



How to apply to be a member of the Mobility and Access Committee for Scotland.



Apply by 8 February 2021



Application for Members



Thank you for your interest in joining the Mobility and Access Committee for Scotland (MACS).



This document will give you information about:

- The work MACS does.
- The jobs we want people to apply for.



MACS works to make transport better for disabled people.



A Convener leads the work of MACS.
The Convener is called Linda Bamford.



The Convener and members are responsible for making sure MACS works well.

The Convener must be a good leader. They must give support and guidance to make sure MACS' work fits with what Scottish Ministers think is important.



There is more information about our work for the next 3 years in our Strategic Plan.



If you need more information please email Alexis Devlin, MACS Secretariat at: MACS@gov.scot



MACS Secretariat is part of Transport Scotland.

They give administrative support to arrange meetings and answer emails for MACS.



You find out more about MACS at: www.macs-mobility.org

Information about MACS



MACS was set up by the Transport (Scotland) Act 2001.

MACS is supported by Transport Scotland.



MACS gives independent advice.

This means it does not work for an individual or organisation.

MACS gives the views of disabled people.

What is MACS' vision? What do we want to see?



MACS want travel to be easy for everyone in Scotland.

MACS believe transport should have a triple A check.

It should be:

- Available – easy to find and use.
- Accessible – everyone can use it.
- Affordable – not expensive



What work do MACS members do?



- give Scottish Ministers advice on policies that affect the travel needs of disabled people.



- listen to the views and experiences of disabled people when giving advice.



- tell disabled people about changes that affect their choices and chances and how easily they can travel.

- work with:

- the Scottish Government
- the Disabled Persons Transport Advisory Committee
- the Scottish office of the Equality and Human Rights Commission
- other voluntary and public organisations.



- Tell the people who plan and deliver transport services what disabled people need and want



- Get facts and figures to check if things are working well.

Diversity is important to us.



Scottish Ministers think diversity and equality are very important.

They want to have different points of view and experiences on their Boards and Committees.

They want to get applications from a wide range of people.



They would like applications from people with protected characteristics that are under-represented on MACS such as:

- women
- disabled people
- LGBTI+ people
- people from black and minority ethnic communities
- people aged under 50.

Having an equal number of men and women.



There is a law called the 'Gender Representation on Boards (Scotland) Act 2018.'



It says that there should be an equal number of men and women on the board as non-executive members.



A non-executive member is a person who is a normal committee member and does not have a title like 'Convener'.

Reasonable adjustments



A reasonable adjustment is a change to make something easier for a disabled person.

If you need a reasonable adjustment at any part of the application process call the Public Appointments Team on 0300 244 1898

or email: public.appointments@gov.scot



If you need any of the application pack in an alternative format like plain text, Braille or large print call the Public Appointments Team on 0300 244 1898 or email: public.appointments@gov.scot

Other information.



The law says that at least half of MACS' members and its Convener must be a disabled person.

We are happy to have applications from disabled people and people who are not disabled.

Person Specification - what kind of person are we looking for?



The person specification says what skills, knowledge, understanding and experience we want in this job.

It says how each of these things will be tested.

You do not have to have worked in a management post or at a senior level.

You may have:

- natural skills in these areas
- have got skills by doing voluntary work
- have got skills because of things you have been through – your experiences.





Michael Matheson - the Cabinet Secretary for Transport will look at what skills each candidate has when they decide who gets the job.

Priority skills – things we think are important.

(You must have at least one of these)



Skill: Knowledge and experience of rural and island transport including using bus, community transport, ferries and air travel.



What does this mean?

- knowing what makes it difficult for disabled people travelling in rural and island communities
- knowing how important accessible transport is to get lifeline services
- knowing what makes it difficult for disabled people to use ferries.





Skill: Knowledge and experience of travelling by rail.

You would know about the rail industry.

You could co-lead the Rail Workstream within six months.

If you did become a lead there would be more time involved in this work.



What does this mean?

- Knowing what makes it difficult for disabled people to travel by train.
- Knowing how the rail industry works and what organisations provide services.



Skill: Knowledge of other Ministerial policies.

Knowing how the policies link to other plans like the Programme for Government.

