



Members of the Mobility and Access Committee for Scotland

Applicant Information

Closing date for applications: 8 February 2021



**Members of the Mobility and Access Committee for Scotland
Applicant Information**

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**Mobility and Access Committee for
Scotland (MACS)**

Area 2F North, Victoria Quay
Edinburgh EH6 6QQ
T: 0131 244 0923
E: MACS@gov.scot



14 December 2020

Dear applicant

Appointment of Members to the Mobility and Access Committee for Scotland

Thank you for your interest in joining the Mobility and Access Committee for Scotland (MACS). The information in this pack will, I hope, answer many of the questions you may have about the work of MACS and the roles that we are looking to fill at this appointment round.

MACS overarching remit is to give advice to Scottish Ministers. Through our advice and proactive engagement, we are striving to secure better travel experiences for disabled people. We face many opportunities and challenges during the next stage of our journey and our proposed approach is set out in our draft strategic plan for 2021-2024, which has been produced by our Committee and agreed by the Cabinet Secretary for Transport, Infrastructure and Connectivity. Central to this is reducing the mobility gap and improving outcomes for disabled people consistently, while promoting cost-effective and innovative solutions to improve transport services. MACS promote that transport should be available, accessible, and affordable – our triple A check.

Full details on the role and the skills and experience required can be found in this pack. Should you wish to discuss the work of the Committee, please get in touch with Alexis Devlin, the MACS Secretariat at MACS@gov.scot. You can also find out more about MACS at www.macs-mobility.org.

I have had the privilege of being the MACS Convener for a number of years. I have found the work fascinating and hugely rewarding and I hope, having read the information in the pack, you will consider submitting an application to work with a dedicated and ambitious team.

Yours sincerely

Linda Bamford
National Convener
Mobility and Access for Scotland (MACS)

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Information about the Mobility and Access Committee for Scotland

The Mobility and Access Committee for Scotland (MACS) was set up under the Transport (Scotland) Act 2001 to advise Scottish Ministers on the barriers and challenges for disabled people in relation to transport. While supported by Transport Scotland, the Committee offers its views independently of government and it is expected to reflect the views of disabled people and organisations representing disabled people, however, it works independently of those individuals and organisations.

MACS is a non-departmental advisory public body. Within the founding legislation the Scottish Ministers have defined the overall aim for MACS as follows:

“MACS will consider such matters relating to the needs of disabled persons in connection with transport as the Committee think appropriate and give advice to Scottish Ministers”.

In doing so, the Convener aims to ensure, that MACS’ policies and actions supports the wider strategic policies of the Scottish Ministers. This aligns with the Memorandum of Understanding between MACS and Transport Scotland, the sponsor organisation. MACS work independently to the Scottish Government and Transport Scotland.

MACS Strategic Remit is:

- to give Scottish Ministers advice on aspects of policy, legislation and practice affecting the travel needs of disabled people;
- to take account of the broad views and lived experiences of disabled people when giving advice;
- to encourage awareness amongst disabled people in Scotland of developments which affects their mobility, choices and opportunities;
- to work closely with SG and ensure our work programme complements the work being undertaken by the Disabled Persons Transport Advisory Committee (DPTAC), the Inclusive Mobility and Transport Advisory Committee (IMTAC), the Equality and Human Rights Commission and other organisations, voluntary and statutory;
- to promote the travel needs of disabled people with designers including transport planners and operators so that these are fully taken into account in the development of vehicles and infrastructure and delivery of services;
- to monitor and evaluate the effectiveness of our work against the above aims and objectives in improving travel opportunities for disabled people in Scotland.

MACS Vision

"MACS believes in a Scotland without the barriers that isolate and exclude disabled people from making their choice of successful door to door journeys"

About the role

As a Member of MACS, you will be expected to seek to identify travel and transport issues affecting disabled people in Scotland, with reference to the issues where you have particular knowledge or expertise. You will also be expected to work with other members including as part of a work-stream team.

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Further information

For further information about the body and the role, please contact Alexis Devlin in the MACS Secretariat at MACS@gov.scot. You can also find out more about MACS at www.macs-mobility.org.

