

Information pack for the appointment of Members to the Mobility and Access Committee for Scotland



**Advising Scottish Ministers
on Accessible Travel**

The Cabinet Secretary for Transport is seeking to appoint up to five Members to the Mobility and Access Committee for Scotland (MACS). The Cabinet Secretary values highly the benefits of having different points of view on the board and welcomes applications from people from all walks of life.

MACS believes in a Scotland without barriers that isolate and exclude disabled people from making their choice of successful door to door journeys. We aim to reduce the mobility gap and improve outcomes for disabled people, improve transport services and enable a just transition to Net Zero, that leaves no one behind.

This is a great opportunity to influence transport policy and transform the landscape of Scottish transport, making it more inclusive and equitable for everyone.

We are looking for passionate people who understand the transport and travel challenges faced by disabled people, who have the drive and enthusiasm to help influence change.

The Committee is made up of a diverse group of members, each bringing a wealth of professional and/or lived experienced, offering profound insights into the challenges faced within Scotland's transport system. The combined expertise and dedication of members form the backbone of MACS.

Roles across the committee vary, members currently work across five workstreams of; Planning strategy and Engagement; Public and Community Transport; Ferries and Aviation; Rail; and Active Travel and Infrastructure. Some members with distinct expertise in one area but others working across workstreams. A dedicated lead is appointed to each workstream,

and we encourage members to develop the relevant skills and expertise to grow into these roles.

If you think you have what it takes to join this ambitious team we would love to hear from you.

Accessibility to public appointments is a fundamental requirement and the public appointments process promotes, demonstrates, and upholds equality of opportunity and treatment to all applicants. The Scottish Government will always consider disability-related reasonable adjustments that an applicant might request to enable them to meet the person specification and participate fully in the selection process.

If you require any of the application pack documentation in an alternative format, including an Easy Read version of this Pack, please contact the Public Appointments Team by email at public.appointments@gov.scot or by telephone on 0300 244 1898. Deaf, deafblind and BSL users can contact the team via [contactSCOTLAND-BSL](#).

The appointments process for this Member appointment round follows the [Code of Practice for Public Appointments](#) and are regulated by the [Ethical Standards Commissioner](#).

Key dates for this appointment round

Information Event	5.30 pm on Tuesday, 28 October 2025. Please contact the MACS Secretariat at MACS@gov.scot to register an interest.
Closing date	5.00 pm on Thursday, 6 November 2025.
Shortlisting of applications	20 November 2025
Date applicants will hear about the outcome of their application	w/b 24 November 2025.
Interviews	2, 3 and 4 December 2025. The interviews will be online. It is unlikely that we will be able to offer alternative interview dates.
Ministerial decision	by 16 January 2026
Start date	Three appointments will start in February 2026 with two starting on 1 April 2026.



**Advising Scottish Ministers
on Accessible Travel**

6 October 2025

Dear applicant

Appointment of Members of 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.

I had the privilege of joining MACS in January 2025, when I took on the role as Convenor. When I applied, I saw it as a fantastic opportunity to make a difference, and now I would like to encourage you to join me and the Committee, as we work together for accessible and inclusive transport across Scotland. In my brief time as Convenor, I have found the work to be hugely worthwhile and rewarding, and I am genuinely excited about what lies ahead. I hope, having read the information in this pack that you are inspired and that you consider applying to work with my dedicated and ambitious team.

MACS overarching remit is to give advice to Scottish Ministers on the transport needs of disabled people, ideally through lived experience. Through our advice and proactive engagement, we strive to secure better travel experiences for disabled people.

Our aim is to reduce the mobility gap and improving outcomes for disabled people, while promoting cost-effective, innovative solutions to improve transport services and enable a just transition to Net Zero, that leaves no one behind. MACS promote that transport should be Available, Accessible, and Affordable – our triple A check.

