

Information Pack for Appointment to the Scottish Fuel Poverty Advisory Panel 2025



The Cabinet Secretary for Housing is seeking to appoint 2 x Members to the Scottish Fuel Poverty Panel. The Cabinet Secretary values highly the benefits of having different points of views on the board and welcomes applications from people with a range of backgrounds. The Chair of the Scottish Fuel Poverty Advisory Panel has written a letter included in this pack to provide some context about the Scottish Fuel Poverty Advisory Panel, its values, and how members work together.

The appointments process for these vacancies follows the [Code of Practice for Public Appointments](#) and is regulated by the [Ethical Standards Commissioner](#).

Key dates for this appointment round

Closing date	1 September 2025 – 23:59
Sift of applications	19 September 2025
Date applicants will hear about the outcome of their application	W/C 22 September 2025
Interviews	Date: 6 th October Interviews will be in person at St Andrews House, 2 Regent Road, Edinburgh, EH1 3DG. There will be an option to attend the interview online.
Ministerial decision	Mid – late October
Start date	01 January 2026

Welcome letter

**From Matt Cole, Chair of the Scottish Fuel Poverty Advisory Panel,
and CEO of Fuel Bank Foundation**

Dear Applicant

Recruitment of Members to the Scottish Fuel Poverty Advisory Panel (SFPAP)

Thank you for your interest in becoming a Member of the Scottish Fuel Poverty Advisory Panel (SFPAP), an independent statutory body dedicated to ensuring that Scotland can meet its ambition to eradicate fuel poverty by 2040. This is a fantastic opportunity to become involved in a public body which has a key role in ensuring a fairer Scotland, one where everyone has access to a warm home and where they can afford their energy needs. We are recruiting for two vacancies, each for a four-year term.

The pandemic and the more recent cost of living and energy crises have highlighted how important access to affordable energy is for a dignified and fulfilling life. Without affordable energy, families and households are unable to stay warm and healthy at home, and it is all the harder to maintain social connections, to access education or to secure a healthy diet. The Scottish Government's ambition is clear in that it wants to put an end to fuel poverty and to the sacrifices households so often make to ensure they can heat their home and as a result has set statutory targets for the eradication of fuel poverty in Scotland by 2040.

We are also living at a time when the environmental impact of the energy we use rightly faces greater scrutiny and this will mean making significant changes to how we power our homes. The Scottish Fuel Poverty Advisory Panel is key in providing advice on how we move to net zero in ways that not only ensure we avoid exacerbating fuel poverty but also go further to maximise opportunities that could allow us to simultaneously tackle fuel poverty.

We are seeking to recruit two new Members to join our existing SFPAP with a broad range of experience and background. We are looking for people with the ability to offer constructive challenge and creative

Information pack for prospective Members of the Scottish Fuel Poverty Advisory Panel

solutions, and importantly the ability to work together to accept challenge from others and to reach agreement across a range of issues.

We value very highly the benefits of having different points of view and experiences on our Boards. Accordingly, we hope to receive applications from a wide range of people irrespective of their religion or belief, age, sex, gender identity, disability, sexual orientation, ethnic origin, political belief, relationship status or caring responsibilities.

You could have gained your experience through your own lived experience of fuel poverty and/or, through working in or leading a front-line support role or with families, or by undertaking research or developing policy. The SFPAP is exploring how fuel poverty cuts across policy areas, including health, and housing, and how local authorities in particular can have very different strategies in place to meet very different levels and types of need, and you may have gained experience here too.

We are looking for people who will bring passion, ideas and their own unique perspective to the SFPAP, who are passionate about the drive to eradicate fuel poverty and are keen to influence to drive impactful change.

To meet our statutory targets, the SFPAP must be mindful of all four drivers of fuel poverty: poor energy efficiency of the home; low household incomes; high fuel prices; and how energy is used in the home. The SFPAP is key to ensuring that Scotland's Fuel Poverty Strategy is successful and will scrutinise Scottish Ministers' progress towards meeting fuel poverty targets. The SFPAP will also be expected to work with a broad range of organisations to bring about the change needed to end fuel poverty in Scotland and this and other requirements of the SFPAP are outlined in more detail within the application pack.

