

# Information pack for appointment to the Board of the Scottish Children's Reporter Administration



SCOTTISH  
CHILDREN'S REPORTER  
ADMINISTRATION

The Minister for Children, Young People and The Promise is seeking to appoint two new members to the board of The Scottish Children's Reporter Administration (SCRA). The Minister values highly the benefits of having different points of view on the board and welcomes applications from people from all walks of life. We particularly encourage applications from ethnic minority communities, men and people under 50, as well as those with different socio-economic backgrounds and those with lived experience of the Children's Hearings system.

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

## Key dates for this appointment round

<b>Drop-in Session</b>	6.00 pm on Tuesday, 14 July 2026.
<b>Closing date for applications</b>	5.00 pm on Tuesday, 21 July 2026.
<b>Sift of applications</b>	Tuesday, 28 July 2026.
<b>Date applicants will hear about whether they will be invited for interview</b>	by Friday, 31 July 2026.
<b>Young People's Panel</b>	Monday, 6 and Tuesday, 7 August 2026 at SCRA's Glasgow offices, 10 Bell Street, Glasgow G1 1LG.
<b>Interviews</b>	Tuesday, 11 and Thursday, 13 August 2026, (in person) at SCRA's Glasgow offices, 10 Bell Street, Glasgow G1 1LG.

	<b>It is unlikely that we will be able to offer an alternative interview date.</b>
<b>Ministerial decision</b>	By Friday, 28 August 2026.
<b>Start date</b>	1 October 2026

# Letter from the Chair

29 June 2026

Dear applicant,



I am delighted that you are interested in joining our Board and look forward to receiving your application.

The Scottish Children's Reporter Administration (SCRA) as a public body operates within a wider care system. It acts as a referral gateway for individuals and agencies who have a concern about a child or young person's wellbeing and where compulsory state intervention may be required. SCRA's main responsibilities include facilitating the work of Children's Reporters; deploying and managing staff to support that work; and providing suitable accommodation for children's hearings.

As a board, we work as a team and I am looking for new board members who are collaborative, who can support and challenge the senior management team and each other as we steer SCRA through a period of reform and redesign in response to significant changes in legislation. These new board member positions will be challenging roles working in a complex landscape where children and young people tell us that they expect change and improvement to be delivered.

This is a great opportunity to help shape the vision for the future of the children's hearings system, while delivering ministers' priorities for the system as it is now, and in the coming years.

SCRA is seeking to further broaden the diversity of its board, as it values highly the benefits that diverse perspectives and experience bring. We strongly encourage people from a wide range of backgrounds and under-reflected groups to apply, including from different socio-economic backgrounds.

I would encourage you to make an application and look forward to working with the successful candidates to ensure SCRA continues to provide strong support to Scotland's children and young people.

For more information, we would encourage you to attend an online drop-in session being held at **6.00 pm on Tuesday, 14 July 2026** where we will be discussing the roles and appointment process. Those interested in attending should contact [Pamela.Armstrong@scra.gov.uk](mailto:Pamela.Armstrong@scra.gov.uk) at SCRA for further details and a link to the event.

Please also feel free to contact me at [Cathie.Cowan@scra.gov.uk](mailto:Cathie.Cowan@scra.gov.uk).

**Cathie Cowan**

**Chair of the board of the Scottish Children's Reporter Administration**

# Information about the roles

<p><b>Remuneration</b></p>	<p><b>£220.99 per day, non-pensionable</b>, plus reasonable travel and subsistence expenses incurred as a result of carrying out the duties of the appointment.</p>
<p><b>Time commitment</b></p>	<p>Members are expected to work <b>1.5 days per month in the role</b>. Given the nature of the role, the time commitment will vary from week to week or month to month. It involves a mix of activities, including preparing for and attending board and committee meetings and undertaking other duties e.g. engaging with stakeholders and occasionally attending events.</p>
<p><b>Length of appointment term</b></p>	<p><b>Four years</b>, with the possibility of reappointment subject to evidence of effective performance and having regard to the skills, knowledge, understanding and experience required by the board at the time. Any appointments and subsequent reappointments will not extend beyond a maximum of eight years.</p>
<p><b>Location of meetings</b></p>	<p>Board meetings are usually held in-person in <b>Ochil House in Stirling</b>, alongside other SCRA buildings, but may also be held online.</p>
<p><b>Disqualifications</b></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> <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>

Applicants will also be ineligible to apply for this appointment if they have already served a total of eight years as a member of the SCRA board.