MACS underpin our approach by drawing from personal lived experience, listening and responding to the voices of disabled people. We keep disabled people and their needs at the centre of our work.

We are appointing five new members to join the Committee. We are looking to attract individuals who understand the transport and travel challenges faced by disabled people when travelling by public transport, active travel, shared/community transport, taxi, or by private car.

Full details on the role and the skills and experience required can be found in this pack.

I would also like to invite you to an online information session on Tuesday, 28 October 2025 where you can find out more about the work we do, and you will have the opportunity to ask questions. If you would be interested in attending, please contact our MACS Secretariat at MACS@gov.scot to register an interest. In the meantime, if you have any questions, please get in touch.

You can also find out more about MACS at [Mobility and Access Committee for Scotland \(MACS\) | Transport Scotland](#).

Yours sincerely

A handwritten signature in black ink, reading 'A Kettles' in a cursive style.

Anya Kettles

Convener

Mobility and Access Committee for Scotland

Information about the Member roles

Remuneration	<p>£178.92 per day to 31 March 2026. From 1 April 2026, the daily rate claimable will rise to £190.92 and from 1 April 2027 it will increase to £202.91.</p> <p>Reasonable expenses incurred will be reimbursed. The role is non-pensionable.</p>
Time commitment	Up to 18 days per year. There may be additional time for specific pieces of work.
Length of appointment term	<p>The appointments are for four years. Three appointments will start in February 2026 with two starting on 1 April 2026.</p>
Location of meetings	<p>Meetings of the main Committee and workstreams are held in online via Microsoft Teams. Sometimes members will be asked to go to meetings elsewhere in Scotland.</p> <p>The statutory Committee meeting dates for 2026 are still to be agreed. Typically this will include three Board meetings, three workstream meetings, two Development days, and a Scoping day. The dates of the meetings in 2026 will be agreed shortly. The Secretariat team will confirm dates and times following appointment.</p>

Disqualifications	<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> <p>Crown servants below director-general level are also eligible to apply.</p> <p>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.</p>
--------------------------	--

Mobility and Access Committee for Scotland

The Mobility and Access Committee for Scotland (MACS) was established in 2002 and is an advisory non-departmental public body [The Mobility and Access Committee for Scotland Regulations 2002](#).

This founding legislation requires the convener of the committee and at least 50% of members be disabled persons.

The Convener and Members are appointed by the Cabinet Secretary for Transport. MACS was formally constituted under [Section 72 of the Transport \(Scotland\) Act 2001](#).

The Committee has two statutory functions:

- to consider such matters relating to the needs of disabled people in connection with transport as the Committee think appropriate; and
- to give advice to the Scottish Ministers in relation to such matters as the Committee think appropriate.

MACS overarching strategic remits are to:

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

The Committee may do the following things, as it considers appropriate for the performance of its functions, including in particular:

- engaging with stakeholders through varying methods;
- gathering evidence;
- carrying out research;
- preparing and publishing reports.

These activities, to deliver on the Committee's strategic function and remits, are detailed within MACS Strategic Plan and annual work plans.

The statutory duties above provide a Framework for the Committee's function; however, the Committee itself has freedom to choose areas of focus within the scope of this broader remit.

The Committee will consider whether their work plan can accommodate ad-hoc requests made by the Scottish Government, Scottish Ministers, and stakeholders.

Further information about the work of MACS, current members biographies, and links to key documents including the Strategic Plan, 2025/26 Work Plan and Annual Reports can be found on Transport Scotland's website. [Mobility and Access Committee for Scotland \(MACS\) | Transport Scotland](#).

The Member role

As a Member of MACS, you will be expected to represent the views and experiences of disabled people in Scotland, with regard to travel and transport, to the Scottish Government, Transport Scotland and other bodies and stakeholders. Therefore, appointees must demonstrate knowledge and understanding of travel and transport issues of disabled people.

You will also be expected to work with other members including as part of a workstream team. Members work across all of travel and transport modes under different workstream themes.

