



Department
for Transport

Public Body



Role: Deputy Chair and Members

Date: February 2023





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Welcome Note from Mark Harper, Secretary of State for Transport

Dear Applicant,

Thank you for your interest in becoming a Member of the British Transport Police Authority (BTPA) which is an arm's-length body of the Department for Transport.

This is an important time for the Department for Transport. We are investing heavily in infrastructure and public transport to improve journeys, boost connections, level up the country and support economic growth. Central to our mission is delivering transport that works for everyone in our society.

We are recruiting for a Deputy Chair, a new Scotland Member, a new Wales Member and up to four other Members who either have knowledge and experience of those providing railway services, working on the railways, and/or the interests of persons travelling by rail.

BTPA is responsible for ensuring an efficient and effective police force for rail operators, their staff and passengers. Its duties and functions are similar to those of the Scottish Police Authority or a police and crime commissioner in England and Wales, but it oversees a force that is responsible for policing a much wider area – the railways of Great Britain. The BTPA's role is therefore vital to everyone who uses or works on our railways – helping to support the British Transport Police to tackle crime and ensure high levels of passenger confidence, as well as securing value for money from the British Transport Police.

We are looking for motivated team players who can provide strategic guidance in a Board context – and who can constructively support and challenge. The successful candidates will be able to see the big picture whilst recognising the interests of a wide range of stakeholders, and will have strong, broad ranging skills, including those relating to strategy and performance management.

We strongly welcome applications from all backgrounds. As part of the Department's commitment to diversity, we believe our public appointments should reflect our customers - the travelling public – who come from all walks of life and have different experiences. We very much welcome fresh talent, expertise, and perspectives, to help us better understand the needs of the communities we serve and support better decision making for all. This includes people who may have never applied for a public appointment – but could bring new ideas, insights and energy.



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If you are interested in the role and work of BTPA, full details of the responsibilities are set out in this document and I would like to encourage you to apply.

Our dedicated DfT Public Appointments Team would be happy to talk through the process and answer your questions.

The Rt Hon Mark Harper MP
Secretary of State for Transport





Welcome Note from Ron Barclay-Smith, Chair of BTPA

Thank you for your interest in becoming a Member of the British Transport Police Authority (BTPA). This is an exciting opportunity to join the independent oversight board of the national police service which keeps Britain's rail network safe and secure. As the specialist and dedicated police service for Britain's railways, BTP's work is wide reaching, providing an important service to all passenger and freight operators, Network Rail, their staff and customers across England, Scotland and Wales, as well as policing the London Underground, Docklands Light Railway, the Midland Metro Tram System, Croydon Tramlink, Sunderland Metro and Glasgow Subway.

BTPA is principally responsible for charging train operators for the policing of the railway and therefore must ensure value for money for its funders. To achieve this, BTP, supported by BTPA, has embarked on a transformation programme which will deliver new ways of working, exploiting the use of digital technology better to predict where resources need to be deployed, analysing the success of its actions and interventions, and enabling officers to spend more time out on patrol working effectively and productively where it matters most.

The BTPA, as the oversight body of the largest of the three national infrastructure forces, is also well placed to contribute to the national conversation around policing, and to further this aim it works closely with the DfT, Home Office, the Association of Police and Crime Commissioners and other policing oversight bodies and organisations. The range of BTPA's stakeholders is, however, much broader than this and Members will also be called upon to engage with funders in the rail industry, passenger groups, the devolved administrations in Scotland and Wales and more besides. The BTPA's largest funders are Network Rail and Transport for London who currently form two of the key partners within the rail industry.

It is imperative that BTPA and BTP work collaboratively to deliver efficient and effective policing for the railways in our different roles with trust, openness and transparency at the core of our relationship. At the same time, Members must be prepared to ask the challenging questions and fulfil the role of critical friend, ensuring a balanced and healthy debate to achieve the best outcomes.

