**Information pack for appointment to the Scottish Fiscal Commission**

The Cabinet Secretary for Finance and Local Government is seeking to appoint two Commissioners to the Scottish Fiscal Commission. The Cabinet Secretary particularly welcomes applications from women, disabled people, LGBT+ people, young people and people from minority ethnic communities. In order to carry out its work effectively, the Scottish Fiscal Commission values diversity of thought, skill and insight. It would welcome applications from a wide range of backgrounds who have experience of public spending, tax or public finance issues, including the third sector, local and central government.

The appointments process for these vacancies follows the [Code of Practice for Public Appointments](https://www.ethicalstandards.org.uk/publication/statutory-guidance-application-2022-code-practice) and is regulated by the [Ethical Standards Commissioner](https://www.ethicalstandards.org.uk/public-appointments). **Please note these appointments are subject to approval by the Scottish Parliament**. More information about this is given later in the pack.

**Key dates for this appointment round**

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| **Closing date** | 12.00, 10 June 2025 |
| **Sift of applications** | 18 June 2025 |
| **Date applicants will hear about the outcome of their application** | w/c 30 June |
| **Interviews** | 29 & 30 July, and 13 August 2025. Interviews will be conducted **via Microsoft Teams**.  **It is unlikely that we will be able to offer an alternative interview date.** |
| **Ministerial decision** | w/c 1 September 2025 |
| **Parliamentary approval / evidence session for approved candidates at Committee** | 9 September 2025 AM |
| **Start date** | 8 October 2025 |

**Welcome letter**

Dear applicant,

On behalf of the Scottish Parliament and Scottish Ministers we would like to thank you for considering the opportunity to become a Commissioner at the Scottish Fiscal Commission. The Commission is a non-ministerial office, accountable to the Scottish Parliament and independent of the Scottish Government and Scottish Ministers.

The Commission plays a key role in enhancing transparency in Scotland and improving public debate. It provides the Scottish Government with the forecasts and reports it needs to produce the Scottish Budget each year. It also supports the work of the Scottish Parliament and the public in scrutinising Scottish Government fiscal policy and the public finances.

In recent years the Commission has been doing more to explore how Scotland’s public finances might look in the long term in the light of major changes in society including climate change, an ageing population and trends in the health of Scotland’s population. Over the coming years it intends to expand its coverage of public spending issues and communicating its work to a broader range of people and organisations.

We see it important that the Commission continues to enhance its role as Scotland’s Independent Fiscal Institution, further establishing itself as a voice of authority and enriching the fiscal policy debate in Scotland.

Ministers and Parliamentarians are therefore seeking to appoint Commissioners who will work well with the other Commissioners and their staff to deliver on that ambition.

We value diversity of thought, skill and insight and welcome applications from a wide range of backgrounds.

Yours sincerely



Kenneth Gibson MSP, Convener, Finance and Public Administration Committee

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Shona Robison MSP, Cabinet Secretary for Finance and Local Government

**Information about the role**

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| **Remuneration** | £354.92 per day, non-pensionable, plus reasonable expenses. |
| **Time commitment** | An average of 78 days annually. This includes a weekly online call of three hours. Commissioners are also expected to review reports in the run up to publication, read and comment on analytical papers produced by the staff and participate in events including giving evidence to the Scottish Parliament.  The work varies in intensity and is not spread evenly through the year. There are two periods of greater intensity lasting about ten weeks in the winter and spring. Some daily work and reviewing draft reports in the evenings or weekends is likely to be required towards the end of these periods. There are also two shorter four week periods in March and August when reviewing draft reports will be required, possibly at weekends.  The panel is willing to consider applications from candidates who wish to preserve some periods of the year during which they do not participate in the ongoing work of the Commission to accommodate other activities. |
| **Length of appointment term** | Up to 4 years, with the possibility of one reappointment – up to a maximum of 8 years - subject to evidence of effective performance and satisfying the skills and knowledge required at the time of reappointment and beyond. |
| **Location of meetings** | The Commission is based in central Edinburgh. Most duties can be carried out remotely, however some travel will be required to Edinburgh for Parliamentary and other events. In a typical year this may involve about four essential trips. |
| **Disqualifications** | Under section 16 of the Scottish Fiscal Commission Act 2016, exclusions apply in relation to appointments as a Commissioner. Please visit [Scottish Fiscal Commission Act 2016](https://www.legislation.gov.uk/asp/2016/17/section/16) for detailed information on these restrictions.  A member of the Scottish Parliament cannot also hold a public appointment for public bodies listed in the schedule of [the Scottish Parliament (Disqualification) Order 2020](https://www.legislation.gov.uk/sdsi/2020/9780111046029/contents).  Former ministers and senior crown servants (Director General level and above) should seek advice from the Advisory Committee on Business Appointments (ACOBA) before applying for this role. |

