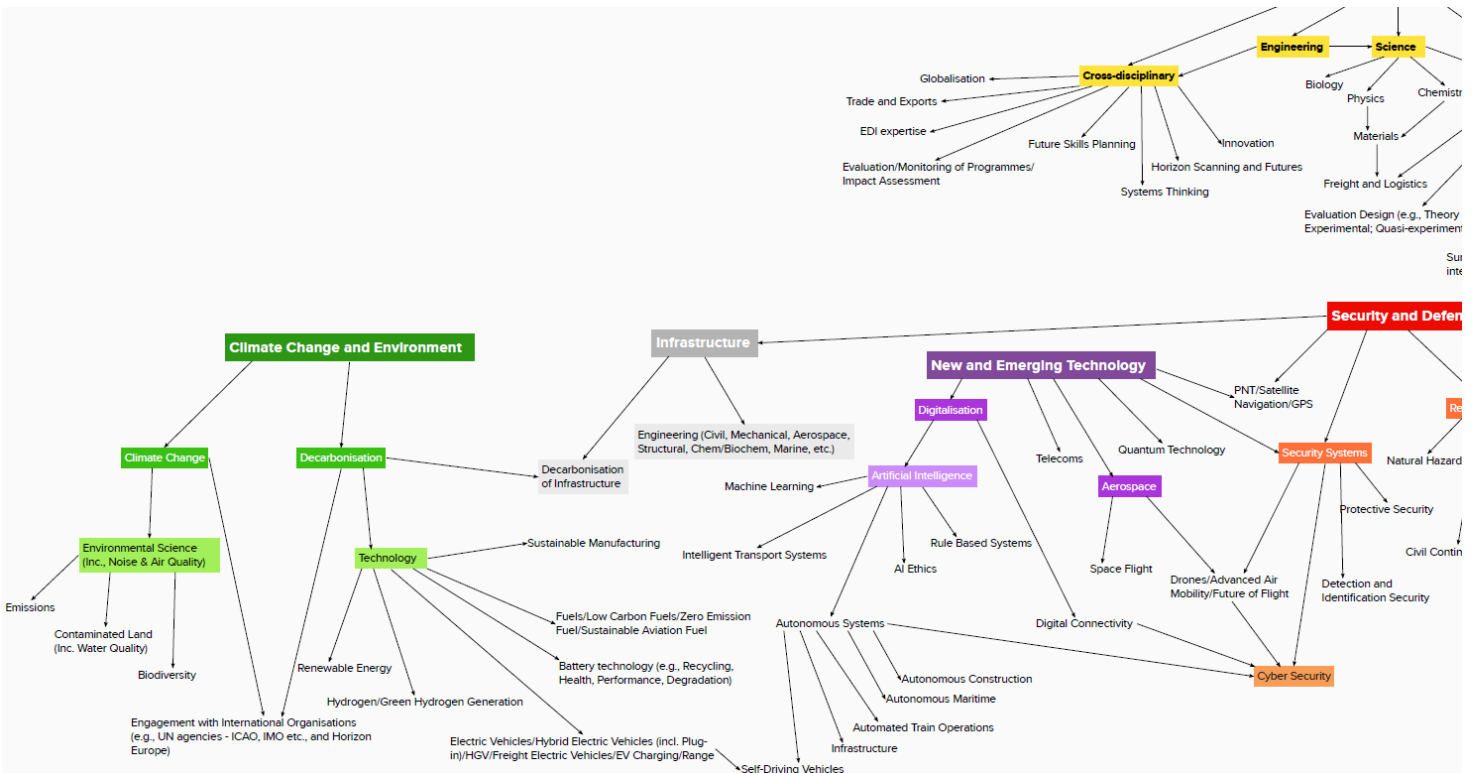
