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| **Redress Scotland - Panel Members**  **Information Pack for Applicants** |

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| **Closing date for applications:**  **23:59 on 2 August 2021** |  |

MINISTERIAL FOREWORD



**Financial Redress for Survivors of Child Abuse in Care**

For decades, some children in residential care in Scotland were failed by those entrusted to look after them. Scotland is taking steps to face up to these failings of the past.

In October 2018, following consultation with survivors, I announced this government’s plan to establish a financial redress scheme for survivors of historical child abuse in care. While nothing can make up for the suffering survivors have endured for so long, a financial redress scheme can go some way to provide acknowledgement and recognition of the harm done.

I am delighted that the enabling legislation, the Redress for Survivors (Historical Child Abuse in Care) (Scotland) Act 2021, received Royal Assent in April 2021. This key milestone builds on a wider package of measures already in place, including the Scottish Child Abuse Inquiry, Future Pathways and the Limitation (Childhood Abuse) (Scotland) Act.

The new legislation sets out how the national redress scheme will operate, creates an independent public body called Redress Scotland and gives Scottish Ministers the powers to appoint a Chair and Panel Members.

Following an open and fair public appointments process in which survivors played a key role, on 16 June, I was delighted to announce Johnny Gwynne as Chair of Redress Scotland. Mr Gwynne is the former Deputy Chief Constable of Police Scotland and a past director of the National Crime Agency, where he had responsibility for tackling child exploitation.

Mr Gwynne will be closely involved in this next crucial stage of recruitment which seeks to appoint a number of Panel Members to Redress Scotland. It will be these appointees who will make day-to-day decisions and, where appropriate, reviews of those decisions in relation to applications for redress payments, including on eligibility and the levels of financial redress awarded to survivors. The successful candidates will bring empathy and professional expertise from a range of areas, for example, in the fields of emotional and psychological trauma, law, social work, human rights and health.

The Scottish Government is committed to opening the financial redress scheme as quickly as possible and before the end of 2021.  And, just as legislation has been developed through engagement with survivors, our approach to implementation will continue to place the needs of survivors first.

I do hope that you apply for the important role of Panel Member.  The closing date is 2 August 2021 and I wish you every success with your application.

**John Swinney**

**Deputy First Minister and Cabinet Secretary for Covid Recovery**

Contents

[**1.** **INFORMATION ABOUT REDRESS SCOTLAND** 5](#_Toc75272158)

[1.1 Introduction to Redress Scotland 5](#_Toc75272159)

[**2.** **INFORMATION ABOUT THE ROLE** 6](#_Toc75272160)

[2.1 Panel Member 6](#_Toc75272161)

[2.2 Person Specification 8](#_Toc75272162)

[2.3 Decision-Making Panels 11](#_Toc75272163)

[2.4 Time commitment 11](#_Toc75272164)

[2.5 Remuneration 11](#_Toc75272165)

[2.6 Disclosure of interests 12](#_Toc75272166)

[2.7 Length of appointment 12](#_Toc75272167)

[2.8 Termination of appointment 12](#_Toc75272168)

[2.9 Nationality/disqualifications 12](#_Toc75272169)

[2.10 Further information 13](#_Toc75272170)

[2.11 Key dates in appointments process 13](#_Toc75272171)

[2.12 Selection Panel 13](#_Toc75272172)

[**3.** **GUIDANCE ON COMPLETING YOUR APPLICATION** 14](#_Toc75272173)

[3.1 How to apply 14](#_Toc75272174)

[3.2 Presentation topic 14](#_Toc75272175)

[3.3 Closing date 14](#_Toc75272176)

[3.4 Declaration 14](#_Toc75272177)

[3.5 Equalities monitoring form 15](#_Toc75272178)

[3.6 Valuing diversity 15](#_Toc75272179)

[3.7 Disability 15](#_Toc75272180)

[3.8 Management of your application and the assessment process 15](#_Toc75272181)

[3.9 Recommended candidates 16](#_Toc75272182)

[3.10 Telling you about progress 16](#_Toc75272183)

[3.11 What happens if you are appointed 16](#_Toc75272184)

[3.12 Training and development 17](#_Toc75272185)

[3.13 The fit and proper person test 17](#_Toc75272186)

[3.14 Disclosure Scotland 19](#_Toc75272187)

[3.15 Lobbying 19](#_Toc75272188)

[3.16 Potential effect on benefits 19](#_Toc75272189)

[3.17 The Principles of Public Life in Scotland 19](#_Toc75272190)

# **INFORMATION ABOUT REDRESS SCOTLAND**

## 1.1 Introduction to Redress Scotland

Thank you for your interest in the work of Redress Scotland.

