

# Information pack for appointment as a Member of the Scottish Legal Aid Board



The Minister for Victims and Community Safety is seeking to appoint a legal member from the Faculty of Advocates, a legal member from the Law Society of Scotland, one member with court experience and two non-legal members to the Scottish Legal Aid Board. The Minister for Victims and Community Safety values highly the benefits of having different points of view on the board and welcomes applications from people from all walks of life.

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

## Key dates for this appointment round

<b>Closing date</b>	12 January 2026 at 1pm
<b>Sift of applications</b>	28 January 2026
<b>Date applicants will hear about the outcome of their application</b>	30 January 2026
<b>Interviews</b>	9, 10, 11, 12 and 13 February Interviews will be held in person at St. Andrew's House, Regent Road, Edinburgh. <b>It is unlikely that we will be able to offer alternative interview dates.</b>
<b>Ministerial decision</b>	6 March 2026
<b>Start date</b>	1 April 2026



# Welcome letter

Dear applicant

Thank you for your interest in applying to be a Member of the Scottish Legal Aid Board (SLAB).

Legal aid plays a vital role in Scottish society by supporting access to justice and helping people to enforce and protect their rights, defend themselves and manage their personal affairs and relationships. Our role is to fund, deliver and advise on the services that perform these vital functions.

Our Board is responsible for setting the organisation's strategic direction and its approach to managing the risks that it faces. It also provides important oversight of operational performance and finances.

This will be a challenging and rewarding time to join the Board. Our current focus is to support people access the legal support they need through:

- high quality administration of legal aid
- high quality delivery of direct legal services and targeted funding
- investing in its workforce in preparation for the future
- shaping the future of legal aid reform

We are currently developing a new Corporate Plan. However, we will continue to focus on further internal improvements in service delivery, and most significantly, supporting the Scottish Government's development of proposals for legal aid reform. You will have an opportunity to contribute to both.

There are challenges ahead, but our aim is to deliver a programme of work that improves capacity and capability for the future delivery of legal aid in Scotland and our role in any reformed system. As a board member you will have an important role in supporting the organisation to ensure that whilst taking forward this programme of work and in responding to the range of challenges it faces, it adheres to its values and embeds its principles in the way it works whilst maintaining high standards of governance.

Current board members find the work interesting and challenging and the role the organisation plays in the justice system and wider society makes involvement in its work worthwhile and rewarding.

Changing the Chemistry will be hosting an online event on 8 December at 18:00 where you can find out more about the member roles and SLAB from the Chief Executive, Colin Lancaster, and from me. There will also be a Q&A session where you can put your questions to us. You can register for this event free at Eventbrite.

You can also find short videos on SLAB's website where you can hear more from current members. These can be found here: [Join our Board: recruitment process underway for five Board Members - Scottish Legal Aid Board](#)

I do hope that you will submit an application.

More information on SLAB can be found at <http://www.slab.org.uk/>

However, if you would like to speak to someone at SLAB, contact me in the first instance on [MoyesWi@slab.org.uk](mailto:MoyesWi@slab.org.uk). A telephone call can be arranged if you wish. Discussions are confidential and separate to the appointment process.

Yours sincerely,

A handwritten signature in black ink that reads "William Moyes". The signature is written in a cursive style and is positioned above a horizontal line that extends across the width of the signature.

Dr William Moyes, Chair

# Information about the roles

<b>Remuneration</b>	<p>£249.00 per day. Reasonable expenses incurred will be reimbursed. The role is non-pensionable.</p>
<b>Time commitment</b>	<p>3.5 days per month (to a maximum of 42 days per year which includes reading time).</p>
<b>Length of appointment term</b>	<p>This appointment will be for a period between 3 and 5 years.</p>
<b>Location of meetings</b>	<p>Meetings generally take place on a Monday. There are around eight Board meetings a year, with a preference for in-person attendance.</p> <p>The majority of meetings will be held at SLAB, Thistle House. Board meetings are conducted in person, and all Board members are expected physically to attend these meetings. Governance committee meetings use a combination of virtual and in person formats. A physical presence is necessary to be able to carry out the full range of Board activities.</p> <p>The Scottish Legal Aid Board meets at Thistle House, 91 Haymarket Terrace, Edinburgh, EH12 5HD.</p>
<b>Disqualifications</b>	<p>There is no bar on non-British nationals applying for and being appointed to the board of Non-Departmental Public Bodies. However, you must be legally entitled to work in the UK.</p> <p>A member of the Scottish Parliament cannot also hold a public appointment for public bodies listed in the schedule of <a href="#">the Scottish Parliament (Disqualification) Order 2020</a>.</p>