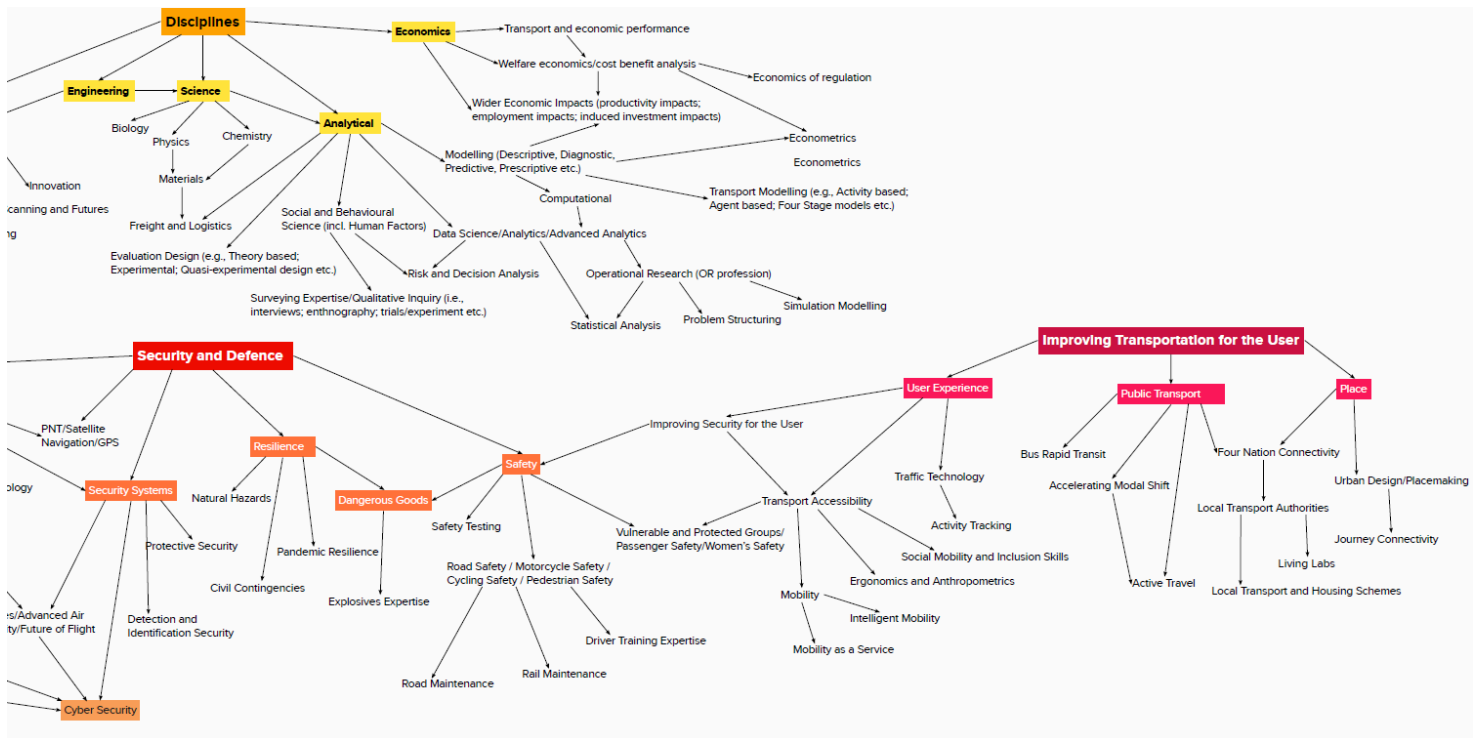
Annexes