**The Scottish Fiscal Commission**

[The Scottish Fiscal Commission’s](https://fiscalcommission.scot/) official, independent economic, tax and social security forecasts, alongside forecasts from the Office for Budget Responsibility (OBR), inform the overall size of the Scottish Budget. We provide these independent forecasts and assess the Scottish Government’s borrowing twice a year, usually alongside the Scottish Budget and Medium Term Financial Strategy. As part of these forecasts we are responsible for the official costings of devolved tax and social security policies. We can also choose to report on anything that influences the resources available to the Scottish Government.

Following a recommendation by the OECD and the Scottish Parliament’s Finance and Public Administration Committee we started to publish Fiscal Sustainability Reports that included long term (50 -year) projections of funding and spending in March 2023 with the second report being published in April 2025. In the years between projection reports we plan to publish Fiscal Sustainability Perspectives reports.

In order to carry out its work effectively, the Scottish Fiscal Commission also values diversity of thought, skill and insight. It would welcome applications from a wide range of backgrounds who have experience of public spending, tax or public finance issues, including the third sector, local and central government.

Because of the Commission’s unique role, the Scottish Fiscal Commission Act 2016 provides that appointments to the Commission will be made by Scottish Ministers, regulated by the Ethical Standards Commissioner, and are subject to the approval of the Scottish Parliament.

**The role of the Commissioner**

**Forecasting and analysis**

* you would be collectively responsible for the delivery and quality of the Commission’s reports, forecasts and commentary;
* you would work collaboratively with the senior management team in utilising the Commission’s staff to ensure that the Commission carries out its functions effectively and efficiently; and meets its aims and objectives as laid out in its Corporate Plan;
* you would develop an understanding of the Scottish devolved public finances (you need not have this on appointment, but would be expected to develop this understanding during the first year of your term).

**Communication and engagement**

* you would help to communicate widely the work of the Scottish Fiscal Commission, promoting its aims and objectives;
* you would protect and enhance public confidence in the work and independence of the Commission;
* with your colleagues, foster and maintain strong working relationships between the Commission, the Scottish Parliament, the Scottish Government and other key organisations including the Office for Budgetary Responsibility.

**Leadership and governance**

* together with the other Commissioners form the Governance Board of the Commission;
* as a Governance Board ensure compliance with statutory and administrative requirements specified in the Scottish Public Finance Manual for the use of public funds;
* provide leadership and commitment to the development and promotion of effectiveness, efficiency, best value and equality through the Commission, and ensure compliance with all legal responsibilities;
* with your colleagues, help set the strategic direction of the Commission through developing its Corporate Plan and other strategic documents.

To find out more about the role, please watch the below video:

* <https://youtu.be/TV4tNrXTjx4>

You can also to register on the following webinar where you will hear from the Chair of the Scottish Fiscal Commission, and have an opportunity to ask questions:

* **Tuesday 20 May 6:00 to 7:00 PM.** Please register at <https://www.eventbrite.co.uk/e/recruitment-webinar-for-potential-commissioners-tickets-1343908529589?aff=oddtdtcreator>

**The selection panel**

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| **Chair** | Professor Graeme Roy, Chair of the Scottish Fiscal Commission |
| **Independent panel member** | Sarah Davidson, Chief Executive, Carnegie UK |
| **Representative from the Ethical Standards Commissioner** | Kay Howard, Public Appointments Adviser |
| **Panel member** | Jennie Barugh, Director of Exchequer Strategy, Scottish Government |

Please note that applicants will be asked to declare if they know any members of the selection panel named in this pack. The panel will also declare if they know any applicants. Any actual or perceived conflicts of interest will be managed in line with the [Ethical Standards Commissioners Code of Practice for Public Appointments](https://www.ethicalstandards.org.uk/publication/code-practice-ministerial-appointments-public-bodies-scotland-march-2022-version).