What does this mean?

- knowledge of the public policy process in Scotland
- understanding of how public policies can change transport for disabled people





Skill: Knowledge and experience of good practice guides to help inclusive mobility.

This is things like street and station design and accessible neighbourhoods.



What does this mean?

- Knowing how to help make new policies on accessible travel
- knowing about transport guidance and what services work well.
- Knowing about how towns and cities are designed.

General skills: you must show all of these.



Skill: Being challenging in a supportive way.

What does this mean?



- Put forward your ideas and thoughts, showing that you have thought about both sides.



- Help others to think about their views in a calm way.
- Be confident to challenge others when they think differently from you. Say what you think.



Skill: Making decisions.

What does this mean?



- Using information to help you decide something.
- Being able to say how you made your decision.



- Knowing what is most important and what will be difficult about your decision.
- Knowing what good things could happen if you make your decision.



Skill: Long term planning.

What does this mean?



- Be good at thinking ahead to what could happen in the future.
- Be able to know what work will be difficult.
- Think about other peoples' views



Skill: Be good at working in a team.

What does this mean?



- Be good at communicating and listening
- Be able to talk to others and have them listen to you



- Work with different types of people and organisations.



- Be able to accept a majority decision.

This is when most people think a certain way.

How will we find out about your skills?



Tell us what you know about these skills in your application.

Tell us how you know this information.

We will also talk to you about this at the interview (if you reach that stage).

Payment and Allowances



Members are paid for the job.

They can get a fee of £150 a day for 18 days a year at the most.

This is £2700.



Workstream Leads can get a fee of £150 a day for 48 days at the most.

This is £7200.

This limit can be increased by the MACS Secretariat.



MACS members may choose not to be paid.



Members can get money to cover the cost of doing the job.

These costs can be:



- travel expenses – money to cover the cost of travelling.
- Subsistence costs – meals, accommodation and printing costs.
- Costs of a carer or childcare.



- Cost of reasonable adjustments -

Transport Scotland decide how much these expenses can be.

We will tell you about this if you get the job.



There is not a pension.

How much time will the job take?



MACS members work for 18 days a year.

Workstream Leads work between 24-48 days a year.

This depends on the work MACS members are doing.



The Convener and the MACS Secretariat can agree to Committee members working longer if this is needed.

This may not be paid.

How long is the job for?



There are 3 jobs that will be for 4 years from 1 May 2021.



There are 3 jobs that will be for 4 years from 1 October 2021.



Someone can stay in the job after 4 years.

This is called being reappointed.



This may happen if someone can show they have worked well and have the skills, knowledge, understanding and experience that MACS need.

The job and reappointments will not last more than 8 years.

Where are meetings?



Meetings of the Main Committee are usually held in Victoria Quay, Edinburgh.

Just now meetings are taking place online by Zoom and MS Teams.

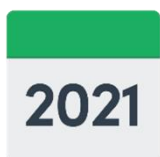


Members may also be asked to go to meetings in other places in Scotland. These are usually at Buchanan House or Atlantic Quay in Glasgow.



These meetings will be to meet with other Transport Scotland staff or transport providers.

They may also take part in site visits – visiting a place where work is happening or will happen.



Meetings in 2021 will be in April, July, August and October.



Meetings in 2022 will be in January, March and April.

What could stop you applying for a job with MACS?



You must be able to work in the UK to join MACS.

People who are not a British national can apply for the jobs.



You cannot apply for this appointment if you have already served a total of 8 years as the Convener of MACS.



You cannot apply for this appointment if you are:

- A member of the Scottish Parliament
- A member of the House of Commons
- A member of the European Parliament



If you have been in one of these roles, you must wait one year from when you left before you can apply to MACS.

Important Dates



14 December 2020

Date we told people about the job.



Online events.

12 January. 1.30 to 2.30pm on Microsoft Teams.

Join on your computer or mobile app

[Click here to join the meeting](#)



14 January. 6.30 to 7.30pm on Microsoft Teams.

Join on your computer or mobile app

[Click here to join the meeting](#)



8 February 2021

Closing date to apply for the job.