Whilst we encourage applications from people with experience working in the children's hearing system, it would not be possible to continue in or take-up any of the following roles whilst serving as a SCRA Board Member:

- Children's panel member in Scotland;
- A member of staff or volunteer for SCRA;
- A member of staff or volunteer from CHS.

A person is disqualified from appointment, and from holding office as a member, if the person is or becomes:

- (a) a member of the House of Commons,
- (b) a member of the Scottish Parliament, or
- (c) a member of the European Parliament.

Further information on disqualifications can be found [here](#). Please ensure you read this before applying.

# The Scottish Children's Reporter

## Administration (SCRA)

[The Scottish Children's Reporter Administration \(SCRA\)](#) – operating since April 1996 - is a national body focused on children and young people whose wellbeing requires a level of compulsory intervention.

SCRA is a key part of Scotland's unique Children's Hearings System which provides legal measures of care and protection to children and young people who are at significant risk of harm or who may pose a risk to themselves or others. It acts as a referral gateway for individuals and agencies who have a concern about a child or young person's wellbeing and where compulsory intervention may be required. Our focus is on meeting the needs of the individuals involved, respecting and upholding their rights, and helping to build stronger families and safer communities.

Children and young people's experiences guide us – we aim to listen and learn from them and be approachable and open. These are the fundamentals upon which our [Rights, Inclusion and Corporate Parenting Strategy](#) is built. We share responsibility with other agencies for how the children's hearings system performs and actively work with these partners in support of better outcomes for children and young people.

We employ staff called Children's Reporters who are a key part of the system. Children and young people are referred to the Reporter from a number of sources, including police, social work, education and health. They are referred because some aspect of their life is giving cause for concern. The Reporter investigates each referral and determines whether compulsory measures of intervention are required. If so, a children's hearing will be held.

SCRA is also responsible for the centres where hearings are held and works hard to ensure they are accessible and welcoming.

# The Board of the SCRA

The SCRA board has corporate responsibility for: setting strategic direction, holding the senior management to account for ongoing continuous improvement, managing risk, engaging with partners and influencing organisational culture by ensuring that SCRA upholds the [vision and mission](#) of the organisation, whilst promoting the efficient and effective use of staff and other resources in line with the principles of best value. Board members' responsibilities include:

- Understanding SCRA's role within the children's hearings system and wider public services;
- Strategic oversight of SCRA's contribution to hearing system re-design and implementation of identified transformational changes;
- Overseeing the preparation and approval of annual corporate, financial and operational plans to deliver the objectives and outcomes set out in SCRA's framework documents;
- Agreeing challenging targets for the organisation and monitoring its performance;
- Supporting the Principal Reporter and senior team to deliver the organisation's objectives;
- Ensuring that SCRA is following best practice in its governance functions;
- Acting as an ambassador for SCRA to build positive relationships with partners to achieve better outcomes for children, young people and their families;
- Working productively with key partners (these include Children's Hearings Scotland, local authorities, Convention of Scottish Local Authorities, Social Work Scotland);
- Following the [Board Members' Code of Conduct](#) at all times, particularly when performing the functions of the board and on any of its committees, sub-committees and groups;
- Attending board meetings on a regular basis and being well prepared by reading relevant papers in advance and, if necessary, seeking further information to ensure understanding;
- Upholding the principles of public life as set out by the Ethical Standards Commissioner at all times.

## Further Information

Anyone seeking further information can contact Cathie Cowan, Chair of the SCRA, at [Cathie.Cowan@scra.gov.uk](mailto:Cathie.Cowan@scra.gov.uk). Further information about SCRA can be found at [Welcome to SCRA | Scottish Children's Reporter Administration](#).

# The selection panel

<b>Chair</b>	Brian Taylor, Deputy Director, Children's Rights, Protection & Justice, Scottish Government
<b>Panel member</b>	Cathie Cowan, Chair, SCRA
<b>Independent panel member</b>	Vivien Thomson, Policy and Practice Consultant

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 for two new members who can put their experience to good use on the board. 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.