**Person specification**

We are looking for new commissioners who can put their experience to good use on the board. The table below sets out five essential criteria, and explains how each criterion will be tested. To be considered for appointment you must demonstrate, by the end of the process, that you meet all of these criteria. You can draw on examples from your working life, your personal life, or through your participation with a private, public, voluntary, charity or community organisation.

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| **Essential Criterion** | **Example indicators** | **How this will be assessed** |
| We are looking for individuals who can meet **each of the areas listed below**. Please ensure your **supporting statement is no more than 1500 words**, and provides information for **all five** essential criteria. | | |
| 1. Analysis, interpretation and judgement | * Able to analyse and interpret complex information and data to inform decision-making. * Exercise sound judgement when faced with incomplete, complex, or conflicting information. * Understand the wider strategic and political environment and its influence on decision-making. | We will want you to tell us about your experience, with specific examples, and how this has been gained, as part of your **online application**.  **Questions** **at interview** provide you with an opportunity to further demonstrate this criterion. |
| 1. Knowledge of public spending, taxes and public finance | * Experience working at a senior level on public spending, tax, or public finance issues. * Able to critique complex information, grasp issues that underlie developments in public spending including social security, taxation, public finance and budgetary issues * Demonstrate an appreciation of policy development. * Able to demonstrate an appreciation of fiscal landscapes, the risks involved and how they may evolve over time | We will want you to tell us about your experience, with specific examples, and how this has been gained, in your **online application**.  **Questions** **at interview** provide you with an opportunity to further demonstrate this criterion. |
| 1. Communication and influencing | * Ability to communicate complex information effectively. * Experience in adapting your style to a range of different audiences such as, Members of the Scottish and UK Parliaments, journalists and commentators, third sector organisations and the general public as well as more technical audiences. * Evidence of credibility and ability to influence in your chosen field. | We will want you to tell us about your experience, with specific examples, and how this has been gained, in your **online application**.  **Questions** **at interview** provide you with an opportunity to further demonstrate this criterion. |
| 1. Independence and integrity | * Understand the responsibilities of an independent organisation which scrutinises and is scrutinised in a politically sensitive context. * Able to demonstrate the use of independent judgement to challenge and respond to challenge in order to reach a consensus. * Able to demonstrate objectivity when operating in a politically sensitive context, including an awareness of potential conflicts of interest. * Able to demonstrate enthusiasm for public service and experience of collective decision-making. | We will want you to tell us about your experience, with specific examples, and how this has been gained, in your **online application**.  **Questions** **at interview** provide you with an opportunity to further demonstrate this criterion. |
| 1. Experience of governance | * Experience of effective corporate governance, collective responsibility, and public accountability, for example as a senior manager, principal investigator or a board member in the third, public or private sector. * Able to demonstrate constructive working with your peers and others to reach collective judgements | We will want you to tell us about your experience, with specific examples, and how this has been gained, in your **online application**.  **Questions** **at interview** provide you with an opportunity to further demonstrate this criterion. |

**How to apply online**

Click the ‘apply now’ link at the top of the advert. As part of the online application process, you will need to complete the personal information section, and then upload the following:

1. **Supporting statement (to be uploaded as an attachment)**

You have **1500 words in total** for your personal statement. You should provide examples against **each of the essential criteria**, clearly indicating throughout your statement which of the criteria you are evidencing.

1. **Tailored CV (to be uploaded as an attachment)**

In addition to your supporting statement, you should also submit a **tailored CV**. This should be no more than **2 pages** and tailored to the role and the criteria set out in the table above. This will be used by the panel in conjunction with the supporting statement to provide evidence against each of the criteria listed.

Please note that **you do not have the option to edit your application once you click ‘submit’**; you must have all your information and attachments to hand before submitting your application. Late applications, and those without a supporting statement and CV **cannot be considered by the panel**.

