

Terms of reference for the Joint Analysis Development Panel: First Year

Aim

1. The aim of the Joint Analysis Development Panel is to provide strategic comment and recommendations on the Department's approach to developing its transport modelling, appraisal and evaluation guidance and methods.
2. The panel will be jointly chaired by DfT's Chief Analyst and an independent expert and will bring together academic and professional experts and senior departmental analysts.
3. In the first year we hope the group will focus on the analytical strategies developed within the Transport Modelling and Appraisal Division:
 - Understanding and Valuing the Impacts of Transport Investment Analytical Strategy, which underpins the development of DfT's transport modelling and appraisal and its transport analysis guidance;
 - Draft Road Demand Modelling and Forecasting Strategy.

Remit

4. The panel, which will meet around three times a year, will be asked to discuss the overall direction and technical merit of the Department's transport modelling, appraisal and evaluation methods. In addition, the group may choose to focus on specific areas for discussion which will be agreed before each meeting.
5. The panel is being established to help identify priorities in relation to our analytical strategies and will provide strategic level comment and recommendations. It is not intended to replace the more focused peer review we subject our analysis and research to on a regular basis. We will continue to hold engagement events on topic areas where we look forward to maintaining close and productive working relationships with all our stakeholders.
6. At first, we intend to focus on priorities within our analytical strategies, including road demand modelling and forecasting, transport and the economy and demand forecasting. Later on, we would like to include a session on 'horizon scanning', to identify whether there are any wider issues not covered by our current strategy.
7. The panel will not be discussing details of research specifications or work that is imminently going out to tender. All our contracts will continue to be competitively tendered through our standard procurement channels.
8. The panel will initially run for a year as a pilot.

Membership

Academic and Professional Members

9. The panel will consist of six external members (including the co-chair). These will be senior professionals with a range of expertise, skills and experience and an ability to

take a strategic view of Departmental issues. They will need to be independent, intellectually neutral and familiar with relevant Government policies and processes.

10. Members will need to commit for one year (possibly longer if the pilot is successful) and will need to confirm that they can fulfil the commitment required in terms of meeting attendance, preparation for meetings and travelling time. They will generously provide their time and expertise free of charge. DfT will reimburse all reasonable travel and incidental expense.
11. All members (including the co-chair) are expected to abide by the seven principles of public life (Nolan Principles, attached at Annex A). They will also need to complete and sign a Declaration of Interests (see Annex B) and update as appropriate. The Register will be held by DfT and not shared with third parties.

DfT Members

12. The group will include a number of DfT senior analysts, with the DfT's Chief Analyst jointly chairing the panel.

Subject Matter Experts

13. The core group will be supported by a wider network of subject matter experts who will be invited to attend meetings as and when relevant.

Responsibilities of the Joint Chairs

11. The Chairs will be responsible for ensuring the independence, objectivity and impartiality of the group.
12. The Chairs will ensure a full range of views are taken into account and will steer the discussion, maintaining a focus on the specific issues raised by DfT.
13. The Chairs will be responsible for representing the consensus of the panel discussion, agreeing and summarising the advice and recommendations given and resolving/clarifying any disagreements within the panel.

Responsibilities of the Joint Analysis Development Panel Secretariat

4. The Secretariat will organise three meetings a year and will co-ordinate the production of papers which will be circulated one week in advance. The Secretariat will also establish alternative ways of working to facilitate interaction between meetings.
5. The Secretariat will work with the panel to record minutes of each meeting and to provide an annual report.

Contact details

TASM@dft.gsi.gov.uk

Annex A - Seven Principles of Public Life ‘Nolan Principles’¹

a. Selflessness

(i) Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.

b. Integrity

(i) Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

c. Objectivity

(i) In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

d. Accountability

(i) Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

e. Openness

(i) Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

f. Honesty

(i) Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

g. Leadership

(i) Holders of public office should promote and support these principles by leadership and example.

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

Annex B – Declaration and Register of Interests for Joint Analysis Development Panel Members

a. General Information

(i) Joint Analysis Development Panel members (including the Chair) must declare any interests which may be relevant and material to the work which they will be undertaking whilst serving on DfT's Joint Analysis Development Panel.

(ii) Interests which should be regarded as “relevant and material” can include:

- Directorships, including non-executive directorships held in private companies or PLCs (with the exception of those of dormant companies).
- Ownership or part-ownership of private companies, businesses or consultancies likely or possibly seeking to do business with the DfT.
- Majority or controlling shareholdings in organisations likely or possibly seeking to do business with the DfT.
- Any connection with a voluntary or other body contracting for DfT services.
- Any professional or personal connection or involvement with DfT employees.

b. Conflict of Interest – What does it mean?

(i) “Any personal interest which may affect or be seen to affect impartiality in any matter relevant to duties”

(ii) This expressly includes any family or friends who may benefit or be seen benefit personally, financially or professionally from your position within the Joint Analysis Development Panel. Knowingly participating in any process that constitutes a conflict of interest is a form of Fraud.

(iii) If members have any doubt about the relevance of an interest, this should be discussed with the Secretariat.