## Role 1

We are specifying particular expertise in digital transformation for this role only. If you wish to be considered for this role, you **must** provide evidence in your online application about how you meet the **priority criterion** noted below at Section A, as well as the essential criteria at Section B.

The priority criterion for Role 1 is weighted over the essential criteria, and the candidate who provides the strongest evidence against the priority criterion will be considered most able to fulfil this 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 this role.

If you apply for Role 1, **you will also automatically be considered for Role 2**. If you are invited for interview, you will be informed for which role(s) you have been shortlisted. If you are applying for Role 1 but **do not wish to be considered for Role 2**, please indicate this in your application.

## Role 2

The second role does **not** require specialist expertise. If you wish to be considered for this role, you should **only submit evidence against the essential criteria noted at Section B**.

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

Criterion	Example Indicators	How will this be assessed
<b>Section A - Priority</b>		
<b>Digital transformation</b>	<ul style="list-style-type: none"> <li>• Evidence of contributing at board or senior leadership level to the oversight or governance of digital or technology-enabled transformation programmes;</li> <li>• Experience of overseeing or shaping effective data governance arrangements, including data quality, ethical use of data, information assurance, and compliance;</li> <li>• Understanding of using digital tools, platforms and processes and user-centred design in improvement of services.</li> </ul>	<p>You will be asked in the application to provide evidence of how you meet this criterion, <b>in no more than 300 words</b>.</p> <p>You will be provided with a <b>prepared exercise</b> for consideration ahead of your interview, which will test this criterion.</p> <p>The interview panel will ask <b>questions</b> at interview to assess your evidence.</p>
Criterion	Example Indicators	How will this be assessed
<b>Section B - Essential</b>		
<b>Ability to demonstrate and promote SCRA's core values</b>	<ul style="list-style-type: none"> <li>• Understanding of the public care system and evidenced commitment that children and young people should be listened to, protected and supported to have a positive future where they are safe, valued and respected;</li> <li>• Experience of demonstrating the attributes that SCRA seeks to promote, which are: being supportive, child-centred, respectful and accountable;</li> <li>• Evidence of your commitment to treating all people with dignity, fairness and equity.</li> </ul>	<p>You will be asked in the application to provide evidence of how you meet this criterion, <b>in no more than 300 words</b>.</p> <p>You will be interviewed by a young people's panel ahead of the interviews. The young people will provide feedback on this criterion which will be considered by the selection panel.</p> <p>The interview panel will ask <b>questions</b> at interview to assess your evidence.</p>
<b>Good governance and sound decision-making</b>	<ul style="list-style-type: none"> <li>• Understands the principles of effective governance and has experience applying them;</li> </ul>	<p>You will be asked in the application to provide evidence of how you meet</p>

	<ul style="list-style-type: none"> <li>• Demonstrates an effective understanding of risk and assurance principles to inform decision making;</li> <li>• Ability to apply good governance principles when holding the senior management team to account for continuous improvement.</li> </ul>	<p>this criterion, <b>in no more than 300 words.</b></p> <p>The interview panel will ask <b>questions</b> at interview to assess your evidence.</p>
<b>Strategic leadership</b>	<ul style="list-style-type: none"> <li>• A strategic thinker with the ability to see the “bigger picture” in ensuring effective delivery of outcomes through guidance, support and constructive challenge;</li> <li>• Good understanding of the complexities and challenges of organisational and system-wide change;</li> <li>• Evidence of promoting a culture of continuous improvement and reflective practice.</li> </ul>	<p>You will be asked in the application to provide evidence of how you meet this criterion, <b>in no more than 300 words.</b></p> <p>The interview panel will ask <b>questions</b> at interview to assess your evidence.</p>
<b>Communication and influencing</b>	<ul style="list-style-type: none"> <li>• Ability to communicate effectively and respectfully with a diverse range of people and in a variety of settings;</li> <li>• Ability to be focused and succinct in communication;</li> <li>• Ability to question perspectives of others including board members constructively;</li> <li>• Successfully challenges and influences senior-level colleagues and stakeholders.</li> </ul>	<p>Communication will be tested throughout the application and assessment process.</p> <p>You will be interviewed by a young people’s panel ahead of the interviews. The young people will provide feedback on this criterion which will be considered by the selection panel.</p> <p>The interview panel will ask <b>questions</b> at interview to assess your evidence.</p>

## **How to apply online**

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

### **1. Supporting statement**

You have 300 words in your supporting statement for each criterion being tested at application (see table above). You should clearly indicate throughout your statement which of the criteria you are evidencing.

