

HANDBOOK FOR MEMBERS OF STFC'S ADVISORY BODIES

We have created this web based Handbook as a source of information to allow members of STFC's advisory bodies, including [STFC Council](#) and the various [Committees](#), to familiarise themselves with the terms of their appointment.

Queries which relate to a specific appointment including the payment of attendance fees should be directed to the secretary of the relevant committee in the first instance.

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1. The Organisation

- 1.1 The Science and Technology Facilities Council ([STFC](#)) is a world-leading multi-disciplinary science organisation, part of [UK Research and Innovation](#) (UKRI) a new organisation that brings together the UK's seven Research Councils (including STFC), Innovate UK and Research England to maximise the contribution of each partner and create the best environment for research and innovation to flourish. UK Research and Innovation operates under the direction of the Department for Business, Energy & Industrial Strategy ([BEIS](#)), and the UK Research and Innovation [framework document](#) sets out the governance arrangements between UKRI and BEIS.

The UKRI's main governance bodies are the [UK Research and Innovation Board](#) and the [Executive Committee](#) which provides strategy advice to the Board and is the day-to-day coordinating body for UKRI executive activity.

Each of the nine partners have Council members who play a critical role in our strategy development and governance. Council members will work with their Executive Chair to deliver their council's aims and objectives and to support UKRI's overall mission .

- 1.2 STFC's Headquarters are in Swindon with research facilities at the [Rutherford Appleton Laboratory](#) (RAL) and the [Daresbury Laboratory](#) which is part of [Sci-Tech Daresbury](#). The UK Astronomy Technology Centre (UK ATC) is the national centre for astronomical technology and is also part of STFC along with [Chilbolton Observatory](#) and [Boulby Underground Laboratory](#)

STFC has a mission to deliver economic, societal, scientific and international benefits to the UK and its people – and more broadly to the world.

We achieve this by working closely with industry, universities, scientific facilities and scientists themselves, bringing together talent and resources to maximise the impact of scientific research. STFC offers a unique combination of large facilities, technologies, knowledge and skills for the entire science base across the UK, supports – through grant funding – research in astronomy, particle and nuclear physics and space science and uses its resources to help address the global challenges of energy, the environment, healthcare and security.

- 1.3 Information about Institutes funded by STFC and the mechanisms for STFC investments including research grants, studentships, fellowships and Public engagement, can be found on the [website](#).

STFC's mission statement can be found [here](#), whilst further information on STFC's vision is available [here](#).

- 1.4 In delivering its mission, STFC is advised and guided by a range of committees, with membership drawn from appropriate experts in universities, industry and the public sector. The governance and advisory structure for STFC, including terms of reference,

membership, meeting dates and how the various committees interact can be found [here](#) and the range of STFC's policies and procedures are available to view [here](#).

A list of STFC's Committees can be found [here](#).

Conduct of members

2. The role of advisory committees

- 2.1 The role of the advisory committees is to provide strategic, operational, peer review and project oversight advice. This can range from advice on broad, long-term science priorities, through peer review of project proposals to the oversight of individual projects. Whilst committees are accountable for the advice given to STFC, accountability for decision making lies with the STFC.

Members are selected, usually following a call for applications and nominations, on the basis of their relevant skills and knowledge, and to ensure an appropriate spread of expertise and organisational, geographical or sector representation and gender.

It should be noted that some committees are set up for a specific time-bound activity and this membership is not drawn from the nominations exercise.

More details of the selection process can be found [here](#).

3 Roles and Expectations of Members

- 3.1 Committee members should be aware of their wider responsibilities. Like others who serve the public, they should follow the Seven Principles of Public Life set out by the Committee on Standards in Public Life (the Nolan Committee). The Principles are included in [Annex 1](#). Committee members have a duty to bring an independent judgment to bear on all issues considered by the Committees and to comply at all times with this Code of Conduct, with rules relating to the use of public funds and to act in good faith and in the best interests of the public body. Committee membership will be reviewed should these standards not be met.
- 3.2 All committee members are expected to understand their role, participate fully in the process and conduct themselves appropriately in meetings and when representing STFC. At all times members must;
- observe the highest standards of propriety involving impartiality, integrity and objectivity;
 - be aware they are advising STFC and should consider their actions and the reflection they could have on STFC's reputation.