Annex A. Areas of Expertise

Information is presented in a table format and in the form of a dendrogram.

DfT Overarching areas of work	Areas of expertise	Specific areas of expertise
Disciplines	Science	Physics; Chemistry; Biology
	Engineering	Feeds into Science and Cross-Disciplinary work
	Economics	Transport and economic performance; Welfare economics/cost benefit analysis; Wider Economic Impacts (productivity impacts, employment impacts; induced investment impacts)
	Analytical	Data Science/Analytics/Advanced Analytics; Modelling (Descriptive, Diagnostic, Predictive, Prescriptive etc.); Social and Behavioural Science (inc. Human Factors); Evaluation Design (e.g., Theory Based; Experimental; Quasi-experimental design etc.)
	Cross-disciplinary	Innovation; Horizon Scanning and Futures; Systems Thinking; Future Skills Planning; Evaluation/Monitoring of Programmes/Impact Assessment; EDI expertise; Trade and Export; Globalisation
Improving Transport for the user	Public Transport	Accelerating Modal Shift; Bus Rapid Transit; Active Travel; Four Nation Connectivity
	Place	Urban Design/Placemaking; Four Nation Connectivity
	User Experience	Traffic Technology; Transport Accessibility; Improving Security for the User
Security and Defence	Safety	Safety Testing; Road Safety/Motorcycle/Cycling/Pedestrian Safety; Vulnerable and Protected Groups/Passenger Safety/Women's Safety; also feeds into Dangerous Goods
	Resilience	Natural Hazards; Pandemic Resilience; Civil Contingencies; also feeds into Dangerous Goods
	Dangerous Goods	Explosives Expertise
	Security Systems	Cyber Security; Protective Security; Detection and Identification Security; Drones/Advanced Air Mobility/Future of Flight
New and Emerging Technology	Digitisation	Digital Connectivity; Artificial Intelligence (incl. Rule Based Systems; AI Ethics; Autonomous Systems; Intelligent Transport Systems; Machine Learning)
	Aerospace	Space Flight; Drones/Advanced Air Mobility/Future of Flight
Infrastructure	Decarbonisation of Infrastructure	
	Engineering	Civil, Mechanical, Aerospace, Structural, Chemical/Biochemical, Marine, etc
Climate Change and Environment	Climate Change	Environmental Science (incl. Noise and Air Quality; Biodiversity); Engagement with International Organisations (e.g., UN agencies – ICAO, IMO etc., and Horizon Europe)
	Decarbonisation	Technology (including renewables, hydrogen, electric vehicles, sustainable manufacturing etc.)

DfT Areas of Expertise – Dendrogram



Annex B. Practice on the Declaration of Interests

Different types of interest that should be declared

The following is intended as a guide to the kinds of interest that should be declared.

Where applicants to and members of the College of Experts are uncertain as to whether an interest should be declared, they should seek guidance from the CSA private office: DfTChiefScientificAdviser@dft.gov.uk

If CoE applicants / members have interests not specified in these notes, but which they believe could be regarded as influencing their advice or other work for DfT, they should declare them. Failure to declare interests could lead to removal from the College of Experts. However, members are not under any obligation to search out interests of which they might *reasonably* not be aware. For example, either through being unaware of all the interests of family members, or of not being aware of links between one company and another.

All Interests shall be declared and confirmed at least annually on the declaration of interests form to the DfT Science, Innovation and Technology Directorate. The person in the DfT who contacts the CoE member for a specific piece of work (DfT contact) will be responsible for exploring interests relevant to specific pieces of work as part of the discussion on commissioning the work. This will consider the relevance of any interests already declared, and any other interests for which the relevance only comes to light in the context of the specific task under discussion. All declared interests will be added to the list.

Declaration of interests and participation at meetings

Where CoE members carry out work which requires them to contribute to meetings with the DfT, other experts and/or the SACs, they will need to declare any direct interests, or those of close family members, in matters under discussion at each meeting. Having fully explained the nature of their interests, the DfT contact may, having consulted with others in DfT, decide whether, and to what extent, the member should participate in the work or discussion and determination of the issue. If it is decided that the member should not take part in the work or leave the meeting, the DfT contact may first allow them to make a statement on the item under discussion. Where members are uncertain as to whether an interest should be declared they should seek guidance from the DfT College of Experts Lead.

It should be noted that if a member of the CoE is presenting at and/or participating in SAC meetings as an invited expert their interests will be treated in the same way as an SAC member and the SAC Chair and members will be consulted on the management of any conflicts.