If you use assistive technology, please contact the Public Appointments Team for an accessible application form by email at [public.appointments@gov.scot](mailto:public.appointments@gov.scot)

**The assessment process**

The assessment process will happen as follows:

1. The selection panel will assess all applications against the criteria for appointment (see the person specification). Those who demonstrate evidence that most closely meet the criteria tested at this stage will be shortlisted for interview.
2. The selection panel will interview candidates; the questions they ask will relate directly to the criteria for appointment.
3. The selection panel will also ask questions relevant to the fit and proper person test (see below) which will include questions about the [Principles of Public Life.](https://www.ethicalstandards.org.uk/code-practice-ministerial-appointments-public-bodies-scotland-march-2022-version#annex-1-the-principles-of-public-life-in-scotland)
4. The selection panel will review the evidence provided and agree on which candidates have most closely met the criteria for selection and should be recommended to the appointing Minister.
5. The appointing Minister will make a decision about whom to appoint based on evidence from the selection panel. The appointing Minister may request to meet with candidates before making a final decision.
6. Appointees will be asked to complete pre-appointment checks which will include a Disclosure Check (there is no charge for this). Appointment is conditional on satisfactory completion of these.
7. The final stage of assessment is Parliamentary approval. The most able candidate(s) nominated by the Cabinet Secretary for Finance and Local Government will be invited to give evidence at a public session of the Scottish Parliament Finance and Public Administration Committee, who in turn report to Parliament. Parliament then decides whether or not to approve the nomination through a short parliamentary debate and vote at decision time.

**Guaranteed interviews**

This appointment round will provide guaranteed interviews for disabled people who meet the role’s **essential criteria** (see person specification) being tested at the application stage. You will be asked to confirm during the online application process whether you feel your application should be considered under the Disability Confident Scheme; this will highlight to us you are requesting a guaranteed interview.

**Fit and proper person checks**

In the context of public appointments, a fit and proper person is someone who is suitable because they meet the requirements of the role, and their past or present activities and behaviour means they are suitable. Tests are built into different stages of the appointment process to ensure that:

* Conduct to date has been compatible with the public appointment
* Membership is not barred by the body's constitution e.g., criminal record or bankruptcy (see disqualifications)
* There are no unmanageable conflicts of interest
* Political activity is declared
* There is agreement to abide by the [Principles of Public life in Scotland](https://www.ethicalstandards.org.uk/code-practice-ministerial-appointments-public-bodies-scotland-march-2022-version#annex-1-the-principles-of-public-life-in-scotland)
* There is confirmation that the time commitment required for the role can be met.

**Social media checks for candidates invited to interview**

The selection panel may consider publicly available information about candidates which is posted by candidates on social media. Any findings that the selection panel agree are pertinent to the role or that may call into question suitability for the appointment, credibility of the appointments process or the public body will be discussed with candidates at interview. Consideration of any issues will take place openly and transparently to establish the facts. Candidates will be given an opportunity to respond to any concerns. This information will be handled in line with the Privacy Notice for public appointments.

**Gender Representation on Public Boards (Scotland) Act 2018**

Scottish Government recognises the implications of the Supreme Court judgement dated 16 April 2025 for public appointments subject to the Gender Representation on Public Boards (Scotland) Act 2018. The Supreme Court ruled that a person with a full gender recognition certificate (GRC) which recognises their gender as female, is not a “woman” for the purposes of the Equality Act 2010 and consequently the Gender Representation on Public Boards (Scotland) Act 2018. Revised statutory guidance on the Gender Representation on Public Boards (Scotland) Act 2018 has been prepared and will be published soon. The updated guidance will apply to this appointment process once available. The Scottish Government is committed to dignity, fairness and respect for all and actively invites applications from all.