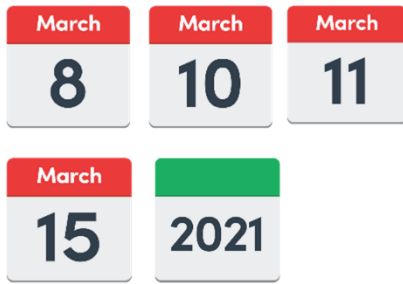
17 February 2021

Date of meeting to choose who will get an interview.



23 February 2021

Date we will tell you if you have an interview.



8, 10, 11 and 15 March 2021

Dates of interviews.



29 March 2021

When Ministers will decide who will get the jobs.



29 March 2021

Date we will tell you if you have got the job.



1 May 2021 and 1 October 2021.

Start dates.

The selection panel – the people who decide who will get the jobs.

The people on the selection panel will be:



- Karen Armstrong - Transport Scotland
- Linda Bamford – MACS Convener
- David Hunter and Hilary Stubbs - MACS



The application form will ask you to say if you know any of the selection panel and how you know them.

The Panel will say if they know any of the applicants.

If the applicant and the selection panel know each other they will tell the Commissioner for Ethical Standards in Public Life in Scotland.

The Commissioner will decide if the applicant can be involved.



How to apply for the job.

Your application is very important.

It will help the selection panel decide if you will be invited for an interview.



Apply online at:

www.gov.scot/collections/public-appointments



If this is difficult or if you need a Word version of the form call the Public Appointments Team on 0300 244 1898 or email: public.appointments@gov.scot



You do not have to complete your online application in one go.

Save it online and come back to it before the closing date to finish and send it in.



You can edit your online application as many times as you want before the closing date.



The online application has parts of the form called 'mandatory fields'.

You must fill them in before moving to the next page.

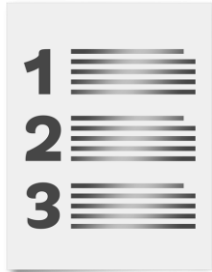


If you want to read through the application first, type one letter into the section and you can then move to the next page.

Go back and fill in all the sections before you send your finished application in.

Application Form

There are three sections to the application form:



- Personal information and evidence
- Declaration
- Equalities monitoring form

The application form asks about your knowledge and experience.



You should give the best examples of your skills and work and how they have made a difference.

Keep a copy of your application as you might need it if you get to the interview stage.



The application has a declaration statement.

You sign this statement to say that all your information is true.



The equalities monitoring form makes sure everyone is treated equally.

You do not have to answer the questions if you do not want to.

The selection panel do not see the form.

Conflict of interest



You must tell us if you have been involved with another organisation that could work against the rules of MACS

An example could be someone who works in the travel industry. They might gain some sort of advantage (or be seen to be getting an advantage) by being a member of MACS.



If you are not sure if you have a conflict of interest please call the Committee Secretariat on or email:

MACS@gov.scot

Will the job affect my benefits?



Taking up a paid public job may affect any benefits you receive.

Check with the office that pays your benefit.

Get information online at:

www.gov.uk/browse/benefits

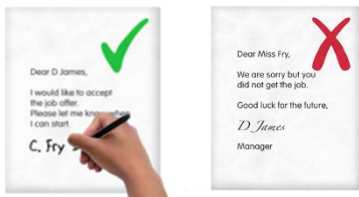
How do we check your application?



The selection panel will look at what you have said in your application.



The applicants who fit the job specification the closest will be asked to come to the final stage assessment.



Everyone who has applied will be emailed to say if they are moving to the final assessment or not.



The final stage assessment will be an interview with the selection panel.

You will do a short exercise where you will be asked to give your thoughts on an issue which the Committee will deal with often.

We will tell you more about this if you are invited.

Expenses



Applicants can claim for reasonable expenses paid for coming to an interview including expenses to pay for your carer.



If you need to stay overnight you must call the Scottish Government Public Appointments Team on freephone 0300 244 1898 or email:

public.appointments@gov.scot before the interview to check this is ok.

What happens next?



When they have decided who would be best for the jobs the selection panel will give the Minister information.

What happens if you get the job?



If you get the job, some of the information that you have given us will be made public in the press announcement of your appointment.