Personal interests

A personal interest involves the member personally and includes interests of close family members. The main examples are:

- **Consultancies and/or direct employment:** any consultancy, other employment, partnership, directorship or position in or work for an industry or other relevant body held by you or a close family member and which attracts regular or occasional payments in cash, recognition in any other form, or other benefit.
- **Fee-Paid Work:** any commissioned or fee-paid work for which you or a close family member are paid in cash or kind by an industry or other relevant body including Pressure Groups and Non-Governmental Organisations.
- **Shareholdings:** any shareholding or other beneficial interest in industry shares that you or a close family member have. This does not include shareholdings through unit trusts or similar arrangements where the member has no influence on financial management.
- **Membership or Affiliation:** any membership role or affiliation that you or a close family member have to clubs or organisations with an interest or involvement in the work of the Department.

Non-personal interests

A non-personal interest involves payment which benefits a department or organisation for which a member is responsible, but is not received by the member personally. The main examples are:

- **Fellowships:** any fellowship that you or a close family member holds and which is endowed by an industry or other relevant body
- **Support by Industry:** any payment, other support or sponsorship by industry which does not convey any pecuniary or material benefit to a member personally, but which does benefit their position or department e.g.:
 - (i) A grant from a company for the running of a unit or department for which a member is responsible;
 - (ii) A grant or fellowship or other payment to sponsor a post or a member of staff in the unit for which a member is responsible (this does not include financial assistance for students);
 - (ii) The commissioning of research or other work by, or advice from, staff who work in a unit for which a member is responsible.

Members are under no obligation to seek out knowledge of work done for, or on behalf of, industry and other relevant bodies by departments/units for which they are responsible, if they would not normally be expected to be informed. Where members are responsible for organisations which receive funds from a very large number of companies involved in that industry and from other relevant bodies, the DfT College of Experts Lead can agree with them a summary of non-personal interests rather than draw up a detailed portfolio.

- **Trusteeships:** any investment in industry held by a charity for which you or a close family member is a trustee. Where a member is a trustee of a charity with investments in industry, DfT College of Experts Lead can agree with the

member a general declaration to cover this interest rather than draw up a detailed portfolio.

- **Land and property:** any land or properties in which you or a close family member has a direct interest and is clearly within DfT's sphere of activities.
- **Public appointments:** membership by you or a close family member of local authorities, health authorities and trusts, and other relevant voluntary sector bodies.

Definitions

In this Code "close family members" means personal partners, parents, children, brothers, sisters, and the personal partners of any of these.

In this Code 'the industry' means companies, partnerships or individuals who are involved with the transport industry, including trade associations representing companies involved with such Companies, partnerships or individuals who are directly concerned with research, development or marketing of transport related products which is being considered.

In this Code 'other relevant bodies' refers to organisations (not included in the definition of 'industry') with interests relevant to the work being done. This could include charitable organisations, political parties, and lobby groups.

ANNEX C – Guidance on Pay and Expenses

1. The following guidance sets out arrangements for payment for work undertaken as a member of the College, and the expenses that CoE members may claim in respect of their work and how claims should be submitted.

2. If Members have any queries relating to payment and expenses, these should be addressed to DfT College of Experts Lead. Members should contact the DfT College of Experts Lead before incurring any expense that they believe should be reimbursed but which is not covered below.

Day rates

3. Day rates for payment for work will be a standard fee of £300 on appointment. Variation to this is subject to discussion and agreement with the Department. The number of days to be worked will also be subject to discussion and agreement with the Department.

4. Payment will be processed once DfT signs off any final outputs. Experts will be required to invoice, using a provided Purchase Order number, the Department based off the agreed cost - See the Letter of Engagement at **Annex D**.

Travel and other expenses

5. Subject to agreement with the Department, as part of the contracted work, CoE members may be entitled to reimbursement of reasonable travel and subsistence expenses necessarily incurred on official council business, via a claim form. If members do claim expenses, it must be in line with Departmental policy.