	Former ministers and senior crown servants (director general level and above) should seek advice from the Advisory Committee on Business Appointments (ACOPA) before applying for this role.
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## Scottish Legal Aid Board

The Scottish Legal Aid Board (SLAB) was set up in 1987 to manage legal aid in Scotland and is a non-departmental public body responsible to the Scottish Government. Legal aid supports people who would otherwise not be able to afford it, to get help for their legal problems.

SLAB's work is overseen by board members, who are appointed by Scottish Ministers. The number of members can vary from 11 to 15. To give a balanced range of knowledge and experience, they include people with backgrounds in business, the advice sector and the wider community as well as solicitors and advocates and a person with knowledge of court procedure and practice.

Further information about the Board, its structure, mission, vision and corporate objectives can be viewed here: <https://www.slab.org.uk/corporate-information/what-we-do/>.

The corporate plan is located here

<https://www.slab.org.uk/app/uploads/2023/07/Corporate-Plan-2023-26.pdf>

The code of conduct can be found here

[https://www.slab.org.uk/app/uploads/2019/03/SLAB-Board\\_members-Code-Of-Conduct.pdf](https://www.slab.org.uk/app/uploads/2019/03/SLAB-Board_members-Code-Of-Conduct.pdf)

The role of the Board is to provide leadership, direction, support and guidance to ensure SLAB delivers and is committed to delivering its functions effectively, efficiently and in line with the general aims, policies and priorities of the Scottish Ministers. The Board is also expected to provide creative contribution and constructive challenge on all matters whether financial, risk or strategic in nature.

To ensure the Board has the benefit of appropriate specialist knowledge, professional perspectives and technical insights to contribute to its role of overseeing SLAB's performance and strategic development, the Legal Aid (Scotland) Act requires that membership includes:

- two members of the Faculty of Advocates,
- at least two members of the Law Society of Scotland
- at least one person having experience of the procedure and practice of the courts. This experience need not be current and can have been attained in a variety of ways such as a Sheriff, in-court adviser, a lay representative or someone who has worked or researched within a court setting.

In addition, we require two non-legal members from a range of communities with backgrounds in business, the third sector and public service to give the Board a wide and balanced variety of knowledge, skills and experience.

In this round we are looking for a legal member from the Faculty of Advocates, a legal member from the Law Society of Scotland, one member with court experience and two non-legal members.

## The selection panel

<b>Chair</b>	Denise Swanson, Deputy Director, Civil Law & Legal System, Scottish Government
<b>Panel member</b>	Dr William Moyes, Chair, Scottish Legal Aid Board
<b>Independent panel member</b>	Keith Connal, formerly Deputy Director, Natural Resources, Scottish Government

Please note that applicants will be asked to declare if they know any members of the selection panel. 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](#).

## Person specification

We are looking to appoint a legal member from the Faculty of Advocates, a legal Member from the Law Society of Scotland, one member with court experience and two non-legal members to the Scottish Legal Aid Board. The table below sets out the skills, knowledge,

experience and attributes that we are seeking for each role and explains how the criteria will be tested.

## Legal Member (Faculty of Advocates)

Essential Criteria	Example indicators	How this will be assessed
<p>Member of the Faculty of Advocates and current or recent (within the last 3 years) experience of practicing in criminal or civil law.</p>	<ul style="list-style-type: none"> <li>• Experience and understanding of Criminal or Civil Legal Aid practice within the Faculty.</li> </ul>	<p>You will be asked to evidence you are a member of the Faculty of Advocates on your <b>online application</b>.</p> <p>We will then assess this through your <b>expression of interest and a 1 page tailored CV</b>.</p> <p>We will have a discussion with you during the <b>interview</b>.</p> <p>The Dean of the Faculty of Advocates will be approached to confirm your eligibility</p>
<p>Ability to understand and analyse complex information and to make objective balanced judgements</p>	<ul style="list-style-type: none"> <li>• Fully understands the decision making process.</li> <li>• Comfortable in the analysis of highly complex information where critical/important decisions are being made.</li> <li>• Understands the wider strategic environment and take account of this when making decisions.</li> <li>• Able to interrogate information and recognise the impact/implications of different elements, taking account of this in</li> </ul>	<p>We will assess this through your <b>verbal response</b> to a <b>practical exercise</b> and our <b>discussion</b> at the <b>interview</b>.</p>