Redress Scotland is the new, independent public body responsible for making determinations and conducting reviews over applications for financial redress, including taking decisions on eligibility and payment levels to be awarded to survivors. It is established by the Redress for Survivors (Historical Child Abuse in Care) (Scotland) Act 2021.

Under the new national scheme, survivors of historical child abuse in relevant care settings in Scotland, will be able to apply for financial redress payments of up to £100,000, with access to apology and support. Redress Scotland will not itself offer application support to survivors, receive applications directly or arrange financial payments. Instead, to make best use of public resources, all administrative aspects of the scheme and support arrangements will be carried out by the Scottish Government which will then transmit completed applications to Redress Scotland for determination.

While there are uncertainties forecasting the actual number of applications, the Scottish Government currently estimates there could be around 8,000 applications and 1,500 next of kin applications over the estimated five-year lifespan of the scheme.

To make decisions on the appropriate levels of financial redress, the legislation gives powers to the Scottish Ministers to appoint Panel Members to Redress Scotland. Based on these forecasts, Redress Scotland requires 12 or more Panel Members. Members will be expected to serve a tenure of between three and five years, with the opportunity of re-appointment if appropriate.

The legislation clearly states that members can only be appointed where they have skills, knowledge and expertise relevant to the carrying out of the body’s functions. I would therefore encourage individuals with a background in emotional and psychological trauma, law, social work and other relevant fields to apply. I strongly encourage applications from people less frequently represented in public appointments, for example disabled people and those from black and minority ethnic communities.

To support the work of Redress Scotland and its Panel Members, I will shortly appoint a Chief Executive and work closely with them to design and recruit a small staff secretariat team over the coming weeks.

I look forward to receiving your application.

**Johnny Gwynne**

**Chair of Redress Scotland**

# **INFORMATION ABOUT THE ROLE**

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## Panel Member

Redress Scotland is the new Non-Departmental Public Body (NDPB) that will be responsible for the independent consideration and decision-making on applications for financial redress from survivors of historical child abuse in care or, where eligible, their next of kin. A Chair for Redress Scotland has already been appointed. We are now looking to fill a number of Panel Member positions.

This is a rewarding opportunity to contribute to a national collective endeavour, aiming to acknowledge and provide tangible recognition of harm to survivors. Panel Members will be expected to uphold the highest standard of impartiality and objectivity in making determinations, in order to help foster trust in the new scheme and body.

Panel Members will need to develop a good understanding of, and be closely guided by, statutory guidance and decision-making frameworks in order to ensure assessments of survivors’ experiences are made in a fair, transparent and consistent way. They will be expected to examine applications in a holistic way, taking into consideration individual circumstances and forming a balanced judgement. Panel Members will work constructively with one another and be able to clearly articulate, verbally and in writing, the reasoning behind their decisions.

Redress Scotland will carry out sensitive, challenging and often emotionally-charged work that will involve detailed consideration of supporting information and survivors’ own accounts of the abuse they suffered while in care. Panel Members should therefore have an understanding and personal commitment to embodying trauma informed principles. They should also be committed to acknowledging and being informed by the human rights approach which has underpinned key areas of work in seeking justice and remedies for survivors of historical child abuse.

This work reaches across sectors and institutions including central and local government, health, justice, care providers and third sector organisations. We therefore welcome applications from candidates with a relevant professional background. Individuals with an understanding of the Scottish care system and child development, or specialist knowledge of complex trauma, are particularly encouraged to apply.

This is a challenging yet rewarding role, through which you can make a real difference to people’s lives.