For its part, STFC will work with you in a professional manner and will provide:

- A collaborative working relationship;
- Training, guidance and advice when required;
- A straightforward process;
- Transparency of requests and decisions we make.

4. Conflict of Interests

- 4.4 In agreeing to join a STFC committee, members are required to declare, before and during the course of their appointment, all personal, professional or business interests which may conflict with their responsibilities as a member. STFC policy and guidance on what constitutes a conflict of interests can be found [here](#). A declaration form can be found at [Annex 2](#), with all conflicts being recorded on a register of interests.
- 4.2 As a general rule, Committee members will not take part in, and normally will not be present for, discussions where they have a material interest in the matter under consideration. The test should be whether a member of the public, knowing the facts of the situation, might reasonably think that a particular interest could influence the judgment of other members present
- 4.3 Committee members, whether full or part-time, are expected not to occupy paid party political posts or hold particularly sensitive or high-profile unpaid roles in a political party

5. Gifts and Hospitality

- 5.1 Members should not use their official position to accept, agree to accept or attempt to obtain any payment or benefit from a third party for doing or not doing anything, or showing favour or disfavour to anyone. In relation to their work for STFC, members must adhere to STFC's rules on accepting gifts and hospitality.

STFC aims to guard against the risks of impropriety and the perception or allegation of impropriety. Members should never accept benefits of any kind which might reasonably be thought to compromise either their own personal judgment and integrity or that of others. In this context, perception is as important as reality.

Particular care must be exercised in considering acceptance of gifts or hospitality in case they are intended as a bribe or may be perceived by others as a bribe.

6. Confidentiality

- 6.1 The 'OFFICIAL-SENSITIVE' marking on papers means that although the contents may be discussed with colleagues as necessary, this should be done with discretion on the part of the recipient of the papers. Committee members should observe the requirement for confidentiality, and are asked to keep secure papers that come to them in their official capacity and, when their term of office has come to an end, to make sure that all papers are returned or destroyed.

- 6.2 When, exceptionally, a higher classification is necessary, special circulation arrangements will normally be made. Members of the Committees must respect such classification.
- 6.3 Any information that is not already publically available but does not bear a protective marking should still be treated as confidential and handled as above.
- 6.4 Members who undertake [review of applications and assessment of research grant proposals](#), on behalf of STFC must treat all details of such applications in strict confidence.
- 6.5 In reporting Committee business, all members will take special care to keep confidential the part played in discussion by individual members, to maintain the convention that any recommendation is the collective responsibility of the whole of the Committee and to safeguard the anonymity of any reviewers. Members should resist any requests for information or for explanation of how a particular recommendation was reached. All discussions should therefore be treated in confidence and any requests for information and/or feedback should be referred to the Chair and STFC.

7 Equality and Diversity

- 7.1 Like all public bodies in the UK, STFC has legal obligations in employment and the provision of services to eliminate discrimination and promote equality. In addition STFC recognises that diverse ideas, experiences, backgrounds and perspectives are fundamental to successful science and innovation. Committee members should;
- demonstrate a commitment to and raise awareness of STFC's diversity strategy and equality schemes, particularly in any selection or award processes;
 - promote good equality and diversity practice; and
 - should champion measures introduced by STFC to eliminate discrimination and promote equality.

STFC is committed to safeguarding objective decision making in the peer review process and ensuring that awareness of unconscious bias, and the conditions that contribute to this, are understood by peer review panel members (and staff). Clear assessment criteria are provided to all applicants, peer reviewers and panel members. It is our expectation that these criteria are central to the decisions being made and used to reach evidence based outcomes. Further information relating to our approach to safeguarding objective decision making is available as a presentation on the [STFC website](#) – this will be included in the introductions of all peer review meetings.

Information relating to our expectations of Peer Review panel Chairs and members can be found at the following links:

- [Chairs Induction](#)
- [Panel member role and expectations](#)

Further information can also be found in our [Equality and Diversity Action Plan and strategy](#). The UK Research and Innovation diversity Action Plan is available on the [Diversity page](#) of the UKRI website.