We are also holding events on 12 and 14 January 2021 where you can hear more about the roles:

12 January - 13.30 to 14.30

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

SCOTS Connect

[Learn More](#) | [Help](#) | [Meeting options](#)

14 January - 18.30 to 19.30

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

SCOTS Connect

[Learn More](#) | [Help](#) | [Meeting options](#)

Gender Representation on Boards (Scotland) Act 2018

The Gender Representation on Boards (Scotland) Act 2018 sets a 'gender representation objective' that a board should have 50% of non-executive members who are women. In circumstances where there are two or more equally qualified candidates (a tie break), at least one of whom is a woman and one who isn't, then section 4(3) of the 2018 Act requires the appointing Minister to appoint a woman if doing so will result in the board achieving (or making progress towards achieving) the gender representation objective. In a tie break the appointing Minister can choose to appoint a candidate, who is not a woman, on the basis of another characteristic or situation and can give preference to that candidate (section 4 (4) of the 2018 Act). If the appointing Minister wishes to choose a candidate because of a situation that was not specified in the applicant pack, the appointing Minister will ask the Ethical Standards Commissioner to make an exception to the Public Appointments Code of Practice.

Scottish Government Guidance on the Act is [available here](#).

Reasonable Adjustment

If you require a reasonable adjustment at any stage of the public appointments process, please contact with the Public Appointments Team on 0300 244 1898 or email public.appointments@gov.scot.

If you need any of the application pack documentation in an alternative format such as plain text, Braille or large print, please contact the Public Appointments Team by calling 0300 244 1898 or by emailing public.appointments@gov.scot.

Other information

When MACS was established the law required that at least half its members and its Convener be a disabled person (hidden/visible). We therefore welcome applications from disabled and non-disabled people.

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Person Specification

The person specification sets out the skills, knowledge, understanding and experience we are seeking for this position and indicates how and at which stage in the process each of the criteria will be tested. None of these requirements sought need to have been gained by working in a management post or at a senior level. You may have a natural aptitude in these areas or you may have gained them by being active in your community, in a voluntary capacity or through your personal experience.

As it is important that there is the right balance of experience, knowledge and expertise on the Board, the Cabinet Secretary will be taking into account which of these each applicant is able to demonstrate when selecting applicants for appointment.

Priority Criteria - Applicants should demonstrate evidence of at least one of the following:

Priority Criteria	What does it mean?	Where it will be tested
Knowledge and experience of rural and Islands transport including by using bus, community transport, ferries and air travel.	<ul style="list-style-type: none"> • awareness of the challenges facing disabled people when travelling in rural and island communities; • knowledge of the importance of accessible transport to access to lifeline services; • knowledge of the issues facing disabled people using ferries and/or airlines. 	You will provide evidence in your application. The evidence will be tested further at interview if you are shortlisted.
Knowledge and experience of travelling by rail and an understanding of the rail industry with the potential to co-lead the Rail Workstream within six months and as such increase time commitment.	<ul style="list-style-type: none"> • awareness of the challenges facing disabled people when travelling by rail; • understanding how the rail industry works, its structure and stakeholders. 	You will provide evidence in your application. The evidence will be tested further at interview if you are shortlisted.
Knowledge of wider Ministerial policies and how these link to commitments including Programme for Government and evolving strategies.	<ul style="list-style-type: none"> • knowledge of the public policy process in Scotland; • understanding of how public policy impacts on transport for disabled people. 	You will provide evidence in your application. The evidence will be tested further at interview if you are shortlisted.
Knowledge and experience of good practice guides to assist with inclusive mobility	<ul style="list-style-type: none"> • ability to contribute to the development of policies on inclusive mobility; 	You will provide evidence in your application. The evidence will be tested

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(inclusive street and transport termini design, accessible neighbourhoods etc).	<ul style="list-style-type: none"> • familiarity with good practice and guidance; • understanding of current thinking on urban design. 	further at interview if you are shortlisted.
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Essential Criteria – Applicants should demonstrate evidence of all four listed.

Essential Criteria	What does it mean?	Where it will be tested
Constructive and supportive challenge.	<ul style="list-style-type: none"> • putting forward views in an objective way; • helping others consider their own position in a non-confrontational way; • challenging and influencing others. 	You will provide evidence in your application. The evidence will be tested further at interview if you are shortlisted.
Analysis and decision making.	<ul style="list-style-type: none"> • using information which is available to reach conclusions; • explaining how your conclusions were reached; • identifying some of the implications associated with what they are considering – priorities, risks, opportunities. 	You evidence will be tested at interview if you are shortlisted.
Longer term planning/seeing the bigger picture.	<ul style="list-style-type: none"> • able to look ahead when considering issues and topics within different timeframes; • identifying relevant implications from what is being discussed, including challenges and risks; • seeing beyond your personal experience and giving consideration to other information and views. 	You evidence will be tested at interview if you are shortlisted.

