



## Panel and Committee Member Introduction Pack

### Introduction

This guidance has been developed to establish a primary source of information for all UKRI-BBSRC Panel and Committee Members.

Useful links have been provided below, grouped by category.

Each Panel and Committee has their own Secretariat who can be contacted with queries.

### Background and Strategy

This section covers background on UKRI and its constituent Councils.

- [UKRI Strategic Prospectus](#)  
The Strategic Prospectus represents the beginning of the process to develop a detailed Research and Innovation Strategy.
- [UKRI Councils](#)  
UK Research and Innovation brings together the seven Research Councils, Innovate UK and a new organisation, Research England

### Governance and Structure

The [BBSRC Governance and Structure site](#) outlines the organisational governance arrangements that enable clear accountability and efficient decision-making.

### Plans, Monitoring and Accountability

This section covers the maintenance of UKRI's long-term vision and goals as well as the plans and approaches to achieve these.

The [UKRI Delivery Plans](#) highlight the areas of focus and key activities of UKRI's nine constituent councils and cross-cutting themes. The plans have been developed with input from across UKRI's research and innovation communities and build upon the UKRI Strategic Prospectus.

The [Annual Report and Accounts](#) provides a summary of UKRI, its structure, purpose, key activities during the past year and the key risks to the achievement of its objectives. The report sets out the governance arrangements of UKRI and provides consolidated annual financial statements.

## Policies

This section provides links to UKRI policies and T&Cs of particular relevance to Panel and Committee Members:

The most relevant aspects of these policies have been highlighted within members Terms of Appointment. These include following the Seven Principles of Public Life, ensuring any gifts and hospitality exceptions can stand up to public scrutiny, and completing and maintaining a conflict of interest declaration.

- [Conflicts of Interest](#)
- [Travel, Subsistence and Expenses \(Section 1\)](#)
- [Eligibility for Attendance Fees](#)
- [Equality, Diversity and Inclusion](#)
- [UKRI Staff Code of Conduct](#)
- [UKRI Principles of Assessment and Decision Making](#)

Although policies have been developed for UKRI staff, they also apply to Panel and Committee members. **Not all sections will be relevant to Panel and Committee Members.**

Please contact the secretariat team directly with any queries.

## Panel and Committee Members - Terms of Appointment

Terms of Appointment form part of each Panel and Committee Member's offer letter and lay out terms and conditions of employment.

## Meeting Practicalities

Committee and Panel meetings are organised and coordinated by dedicated secretariat teams. They are a first point of call for any meeting related queries.

## Attendance Fees

Members of BBSRC panel and committees (with the exception of those listed) will normally receive a fee of £170 for attendance at meetings and other approved BBSRC business. Chairs receive a higher fee of £230 when acting in the role of Chair. Deputy Chairs do not receive this higher fee unless they are acting in the role as the Chair for the duration of the meeting in the absence of the Chair. Co-Chairs of Peer Review Core Committees are eligible to receive higher attendance fee if they substitute for the Chair at the meeting.

Attendance fees are based on attendance and not duration i.e. a member attending only half a meeting is still entitled to receive a full attendance fee.

If a member is joining a meeting by video/teleconference then an attendance fee should only be paid if they would have received a fee if they had been joining the meeting in person (e.g. a member joining a formal panel/committee meeting by teleconference would receive a fee).

Members are eligible to receive an attendance fee if a meeting they join by video/teleconference relates to business of that panel/committee and their attendance at the video/teleconference is one hour or more.

For a member travelling from outside Europe up to two additional attendance fees can be paid if the member has worked on meeting business whilst travelling to and from the UK.

The acceptance to serve on a BBSRC panel/committee will be regarded as denoting willingness to receive fees unless BBSRC is advised to the contrary. Fees need not be claimed, the meeting secretariat will confirm the attendance fee payment in the 'For Council use only' part of your expenses form once submitted. Please indicate if no fee is required.

Attendance fees also can be paid to those below

- Members of Visiting Groups, Review Teams and other ad-hoc or 'one-off' groups. Chairs of these groups/teams are eligible for the higher rate.
- Invited speakers at BBSRC workshops/conferences

There will be exceptions when the office will negotiate an attendance fee with an individual to attend a BBSRC arranged event who is not currently a panel/committee member e.g. a key note speaker at a conference. When negotiating this fee both parties should bear in mind the use of public funds. A suggestion is to base it on current attendance fees or if a higher fee is required the Council Honoraria of £6,850 (£9,110 chair) divided between the expected requirement of 25 days of activity.

VAT registered Panel Members wishing to invoice for their fee payments must have prior agreement from their BBSRC contact who will need to raise a Purchase Order.

### **Eligibility for Attendance Fees**

Members of BBSRC panels/committees are eligible to receive attendance fees with the exception of the following:

- Council members
- Employees of [Scottish Government Main Research Providers](#) (with the exception of James Hutton Institute)
- Employees of other Research Councils
- Civil Servants and employees of Non-Departmental Public Bodies and Agencies, i.e. bodies whose funds are derived wholly or partly from Votes of Parliament.
- Research and Technology Club Steering Group members who are employed by a Company Club member.
- Assessors or Observers
- Referees
- Attendees at BBSRC arranged workshops

An eligible member will receive the full attendance fee regardless of whether they are employed on a part-time basis.

Those who are employed both at eligible and non-eligible organisations are entitled to receive full attendance fees.

Members falling into the groups listed above can claim their travel expenses from BBSRC.

Attendance fees or travel expenses are not payable if members attend meetings/conferences etc. on their own initiative or at the personal request of the organisers even if the topic is BBSRC-related.

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Appointments Board Secretariat