8 Research Misconduct

STFC takes all reported allegations of misconduct in research very seriously and it is the responsibility of committee members to report any instances of scientific misconduct suspected as a result of conducting the peer review process, for example plagiarism or misrepresentation, to STFC in the first instance.

All allegations will be handled in accordance with the research councils' policy and guidelines on governance of good research conduct.

9 Bullying and Harassment Procedures

As a member of UK Research and Innovation, STFC is committed to high standards of integrity and professionalism in all areas. STFC operates a code of conduct for all of our staff and for Council members but recognises that we need to be responsive where these standards are not adhered to. Committee members should report any harassment or bullying complaint to STFC so that an effective resolution can be sought as speedily as possible in line with the UK Research and Innovation's [harassment and bullying policy](#).

10 Travel, Subsistence and Meeting fees

10.1 Members of STFC committees are eligible for a daily meeting fee of £170 or £230 in the role of Chair. To enable the payment of fees and expenses for work carried out on behalf of STFC, two forms supplied in the new membership pack need to be completed and returned promptly to the STFC contact so as not to delay payments. The forms are;

- HMRC New Starter (sample at [Annex 3](#)) to advise them of your appointment and;
- UKSBS (UK Shared Business Services) New Starter to advise the Payroll Department (see sample at [Annex 4](#))

10.2 Committee members will be reimbursed their actual reasonable expenses incurred in attending meetings or other STFC business; provided the rules set out in the travel policy are observed. Claims for reimbursement should be as detailed as possible and members should take proper account of the need for economy, and should arrange, wherever possible, to travel by the cheapest possible route and means. Standard and economy class travel should be the rule.

Committee Secretaries will always be prepared to advise members on individual circumstances before journeys are made. It should be understood that the allowances, whether on account of travelling or subsistence, are intended only to reimburse amounts actually expended.

10.3 All expense claims must be made within **three months** of the meeting for which they were incurred. An electronic claim form will be provided by, and will need to be returned to, the meeting organiser, together with all relevant receipts. Bank account details will need to be provided with each expense claim submitted.

10.4 The current Travel and Subsistence Expenses policy for committee members can be found [here](#) and an example of a travel claim form can be found below.

It is recommended that if travelling overseas on behalf of STFC, members should consult the Foreign and Commonwealth Office travel advice at <https://www.gov.uk/foreign-travel-advice> for the latest country-specific travel advice.

Additional Care Costs

Committee members may be reimbursed by STFC for the unavoidable additional costs of child-minding and the care of dependent relatives and pets where such expenditure arises from the need to work outside normal working hours (e.g. because they need to travel/stay away on official business).

It is important to note that:

- agreement should be sought from the committee secretary prior to any arrangements being made;
- payments for these expenses are subject to tax and National Insurance and will, therefore, be grossed up and claimed as a taxable expense through UKSBS Payroll.

11 Data protection and GDPR

STFC and UK Research and Innovation understand the importance of protecting personal information and is committed to complying with the General Data Protection Regulation 2016/679 (GDPR) with regard to the collection, storage, processing and disclosure of personal information

A full notice of UKRI's position with regards to Freedom of Information and the (GDPR) (EU) (2016/679) can be found at: <https://www.ukri.org/privacy-notice>.

Expenses Claim Form (for Non-Employees & Employees without iExpenses) TO BE COMPLETED IN CAPITALS

Use updatable cells
Rev: 17/02/2016

Claim Reference Number for Council use (optional)	
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1 Claimant's Details					
a	Research Council making payment	b	University (if applicable)		
2 Claimant's Personal Details					
a	Title	h	Address - line 1		
b	Surname	i	Address - line 2		
c	First name(s)	j	Address - line 3		
d	Email address	k	Town/City		
e	Phone	l	County / State	Postcode / ZIP	
f	Supplier Number (only provide if requested to)	m	Country		
g	Currency of reimbursement (note iv)	n	Je-S PID or Person Code (if applicable - this relates to Grants only)		
			Reason for Claim		