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Working co-operatively and collaboratively.	<ul style="list-style-type: none">• effective communication skills;• appreciating and sharing the knowledge and skills of colleagues;• engaging with partners and stakeholders;• able to accept a consensus decision supporting colleagues whenever possible.	You will provide evidence in your application. The evidence will be tested further at interview if you are shortlisted.
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Remuneration and Expenses

MACS Members are entitled to receive a fee of £150.00 per day up to a maximum of 18 days per year for members (£2,700) and up to a maximum of 48 days per year for Workstream Leads (£7,200). This limit can be increased exceptionally by the MACS Secretariat. Members may elect not to receive remuneration.

Members are also entitled to reasonable travel and subsistence expenses. Expenses incurred as a result of carrying out the duties of the appointment, including reasonable travel and subsistence costs and dependant carer and childcare expenses, will be reimbursed. The limits for expenses are set centrally and Transport Scotland will inform you of these if appointed. Members are also entitled to reasonable adjustment expenses and other associated costs subject to prior discussion and agreement with Transport Scotland.

The appointments are not pensionable.

Time Commitment

Members of the Committee are expected to commit 18 days per year to the role and Workstream Leads between 24-48 days per year (depending on MACS priorities, projected engagements and work plans).

In exceptional circumstances this allocation can be extended to meet the needs of the Committee's priorities. This will require approval in advance of undertaking via the Convener and the MACS Secretariat. Members may wish to participate in MACS work outwith their allocated days per year which will not generally be reimbursed.

Length of the Appointment

The term of appointment will be for four years from 1 May 2021 (three appointments) and 1 October 2021 (three appointments).

There is the possibility of reappointment subject to evidence of effective performance and having regard to the skills, knowledge, understanding and experience required by MACS at the time. Any appointments and subsequent reappointments will not extend beyond a maximum of eight years.

Location of meetings

Meetings of the Main Committee are generally held in Victoria Quay, Edinburgh although at the moment, meetings are being carried out via digital platforms (Zoom and MS Teams). Members may also be asked to attend meetings elsewhere in Scotland, usually at Buchanan House or Atlantic Quay, both in Glasgow, to meet with other Transport Scotland staff or transport providers. They may also take part in site visits.

Core Meetings in 2021 are as follows

- April 2021 – Roads, Infrastructure and Active Travel Development Day
- April 2021 – Main Committee Meeting
- July 2021 - Main Committee Meeting
- August 2021 - Rail Development Day
- October 2021 - Main Committee Meeting

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- November 2021 - Scoping Day
- January 2022 - Main Committee Meeting
- March 2022 - Development Day
- April 2022 - Main Committee Meeting

Nationality/Disqualifications

There is no bar on non-British nationals applying for and being appointed to the board of Non-Departmental Public Bodies. However, you must be legally entitled to work in the UK.

By virtue of the Scottish Parliament (Disqualification) Order 2007, 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 European Parliament.

If you have previously held such office and wish to apply, one year must have elapsed from the day on which this office was last held.

Applicants will also be ineligible to apply for this appointment if they have already served a total of eight years as a Member of MACS.

Key dates in this competition

What happens	When
Appointment publicised	w/b 14 December 2020
Online events	12 and 14 January 2021 (details on page 5)
Closing date for applications	8 February 2021
Shortlisting meeting	17 February 2021
When applicants will be advised of the outcome of the shortlisting meeting	23 February 2021
Interview	8, 10, 11 and 15 March 2021
When Ministers will decide whom to appoint	29 March 2021
Date applicants will be advised of the outcome	29 March 2021
Expected date of appointment (subject to Ministerial approval)	1 May and 1 October 2021

Please note that if invited to interview, it is unlikely that we will be able to offer an alternative date.

The Selection Panel

The selection panel will comprise:

- Karen Armstrong, Acting Head, Accessible Travel Policy, Transport Scotland;
- Linda Bamford, Convener, Mobility and Access Committee for Scotland;
- David Hunter, Co-lead Planning and Strategy Workstream, Mobility and Access Committee for Scotland;

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- Hilary Stubbs, Vice Convener and Lead for Ferries and Aviation Workstream , Mobility and Access Committee for Scotland.

To make sure that the process is transparent, and the appointment is made on merit, the selection panel will declare if they know anyone who has applied for these appointments.

