



Department
for Transport

Terms of Reference - Rail Franchise Advisory Panel.

March 2013

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Department for Transport
Great Minster House
33 Horseferry Road
London SW1P 4DR
Telephone 0300 330 3000
Website www.gov.uk/dft
General email enquiries FAX9643@dft.gsi.gov.uk

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- 1.1** The panel's role is to:
- Advise, support and inform the Secretary of State on the Department for Transport's work on the rail franchising programme.
 - Provide support, challenge and assurance to the Franchising Director and franchising team as they progress the franchising programme and as they develop and enhance capability.
 - Provide a commercial perspective to the programme, and help assure the Secretary of State, the Permanent Secretary and the market that sound advice, assurance and governance processes are in place.
- 1.2** Given the findings of the Laidlaw Inquiry and the Brown Review it is likely that the panel's role will evolve in the short to medium term. In the short term, the panel should help to rebuild confidence in the relationship between the industry and the Department as well as advising on the measures needed to restart the franchising programme. In the longer term the panel will support the Department in implementing the reforms necessitated by the findings of Laidlaw and Brown. However, the Panel's role is purely advisory and it will not be involved in decision making in relation to franchise awards.

Membership

- 1.3** The panel will consist of four or five members, (dependent on the mix of expertise) including the chair and will be appointed by the Secretary of State.
- 1.4** Panel members are to be drawn from a range of areas to ensure that a good mix of expertise is achieved. The expertise of members should include expertise in the rail industry, major procurements and programme delivery.

Ways of Working

- 1.5** The panel will usually meet on a monthly basis with the agenda set by the chair. The secretariat function will be provided by the Department with papers circulated one week in advance of the meeting. The panel will be free to discuss papers and inputs from both inside and outside the Department as necessary to undertake their work. The panel will keep its working arrangements under review as needed. The panel may receive confidential information from time to time, and shall maintain the confidentiality of all information.
- 1.6** The time commitment is expected to equate to a 1-2 days per month averaged over the year. Members will be expected to declare any actual or potential conflicts of interest. Any conflicts will need to be managed to avoid any perception of bias, taking account of the need for the panel also to be populated by members with relevant expertise and experience.