	the decisions which are made.	
Ability to contribute to the strategic development of the organisation	<ul style="list-style-type: none"> <li>• Able to stand back, set aside personal views and listen objectively to others.</li> <li>• Develop effective relationships with Board Members, with the Chief Executive and the Executive Team.</li> <li>• Appreciate the need to be challenged and to take account of alternative views and relevant context in the decisions being taken.</li> </ul>	At interview you will be asked to provide specific examples that demonstrate your skills and experience.
Ability to challenge constructively	<ul style="list-style-type: none"> <li>• Being confident in questioning proposals and debating issues</li> <li>• Helping others to consider different approaches in a non-confrontational way.</li> </ul>	At interview you will be asked to provide specific examples that demonstrate your skills and experience.
Ability to communicate effectively work collaboratively as part of a team	<ul style="list-style-type: none"> <li>• Strive to achieve consensus.</li> <li>• Able to accept a consensus decision even if it goes against a personal view.</li> </ul>	At interview you will be asked to provide specific examples that demonstrate your skills and experience.

# Legal Member (Law Society of Scotland)

Essential Criteria	Example indicators	How this will be assessed
<p>Member of the Law Society of Scotland and current or recent (within the last 3 years) experience of practising in criminal or civil law</p>	<ul style="list-style-type: none"> <li>• Experience of criminal or civil court processes and case procedure.</li> </ul>	<p>You will be asked to evidence you are a member of the Law Society of Scotland on your <b>online application</b>.</p> <p>We will then assess this through your <b>expression of interest and a 1 page tailored CV</b>.</p> <p>We will have a discussion with you during the <b>interview</b>.</p> <p>The President of the Law Society of Scotland will be approached to confirm your eligibility.</p>
<p>Ability to understand and analyse complex information and to make objective balanced judgements</p>	<ul style="list-style-type: none"> <li>• Fully understands the decision making process.</li> <li>• Comfortable in the analysis of highly complex information where critical/important decisions are being made.</li> <li>• Understand the wider strategic environment and take account of this when making decisions.</li> <li>• Interrogate the information and recognise the impact/implications of different elements, taking account of this in</li> </ul>	<p>We will assess this through your <b>verbal response</b> to a <b>practical exercise</b> and our <b>discussion</b> at the <b>interview</b>.</p>

	the decisions which are made.	
Ability to contribute to the strategic development of the organisation	<ul style="list-style-type: none"> <li>• Develop effective relationships with the Board Members, with the Chief Executive and the Executive Team.</li> <li>• Able to stand back, set aside personal views and listen objectively to others.</li> <li>• Appreciate the need to be challenged and to take account of alternative views and relevant context in the decisions being taken.</li> </ul>	At interview you will be asked to provide specific examples that demonstrate your skills and experience.
Ability to challenge Constructively	<ul style="list-style-type: none"> <li>• Being confident in questioning proposals and debating issues</li> <li>• Helping others to consider different approaches in a non-confrontational way.</li> </ul>	At interview you will be asked to provide specific examples that demonstrate your skills and experience.
Ability to communicate effectively work collaboratively as part of a team	<ul style="list-style-type: none"> <li>• Strive to achieve consensus.</li> <li>• Able to accept a consensus decision even if it goes against a personal view.</li> </ul>	At interview you will be asked to provide specific examples that demonstrate your skills and experience.

## Courts Experience Member

We have a vacancy for one person having experience of the procedure and practice of the courts. This experience need not be current and can have been attained in a variety of ways such as a Sheriff, in-court adviser, lay representative or someone who has worked or researched within a court setting.