Further Information

For further information about the work of the Committee, and the role of a MACS Member, please contact the MACS Secretariat at MACS@gov.scot.

You can find out more about MACS [here](#)

The conduct expected of MACS Members is set out in the [MACS Code of Conduct](#).

The Selection Panel

Chair	Joanne Parker, Head of Stakeholder Engagement and MACS Sponsor, Transport Scotland.
Panel member	Anya Kettles, MACS Convener.
Panel member	David Keltie-Armstrong, Head of the MACS Secretariat, Transport Scotland.
Panel member (initial application sift only)	Anne Martin, Head of Transport Strategy and Coordination, Transport Scotland.

Please note that applicants will be asked to declare if they know any members of the selection panel or others conducting any part of the assessment as detailed above. 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

The Cabinet Secretary is looking for Members who can put their skills, knowledge, understanding and experience to good use on MACS.

The person specification sets out what we are seeking for the roles we are looking to fill. It indicates how and at which stage in the process each of the criteria will be tested. None of the skills, knowledge, understanding and experience 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 lived experience.

The candidates recommended to the Cabinet Secretary for appointment will be the combination of candidates who together most closely meet the essential criteria overall, and are, therefore, most suitable to meet the needs of MACS as a whole.

Essential Criteria	Example indicators	How this will be assessed
1. Understanding and awareness of the challenges that disabled people face while travelling (by public transport, active travel, shared/ community transport or taxi, or by private car).	<ul style="list-style-type: none">• knowledge and awareness of the challenges facing disabled people when travelling;• the ability to use lived experience of travel and transport challenges facing disabled people;• knowledge and understanding of the challenges facing disabled people when using public transport, including walking and wheeling to bus stops, rail and bus stations.	<p>This will be assessed at the application stage and at the interview stage.</p> <p>In your online application: Please demonstrate how you meet this criterion. Your response should be no more than 500 words.</p>
2. Seeing the bigger picture.	<ul style="list-style-type: none">• the ability to see beyond personal experience and can consider other information and views;	<p>This will be assessed at the interview stage.</p>

	<ul style="list-style-type: none"> • the ability to see the 'bigger picture' when considering issues and topics, although may not have had any direct experience of developing strategy; • understanding of the importance of having a plan/strategy and what it might include/involve; • the ability to look ahead and consider issues/topics within different timeframes. 	
3. Constructive and supportive when communicating with others.	<ul style="list-style-type: none"> • asking questions to explore issues; • challenging and putting forward views in a constructive way; • influencing others' views; • the ability to represent the disabled community. 	This will be assessed at the interview stage.
4. Working co-operatively and collaboratively.	<ul style="list-style-type: none"> • the ability to appreciate and share knowledge and skills with colleagues; • be open to the views of others; • listen to others and consider their views; • the ability to receive feedback and adapt and improve; • the ability to engage with partners and stakeholders towards shared goals. 	<p>This will be assessed at the application stage and at the interview stage.</p> <p>In your online application: Please demonstrate how you meet this criterion. Your response should be no more than 500 words.</p>

Desirable Criteria

In addition to demonstrating skills, knowledge, understanding and experience that meet the essential criteria, candidates will be asked to demonstrate evidence of two desirable criterion. It is not essential to demonstrate evidence of them but in the event that candidates provide evidence of equal merit against the essential criteria, the selection panel will then consider the strength of the evidence presented against the desirable criteria in determining the candidate or candidates most able to fulfil the roles.

Desirable Criteria	Example indicators	How this will be assessed
5. Understanding and awareness of the challenges that disabled people face in remote, rural and island areas.	<ul style="list-style-type: none">• knowledge and awareness of transport in rural and island communities;• the ability to use lived experience of the transport challenges faced by disabled people living in rural or island communities.	This will be assessed at the interview stage.
6. Leadership.	<ul style="list-style-type: none">• the ability to encourage others to work together as a team to reach outcomes;• the ability to enable everyone to make an effective contribution;• the ability to make and communicate decisions to enable progress.	This will be assessed at the interview stage.