**Key Duties**

* Have a good understanding of the assessment framework and use it to guide your decision making, in order to ensure consistency and fairness across determinations.
* Work collaboratively with the rest of the Panel to assess applications in a balanced and objective way, in order to reach evidence-based decisions in relation to redress.
* Call on relevant experience and professional knowledge in examining the available evidence and providing constructive challenge, in order to help the Panel reach a reasoned conclusion.
* Ensure applicants are treated with respect, dignity and compassion, showing consideration for their needs. Always take care to minimise potential risk of causing further harm or distress to survivors.
* Support the Chair in ensuring proceedings are transparent and effectively managed. Contribute to drafting the written determinations, clearly summarising the reasons for decisions taken.
* Uphold the principles of public life as set out by the Ethical Standards Commissioner at all times.

## Person Specification

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PERSON SPECIFICATION : PANEL MEMBER**    As Panel Member, you will demonstrate sound judgment and resilience in making evidence based decisions about financial redress. You will work to develop a good understanding of the assessment framework (to be published before the scheme launches); however, you will consider each case on its own merit and exercise discretion in order to reach a balanced judgement.  As Panel Member, you will be courteous, considerate and sensitive in all your communications, as well as skilled at interacting and connecting with people from different backgrounds. You will actively contribute to Panel discussions, displaying independent thinking; communicating effectively with other members and providing constructive challenge, in order to help the group reach objective and reasoned decisions.  As Panel Member, you will apply your relevant knowledge and experience to the facts of the case. You will be aware of your own cognitive patterns and take care to reach judgements in an unbiased way. You will support the Panel in reaching decisions that are made efficiently, effectively and fairly. As Redress Scotland is a new organisation in a relatively new field, you should be prepared to carry out other tasks that may reasonably be required of you.    In providing the required evidence outlined below, you may draw on examples from your working and / or personal life, or through participation with private, public, voluntary, charity or community organisations. | | | | | |
| **Skills and competencies** | **What does this mean?** | | | | **How will we test it?** |
| **ESSENTIAL** | | | | | |
| **1. A track record of delivering evidence-based decision making** |  | | * Experience of reviewing, processing and analysing complex material; ability to extract key information to draw conclusions * Ability to demonstrate objectivity and maintain independence of thought, in formulating own judgement * Ability to recognise the validity and limitations of different and sometimes conflicting sources of information, in order to arrive at a balanced judgement * Confidence to identify and respond to information gaps, and draw on expert opinion when required | | You will be asked to provide evidence in your application.  You may also be asked competency based questions at interview (if shortlisted). |
| **2. Working effectively with others** | * Experience of constructively participating in deliberations and facilitating consensus, in order to reach a decision * Ability to engage and work effectively with people from diverse backgrounds, with differing opinions, in a group setting * Ability to confront difficult issues openly and sensitively | | | | You will be asked to provide evidence in your application.  You may also be asked competency based questions at interview (if shortlisted). |
| **3. Excellent communication skills** | * Ability to clearly, accurately and concisely articulate reasons for decisions made, using straightforward language * Ability to ask probing, focused questions and challenge positions in a sensitive but objective manner * Ability to demonstrate emotional intelligence and tailor communication style appropriately | | | | You will be asked to provide evidence in your application.  You may also be asked competency based questions at interview (if shortlisted). |
| **4. Expertise working in emotional and psychological trauma, law, social work, health or other relevant fields.** | * Experience of delivering value-based outputs * Experience of working with vulnerable groups in the context of complex casework, assessment or service provision * Understanding of how to deliver a trauma-informed practice and service provision | | | | You will be asked to provide evidence in your application.  You may also be asked competency based questions at interview (if shortlisted). |
| **DESIRABLE** |  |  | |  | |
| **5. Resilience and self-awareness** | * Experience of displaying resilience in having to consider difficult or distressing information to form a conclusion * Ability to cope with reading or hearing personal accounts of traumatic experiences * Ability to be self-aware, recognising your own thinking processes and make unbiased judgements | | | | This may be explored at interview  (if shortlisted). |
| **6. Experience working on a decision-making panel, tribunal or committee setting** |  | * Experience of working with others and making decisions through consensus, taking into consideration relevant policies or procedures. | | This may be explored at interview  (if shortlisted). | |

## Decision-Making Panels

A great deal of professional judgement will be required in reaching decisions. A consideration of all relevant facts and circumstances will be required in order to determine eligibility and which of the payment levels most appropriately reflects the survivor’s experience.

Panels making determinations on applications for individually assessed redress payments, must consider factors set out in primary legislation, specifically: the nature, severity, frequency and duration of abuse together with any other matters the panel consider relevant. As part of statutory guidance, an assessment framework will be created to promote consistency in decision-making (without being overly prescriptive), guiding members to reach considered decisions.