In your online application you will be invited to provide a tailored career/life history. This should include information from your professional, personal and voluntary experience relevant to the role. You may wish to include dates, brief information about the organisation, information about your role and experience.

Please note we are not looking for a full CV but a tailored career/life history that is relevant to the role. **Your response should be no longer than 1 page.**

Essential Criteria	Example indicators	How this will be assessed
<p>Recent experience of the Scottish courts system (within the last 3 years).</p>	<ul style="list-style-type: none"> <li>• Experience of court processes, case procedure and practices of the court</li> </ul>	<p>You will be asked to provide evidence of how you meet this criterion at application stage.</p> <p><b>In your online application:</b></p> <p>Please demonstrate how you meet this criterion. Your response should be no more than 500 words</p> <p>At interview you will be asked to provide specific examples that demonstrate your skills and experience.</p>
<p>Ability to understand and analyse complex information and to make objective balanced judgements</p>	<ul style="list-style-type: none"> <li>• Comfortable in the analysis of highly complex information where critical/important decisions are being made.</li> <li>• Understand the wider strategic and professional environment and take account of this when making decisions.</li> <li>• Interrogate the information and recognise the impact/implications of different elements, taking account of this in the decisions which are made.</li> <li>• Display accuracy and sound judgement in the</li> </ul>	<p>We will assess this through your <b>written application, verbal response</b> to a <b>practical exercise</b> and our <b>discussion</b> at the <b>interview</b>.</p> <p><b>In your online application:</b></p> <p>Please demonstrate how you meet this criterion. Your response should be no more than 500 words</p>

	<p>decisions which are made.</p> <ul style="list-style-type: none"> <li>Analyse complex policy guidance and practice notes.</li> </ul>	
<p>Ability to challenge Constructively</p>	<ul style="list-style-type: none"> <li>Being confident in questioning proposals and debating issues</li> <li>Helping others to consider different approaches in a non-confrontational way</li> </ul>	<p>You will be asked to provide evidence of how you meet this criterion at application stage.</p> <p><b>In your online application:</b></p> <p>Please demonstrate how you meet this criterion. Your response should be no more than 500 words</p> <p>At interview you will be asked to provide specific examples that demonstrate your skills and experience.</p>
<p>Ability to communicate effectively work collaboratively as part of a team</p>	<ul style="list-style-type: none"> <li>Develop effective relationships with Board Members, with the Chief Executive and the Executive Team.</li> <li>Able to stand back, set aside personal views, listen objectively to others and support colleagues whenever possible.</li> <li>Appreciate the need to be challenged and to take account of alternative views and relevant context in the decisions being taken.</li> <li>Strive to achieve consensus and demonstrate the ability to accept a consensus</li> </ul>	<p>You will be asked to provide evidence of how you meet this criterion at application stage.</p> <p><b>In your online application:</b></p> <p>Please demonstrate how you meet this criterion. Your response should be no more than 500 words</p> <p>At interview you will be asked to provide specific examples that demonstrate your skills and experience.</p>

	decision even if it goes against a personal view.	
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# Non-Legal Members

There are two positions available, and we invite applications from those who can demonstrate skills and experience in change management or communications and media strategy. Candidates will also need to provide evidence against the other essential criteria. Candidates may apply for both roles by providing evidence for both the change management criterion and the communications and media strategy criterion. Legally qualified candidates can also apply for a non-legal member role if they meet the criteria for either or both of these roles.

In your online application you will be invited to provide a tailored career/life history. This should include information from your professional, personal and voluntary experience relevant to the role. You may wish to include dates, brief information about the organisation, information about your role and experience.

Please note we are not looking for a full CV but a tailored career/life history that is relevant to the role. **Your response should be no longer than 1 page.**

Essential Criteria	Example indicators	How this will be assessed
Change management	<ul style="list-style-type: none"> <li>• Direct experience of successfully managing change.</li> <li>• An understanding of what is required to support change.</li> <li>• An understanding of why change might not work and be able to put forward ideas on how proposals could be revised to be successful.</li> </ul>	<p>You will be asked to provide evidence of how you meet this criterion at application stage.</p> <p><b>In your online application:</b></p> <p>Please demonstrate how you meet this criterion. Your response should be no more than 500 words</p> <p>At interview you will be asked to provide specific examples that demonstrate your skills and experience.</p>
Communications and Media Strategy	<ul style="list-style-type: none"> <li>• Experience of developing and delivering communications and media messaging</li> </ul>	<p>You will be asked to provide evidence of how you meet this criterion at application stage.</p>