Training and support

You will have an induction when you start the job.



This will tell you about:

- your job
 - what other people's jobs are
 - how meetings are arranged
 - How MACS is set up.
 - How we communicate with other MACS staff and with people in other organisations.
-
- what the Scottish Government, Sponsor Team and Minister do and how we work with them.
 - budget and financial information.
 - pay and expenses.



Members of MACS will be supported by the Convener.



The Convener will do an appraisal with you – this is a meeting once a year to check if things are going well with your work.

The Convener has an appraisal with a Scottish Government official.

Fit and Proper Person Tests



The selection panel must give information to Scottish Ministers so they are happy with the person they give the job to.

You must have the skills in the person specification.



All the information you tell us must be true.

We may do checks to see if the information you have given about work you have done is right.



You must:

- understand the work of MACS and the job you are applying for.
- you must not have done anything against the law or done something that does not fit with the position you are applying for.



You are asked to make a declaration about this in the application form and we will check this at interview.



You have no conflicts of interest.

This means doing something in your work or personal life that would not fit with a job with MACS or would be against their rules of working.



We will ask you about any political activity you have done.



You must have the legal right to work in the UK.



We ask you to read and agree the Principles of Public Life in Scotland and work by the Members' Code of Conduct.



We will ask if you can give enough time to do the job.

Lobbying



If you get the job you must know about the Lobbying (Scotland) Act 2016.

This is a law that say how you must communicate with Members of the Scottish Parliament (MSPs), Scottish Ministers, Special Advisers and the Permanent Secretary.

For more information see

www.lobbying.scot/

The Nine Principles of Public Life in Scotland



1. Duty

You must do your job well and do what works best for MACS.



2. Selflessness

You must put others first and make decisions that are good for everyone.

You must not do things that get money or other benefits for you, your family or friends.



3. Integrity

You must be honest.

You must not let other people or organisations try to change your mind about things because they offer you money or gifts.



4. Objectivity

You must make decisions in a fair way.



5. Accountability

You are responsible to the public for your decisions and the work you do.

You must make sure MACS uses money in a careful and fair way.

It must not break the law.



6. Openness

You must be open and honest about what you decide and what you do.

Give reasons for your decisions.



7. Honesty

You must be honest.

You must tell MACS about anything in your private life that could affect your job with MACS.

You must make sure there are no problems with this.



8. Leadership

You must be a good leader.

People must be able to trust and believe you.



9. Respect

You must respect other members of staff and their jobs.

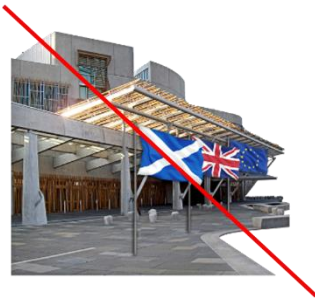


This appointment follows the rules of the Commissioner for Ethical Standards in Public Life in Scotland.

Who is the Commissioner?



The Commissioner checks appointments to the boards of Scotland's public bodies.



The Commissioner does not work for the Scottish Parliament or the Scottish Government.

What does the Commissioner do?



It is the job of the Commissioner to make sure that the people who serve on the boards of public bodies are right for the job.

They must be appointed in a way that is fair and honest.



The website:

<https://www.ethicalstandards.org.uk/>

has a list of the organisations the Commissioner checks.

It gives information about how to apply for a public appointment.

Making a complaint about a public appointment.



If you have a complaint about a public appointment call the Scottish Government Public Appointments Team on Freephone 0300 244 1898

or email:

publicappointmentcomplaints@scotland.gsi.gov.uk



You can find out more about our complaints procedure on the Appointed for Scotland website

www.gov.scot/publications/public-appointments-making-a-complaint/



If you are unhappy with the Scottish Government's response you can ask the Commissioner to check it.



Contact the Ethical Standards
Commissioner at: Thistle House,
91 Haymarket Terrace, Edinburgh,
EH12 5HE



Call: 0300 011 0550

or email:

appointments@ethicalstandards.org.uk



Find out more about public
appointments online at:

www.appointed-for-scotland.org



You can email:

pa_applications_mailbox@gov.scot

or call: 0300 244 1898