We now seek up to seven new Members who can adapt and influence strategic change, have excellent communication skills with political and commercial acumen and high personal integrity. We particularly want to see applications from candidates from a diverse range of backgrounds and perspectives – reflecting the diversity of the communities the BTP serves and helping to maximise the effectiveness of the Authority. Supporting diversity and a broad range of perspectives around the Authority table is of particular personal importance to me as Chair.



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Finally, this is an opportunity to work with a great group of people in the Force and the Authority, and be a Member of an Authority which has an exceptional team spirit and is clear about the need to scrutinise and support a highly professional police force.

I hope you will be inspired by this exciting opportunity to be at the forefront of national policing, making a real difference to the protection of Great Britain's critical rail infrastructure and those who work and travel upon it. If you require any further information, I would encourage you to contact Raquel Cortes¹ at the Authority to arrange an informal discussion with me. I will also be hosting a Webinar about the roles in the coming weeks – further information will shortly be provided on the BTPA Website.

Ron Barclay-Smith
BTPA Chair

¹ BTPArecruitment@btp.police.uk



The roles for which we are recruiting

The Secretary of State for Transport wishes to appoint a **Deputy Chair, Scottish Member, Welsh Member and up to four further Members** of the British Transport Police Authority. This includes the appointment of the following specific roles:

- A Deputy Chair.
- A Member who has knowledge of the interests of persons in Scotland appointed in consultation with Scottish Ministers – *this individual will chair the Scottish Railways Policing Committee, which is a sub-committee of the BTPA.*
- A Member who has knowledge of the interests of persons in Wales appointed in consultation with Welsh Ministers.
- Up to four further Members who have knowledge and experience of any of the following:
 1. The companies who operate the trains and tracks;
 2. The staff who work for those operators;
 3. The passengers who travel on the railway; or
 4. Policing.

We encourage applications from candidates who can offer broader experience with suitable skills including but not limited to:

- knowledge and experience of
 - financial issues
 - pensions;
 - risk management;
 - technology/digital;
 - business cases.

About the British Transport Police Authority

The BTPA was established by the Railways and Transport Safety Act 2003 (the Act) as the independent oversight body for the British Transport Police (BTP). The Act provides for the Secretary of State for Transport to appoint between eleven and seventeen Members to the BTPA. This includes the Chair (Ron Barclay-Smith) and a Deputy Chair.

The BTPA is a cross-border public authority which means that the Scottish Government must be consulted about appointments to the BTPA.

The BTPA currently comprises 11 Members including Members with specific knowledge of the interests of persons in Scotland, Wales and England. The BTPA's important responsibilities are to set the strategy, policing plans and budget for BTP; to make senior appointments and to hold the Chief Constable to account. These



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roles are critical to ensuring the effectiveness and efficiency of an important public service. An overview of the BTPA's primary duties is provided below.

Setting BTP's strategy: The BTPA is responsible for setting objectives for the BTP before the beginning of each financial year. The BTPA announces these objectives, as well as its strategic direction and performance review of the BTP through a number of publications:

- The [Strategic Plan](#) sets out the BTPA's medium-term and long-term strategies for policing the railways. The current strategy published in June 2022 covers the period 2022-27 and will see long-term changes to passenger journeys and ways of working influenced by the pandemic, the first steps in the Government's ambitious programme of rail reform, an increase in freight traffic, and the delivery of new services. All of these factors will influence the demand for our policing services, how those services are accessed, how we deliver them and the partnerships through which we achieve success.
- Its annual [Policing Plan](#) contains the BTPA's priorities for the year, the financial resources it expects to be available and how it proposes to allocate those resources.
- Finally, the [Annual Report](#), published after the end of each financial year and covering the policing of the railways in that year.

BTP's funding and budget: BTPA determines the budget of the BTP – formally called the BTP Fund. It plays a key role in holding the BTP to account for ensuring that budget is spent efficiently and effectively. In particular, it has an important role in ensuring the delivery of the efficiency programme for the BTP, helping to secure better value for money for both taxpayers and stakeholders.