Every application will require a holistic assessment of the facts and circumstances of the survivor’s experience. The framework will not adopt a points based approach, as some other schemes have done, and will instead provide descriptions and examples of abuse that would generally be expected to fall within each payment level. The framework will avoid creating a ‘hierarchy of abuse’ and will be inclusive in the consideration all types of abuse: physical, sexual, emotional and abuse which takes the form of neglect.

Panels will also have the power to carry out reviews of decisions for a range of reasons set out in legislation.

The frequency and duration of meetings will be decided by the Chair and Panel Members to meet the needs of the organisation, reflecting the applications received from survivors. It is currently assumed that Redress Scotland will be based in the Scottish central belt with decision making panels taking place on-site where practical and desired.

Panel Members should also be prepared to carry out other tasks related to the operations of Redress Scotland that may be reasonably required.

## Time commitment

Panel Members may be required to commit in the region of 38 days per year. A degree of flexibility of the whole Panel will be needed, especially in the first few months given the uncertainty there is over the numbers of applications that the scheme will receive, and of those, how many will be submitted for determination in the early months.

We expect decision-making panels will formally convene for the purposes of making determinations on applications for the first time early in 2022, but considerable preparatory work will be needed in the months beforehand.

## Remuneration

This appointment will attract remuneration of a daily fee of £390; it is not pensionable. Travel and subsistence costs, as well as reasonable receipted dependant carer and childcare expenses, incurred in relation to the Panel’s work will be reimbursed. In line with the Scottish Public Finance Manual, all appointees must be paid through a payroll system with tax deducted at source.

As outlined in the Public Sector Pay Policy Technical Guide, fees above the maximum require consideration by Scottish Government’s Remuneration Group.

## Disclosure of interests

All members of Redress Scotland are required, whenever requested by Scottish Ministers, to provide them with such information as they consider necessary for the purpose of enabling them to be satisfied that the Member continues, and has continued, to have no financial or other interests likely to affect prejudicially the performance of their functions as a Panel Member.

All members of the Panel are required to declare any political activities and affiliations to Scottish Ministers. (See ‘What happens if you are appointed’).

## Length of appointment

These appointments are expected to last up to five years, with the possibility of extension. The term of initial appointments will be discussed with successful candidates taking into account personal preferences and the needs of the Panel. Reappointments to Redress Scotland are subject to Ministerial approval.

## Termination of appointment

Members of Redress Scotland may resign before the expiry of their appointment by writing to Scottish Ministers and the Presiding Officer of the Scottish Parliament. Appointments may be terminated if any of the disqualification criteria are found to apply/become applicable to you; or if you are absent from three consecutive meetings without the agreement of Ministers, or reasonable excuse. Subject to Parliamentary agreement, appointments may be terminated if Ministers consider Members to be unable or unfit to perform any of the relevant functions or otherwise unsuitable to continue.

## Nationality/disqualifications

There is no bar on non-British nationals applying for, and being appointed to the Panel of Redress Scotland. However, theymust be legally entitled to work in the UK.

Applicants are ineligible to apply if they are:

* a member of the Scottish Parliament
* a member of the House of Commons
* a member of the House of Lords
* a councillor of a local authority
* an office-holder in the Scottish Administration
* the holder of any other relevant elective office as defined by paragraph 1(8) of schedule 7 of the Political Parties, Elections and Referendums Act 2000
* is (or has been) insolvent
* is (or has been) disqualified as a company director under the Company Directors Disqualification Act 1986 (or any analogous disqualification provision, anywhere in the world)
* is (or has been) disqualified as a charity trustee under the Charities and Trustee Investment (Scotland) Act 2005 (or any analogous disqualification provision, anywhere in the world)

## Further information

For further information about this public appointments campaign, please contact Will Tyler-Greig, Head of Redress Scotland Implementation at the Scottish Government ([Will.Tyler-Greig@gov.scot](mailto:Will.Tyler-Greig@gov.scot)).