Where an applicant and selection panel member have a close relationship the selection panel chair has to refer the matter to the Ethical Standards Commissioner. The Commissioner can decide that the selection panel member should not be involved in the assessment of the applicant concerned and may ask the selection panel member to take no further part in the appointment round.

You will be asked to let us know in your application if and how you know any of these selection panel members. This will help us to come to a view on the appropriateness of your being assessed by one or more of them.

Guidance on completing your application

How to apply

Please apply online through our dedicated public appointments website www.gov.scot/collections/public-appointments. If you experience any difficulties accessing our website, or in the event that you require a word version of the application form, please contact the Public Appointments Team by calling 0300 244 1898 or by emailing public.appointments@gov.scot.

Please note that you do not need to complete your online application in one sitting. You can save your online application and return to it before the closing date to finish and submit it. You can edit your online application as many times as you feel is necessary before the closing date. The online application requires you to provide a response to all mandatory fields on a page before you can proceed to the next page. If you wish to read through the application quickly then you must enter a response (even a single character is sufficient) into the mandatory fields before you can progress to the next page. If you do this please remember to return and complete your response before you submit your completed application.

Your Application

Your application is the key document which will determine whether or not you will be called for interview. You must, therefore, be able to demonstrate within your application how you meet the skills, knowledge, understanding and experience required, as laid out in the person specification on pages 6-8.

There are three sections to the application form:

- personal details and evidence;
- declaration;
- equalities monitoring form.

Personal Details and Evidence

The application form seeks personal information about you and the skills, knowledge, understanding and experience you have that are relevant to the role. The person specification details the skills, knowledge, understanding and experience we are seeking for these roles and indicate how and at which stage in the process each of the criteria will be tested.

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You should provide clear and succinct information about yourself and how you meet the criteria that are being tested at this application stage. When being asked to demonstrate a skill, you should give specific examples which best demonstrates to the selection panel what it is you did, the reasons for your actions, the skills you used and what specifically about your approach affected the outcome. When being asked to demonstrate knowledge, understanding or experience, you should describe how you gained this, the breadth and depth of this knowledge, understanding or experience and any situations where you have used this.

The selection panel will not make assumptions about your evidence so it is important that you take the time to ensure that you are comfortable with the information you are providing in respect of your application. Be clear and succinct in your answers as there are word limits for each section, which will help the selection panel to consider your ability to communicate effectively. You may be asked to expand on your answers if you are invited to interview, so it is a good idea to retain a copy of your application form.

Further information and examples on completing a competency based application form, and advice on preparing for an interview, can be found in the How to Apply section of the Appointed for Scotland website www.gov.scot/collections/public-appointments.

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.

Equalities Monitoring Form

The Scottish Government is committed to appointment on merit, and to equality and diversity in public appointments. The Equalities Monitoring information is not provided to the selection panel. However, in the event of a tie break situation in respect of the Gender Representation on Boards (Scotland) Act 2018, the appointing Minister will have access to the monitoring information of only those candidates involved in the tie break in order to best inform their decision on whom to appoint.

The information gathered from equalities monitoring is very important and helps to ensure 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, sexual orientation or any other relevant details. All equalities monitoring questions are optional. You are not obliged to answer any of these questions but the more information you supply, the more effective our policy development will be.

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. It will not be placed on a personal file.

Valuing Diversity

The Scottish Ministers are committed to diversity and equality and value very highly the benefits of having different points of view and experiences on our Boards and Committees. Accordingly, it is hoped to receive applications from a wide range of talented people irrespective of their religion or belief, sex, age, gender reassignment, disability, sexual orientation, race, political belief, relationship status or caring responsibilities.

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We value very highly the benefits of having different experience and points of view on our Boards and Committees. Scottish Ministers particularly welcome applications from people with protected characteristics that are currently under-represented on MACS, such as women, disabled people, LGBTI+ people, those from black and minority ethnic communities and people aged under 50.

If you have a disability within the meaning of section 6 of the Equality Act 2010 and require an adjustment at any stage of the public appointments process, please get in touch with the Public Appointments Team on 0300 244 1898 or by email at public.appointments@gov.scot.

Conflicts of Interest

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 the final assessment stage. If you are unsure whether you have a conflict of interest and would like to discuss this, please contact please contact Alexis Devlin in the MACS Secretariat at MACS@gov.scot.