Former member taking part in public engagement activity with officers



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Stakeholder engagement: This ensures that stakeholders, in particular the rail industry who pay for the policing of the railway, are able effectively to contribute to the development of the Strategic Plan and annual Policing Plan. Effective stakeholder engagement is essential for the BTPA. That engagement involves listening to franchise holders as well as their representative bodies, such as Rail Partners (previously the Rail Delivery Group).

Police Service Agreements: BTPA enters into agreements with train, freight and other operating and infrastructure companies in order to provide a policing service to their railway or railway property. These agreements, referred to as Police Services Agreements (PSAs), also require the companies to make payments for the service. When, for instance, a new rail franchise is awarded by the Department for Transport (or by Scottish or Welsh Ministers), the winning company is usually required to enter into a new PSA with BTPA.

Emergency Agreements: In the event that an emergency financial provision is required, the DfT can provide the Authority with separate grants for specific (ring-fenced) purposes in accordance with the Framework agreement. The Authority will provide evidence that the grant was used for the purposes authorised by DfT. The Authority shall not have uncommitted grant funds in hand, nor carry specific grant funds to another financial year.

Performance monitoring: Members of the BTPA provide oversight and scrutiny of BTP's performance during the year, helping to ensure it provides an effective service to railway users, staff and the railway more generally. A focus for BTPA is on legitimacy providing oversight of those aspects of policing that impact the public's trust in the police service the most including professionalism, use of force, stop and search and detention.

Appointments: The BTPA is responsible for the recruitment to fill senior vacancies in the BTP including the Chief Constable and members of the Force's Chief Officers' Group. The BTPA is also the employer of all BTP officers and members of staff.

Regulation of the BTP: As with Home Office forces in England and Wales, for which regulations are issued under sections 50-52 of the Police Act 1996, the BTPA is able to issue regulations for the BTP as described by the Railways and Transport Safety Act 2003.

Overseeing broader priorities; including further discussions around the devolution of the BTP's functions in Scotland, and any implications for the BTP resulting from reform of the railways.



Former Welsh member working alongside Superintendent for Wales.

The Executive Team: The BTPA is supported by a small Executive team led by a Chief Executive who is the Accounting Officer for the BTP Fund.

Role of the British Transport Police (BTP) Force: The work BTP does is complex, multi-faceted and vitally important, spanning all areas of policing from community policing through to armed response and counter-terrorism. In fulfilling its statutory purpose to deliver efficient and effective policing for the railways in England, Scotland and Wales, BTP also plays a vitally important role in tackling and minimising the disruption caused by incidents on the railway, addressing violent crime, countering the terrorist threat and protecting Great Britain's critical railway infrastructure and those who work and travel on it. BTP has a significant role in identifying and helping people in crisis, those who are vulnerable or at risk of exploitation and responding to the unique risks of the railway in this regard. This significant task, which spans 10,000 miles of track and more than 3,000 railway stations and depots, relies on the hard work, dedication and experience of officers and civilian staff, based at Headquarters in London, Glasgow and Birmingham and dispersed across Great Britain.

BTP is unique in many ways, not least in the stakeholder environment within which it operates. Working across three of the four home nations, it is essential that BTP works in close partnership with others in the policing family across Great Britain, to provide a responsive and joined-up service to passengers, rail staff and others who work on or live near the railway. BTP is substantially funded by train companies as well as by Network Rail and Transport for London, and it must operate efficiently, to deliver a high-quality, responsive service across an expanding network at a cost which delivers recognisable value for money for funders.



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BTP is committed to working efficiently, in partnership with the BTPA, and has launched an ambitious transformation programme to deliver significant savings by 2027. The transformation programme comprises a number of initiatives to implement new ways of working for intelligence, justice and public protection, recognising that BTP's people are its greatest asset. Beyond this, BTP is ambitious for the future and, as one of few policing bodies that crosses county boundaries, it is well placed to contribute fully to the national policing agenda.