	<ul style="list-style-type: none"> <li>• Experience of adapting communication to address different audiences and media channels.</li> </ul>	<p><b>In your online application:</b></p> <p>Please demonstrate how you meet this criterion. Your response should be no more than 500 words</p> <p>At interview you will be asked to provide specific examples that demonstrate your skills and experience.</p>
<p>Ability to understand and analyse complex information and to make objective balanced judgements</p>	<ul style="list-style-type: none"> <li>• Using information which is available to reach conclusions.</li> <li>• Able to explain how conclusions have been reached.</li> <li>• Identifying some of the implications associated with what they are considering - priorities, risks, opportunities etc.</li> <li>• Recognising when information is limited and where more information might be needed.</li> <li>• Being able to balance a number of different considerations.</li> </ul>	<p>You will be asked to provide evidence of how you meet this criterion at application stage.</p> <p><b>In your online application:</b></p> <p>Please demonstrate how you meet this criterion. Your response should be no more than 500 words</p> <p>We will assess this through your <b>verbal response</b> to a <b>practical exercise</b> and our <b>discussion</b> at the <b>interview</b>.</p>
<p>Ability to challenge Constructively</p>	<ul style="list-style-type: none"> <li>• Being confident in questioning proposals and debating issues</li> <li>• Helping others to consider different approaches in a non-confrontational way.</li> </ul>	<p>You will be asked to provide evidence of how you meet this criterion at application stage.</p> <p><b>In your online application:</b></p> <p>Please demonstrate how you meet this criterion. Your response should be no more than 500 words</p>

		At interview you will be asked to provide specific examples that demonstrate your skills and experience.
Ability to communicate effectively work collaboratively as part of a team	<ul style="list-style-type: none"> <li>• Being focused and succinct in their communication.</li> <li>• Active listening – showing people that they are taking account of what is being said.</li> <li>• Confident in expressing views and opinions in a group setting.</li> <li>• Satisfactory written skills, appropriate to the requirements of the role.</li> </ul>	<p>You will be asked to provide evidence of how you meet this criterion at application stage.</p> <p><b>In your online application:</b></p> <p>Please demonstrate how you meet this criterion. Your response should be no more than 500 words</p> <p>At interview you will be asked to provide specific examples that demonstrate your skills and experience.</p>

## How to apply online

Start the application process by clicking this link: [Public appointments - Scottish Government Jobs](#)

Find the advert and follow the instructions, referring to the person specification(s) above. We strongly recommend you draft your answers in a word document and check you are happy with them before copying and pasting your answers in the relevant sections of the online application form.

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.

If you experience any difficulties, please contact the Public Appointments Team by emailing [Public.appointments@gov.scot](mailto:Public.appointments@gov.scot).

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)

**Please note that late applications will not be considered by the selection panel.**

## The assessment process

The assessment process will happen as follows:

1. The selection panel will assess all application forms 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 and the questions they ask will relate directly to the criteria for appointment. You will be asked to undertake a brief **prepared oral response** to a **practical exercise** as part of your **interview**. That exercise will be provided on arrival, and you will be given 30 minutes to prepare your response ahead of your 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 are most meritorious and best meet the needs of the Board. The most meritorious candidates will be recommended to the appointing Minister.
5. Legal Member - The appointing Minister will make a decision about whom to appoint based on evidence from the selection panel in consultation with the Dean of the Faculty of Advocates for the Legal Member (Faculty of Advocates) and the President of the Law Society of Scotland for the Legal Member (Law Society of Scotland). The appointing Minister may request to meet with candidates before making a final decision.
6. Court experience and Non-Legal Member - 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.
7. 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

Disabled applicants may opt to be considered for a guaranteed interview; this means that where the applicant meets the criteria (scores 3 out of 5) they will be invited to interview. To be eligible for a guaranteed interview you must have a physical or mental impairment or

a health condition which has a substantial and long-term effect on your ability to carry out normal day to day activities. The selection panel will not know if an applicant has requested a guaranteed interview until the panel has completed the shortlist.