Notes for completing this form	
i	Use this form for Travel & Subsistence/Panel Fees/ATA payments/Per Diems AND all cases where a claimant (including an employee) does not have access to Oracle iExpenses e.g. Mariners.
ii	Please send your completed claims form, along with supporting receipts to your approver at the Council (or to the person indicated by the Council when they sent you this form). Once approved, they will forward your claim to UK SBS for payment.
iii	All expenditure lines must be coded appropriately before the form is sent to UK SBS for payment. The Council will either have sent you this information already or will enter the data themselves. If the expenditure claimed on this form is chargeable to a project, please enter "Yes" in the Project Related Claim? box at the top of the details page. If not, enter "No". This will indicate what Coding information must be completed before submitting the form for payment.
iv	Box 2g is the currency in which you will be re-imbursed, and must correspond with the currency of your bank account as notified to us in section 5 or previous claims. It is not necessarily the currency that you spent.

Total for Claim b/f from Details sheet	0.00
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3 Certificate by Claimant - Please be advised that we do not accept electronic signatures	
I certify that the expenses being claimed have been actually and necessarily incurred by me on business approved by the Research Council, are in accordance with the rules of that organisation, and that I have not, and will not, make a claim for the same items to any other organisation. I also certify that at the time of the journey for which mileage allowance is claimed I was insured to cover liabilities to third parties.	
Claimant's signature	Date Submitted:
Print Name:	

4 a) Authorisation - Approver				b) Countersignature (only required where approver is not on SSC Signatory Panel)			
Approver's signature		Date		Authoriser's signature		Date	
Print Name:				Print Name:			
Approver's Contact Number	Approver's Email Address			Authoriser's Contact Number	Authoriser's Email Address		

5 BANK DETAILS - THESE MUST BE PROVIDED EVERY TIME YOU RAISE A CLAIM, OTHERWISE WE WILL NOT BE ABLE TO PAY YOU.			
Country		* Account Name	
Bank Name		IBAN/Routing no.	
Branch Name		BIC & Swift Code	
* Sort Code		* Currency	
* Bank Account Number			
Building Society Roll Number		* denotes mandatory field	

Electronic Submission of Claims

Claimant
You can only submit this claim electronically if the Council has told you that you can.

Approver
Retained Finance will only accept this claim electronically (in Excel format or scanned, signed image) if it has been submitted by an authorised person.

If you are not an Authorised Signatory please forward this form to the appropriate person as per your local Council Operating Procedure.

Authorised Signatory
By submitting this claim electronically you are asserting that you have carried out all necessary checks to ensure this claim is valid. Do not send supporting documentation, receipts, tickets, etc. to UK SBS.

This version of the claim form is for completion online. Please use the blank printable version if you wish to complete a form by hand.

Project Related Claim? See note iii

Y/N?

6	Details of Expense Claim			If your expenditure was in a different currency to your claim, fill in these columns accordingly			This must be the currency as per 2g (above)		PROJECT RELATED CODING Specify values in these four columns for project related claims only. Note iv refers				NON-PROJECT RELATED CODING Specify values in these columns for GL code related claims. Note iv refers			
	Date	Details of Journey Undertaken / Venue / Miscellaneous Expenses Claimed / Per Diem rate and days	Expenditure in Currency spent	Curr Spent	Exchange rate applied	Total Amount	Curr claimed	Project Number	Task No.	Expenditure Type	Expenditure Organisation	Business Unit	Cost Centre	Account Code	Analysis Code	
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Total						0.00	0.00									

Please insert rows or use additional printed forms where required.

7	Car mileage claims		Miles/Km claimed		Rate per Mile/Km in the currency of your claim		This must be the currency as per 2f (above)		PROJECT RELATED CODING Specify values in these four columns for project related claims only				NON-PROJECT RELATED CODING Specify values in these columns for GL code related claims			
	Date	Details (to/from and reason)	Miles/Km claimed	Rate per Mile/Km in the currency of your claim	Total	Curr claimed	Project Number	Task No.	Expenditure Type	Expenditure Organisation	Business Unit	Cost Centre	Account Code	Analysis Code		
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					0.00											
Total						0.00	0.00									

8 Total claim carried forward to header sheet 0.00 0.00 X + Y

The Seven Principles of Public Life**Selflessness**

Holders of public office should take decisions 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 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 wider 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.