## Key dates in appointments process

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| --- | --- |
| **Stage In Process** | **Timescale** |
| Date appointment publicised | 30th June 2021 |
| Closing date for applications | 23.59 on 2nd August 2021 |
| Shortlisting of applicants for interview (indicative) | Early-August 2021 |
| Interviews/ Assessment (indicative) | Mid-August 2021 |
| Date applicants advised of the outcome (indicative) | End-August |
| Expected date of appointment (subject to Ministerial parliamentary approval and Disclosure Scotland check) | September 2021 |

## Selection Panel

At minimum, the selection panel will comprise of:

* Johnny Gwynne, Chair of Redress Scotland
* Survivor Representative (TBC)
* Donald Henderson, Deputy Director for Redress, Relations and Response Division at Scottish Government (Chair)

To make sure that the process is transparent, and the appointment is made on merit, members of the selection panel are required to declare whether they know anyone who has applied for these appointments.

# **GUIDANCE ON COMPLETING YOUR APPLICATION**

## How to apply

There will be two stages of assessment

1. A written application, including a letter of application and CV
2. A competency based interview, along with a short presentation. Information on the presentation topic will be provided to shortlisted candidates.

Application will be by letter (up to 1,000 words) and CV (not to be more than two A4 pages), supported by a basic application and equalities monitoring form that captures your personal details; declarations and details for three referees. What you put in your letter and CV will be the key evidence that determines whether you will be shortlisted for interview. Additional evidence from interview will then determine how you progress through assessment and ultimately to appointment. You must, therefore, demonstrate clearly the evidence required in the letter to show how you meet the four essential criteria that are being tested at this stage. Please do not substitute a CV for the completed letter of application as a CV will not be considered on its own.

In your letter of application, you should provide evidence showing clearly how you meet the following four essential criteria:

1. A track record of delivering evidence based decision making

2. Working effectively with others

3. Excellent communication skills

4. Expertise in one or more relevant fields such emotional and psychological trauma, law, social work, health or other

The letter containing the evidence requested must be accompanied by your CV and the application and equalities monitoring form that contains your personal details, declaration and three referees.

The application and the equalities monitoring form is available to download from the on the Public Appointments Scotland website, and should be emailed to [RedressScotlandResourcing@gov.scot](mailto:RedressScotlandResourcing@gov.scot) along with your letter and CV.

## Presentation topic

If invited to interview you will be asked to provide a 5-minute presentation. The presentation topic will be shared with shortlisted candidates in advance.

## Closing date

23:59 2 August 2021

## Declaration

You are asked to complete the section which provides details of any other involvement in public life or potential conflicts of interest, which will be explored further with you at interview or checked as part of the final assessment. If you are unsure whether you have a conflict of interest and would like to discuss this, please get in contact.

## Equalities monitoring form

The equalities monitoring form is very important and helps to determine public policy in how we embed a culture of equality and diversity, ensuring that everyone is treated fairly, without discrimination because of age, disability, gender reassignment, marriage or civil partnership status, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

All questions are optional and you are not obliged to answer any but the more information you supply, the more effective our policy development will be. The selection panel does not have access to the information contained within the monitoring form.

All information supplied will be non-attributable, completely anonymous and will be treated in the strictest confidence, in line with the principles GDPR Articles 6(1) (c) and (e), which are the lawful bases for processing, and GDPR Article 9 (2) (b) so we can comply with a legal obligation which is the condition for processing.

## Valuing diversity

Scottish Ministers are committed to diversity and equality and value very highly the benefits of having different points of view and experiences represented on the Redress Scotland Panel. Accordingly, we hope to receive applications from a wide range of talented people irrespective of their religion or belief, gender, age, gender identity, disability, sexual orientation, ethnic origin, political belief, relationship status or caring responsibilities. The Scottish Ministers particularly welcome applications from groups currently underrepresented in publically appointed roles, such as women, disabled people, ethnic minorities and people aged under 50.

The Scottish Government is committed to appointment on merit.

## Disability

The Scottish Government will always give consideration to disability-related reasonable adjustments that an applicant might request to enable them to meet the person specification and participate fully in the application and selection process. If you require any of the application pack documentation in an alternative format, please contact Scottish Government by email at [RedressScotlandResourcing@gov.scot](mailto:RedressScotlandResourcing@gov.scot).

## Management of your application and the assessment process

Assessment will happen in two stages. Firstly, the selection panel will assess your application against the criteria that are being tested at this stage. The applicants who most closely meet these requirements will be invited to attend for interview.