Unsuccessful Applicants/Feedback

Applicants who are not shortlisted for interview will be advised of the outcome of their applications in writing. Subject to the number of applicants, feedback may be available on request to those who did not reach interview.

Assessment Process

Application

Assessment will happen in two stages. Firstly the selection panel will assess the evidence you have presented 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.

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 undertake an additional task.

Candidates invited will also be subject to a social media check.

Reasonable Adjustments

We will contact you to agree an interview date with you. If you require a reasonable adjustment for the interview or other assessments at this stage, please let us know when you are agreeing the interview date so that we can put arrangements in place. Although it is likely that the interviews will be online, if the interviews are held face-to-face, we will ensure that the building where the interview is held is wheelchair accessible. We can also make a range of other adjustments, for example coloured paper, an introduction to the building where interviews will be held so that you are familiar with the layout, and adjustment of the time in the interview stage for any practical exercises. This isn't an exhaustive list and you should contact the Public Appointments Team on 0300 244 1898; or by emailing public.appointments@gov.scot if you have any questions.

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Feedback

Feedback will be offered to all applicants who are interviewed. Feedback will be based on:

- the assessment of your merit in relation to the skills, knowledge, experience and values required by the person specification; and
- the outcome of the fit and proper person test where appropriate (see the section entitled “Ethical Standards”).

Subject to the number of applicants, feedback may also be available on request to those who did not reach interview.

Recommended Candidates

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

Expenses for attending interviews

Although it is likely that your interview will be conducted online, if circumstances change and you are invited for interview, and they are being held face-to-face as opposed to online, you can claim for reasonable expenses incurred in attending. This includes dependent carer expenses. We expect the most efficient and economic means of travel to be used and reimbursement will normally be restricted to that amount. When an overnight stay is necessary, you must contact the Public Appointments Team by calling Freephone 0300 244 1898 or by emailing public.appointments@gov.scot in advance, for confirmation of current subsistence rates. A copy of our travel and subsistence rates and claim form can be provided to you on request. If invited for interview, the rates with a claim form will be included in the letter of invitation. Receipts must be provided in support of all claims.

Potential effect on benefits

Taking up a remunerated public appointment may affect any benefits you receive. This will depend on your individual circumstances so you should seek advice from the office that pays your benefit. Information can be found at: www.gov.uk/browse/benefits.

What happens if you are appointed?

Should you be appointed, some of the information that you have provided will be made public in an announcement about your appointment. This will include:

- your name;
- a short description of MACS;
- a brief summary of the skills, knowledge and experience you bring to the role;
- how long you have been appointed for;
- any remuneration associated with the appointment;
- details of all other public appointments you hold and any related remuneration you receive for them;
- details of any political activity declared by you;
- a statement that the appointment is regulated by the Ethical Standards Commissioner.

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Training and support

Your induction will include (but not be restricted to) the following:

- your role and responsibilities;
- role of the body and arrangements for MACS meetings;
- organisational structure of MACS;
- internal and external communication in relation to MACS' business;
- role of, and relationship with, the Scottish Government Sponsor Team and Minister;
- budget and financial information;
- arrangements for remuneration and expenses.

Members of MACS will be supported and appraised by the Convener on an ongoing basis, with the Convener being appraised by a Scottish Government official. The Convener will conduct an annual appraisal of each Member.

The Scottish Government's generic guide on the duties of board members of public bodies "On Board" will be made available to you. You can also download it from www.scotland.gov.uk/Topics/Government/public-bodies/On-Board. This guide is intended to help you in fulfilling your duties throughout the period of your appointment.

The Fit and Proper Person Test

Scottish Ministers and the public must feel confident that people to be appointed to the Boards of public bodies are fit and proper persons to take up these positions. In the context of public appointments a Fit and Proper Person is an individual who is suitable for appointment because they meet the requirements of the role, and their past or present activities (and/or behaviours) mean that they are suitable to be appointed.

The fit and proper person test is an on-going process with checks built into different stages of the appointment round. These are designed to collect the necessary information and evidence. For these appointments, the checks in place for the fit and proper person tests are:

Verification of relevant information provided by the applicant

- We will test the evidence you provide in your application in relation to the skills, knowledge and experience required for the position, and further probe your evidence at interview if you're invited.
- If applicants provide information in support of meeting any of the criteria which details roles or qualifications held which is material to the selection panel's decision making, this information may be checked as part of the final assessment.

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

- We will confirm that you understand: the work of the body, the nature of the appointment and that you're not aware of having committed any offence, or performed any act, that's incompatible with the position that you're applying for. We will do this using the declaration statement on the application form.