Beyond this, there is scope for the SFPAP to consider a wide range of fuel poverty related issues. Working with your fellow SFPAP Members you will agree the priority areas of interest and set the Panel's work plan over the coming period.

The information in this pack should answer any questions you have about the SFPAP.

**Information pack for prospective Members of
the Scottish Fuel Poverty Advisory Panel**

If you do have any queries on what SFPAP do or would like to discuss any of the positions in more detail to help you in deciding to apply, please contact Philippa Brosnan, Head of the SFPAP Secretariat at enquiries@fuelpovertypanel.scot.

I wish you the very best of luck with your application and thank you for your interest in this opportunity.

Matthew Cole
Chair of the Scottish Fuel Poverty Advisory Panel

Information about the role

Remuneration	<p>The appointment is remunerated at the rate of £173.99 per day. The day rate is reviewed annually in line with public sector pay policy. Travel and subsistence allowances are payable as are reasonable child and carer costs. The appointment is not pensionable.</p> <p>Successful applicants have the right to decline payment as we recognise this can impact negatively on welfare, pension and other income.</p>
Time commitment	<p>Appointments will start on 1 January 2026. Once appointed you will devote up to 12 days each year on core business; i.e. preparing for and attending routine meetings. The Chair has the discretion to approve up to 6 additional flexible days if required.</p>
Length of appointment term	<p>The initial appointments are for up to four years with the possibility of reappointment subject to evidence of effective performance and satisfying the skills and knowledge required at the time of reappointment and beyond. Any appointment and subsequent reappointment will not extend beyond a maximum of eight years in total.</p>
Location of meetings	<p>The SFPAP aim to meet in person 6 days per year in the central belt of Scotland (Edinburgh/Glasgow) with at least one meeting per year outwith the central belt. Online meetings are held on average 5 times per year (3hrs per session), with the remainder of time dedicated to admin and preparation (4 days).</p>
Disqualifications	<p>Disqualification is set out in section 3 of The Fuel Poverty (Targets, Definition and Strategy) (Scotland) Act 2019 (Scottish Fuel Poverty</p>

**Information pack for prospective Members of
the Scottish Fuel Poverty Advisory Panel**

	<p><u>Advisory Panel and Consequential Amendments) Regulations 2020</u></p> <p>A member of the Scottish Parliament cannot also hold a public appointment for public bodies listed in the schedule of <u>the Scottish Parliament (Disqualification) Order 2020</u>.</p> <p>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.</p>
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Fuel Poverty

The [Fuel Poverty \(Targets, Definition and Strategy\) \(Scotland\) Act 2019](#) sets out the Scottish Government's ambition to eradicate fuel poverty in Scotland, including statutory targets for fuel poverty and extreme fuel poverty by 2040 as well as interim targets for 2030 and 2035. The Act also established The Scottish Fuel Poverty Advisory Panel (SFPAP). More information on the remit of the SFPAP's work can be found here: [SFPAP Webpage](#)

The [Tackling fuel poverty in Scotland: a strategic approach](#), supporting the delivery of Scotland's fuel poverty targets, was published in December 2021. The Scottish Government are required by the 2019 Act to report on progress towards meeting the fuel poverty targets every three years, with the first report being published in April 2025 [Tackling Fuel Poverty in Scotland: periodic report 2021-2024 - gov.scot](#).

The SFPAP is expected to meet after the publication of each report in order to consider progress toward meeting the fuel poverty targets, the likelihood of meeting the fuel poverty targets, and the extent to which the four drivers of fuel poverty are being addressed.

Information pack for prospective Members of the Scottish Fuel Poverty Advisory Panel

What is Fuel Poverty?