The final stage of assessment will include an interview with the selection panel, where you will be asked questions in order to allow you the opportunity to demonstrate that you have the skills, knowledge and experience required. Those invited for interview will also be asked to prepare and deliver a short presentation in response to a question set by the selection panel. Full details will be provided to those invited to interview.

Candidates will be notified whether the interview will take place in person or digitally closer to the time. This decision will be taken in line with the most up to date Scottish Government restrictions and advice. Candidates’ accessibility needs will be taken into consideration when arrangements are being discussed.

A note taker will also be present at the interview: this person will not ask questions and will have no input to the decision of the selection panel.

## Recommended candidates

For candidates being recommended for appointment, the selection panel will provide the Scottish Ministers with a summary of the evidence gathered during the process. The Minister may choose to meet those applicants prior to making a decision.

## Telling you about progress

All candidates interviewed will be advised in writing of the outcome of the interview and feedback will be offered. Feedback will be based on:

* the assessment of your merit in relation to the skills, knowledge and experience required by the person specification; and
* the outcome of the fit and proper person test where appropriate.

## What happens if you are appointed

Should you be appointed, some of the information that you have provided will be made public in the press announcement of your appointment. This applies particularly to any other public appointments you may hold, and of any significant political activity recently undertaken by you. The press release will include:

* your name
* a short description of the body to which you have been appointed
* a brief summary of the skills and knowledge you bring to the role
* the period of appointment
* any remuneration associated with the appointment
* details of all other public appointments held and any related remuneration received
* details of any political activity declared

## Training and development

The Scottish Government will provide induction on the basic information that you will need to understand your role as a Panel Member of Redress Scotland. Specific induction will be provided on the structure and governing legislation of the NDPB; equality and diversity, and, sessions with key staff and the wider stakeholder community. There will be ongoing training and development for all members, which will be informed by the requirements of the Panel’s Skills’ Profile.

## The fit and proper person test

The selection panel must provide sufficient information and evidence to the Scottish Ministers to enable them to feel confident that the person they are appointing to the board of is a fit and proper person to take up the appointment. This is an individual who is suitable for appointment because they meet the requirements of the role and because their past or present activities and/or behaviours do not render them unsuitable for appointment. This is an on-going process with various checks built in to the stages of the appointment round, designed to gather the appropriate information and evidence required. For this appointment round, the verifications in place for the fit and proper person tests are:

Verification of relevant information provided by the applicant

Evaluation of the evidence provided by you in relation to the skills, knowledge and experience required for the role will be tested in the letter of application and CV, and further probed at interview should you be invited. Those invited for interview will be asked to give a short presentation on a topic set by the interview panel (to be given with no visual aids). Further information will be available for those invited to interview.

If applicants provide information in support of meeting any of the criteria which details roles or qualifications held, and which is material to the selection panel’s decision making, this information may be checked as part of the final assessment.

References may be taken up for the selected candidates to verify the information they have provided during the application and assessment process. We will not approach any referee without first seeking the candidate’s permission to do so.

Ensuring that the applicant’s conduct to date has been compatible with the public appointment in question

By virtue of submitting the completed form you are declaring that your ethical conduct is, to the best of your knowledge and belief true and complete, and that there is nothing in your personal history, which, if it became public, would call into question your suitability for appointment to Redress Scotland. If invited to interview, you will be asked to confirm this.

Confirmation that you understand the work of the body and the nature of the appointment and that you are not aware of having committed any offence or performed any act incompatible with the position that you are applying for forms part of the declaration statement of the application form. By virtue of submitting the completed form you are declaring that the information provided is, to the best of your knowledge and belief, true and complete.

If appointed you will be required to produce a Basic Disclosure certificate less than 12 months old, and appointment will be on a conditional basis pending receipt of a satisfactory certificate. Further information on this is contained elsewhere in the application pack.

Applicants will also be subject to a social media review.

Confirmation that the applicant has no inappropriate or unmanageable conflicts of interest incompatible with their appointment

You are asked in the application form to complete questions about potential conflicts of interest. If invited for interview, further assessment will be through questioning that you understand what is meant by a conflict; asking you to confirm that, to the best of your belief, you do not have any conflicts that are incompatible/unmanageable; or seeking additional information if you have declared a conflict in your initial application. You will also be asked at the application stage to declare if you have had any political activity in the past five years.