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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 this pack material and you are asked to review this prior to submitting your application. We will confirm that you are not disqualified from taking up the role using the declaration statement on the application form.
- By submitting your completed application you're declaring that the information provided is, to the best of your knowledge and belief, true and complete.

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

- You're asked in your application to complete questions about potential conflicts of interest.
- If you're invited for interview, further assessment will be through questioning that you understand what is meant by a conflict of interest. We'll ask you to confirm that, to the best of your knowledge, you don't have any conflicts of interest that are incompatible/unmanageable. We'll ask for additional information if you've declared a conflict of interest in your initial application.
- As part of the Commissioner's Code, you'll also be asked at the application stage to declare if you've had any political activity in the past five years.

Ensuring that the applicant agrees to apply the Principles of Public Life in Scotland and be bound by the members' code of conduct:

- In carrying out their public service role, individual Board members will be expected to comply with the Codes of Conduct and rules adopted by bodies. You are referred to the MACS [Members Code of Conduct](#).
- Confirmation that you have read the Code, that you understand it and agree to be bound by it in the event that you are appointed 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.
- Applicants are expected to embrace the nine Principles of Public Life in Scotland. These are included in this pack at page 17 and 18. If invited to the final assessment stage, 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 time commitment involved for the role is given on page 9. If you're invited to interview you'll be asked whether you can meet this commitment.

Lobbying

Appointees should be aware of the terms of the Lobbying (Scotland) Act 2016 as these may apply to their communications with MSP's, 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/.

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Complaints

This appointment is regulated by the Ethical Standards Commissioner. If you have concerns with the way in which this appointment round was conducted, please contact the Public Appointments Team on Freephone 0300 244 1898 or email at publicappointmentcomplaints@scotland.gsi.gov.uk. Alternatively, details of our complaint's procedure, can be found on the Appointed for Scotland website www.gov.scot/publications/public-appointments-making-a-complaint/.

The Commissioner's leaflet is included at the end of this information pack and provides more information on his regulatory role in relation to public appointments and about taking unresolved complaints further.

Please note that there is no appeal process.

The Principles of Public Life

People who wish to be appointed to roles in public life have to pass a Fit and Proper Person test which is described in more detail below. The Principles of Public Life in Scotland are as follows:

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

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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.

Ethical Standards Commissioner

Who We Are

This leaflet is about the work of the Ethical Standards Commissioner, as it relates to public appointments, and the Commissioner's office. The Commissioner regulates appointments to the boards of many of Scotland's public bodies. The Commissioner is wholly independent of the Scottish Parliament and the Scottish Government.

What We Do

Every one of us living in Scotland benefits from the essential services provided by our public bodies. Their boards play a vital role in guiding and shaping these services. Our job is to oversee appointments to these boards to help ensure that the people who serve on them are appointed on merit, using methods that are fair and open. That oversight is usually provided by one of the Commissioner's Public Appointments Advisers. Whilst we regulate the process used to make appointments, it is run by civil servants on behalf of the Scottish Ministers. Our website has a list of the bodies that we regulate and also has useful information on applying for a public appointment.

This leaflet is sent to everyone who applies for a regulated public appointment in Scotland so that they know that the process is regulated and what to do if things go wrong.

Making a complaint about a public appointment

Anyone who believes that an appointment has not been made appropriately or who has concerns about the appointment process itself can make a complaint.

If you have a complaint about a public appointment you first have to complain to the Scottish Government and give its officials a chance to respond. If you are unhappy with the Scottish Government's response to your complaint you can then ask the Commissioner to investigate the matter for you.

If you are in any doubt about whether we can deal with your complaint, or if you want advice before raising a formal complaint, please contact us using the details provided below. You can read in more detail about the way in which we deal with complaints by downloading our complaints leaflet from our website. We can send you the leaflet in another format if you would prefer.

Our website also tells you what to do if you want to make a complaint.

Ethical Standards Commissioner
Thistle House
91 Haymarket Terrace
Edinburgh
EH12 5HE

E: appointments@ethicalstandards.org.uk
T: 0300 011 0550

Public Appointments



Please contact us to find out more about this and other public appointments.

Public Appointments
Scottish Government
Area 3F (North)
Victoria Quay
Edinburgh
EH6 6QQ

www.appointed-for-scotland.org
pa_applications_mailbox@gov.scot
0300 244 1898

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