6. Guidance on the types and rates of expenditure that can be claimed can be requested from the DfT College of Expert Lead. Alcoholic drinks and newspapers are not reimbursable from public funds.

7. Tax liabilities arise on elements of these payments, which have been regarded as part of a CoE member's income and are therefore taxable. Arrangements have been made whereby the DfT meets the cost of this tax.

ANNEX D – Sample letter of engagement for providing professional scientific services, as an individual or personal service company

Name

Address

Date

By email: [\(enter supplier email address\)](#)

Dear [Name](#)

Thank you for agreeing to provide services to the Department for Transport (DfT).

This letter is to set out the agreement between **the DfT (the client)** and [enter in supplier name \(the Supplier\)](#), which comprises of this letter of Agreement which provides a general outline of services, including agreed pricing schedule and administration instructions.

Name:				
Description of Role:	(e.g., Appraiser/Peer Reviewer/Programme Advisor)			
Rate:	Gross Day Rate		Gross Half Day Rate	
	£		£	
Duration: (specify the number of days and the timescale for it to be carried out)	N° of Days/Weeks/ Months	Timescale for Completion	From	To
Scope of Work: (Provide exact details of requirement)				

Employment Status Assessment

The DfT is required to carry out the HMRC Employment Status Assessment for any work that is carried out for the DfT by individuals who engage their services as a personal service contract / limited company basis. This will inform the DfT if

deductions of Tax and National Insurance are required to be taken off from the gross daily/hourly rate and the method of payment. The Lead Official in the DfT is responsible for carrying out the assessment and conveying the decision to the individual or their intermediary.

The following summarises the assessment based on the work you will be undertaking:

Name of Client Representative (include contact details)	Date Assessment carried out	Assessment outcome
		<p>You are deemed to be <i>out of scope</i> therefore will receive gross payment</p> <p>Or</p> <p>You are deemed to be <i>in scope</i>, therefore tax and national insurance will be deducted from your gross payment.</p>

You are hereby requested to indicate your acceptance of this Agreement by signing a copy of this letter of agreement and returning it by email to the [Client's Representative email address](#). A signed copy will then be returned to you.

This letter of Agreement must be signed unaltered in any way; any amendment to the letter of agreement without prior written approval of the DfT will render the document void.

By agreeing to provide the services requested, you must make yourself available to attend all meetings, whether by teleconference or in person when requested by the DfT.

If you need to discuss this agreement, please contact the Client's Representative.

[Name of DfT Project officer](#)

Job Title

Add in [email address @dft.gov.uk](#)

Signed: _____ Signed: _____

(for and on behalf of the DfT) (Supplier)

Name: _____ Name: _____

Position: _____ Position: _____

Date: _____ Date: _____

GENERAL OUTLINE OF SERVICES

STATUS OF THE SUPPLIER

During the Term the Supplier shall be an independent contractor and not the servant of the DfT.

For an Employment Status Assessment that is out of scope, the Supplier shall bear exclusive responsibility for the payment of his or her national insurance contributions as a self-employed person and for discharge of any income tax and VAT liability arising out of remuneration for his or her work performed by him or her under this Agreement.

If the Employment Status Assessment is deemed in scope, the DfT will make the appropriate deduction of tax and national insurance from the gross pay of Suppliers who are directly engaged. For Suppliers engaged via an intermediary, the DfT shall make the Gross payment to the intermediary and notify the intermediary of the assessment outcome and seek assurance that the appropriate deduction is being made.

TERM AND TERMINATION

This Agreement shall take effect from the agreed start date and shall, subject to the provisions which follow, terminate when all requirements are satisfied.

The Agreement shall be subject to termination for convenience by either party subject to one month's prior notice in writing, unless the individual is no longer available it will terminate with immediate effect.

CONSEQUENCES OF TERMINATION AND EXPIRY

In the event of termination for convenience by the DfT, the DfT shall reimburse the Supplier for any costs incurred prior to termination, provided that, in the reasonable opinion of the DfT, these costs were wholly, reasonably and properly incurred by the Supplier in connection with the Agreement. The DfT shall not be liable to reimburse the Supplier for any loss of profit suffered as a result of the termination.