Determining that the applicant’s appointment is not barred by reference to the constitution of the body concerned by way of, for example, criminal offences or other relevant matters

Information on disqualifications is provided in the application pack material and you are asked to review this prior to submitting your application. Confirmation that you are not disqualified on any grounds from being appointed to this Panel forms part of the declaration statement of the application form. By virtue of submitting the completed form you are declaring that the information provided is, to the best of your knowledge and belief, true and complete.

Ensuring that the applicant agrees to apply the Principles of Public Life in Scotland

Applicants are expected to embrace the Principles of Public Life in Scotland. These are highlighted within the application pack. If invited for interview, you will be asked to confirm your understanding of, and agreement to, applying these principles.

Establishing that the individual is able to meet the time commitment required

The publicity for the role sets out the time commitment involved for the role. If invited for interview, this will be fully explored with you to ensure that you can offer the appropriate assurance that you can undertake the commitment required of the role.

If any information comes to the notice of the selection panel in the course of the fit and proper person test, which, in its opinion, may call into question the suitability of the candidate, this will be notified to the candidate, who will then be invited to comment. The selection panel will investigate as appropriate and consider the candidate’s comments before making a decision on suitability.

## Disclosure Scotland

It is a requirement of appointment that you have a Basic Disclosure certificate. If you are successful at interview, your appointment letter will ask you to obtain this: the cost is £25 and this will be reimbursed.

Applying online is the fastest route if your current address is in the UK and if you have been living at this address for at least twelve months. If you do not satisfy these criteria, you will have to apply using a paper application form.

Further information on Disclosure certificates and how to apply for Basic Disclosure can be found at Disclosure Scotland’s website [www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk/) or by contacting the details below:

Customer Liaison, PO Box 250, Glasgow, G51 1YU

Helpline: 0870 609 6006

Fax: 0870 609 6996

E-mail: info@disclosurescotland.co.uk

## Lobbying

Appointees should be aware of the terms of the Lobbying (Scotland) Act 2016 as these may apply to their communications with MSPs, Scottish Ministers, Special Advisers and the Permanent Secretary who are covered by the terms of the Act. Applicants are expected to familiarise themselves with their obligations under the Act. For more information see [www.lobbying.scot.](https://www.lobbying.scot/SPS?AspxAutoDetectCookieSupport=1)

## Potential effect on benefits

Taking up a remunerated public appointment may affect any benefits you receive. This will depend on your individual circumstances and it is recommended that you ask advice from the office that pays your benefit. More information can be found at [www.gov.uk/browse/benefits.](http://www.gov.uk/browse/benefits)

## The Principles of Public Life in Scotland

People who wish to be appointed to roles in public life have to pass a Fit and Proper Person test as described in more detail above.

The Principles of Public Life in Scotland are:

**Duty** You have a duty to uphold the law and act in accordance with the law and the public trust placed in you. You have a duty to act in the interests of the public body of which you are a member and in accordance with the core tasks of that body.

**Selflessness** You have a duty to take decisions solely in terms of public interest. You must not act in order to gain financial or other material benefit for yourself, family or friends.

**Integrity** You must not place yourself under any financial, or other, obligation to any individual or organisation that might reasonably be thought to influence you in the performance of your duties.

**Objectivity** You must make decisions solely on merit when carrying out public business including making appointments, awarding contracts or recommending individuals for rewards and benefits.

**Accountability and Stewardship** You are accountable for your decisions and actions to the public. You have a duty to consider issues on their merits, taking account of the views of others and must ensure that the public body uses its resources prudently and in accordance with the law.

**Openness** You have a duty to be as open as possible about your decisions and actions, giving reasons for your decisions and restricting information only when the wider public interest clearly demands.

**Honesty** You have a duty to act honestly. You must declare any private interests relating to your public duties and take steps to resolve any conflicts arising in a way that protects the public interest.

**Leadership** You have a duty to promote and support these principles by leadership and example, to maintain and strengthen the public’s trust and confidence in the integrity of the public body and its members in conducting public business.

**Respect** You must respect fellow members of your public body and employees of the body and the role they play, treating them with courtesy at all times. Similarly you must respect members of the public when performing duties as a member of your public body.