BTP currently has an overall revenue budget of around £350m, with circa 5000 employees including officers, PCSOs, staff, as well as volunteer special constables.





About the Role: Deputy Chair

Title:	Deputy Chair
Reports to:	BTPA Chair
Duration:	An initial term of up to 4 years, with the possibility of re-appointment
Remuneration:	£25k per annum for 50 days attendance

The Deputy Chair's role is the same as that of a Member but with the additional responsibility to deputise for the Chair when necessary, and to assist the Chair in fulfilling their role. The Chair's core responsibilities include:

- Providing effective and strategic leadership to the Authority to ensure:
 - the formulation of the Authority's strategy;
 - that the Authority takes proper account of the guidance provided by the responsible Minister or the Department;
 - the promotion of efficient and effective use of staff and resources;
 - the delivery of high standards of regularity and propriety; and
 - the representation of views of the Authority to the general public.
- With the support of the Chief Executive, ensuring that all Authority Members, when taking up office, are fully briefed on the terms of their appointment, and their duties, rights and responsibilities.
- Undertaking an annual appraisal with each Authority Member to coordinate with the board effectiveness evaluation and to be used as a base for the Chair's report to the Secretary of State on the Members' reappointment.
- Addressing the developmental needs of the Authority as a whole with a view to enhancing its effectiveness.
- The Chief Constable and the Chief Executive are to work closely with the Chair to ensure the role and responsibilities of the Authority are discharged.

See Member role for full responsibilities and essential criteria.



About the Role: Members

Title:	Member
Reports to:	BTPA Chair
Duration:	An initial term of up to 4 years, with the possibility of re-appointment
Remuneration:	£15k per annum for 30 days attendance

Members of the BTPA play an active role in working towards ensuring an effective and efficient police service is provided for the railways. Collectively, the BTPA is accountable through the Chair to DfT Ministers for the discharge of the responsibilities set out in the legislation. Members' primary responsibility will be to the work of the BTPA as a whole rather than as a representative of any area from which they may come.

The “Scottish” Member will chair the Scottish Railways Policing Committee, which is a sub-committee of the BTPA and routinely meets in Glasgow. It would be desirable therefore if Scottish applicants could demonstrate experience in chairing meetings. It will also be necessary to demonstrate an understanding of the Scottish political landscape.

The key responsibilities for all Members are to:

- Carry out collectively all the statutory and locally-determined requirements of a Member of the BTPA, including participation in formulating policy, decision making and contributing to the work of the BTPA in relation to determining the budget and charges to be made to the rail industry, determining policing priorities, agreeing the annual railways policing plan, best value plan and other issues.
- Contribute effectively to discussions at the full Authority and its committees.
- Examine, challenge and support the operational delivery and commercial implications of policy proposals, major projects and programmes, strategic and organisational issues at BTP.
- Work with BTPA Executive Team to scrutinise BTP's management information to ensure delivery of the Strategy, Policing Plans and transformation portfolio, acting as a point of support and challenge to its successful implementation, including on areas such as ensuring value for money.