Households should be able to afford the heating and electricity needed for a decent quality of life. Once a household has paid for its housing, it is in fuel poverty according to Scotland's definition if it needs more than 10% of its remaining income to pay for its energy needs, and if this then leaves the household in poverty. A household is in extreme fuel poverty if, once it has paid for its housing it needs more than 20% of its remaining income to pay for its energy needs and if this then leaves the household in poverty.

Who is in fuel poverty in Scotland?

Our latest official 2023 SHCS statistics, published January 2025, show **34%** (861,000 households) were estimated to be in fuel poverty, of which **19.4%** (491,000 households) were in extreme fuel poverty. This is higher than the 2022 estimates of 31% (780,000 households) for fuel poverty but similar for extreme fuel poverty 18.5% (465,000 households)¹. Rates of fuel poverty differ across Scotland, with the rate being higher for rural households than for urban and highest in our remote rural communities. Rates of fuel poverty are also affected by various household and dwelling characteristics.

¹ Scottish Household Condition Survey 2023 Key Findings, [Scottish House Condition Survey: 2023 Key Findings - gov.scot](https://www.gov.scot/publications/scottish-household-condition-survey-2023-key-findings/pages/12.aspx)

The Role of Panel Members at SFPAP

As a Member of the SFPAP, you will help to tackle fuel poverty and extreme fuel poverty by providing advice and suggestions to Scottish Ministers and others. You can view the Panel publications [here](#) including advice to Scottish Ministers, annual work plans, and the 3-year strategic plan.

You will attend regular meetings of the SFPAP and be suitably prepared to participate fully, with the opportunity to take part in additional working groups and meetings where appropriate. All SFPAP Members will be expected to be able to reflect critically on fuel poverty-related matters and to work together to identify viable solutions.

Previous Board experience is not required. The Chair will provide support in developing the skills and confidence of all Members so that they can take a full part in the work of the SFPAP.

You will work closely with other SFPAP Members to reach agreement on areas of interest and how you may influence the wider discussions on fuel poverty. You will bring not only your knowledge and experience to these discussions but also motivation and passion. Given the broad range of interests and backgrounds of SFPAP Members, you will work with your colleagues to identify common ground and reach an informed, shared view, which will be adopted by the Panel.

As part of the SFPAP you will help it to extend and maintain effective networks and partnerships in order to influence how we all think about fuel poverty and the actions we need to take to address it. Links are fostered across Scotland, from grass roots levels to national organisations and businesses. By working closely together and considering a broad range of views, you will participate in the SFPAP's effective decision-making.

Through your work with the SFPAP you may have the opportunity to speak at public events, including in Parliament; representing the views of the SFPAP.

The appointment selection panel

Chair	Matthew (Matt) Elsby, Scottish Government, Deputy Director Better Homes Division
Selection panel member	Matthew (Matt) Cole, SFPAP Chair & CEO of the Fuel Bank Foundation
Independent selection panel member	Patricia (Pat) Armstrong, Experienced Third Sector Leader and Public Appointments Board Member

Please note that applicants will be asked to declare if they know any members of the selection panel who are named in this pack. The selection 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](#).

Person Specification

We are looking for 2 x new Members who can put their experience to good use on the existing Scottish Fuel Poverty Advisory Panel (SFPAP). The table below sets out the skills, knowledge, experience and attributes that we are seeking and explains how the criteria will be tested. You may have gained your experience through work, by being active in your community, in a voluntary capacity or through your own lived experience.

Because we require a mix of different knowledge, skills, experience, and attributes on the SFPAP, we have identified 2 x Priority Criteria, as well as some 5 x Essential Criteria, to ensure that, overall, we reach the best balance of the talents needed for the SFPAP to operate effectively.

**Information pack for prospective Members of
the Scottish Fuel Poverty Advisory Panel**

Priority Criteria

- You must be able to demonstrate **at least 1 of the Priority Criteria** shown in the table below - but you do not need to meet both of them. On the application form you will be asked to provide evidence against the one in which you consider you have most competence, using **no more than 300 words**. If you have experience against the other Priority Criterion, you can highlight this in your application, ***by simply stating Yes or No***, and this will be further explored with questions if you are invited for interview.