## 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 read the principles here: [Code of Practice | Ethical Standards Commissioner](#)
- 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 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 \(www.gov.scot\)](#)

## 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.

The Gender Representation on Boards (Scotland) Act 2018 sets a ‘gender representation objective’ that a board should have 50% of non-executive members who are women. In circumstances where there are two or more equally qualified candidates (a tie break), at least one of whom is a woman and one who isn’t, then section 4(3) of the 2018 Act requires the appointing Minister to appoint a woman if doing so will result in the board achieving (or making progress towards achieving) the gender representation objective.

In a tie break the appointing Minister can choose to appoint a candidate, who is not a woman, on the basis of another characteristic or situation and can give preference to that candidate (section 4 (4) of the 2018 Act). In this case, the appointing Minister will ask the Ethical Standards Commissioner to make an exception to the Public Appointments Code of Practice.

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

<b>Who can I contact to speak about this role?</b>	Scottish Legal Aid Board – Dr William Moyes, Board Chair at <a href="mailto:MoyesWi@slab.org.uk">MoyesWi@slab.org.uk</a> or Colin Lancaster, Chief Executive at <a href="mailto:CEO@slab.org.uk">CEO@slab.org.uk</a>
<b>Who can I speak to about a disability related reasonable adjustment?</b>	Please contact the Public Appointments Team Email: <a href="mailto:public.appointments@gov.scot">public.appointments@gov.scot</a> Telephone: 0300 244 1898 Deaf, deafblind and BSL users can contact the team via <a href="#">contactSCOTLAND-BSL</a>
<b>I am having a problem with the application process who can I speak with?</b>	Please contact the Public Appointments Team (see contact details above).
<b>Do you have any advice about how to complete an application form?</b>	Yes. More information is provided here: <a href="https://www.gov.scot/public-appointments-guide">Introduction- Public appointments: guide - gov.scot (www.gov.scot)</a>
<b>Do you have any advice for candidates attending interviews?</b>	Yes. More information is provided here: <a href="https://www.gov.scot/public-appointments-guide">Introduction - Public appointments: guide - gov.scot (www.gov.scot)</a>
<b>I can't attend the interview in person, can I attend remotely?</b>	Yes. You can request to attend the interview using MS teams. Please contact the Public Appointments Team (see contact details above).
<b>Will you reimburse expenses for attending an interview?</b>	Yes. You can claim reasonable expenses, further information will be provided with the invitation to interview.
<b>What does 'appointed on merit' mean?</b>	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.
<b>What role does the Ethical Standards Commissioner (ESC) have in the appointments process?</b>	The ESC <a href="#">regulate and monitor the public appointments process</a> . 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: <a href="#">Public appointments Information leaflet   Ethical Standards Commissioner</a>
<b>Can I apply if I am not a British citizen?</b>	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.

<b>Would remuneration for a public appointment impact on my benefits?</b>	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: <a href="http://www.gov.scot/public-appointments-and-welfare-benefits-information">Public appointments and welfare benefits: information - gov.scot (www.gov.scot)</a>
<b>Do the selection panel see information from the diversity monitoring form?</b>	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).
<b>How will my personal information be handled?</b>	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 here: <a href="http://www.gov.scot/privacy-notice-public-appointments-guide">Privacy notice - Public appointments: guide - gov.scot (www.gov.scot)</a>
<b>Can I get feedback on my application or interview?</b>	Yes. You can request feedback.
<b>Is any training provided if I am offered and take up an appointment?</b>	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.
<b>Is it possible to hold more than one public appointment?</b>	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.
<b>Are public appointments announced?</b>	Yes. Every appointment is announced here: <a href="http://www.gov.scot/public-appointments-news-releases">Public appointments: news releases - gov.scot (www.gov.scot)</a> 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.
<b>What standards are expected of board members?</b>	The conduct expected of board members of Scottish public boards is set out here: <a href="http://www.gov.scot/members-devolved-public-bodies-model-code-conduct">Members of devolved public bodies: model code of conduct - December 2021 - gov.scot (www.gov.scot)</a> (this includes the <a href="#">Principles of Public Life</a> )

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

**Phone number:** 0300 244 1898

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



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