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- Be involved in the work of the BTPA as directed by the Chair, including membership of any committees, panels or working groups which are established by the BTPA or undertaking a lead role in aspects of work if the Chair determines that that is an effective way of conducting the Authority's business.
- Take an interest in the regional work of BTP, as agreed by the Chair; in doing so, Members provide strong and effective constructive challenge, as well as support.
- Comply with all relevant codes of conduct and maintain the highest standards of conduct and ethics, and ensure that the BTPA operates within the legislative, policy and resources framework agreed with the Secretary of State. Members are expected to adhere to the spirit of The Seven Principles of Public Life at Appendix A.
- Maintain an up-to-date knowledge and awareness of issues affecting the policing of the railway network.
- Participate in consultative arrangements that the BTPA establishes, and actively engage in communication and dialogue with the rail industry, the UK, Scottish and Welsh Governments, passengers and other stakeholders when required.
- Effectively represent the views of the BTPA with stakeholders as and when required by the Chair.
- Promote equality of opportunity in work to eliminate unlawful discrimination, both internally within the BTPA and the BTP and in the provision of policing services.
- Attend local, regional and national conferences/seminars/briefings if nominated by the BTPA.
- Participate in inspections and audits of the BTP and BTPA, as appropriate.
- Assist the Chair in the strategic direction of the BTPA and corporate business plans.
- Support the Chair in overseeing the BTP as a whole, including holding it to effective account.

Essential criteria for the Deputy Chair and all Members:

- Sound strategic judgement with the ability to make difficult decisions and manage complex situations with a high degree of personal integrity.



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- Proven ability to challenge in a constructive fashion, achieving clear outcomes and driving value for money.
- Excellent communication and interpersonal skills with proven experience of engaging effectively with different stakeholder groups.
- Able to demonstrate an understanding of the broader political context in which the BTP operates and current key issues.

Although **not** an essential requirement for making an application, reflecting the critical importance of ensuring value for money and promoting efficiency, we would also welcome applications from candidates who are able to demonstrate strong financial skills and experience, particularly in a complex organisational setting.

In addition to the essential criteria for all Members above, it is essential that candidates applying for the Scottish Member role demonstrate the following:

- Knowledge and experience of the interests of people in Scotland in relation to the use of the railway;
- An understanding of the Scottish political landscape.

In addition to the essential criteria for all Members above, it is essential that candidates applying for the Welsh Member role demonstrate the following:

- Knowledge and experience of the interests of people in Wales in relation to the use of the railway.

In addition to the essential criteria for all Members above, candidates applying for one of the (up to four) Member roles must demonstrate at least one of the following:

- Knowledge and experience of the companies that operate the trains and tracks;
- knowledge and experience of the staff who work for those operators;
- knowledge and experience of the passengers who travel on the railway;
- Knowledge and experience of policing.

Candidates' suitability for the role will be assessed against the criteria above. **When emailing us your application, please specify which of the roles you are applying for in the subject of the email.** If you consider that you demonstrate strong financial skills and experience, please do specifically identify this.



How to Apply

If you wish to apply for these positions, please supply the following by **midnight on Sunday 26th March 2023**. Any applications submitted after the closing date, or that are missing any of the following documents, will not be accepted.

1. A **CV or equivalent biographical information** (maximum two sides A4, minimum 12 font) setting out your career history and including details of any professional qualifications.
2. A **short supporting statement** (maximum two sides A4, minimum 12 font) setting out how you meet the essential criteria – make sure you refer to the contents of this document and provide specific examples.
3. A completed **Category/Criteria Form** to indicate which one (or more) of the roles you are applying for i.e. the railway operator role, the railway staff role, the Scotland Member role, the Wales Member role, the railway passenger role, the Deputy Chair role or the policing role, and which criteria you meet.
4. In addition, please also complete and return via email a completed **Monitoring and Supporting Evidence Form**.

Completed applications should be emailed to DfTPATApplications@dft.gov.uk. If you wish to submit items 1 and 2 above in an alternative format, or for any other queries about this role, please contact the DfT Public Appointments Team at DfTPATApplications@dft.gov.uk.



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	Sunday 26 th March 2023 (midnight)
Short List Meeting	April 2023
Final Panel Interviews	June 2023
Meeting with Secretary of State (if required)	TBC

Selection Process

This role is being competed in accordance with the Governance Code (January 2017)², which sets out the regulatory framework for public appointments processes. The Code is based on three core principles – merit, openness, and fairness.