REGISTER OF PERSONAL AND BUSINESS INTERESTS THAT MAY CONFLICT WITH STFC INTERESTS
PART A – DECLARATION

DATE OF REGISTRATION:	
NAME:	
AFFILIATION <i>(please give brief details below of all personal and business interests, whether direct or indirect, monetary or non-monetary that may conceivably conflict with the interests of STFC.</i>	
UNIVERSITY INTEREST/PROJECTS:	
COMMERCIAL INTEREST:	
OTHER GOVERNMENT DEPARTMENTS:	
OTHER:	

I have read the Code of Practice for Committee Members and agree to abide by the terms of the code.

I understand that I should update this information if any changes occur, and that this register will be open for public inspection.

I undertake to declare at meetings any potential conflict of interest that has not been identified.

SIGNATURE:

Date:



Starter Checklist

Employee's personal details

Last name or family name

First name(s)

Are you male or female? Male Female

Date of birth *eg dd mm yyyy*

Home address

Address line 1

Address line 2

Address line 3

Address line 4

Postcode
(if your address is in the UK)

National Insurance number

Employment start date
eg dd mm yyyy

Employee statement

- You need to select only one of the following statements A, B or C.
- A - This is my first job since last 6 April and I have not been receiving taxable Jobseeker's Allowance, Employment and Support Allowance, taxable Incapacity Benefit, State or Occupational Pension.
 - B - This is now my only job but since last 6 April I have had another job, or received taxable Jobseeker's Allowance, Employment and Support Allowance or taxable Incapacity Benefit. I do not receive a State or Occupational Pension.
 - C - As well as my new job, I have another job or receive a State or Occupational Pension.

I have a Student Loan which is not fully repaid and I left a course of UK higher education before last 6 April and I received my first Student Loan instalment on or after 1 September 1998. No Yes

Select 'No' if you are repaying your Student Loan direct to the Student Loans Company by agreed monthly payments.

Please print your name or sign here after you have printed the form.

Full name

Date *eg dd mm yyyy*



UK Shared Business Services
North Star House
North Star Avenue, Swindon, Wiltshire. SN2 1FF
Tel: +44 (0)1793 442000
Fax: +44 (0)1793 442002
www.ssc.rcuk.ac.uk

New Committee Member payment details

FIRST NAME:

FAMILY NAME:

TITLE:

ADDRESS:

DATE OF BIRTH:

NATIONAL INSURANCE
NUMBER:

P46 ATTACHED

P45 ATTACHED

BANK DETAILS:

NAME OF BANK:

ADDRESS OF BANK:

SORT CODE:

ACCOUNT NUMBER:

NAME OF ACCOUNT:

SIGNED:

AUTHORISED:

Common acronyms

Like many organisations, STFC uses its own shorthand language to describe many of its activities, committees, groups or even individuals. The main abbreviations or acronyms in use are:

- AHRC - Arts and Humanities Research Council
- AO - Accounting Officer
- BBSRC - Biotechnology and Biological Sciences Research Council
- BEIS - Department for Business, Energy and Industrial Strategy
- CEO – Chief Executive Officer (UKRI)
- CFO – Chief Finance Officer
- CSR - Comprehensive Spending Review
- DL – Daresbury Lab
- EPSRC - Engineering and Physical Sciences Research Council
- ESRC - Economic and Social Research Council
- FEC - Full Economic Cost
- GCRF -Global Challenge Research Fund
- MRC - Medical Research Council
- NAO - National Audit Office
- NERC - Natural Environment Research Council
- NDPB - Non-Departmental Public Body
- RAL – Rutherford Appleton Laboratory
- SO – Swindon Office
- STFC - Science and Technology Facilities Council
- UK ATC – UK Astronomy Technology Centre
- UKRI - UK Research and Innovation
- UKSA – United Kingdom Space Agency
- UK SBS UK Shared Business Services