Essential Criteria

You will need to meet **all the Essential Criteria** outlined in the table below. On the application form you must provide evidence using no more than **300 words** per criterion. All the Essential Criteria will also be tested by observation and questions if you are invited for interview.

The priority criterion/criteria is weighted over the essential criteria, and the candidates who provide the strongest evidence against the priority criterion/criteria will be considered most able to fulfil the role. In the event that candidates provide evidence of equal merit against the priority criterion, the selection panel will then take into account the strength of the evidence presented against the essential criteria in determining the candidate(s) most able to fulfil the roles.

Please note that all applicants are required to meet at least one of the Priority Criteria and must meet all Essential Criteria.

Priority Criterion	Example indicators	How this will be assessed
1. Understanding and experience of Public health	<ul style="list-style-type: none">You have an overview of what affects health and the range of partners and organisations as part of one whole system towards tackling poor health.You have an understanding of health inequalities and outcomes, with a knowledge of the building blocks towards good health.	Application (max 300 words) Interview

**Information pack for prospective Members of
the Scottish Fuel Poverty Advisory Panel**

	<ul style="list-style-type: none"> You can assess and use knowledge and evidence to evaluate and formulate suggested improvements to advocate for policy direction. 	
2. Understanding and experience of Local Government	<ul style="list-style-type: none"> You have an overview of local government and partnership working between the Scottish Government and COSLA towards delivering outcomes. You have an understanding of the opportunities and challenges in both the implementation and delivery of local programmes. You can assess and use knowledge and evidence to evaluate and formulate suggested improvements to advocate for policy direction. 	<p>Application (max 300 words)</p> <p>Interview</p>
Essential Criterion	Example Indicators	How this will be assessed
1. Policy development and use of academic analysis	<ul style="list-style-type: none"> You have experience of policy formulation and implementation, or experience in academic research to be able to analyse issues in relation to poverty and inequality, You can evaluate available evidence to develop effective solutions to improved day to day life or tackle the root cause of poverty and inequality You can prepare reports or advice and are able to communicate compelling evidence relating to poverty and inequality to advocate for policy change Your experience may relate to fuel poverty or other aspects of poverty. 	<p>Application (max 300 words)</p> <p>Interview</p>

**Information pack for prospective Members of
the Scottish Fuel Poverty Advisory Panel**

2. Working Cooperatively & Collaboratively	<ul style="list-style-type: none"> • You are able to work successfully within a team • You take responsibility for decisions. Such as the collective decisions made by the SFPAP and you accept that sometimes these may differ from your personal view • You appreciate the skills and knowledge of others, show respect and you are willing to share your own knowledge 	<p>Application (max 300 words)</p> <p>Interview</p>
3. Analysis & Decision-Making	<ul style="list-style-type: none"> • You are able to interpret, and where appropriate challenge information and recognise the impact/implications of different elements, taking account of this in the decisions which are made • You work accurately and use sound judgement whilst participating in collective decision-making 	<p>Application (max 300 words)</p> <p>Interview and Practical Exercise</p>
4. Long Term Planning & Seeing the Bigger Picture	<ul style="list-style-type: none"> • You are able to see the whole picture, beyond your own personal experience or specialism • You have the ability to identify priorities, challenges, risks and opportunities and can evaluate their potential impact from a strategic perspective • You are able to consider issues in the context of long term aims and targets 	<p>Application (max 300 words)</p> <p>Interview and Practical Exercise</p>

**Information pack for prospective Members of
the Scottish Fuel Poverty Advisory Panel**

<p>5. Communication & Influence</p>	<ul style="list-style-type: none"> • You are able to express your views clearly and confidently both when writing and speaking and can adapt your style for diverse audiences • You are able to use active listening to understand the views and perspectives of others and can draw out different views and options. • You can effectively influence people such as fellow SFPAP Members and the SFPAP's stakeholders using constructive challenge where appropriate 	<p>Performance overall at Application, Interview and Practical Exercise</p>
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In your online application you are invited to provide a written resume (max 1 page long) that sets out a tailored career history. This should include information from your professional, personal and voluntary experience relevant to this role.