The selection panel for this appointment competition is:

- Oliver Mulvey (DfT) - Panel Chair;
- Ron Barclay-Smith (Chair of the BTPA);
- Jacqui Francis (Independent Panel Member);
- Don McGillivray (Scottish Government) - *for the Scottish Member appointment only.*

<https://www.gov.uk/government/publications/governance-code-for-public-appointments>



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A Webinar will be held during the advertising window **on Monday 13th March** to explain more about the roles and the specific qualities being sought. Information about how to access this is available on the BTPA's website at www.btpa.police.uk. **Please keep an eye on the DfT Public Appointments Twitter page (@ApptsDft), and the British Transport Police Twitter page (@BTPAuthority) for updates.**

The DfT Public Appointments Team will acknowledge your application and keep you updated on the progress of the competition.

At the short-listing meeting the selection panel will assess each application against the essential criteria and decide who to invite for interview.

Interviews are expected to take place in central London or in Edinburgh for the Scottish post and to last between 45 and 60 minutes. Further details about the format will be provided to you in advance. In person interviews are encouraged but if you require a virtual interview please advise the Public Appointments Team.

The decision to appoint to these roles rests with the Secretary of State (in consultation with Scottish Ministers), and the Prime Minister. Appointable candidates may be invited to meet with the Secretary of State, or another Department for Transport Minister, before they make a final decision.

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 Public Appointments Team.

You can expect the recruitment process to take approximately 6 months, however, applicants will be kept informed of progress.

Additional Information

Appointment Term

- Your appointment as a Member of BTPA will be made by the Secretary of State.
- The appointment will be for an initial term of up to 4 years, with the option of re-appointment for up to a further 4 years by mutual agreement.
- It should be noted that this post is a public appointment; BTPA Members are neither employees of the Crown nor the Department for Transport. Such appointments are not normally subject to the provisions of employment law.
- Appointments may be ended prior to the conclusion of the period of appointment.



Time Commitment

The time commitment is **50 days per annum for the Deputy Chair** and **30 days per annum for Members**. The role involves attendance at Board meetings and other engagement activities either in person or remotely, providing specialised advice as required, preparation time, travel, and work outside of meetings. Travelling time is not included in the time commitment.

Remuneration

- **Deputy Chair is £25k per annum for 50 days attendance and a member is £15k for up to 30 days attendance per annum.**
- Remuneration is taxable through payroll, but the appointment is not pensionable.
- Members can claim reimbursement for reasonable travel and subsistence costs necessarily incurred at rates set centrally by the Department for Transport and included in the BTPA Expenses Policy.
- **Applicants should note that the successful candidates cannot be remunerated for this role if they are being paid for an existing full-time public sector role from the public purse.** Please get in contact with the Public Appointments Team if you have any questions about this specifically.

Location

The roles are based throughout England, Wales and Scotland with the need to travel locally and nationally for meetings and engagement activities.

Availability

The successful candidates are expected to commence the role in **July 2023**, subject to the successful completion of pre-appointment checks, security clearance and police management level vetting.

Security clearance

The successful candidate will be required to have or be willing to obtain Management Vetting. This includes pre-appointment checks on immigration and criminal convictions. It usually takes between 2-4 weeks to obtain police vetting. The role will be offered on a conditional basis until the successful candidate has passed all checks.



Equal Opportunities Monitoring

We believe that in a diverse and inclusive workplace, where everyone is valued, colleagues are more motivated, higher performing and more committed to the team. The BTPA and DfT welcome all applicants, regardless of gender, sexual orientation, social background, religious beliefs, ethnicity, or age.

As part of the application process we ask candidates to complete equal opportunities monitoring information in the separate **monitoring and supporting evidence form**. This will help us to monitor selection decisions to assess whether equality of opportunity is being achieved. This part of the form will be treated as confidential and used for statistical purposes only. The form will not be treated as part of your application.