Termination or expiry of this Agreement shall not prejudice or affect any right of action or remedy that shall have accrued or shall thereafter accrue to either party.

In the event of termination of the Agreement, and upon its expiry:

- a) the Supplier shall return to the DfT all the DfT's property (including the DfT's data) and other items belonging to the DfT in the Supplier's possession or under the Supplier's control;
- b) subject to the payment by the DfT of the agreed rates for each day or half day of work completed by the Supplier to the reasonable satisfaction of the DfT, the Supplier shall provide the DfT with all work undertaken to date in its original form and whether completed or not; and

c) the Supplier shall render reasonable assistance to the DfT (and any third parties appointed by the DfT) if requested, to the extent necessary to affect an orderly cessation of the Services.

CONFIDENTIALITY

The information provided to the Supplier by the DfT under or in connection with this Agreement is provided in strict confidence and must not be disclosed to others. The Supplier undertakes to treat any such information as confidential and to take all reasonable steps to avoid or prevent its disclosure to others. The DfT will keep your identify as the reviewer confidential.

DATA PROTECTION

Both parties are required to comply with their respective obligations under the Data Protection Legislation, (comprising the General Data Protection Regulation 2018, the Data Protection Act (DPA) 2018 and the Law Enforcement Directive. Act 1998), as they apply in performance of our Agreement, while accepting either over-riding legal or statutory obligations to disclose information to a third party.

OFFICIAL SECRETS ACTS

As a government contractor, I will be bound by the provisions of the Official Secrets Acts 1911 to 1989. I am aware that under those provisions it is a criminal offence to disclose certain documents, information or articles that are or have been in my possession by virtue of my position as a government contractor. I am aware that serious consequences may follow from any breach of those provisions.

I also acknowledge that the provisions of the Official Secrets Acts continue to apply at all times in the future, even when the services to be performed under or in connection with this Agreement are completed or come to an end and I am no longer engaged as a government contractor.

PUBLICITY

The Supplier shall not make any public statement relating to the existence or performance of the Agreement without the prior written approval of the DfT, which shall not be unreasonably withheld.

CONFLICTS OF INTEREST

In signing this agreement, the Supplier confirms that is no Conflict of Interest in completing this work. Any potential conflicts of interest must be notified by the Supplier to the Client's Representative as soon as possible.

LAW AND JURISDICTION

This Agreement shall be governed by and interpreted in accordance with English Law and shall be subject to the exclusive jurisdiction of the Courts of England and Wales.

OUTLINE PRICING SCHEDULE

The rate of payment has been documented on page 1 of the Agreement. The number of days work will be agreed and notified to you in writing in advance of the work commencing. Reasonable receipted costs incurred to attend meetings must be agreed in advance with the Hiring Manager. Only standard class travel will be reimbursed, and only on production of a valid ticket. VAT is not payable on travel costs.

Travel and Subsistence Expenses:

Expenses	Reimbursement
Rail Travel	Standard Class
Mileage	First 10,000 miles per tax year - Cars and vans: 45p Bicycles: 20p Passenger rate: 5p Public Transport rate: 25p
Overnight hotel accommodation	London: up to £150 per night Non-London: up to £100 per night.
Subsistence	Evening/overnight meal rate: up to £20 Day meal allowance (including breakfast): £7

These sums may be claimed by submission of an invoice.

Administration Instructions

On receipt of the signed contract, the Client's Representative will provide you with a purchase order number if applicable, which should be used in all correspondence and is necessary to obtain payment which will be on receipt of an invoice.

All invoices must be sent electronically to the DfT addressed to **Accounts** SSA.invoice@sharedservicesarvato.co.uk (and the invoices must include the latest purchase order number).