The Application Process

How to apply

For the online application, please provide evidence of the two essential criterion listed below:

1. Understanding and awareness of the challenges that disabled people face while travelling (by public transport, active travel, shared/ community transport or taxi, or by private car).
4. Working co-operatively and collaboratively.

Your response should be no more than 500 words for each criterion.

The remaining essential criterion, and the desirable criteria, will be tested at interview.

We strongly recommend that you draft your answers in a word document and check that you are happy with them before copying and pasting your answers in the relevant sections of the online application. When completing the online application, you will need to enter information in all the boxes before proceeding, therefore you will need to enter 'N/A' in optional boxes that you are not providing evidence for.

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

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

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 Assessment Process

The assessment process will happen as follows:

1. An initial sift of applications will be conducted in advance of applications being passed to the selection panel. This will be conducted by Anne Martin, Head of Transport Strategy and Coordination, Transport Scotland.
2. The selection panel will assess all application forms against the criteria for appointment (see the person specification). Those who demonstrate evidence that most closely meets the criteria tested at this stage will be shortlisted for interview.
3. The selection panel will interview candidates. The questions they ask will relate directly to the criteria for appointment. There will also be a further exercise where candidates will be asked to prepare a short response on an issue relevant to MACS Members. Those invited to interview will be provided with full details in advance of their interview.
4. 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 in Scotland](#).
5. The selection panel will review the evidence provided and agree on which candidate or candidates have most closely met the criteria for selection and should be recommended to the Cabinet Secretary.
6. The Cabinet Secretary will make a decision about whom to appoint based on evidence from the selection panel.
7. The Cabinet Secretary may request to meet with the candidate or candidates before making a final decision.
8. 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.

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. Please see the link [above](#);
- There is confirmation that the time commitment required for the role can be met.

Media/Social media checks for candidates invited to interview

The selection panel may consider publicly available information posted by candidates on social media or information that is reported in the 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: [Privacy notice - Public appointments: guide - gov.scot \(www.gov.scot\)](https://www.gov.scot/publications/privacy-notice-public-appointments/pages/1-1-introduction.aspx).

Gender Representation on Public Boards (Scotland) Act 2018

Revised statutory guidance on the Gender Representation on Public Boards (Scotland) Act 2018 (“2018 Act”) was published on 26 June 2025 following the Supreme Court Judgment dated 16 April 2025 on the definition of “Man”, “Woman” and “Sex” in the Equality Act 2010, and consequently in the 2018 Act.

In order to comply with the 2018 Act, Scottish Government must now request data on biological sex as registered at birth from all applicants for Public Appointments on Boards which are captured by the 2018 Act. Following your application you will receive a request from the Public Appointments Team to request this data from you.

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?	For further information please contact the MACS Secretariat at MACS@gov.scot . You can find out more about MACS here
Who can I speak to about a disability related reasonable adjustment?	Please contact the Public Appointments Team by email at public.appointments@gov.scot or by telephone on 0300 244 1898. 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 (see contact details above).
Do you have any advice about how to complete an application form?	Yes. More information is provided here: Introduction- Public appointments: guide - gov.scot (www.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.
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 at 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 following shortlisting. Sometimes information about a reasonable adjustment is 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 on the application system.
Can I get feedback on my application or interview?	Yes. You can request feedback.
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.

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 five 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). You will also wish to read the MACS Code of Conduct .
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. Details here Investigation process public appointments Ethical Standards Commissioner

For further information

Please contact the Public Appointments Team, Scottish Government

Email: public.appointments@gov.scot

Phone number: 0300 244 1898

Deaf, deafblind and BSL users can contact the team via [contactSCOTLAND-BSL](#)