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. **We will select the disabled candidates who best meet the essential criteria for the role. 'Best meet' is defined as demonstrating strong examples of all essential criteria.**

In order to guarantee an interview to all disabled candidates ([as defined by the Equality Act 2010](#)) who satisfy all the essential criteria for the role and wish to be considered under the Disability Confident Scheme, we need candidates to declare a disability and that they wish to be considered under the Scheme.

What do we mean by a disability?

To be eligible for consideration under the Scheme, 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 to apply under this scheme.



Nationality

This is a non-reserved post and therefore open to UK Nationals, British Nationals Overseas, British Protected Persons, Commonwealth Citizens, EEA Nationals and certain non-EEA family members and Swiss Nationals under the Swiss EU Agreement. 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 invited to the final panel interview. Please note that anyone who has not resided in the UK in the past 5 years will not pass police vetting requirements.

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 the Review Body'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 in **Appendix A**.

Disqualification for appointment

There are circumstances in which an individual will not be considered for appointment. They include:

- People with unspent criminal convictions.
- People under the age of 21.
- People who are officers or employees of a Police and Crime Commissioner, the Mayor's Office for Policing and Crime or the Scottish Police Authority.
- People who are an officer or employee of the BTPA.
- People who are serving police officers.
- People who are the subject of a bankruptcy restrictions order or interim order.
- In certain circumstances, those who have had an earlier term of appointment terminated.
- Anyone who is under a disqualification order under the Company Directors' Disqualification Act 1986.
- Anyone who has been removed from trusteeship of a charity; and
- Roles listed under the [House of Commons Disqualification Act 1975](#) or the Devolved Administrations' equivalent.



Registration of interests

The purpose of these provisions is to avoid any danger of Board members being influenced, or appearing to be influenced, by their private interests in the exercise of their public duties.

Public appointments require the highest standards of propriety, involving impartiality, integrity, and objectivity, in relation to the stewardship of public funds and the oversight and management of all related activities. This means that any private, voluntary, charitable, or political interest which might be material and relevant to the work of the body concerned should be declared. It is important, therefore, that you consider your circumstances when applying for a public appointment and identify any potential conflicts of interest, whether real or perceived.

There is a requirement to declare any actual or potential conflict of interest you may have in being appointed to the Board in the separate **monitoring and supporting evidence form**. Any actual or perceived conflicts of interest will be fully explored by the Panel at interview stage.

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 published by appointing departments when the appointments are publicised.

Your political activity will be kept separate from your application and will only be seen by the Panel prior to interview – the Panel may at that stage explore with candidates any potential for conflict of interest. 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 this post, 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. It will be seen by the Panel prior to interview – the Panel may at that stage explore with candidates any findings.



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Data Protection

Please see the separate monitoring and supporting evidence form for details of how we handle your personal data.

Complaints

If you are not completely satisfied with the way your application is handled at any stage of the competition, please raise any complaint in the first instance with:

Via email: DfT Public Appointments DfTPublicAppointments@dft.gov.uk

Public Appointments Team
Shareholding and Corporate Sponsorship, Department for Transport
Great Minster House
33 Horseferry Road
London, SW1P 4DR

We will reply to your complaint within 20 days.

If you remain unsatisfied, please [contact the Office of the Commissioner for Public Appointments](#). The Commissioner can only investigate complaints relating to regulated Public Appointments.



Appendix A: Seven Principles of Public Life

The principles of public life apply to anyone who works as a public officeholder. This includes all those who are elected or appointed to public office, nationally and locally, and all people appointed to work in the civil service, local government, the police, courts and probation services, NDPBs, and in the health, education, social and care services. All public officeholders are both servants of the public and stewards of public resources. The principles also have application to all those in other sectors delivering public services.

Selflessness

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 material benefits for themselves, their family, or their friends.

Integrity

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.

Objectivity

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.

Accountability

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.

Openness

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 public interest clearly demands.

Honesty

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.

Leadership

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