You may wish to include:

- Dates
- Information about the organisation
- Information about your role and experience

How to apply online

Find the role you wish to apply for on this [website](#), open the advert, click 'apply now' and follow the instructions.

We strongly recommend that you draft your answers in a word document and check that you are happy with them, including the word count, before copying and pasting your answers in the relevant sections of the online application.

Please note that you will not be able to update your answers or supporting documents once the online application is submitted. Late applications will not be accepted by the selection panel.

The deadline for applications is 1 September 2025 at 23:59.

If you use assistive technology, please contact the Public Appointments Team for an accessible application form by email at 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. Additionally, you will be sent a practical exercise in advance of your interview and will be asked to present your response at interview.
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](#).
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 Cabinet Secretary

Information pack for prospective Members of the Scottish Fuel Poverty Advisory Panel

5. The appointing Cabinet Secretary will make a decision about whom to appoint based on evidence from the selection panel. The appointing Cabinet Secretary 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.

Guaranteed interviews

This appointment round will provide guaranteed interviews for disabled people who meet the criteria for the role being tested at the application stage. The selection panel will not know which applicants have requested a guaranteed interview until the shortlisting is complete.

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](#)
- 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.

Information pack for prospective Members of
the Scottish Fuel Poverty Advisory Panel

Gender Representation on Public Boards (Scotland) Act 2018

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 [published](#). The updated guidance will apply to this appointment process. The Scottish Government is committed to dignity, fairness and respect for all and actively invites applications from all.

Common Questions and Answers

Who can I contact to speak about this role?	<p>You can contact Philippa Brosnan, Head of the SFPAP Secretariat at enquiries@fuelpovertypanel.scot.</p> <p>The secretariat for the Scottish Fuel Poverty Advisory Panel are holding an information session for applicants on the Tuesday 12th August at 10:00-11:00. The meeting will start with a short introduction and information about the Panel lasting 20 minutes followed by a 40 minutes Q&A. If you wish to join the meeting anonymously, please click the link and choose to join through your web browser and then you can choose how your name will be displayed. Please choose if you want your camera on and have your mic muted unless you're speaking, thank you in advance.</p> <p>If you're unable to attend this meeting you can request the slides and Q&A of the session by sending an email to enquiries@fuelpovertypanel.scot.</p> <p>Join the meeting now [12 August 10-00-11:00]</p> <p>Meeting ID: 382 974 733 124 3 Passcode: 9w6GX6ux</p>
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**Information pack for prospective Members of
the Scottish Fuel Poverty Advisory Panel**

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
I am having a problem with the application process who can I speak with?	Please contact the Public Appointments Team public.appointments@gov.scot
Do you have any advice for candidates attending interviews?	Yes. More information is provided here: Introduction - Public appointments: guide - gov.scot (www.gov.scot)
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 . 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
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 you must be legally entitled to work in the UK.

**Information pack for prospective Members of
the Scottish Fuel Poverty Advisory Panel**

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)
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. If applicants opt for a guaranteed interview this information will be 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 .
Can I get feedback on my application or interview?	Yes. Feedback is available on request.
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	Yes. Board members can serve a maximum of 8 years on one board in one role. The board Chair is considered

**Information pack for prospective Members of
the Scottish Fuel Poverty Advisory Panel**

member of that board?	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) 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) (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) 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

For further information

Please contact the Public Appointments Team, Scottish Government

Email: public.appointments@gov.scot

Deaf, deafblind and BSL users can contact the team via [contactSCOTLAND-BSL](https://www.gov.scot/news-releases/public-appointments)