**Common questions and answers**

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| **Who can I contact to speak about this role?** | If you would like to speak with Professor Graeme Roy about the roles please email: [commissioner.recruitment@fiscalcommission.scot](mailto:commissioner.recruitment@fiscalcommission.scot). |
| **Who can I speak to about a disability related reasonable adjustment?** | Please contact the Public Appointments Team  Email: public.appointments@gov.scot  Deaf, deafblind and BSL users can contact the team via [contactSCOTLAND-BSL](https://contactscotland-bsl.org) |
| **I am having a problem with the application process. Who can I speak with?** | Please contact the Public Appointments Team (see contact details above). |
| **Do you have any advice for candidates attending interviews?** | Yes. More information is provided here: [Introduction - Public appointments: guide - gov.scot (www.gov.scot)](https://www.gov.scot/publications/public-appointments-guide/pages/application-process/#stage2) |
| **I can’t attend the interview in person, can I attend remotely?** | Yes. You can request to attend the interview using MS teams. Please contact the Public Appointments Team (see contact details above). |
| **Will you reimburse expenses for attending an interview?** | Yes. You can claim reasonable expenses; further information will be provided with the invitation to interview. |
| **What does ‘appointed on merit’ mean?** | Appointed on merit means that the people who are appointed most closely meet the criteria that is sought for the board vacancy at a point in time. People are assessed on the evidence that they present in the appointments process and the findings of the fit and proper person test. |
| **What role does the Ethical Standards Commissioner (ESC) have in the appointments process?** | The ESC [regulate and monitor the public appointments process.](https://www.ethicalstandards.org.uk/public-appointments) The Commissioner plays a role in ensuring appointments are made on merit and use fair methods. More information about the Commissioner’s role is provided here:  [Public appointments Information leaflet | Ethical Standards Commissioner](https://www.ethicalstandards.org.uk/publication/public-appointments-information-leaflet) |
| **Can I apply if I am not a British citizen?** | Yes. You can apply for and be appointed to the Boards of Public Bodies if you are not a British citizen however youmust be legally entitled to work in the UK. |
| **Would remuneration for a public appointment impact on my benefits?** | Possibly. Taking up a remunerated public appointment may affect benefits payments.  This will depend on individual circumstances and you should seek advice from your benefits provider. More information is provided here: [Public appointments and welfare benefits: information - gov.scot (www.gov.scot)](https://www.gov.scot/publications/public-appointments-and-welfare-benefits-information/) |
| **Do the selection panel see information from the diversity monitoring form?** | No. Diversity monitoring information provided by applicants is not shared with the selection panel.  Information about a reasonable adjustment may be shared with the selection panel to ensure that requirements are met (e.g. if a BSL interpreter is required). |
| **Do I need to provide an email address and contact details at application stage?** | In order to meet the requirements of the Baseline Personnel Security Standard (BPSS) the Scottish Government must be able to verify the credentials of applicants for public appointments should they be recommended for appointment. To ensure that this is possible all applicants must provide an address and contact details at application stage. If applicants do not provide this information their application will be rejected. |
| **How will my personal information be handled?** | All personal information will be handled with great care and in line with UK GDPR and data protection requirements. Further information can be found in the [Privacy Notice](https://www.jobs.gov.scot/privacy-notice#xd_co_f=OGY4OTA3NDktMTg4Ny00NzkxLWEyMGEtZTczYTAyN2EyZWYx~). |
| **Is any training provided if I am offered and take up an appointment?** | Yes. Each board has their own induction process and training offer. New appointees are also invited to attend an induction day hosted by the Scottish Government. |
| **Can I apply for a Chair role on a board if I have already been a member of that board?** | Yes. Board members can serve a maximum of 8 years on one board in one role. The board Chair is considered a different role and so current and previous members can apply. |
| **Is it possible to hold more than one public appointment?** | Yes. It is possible to have more than one public appointment. You should check that you can make the time commitment for an additional appointment and that there are no unmanageable conflicts of interest. |
| **Are public appointments announced?** | Yes. Every appointment is announced here: [Public appointments: news releases - gov.scot (www.gov.scot)](https://www.gov.scot/collections/public-appointments-announcements/)  The board may also announce new appointments on their own website and social media platforms. Information published will include a biography and details of any political activity within the last 5 years. |
| **What standards are expected of board members?** | The conduct expected of board members of Scottish public boards is set out here: [Members of devolved public bodies: model code of conduct - December 2021 - gov.scot (www.gov.scot)](https://www.gov.scot/publications/model-code-conduct-members-devolved-public-bodies-2/)(this includes the Principles of Public Life) |
| **How can I complain about the public appointments process?** | Further information about the complaints process for public appointments can be found here: [How to apply - Public appointments: guide - gov.scot (www.gov.scot)](https://www.gov.scot/publications/public-appointments-guide/pages/complaints-process/)  Anyone concerned about public appointments can raise a complaint and have it independently investigated by the Ethical Standards Commissioner.  [Investigation process public appointments | Ethical Standards Commissioner](https://www.ethicalstandards.org.uk/investigation-process-public-appointments) |

**For further information**

Please contact the Public Appointments Team, Scottish Government

**Email:** [public.appointments@gov.scot](mailto:public.appointments@gov.scot)

Deaf, deafblind and BSL users can contact the team via [contactSCOTLAND-BSL](https://contactscotland-bsl.org)

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