ANNEX E - Declaration of Interests Form

Under the guidance on Declaration of Interests, I wish to declare to the Department for Transport, that my only relevant interests are as follows:

Personal Interests

1	Direct employment	
2	Consultancies and other fee-paid work	
3	Shareholdings	
4	Clubs and other organisations	
5	Other personal interests	

Non-Personal Interests

6	Fellowships	
7	Indirect support	
8	Trusteeships	
9	Land and property	
10	Public appointments	
11	Other non-personal interests	

Signed:

Date:

ANNEX F – Data Protection

If you are selected to join the College your details will be added to the CoE's internal project management databases. We will periodically review and update the College and, to comply with the Data Protection legislation, we will write to you once a year to check that your information is up to date.

Both parties are required to comply with their respective obligations under the Data Protection Legislation, (comprising the General Data Protection Regulation 2018, the Data Protection Act (DPA) 2018 and the Law Enforcement Directive. Act 1998), as they apply in performance of our Agreement, while accepting either's over-riding legal or statutory obligations to disclose information to a third party.

We may in certain cases undertake to publish advice and comment provided by those on the College. This will be made clear to you when you are approached on each specific piece of work. Please see the attached Privacy Notice for the College below.

Privacy Notice for the DfT College of Experts

Our privacy policy for College of Experts, why we require data, what we do with the data and your rights.

Draft Last updated March 2023.

The DfT will be what is known as the 'Controller' of the personal data provided to us.

Why we need it

We need to collect this information for the purpose of compiling a database of experts for the DfT College of Experts. As an expert in your field, we can commission from you short pieces of ad hoc work under contract to provide scientific and technical services. This is a database held internally from which experts can be picked by DfT staff for specific pieces of work and your details will be added to the DfT's internal project management databases.

We do this in line with the performance of our statutory duties and the exercise of the official authorities vested in the DfT and the performance of tasks carried out in the public interest. We will not collect any personal data from you which we do not need.

If you wish to be on the College of Experts, failure to provide the information requested could result in either a delay or us being unable to process your information.

What we do with it

We retain personal information only for as long as necessary to carry out these functions, and in line with our retention policy. This means that this information will in the case of unsuccessful applicants be retained for 18 months from receipt. In the case of successful applicants, we will hold the information until 12 months after your membership of the College of Experts ends.

All the personal data we process is located on servers within the European Union. Our cloud-based services have been procured through the government framework agreements and these services have been assessed against the national cyber security centre cloud security principles. No third parties have access to your personal data unless the law allows them to do so. In line with this commitment your information may be passed to expert individuals who may not be DfT employees for the purposes of carrying out the sifting and selection of applicants to go on the College.

The Department for Transport will sometimes share data with other government departments, public bodies, and organisations which perform public functions to assist them in the performance of their statutory duties or when it is in the public interest.

We use or work with contractors and other third-party service providers, such as IT service providers, who will process your personal data on our behalf. These third parties are our data processors and can only process your personal data on our instruction or with our agreement for a specified purpose to enable us to maintain, improve and provide our services in order to fulfil our public task.

Lawful basis for processing your personal data

The lawful basis we rely on for processing your personal data is article 6(1)(b) of the UK GDPR, which relates to processing necessary to perform a contract or to take steps at your request, before entering a contract.

The lawful basis we rely on to process any information you provide as part of your application which is special category data, such as health, religious or ethnicity information is article 9(2)(b) of the UK GDPR, which relates to our obligations in employment and the safeguarding of your fundamental rights. And Schedule 1 part 1(1) of the DPA2018 which again relates to processing for employment purposes.

Your rights

You have a right to see the information we hold on you by making a request in writing to the email address below. If at any point you believe the information, we process on you is incorrect you can request to have it corrected. If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer who will investigate the matter.

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law, you can complain to the Information Commissioner's Office (ICO).

DfT's privacy policy has more information about your rights in relation to your personal data, how to complain and how to contact the Data Protection Officer. You can view it at <https://www.gov.uk/government/organisations/department-for-transport/about/personal-information-charter>.