### **2. Tailored career history**

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

**Please combine your supporting statement and career history into one PDF before uploading as an attachment to your application.**

**The closing date for applications is 5.00 pm on Tuesday, 21 July 2026.**

Please note that you do not have the option to edit your application once you click 'submit'; you must have all your information and attachments to hand before submitting your application. Late applications, and those without a supporting statement and career history, cannot be considered 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](mailto:public.appointments@gov.scot).

# The assessment process

The assessment process will happen as follows:

1. The selection panel will assess all statements 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. For those shortlisted, there will be an interview with a panel of young people involved in the children's hearings system. The questions they ask will relate directly to the criteria for appointment.
3. The selection panel will then interview candidates. Again, the questions they ask will relate directly to the criteria for appointment. There will also be a practical exercise for candidates applying for Role One to prepare in advance and complete in the 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](#).
5. The selection panel will review the evidence provided and agree on which candidates are most meritorious. The most meritorious candidates will be recommended to the appointing minister.
6. 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) and the joining of the Protection of Vulnerable Groups (PVG) scheme. 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.

### **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. 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 which applicants have requested a guaranteed interview until the shortlisting is complete.

### **Online checks for candidates invited to interview**

The selection panel may consider publicly available information about candidates which is online or 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: [Privacy notice - Public appointments: guide - gov.scot \(www.gov.scot\)](https://www.gov.scot/publications/privacy-notice-public-appointments/guide/pages/privacy-notice-public-appointments-guide.aspx).

### **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 (“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, **the 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.** The Scottish Government is committed to dignity, fairness and respect for all and actively invites applications from all.

# Common questions and answers

<p><b>Who can I contact to speak about this role?</b></p>	<p>Cathie Cowan, Chair of the SCRA, at <a href="mailto:Cathie.Cowan@scra.gov.uk">Cathie.Cowan@scra.gov.uk</a>. Those interested in the online drop-in session being held at <b>6.00 pm on Tuesday, 14 July 2026</b> should contact <a href="mailto:Pamela.Armstrong@scra.gov.uk">Pamela.Armstrong@scra.gov.uk</a> at SCRA for further details and a link to the event.</p>
<p><b>Who can I speak to about a disability related reasonable adjustment?</b></p>	<p>Please contact the Public Appointments Teams Email: <a href="mailto:public.appointments@gov.scot">public.appointments@gov.scot</a> Deaf, deafblind and BSL users can contact the team via <a href="mailto:contactSCOTLAND-BSL">contactSCOTLAND-BSL</a>.</p>
<p><b>I am having a problem with the application process who can I speak with?</b></p>	<p>Please contact the Public Appointments Team (see contact details above).</p>
<p><b>Do you have any advice about how to complete an application form?</b></p>	<p>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>.</p>
<p><b>Do you have any advice for candidates attending interviews?</b></p>	<p>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>.</p>
<p><b>I can't attend the interview in person, can I attend remotely?</b></p>	<p>Yes. You can request to attend the interview using MS teams. Please contact the Public Appointments Team (see contact details above).</p>
<p><b>Will you reimburse expenses for attending an interview?</b></p>	<p>Yes. You can claim reasonable expenses, further information will be provided with the invitation to interview.</p>
<p><b>What does 'appointed on merit' mean?</b></p>	<p>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.</p>
<p><b>What role does the Ethical Standards Commissioner (ESC) have in the appointments process?</b></p>	<p>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:</p>

	<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="#">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>Do I need to provide an email address and contact details at application stage?</b>	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.
<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="#">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. Candidates have <b>20 working days</b> from the date of notification of outcome of application to request feedback.

<p><b>Is any training provided if I am offered and take up an appointment?</b></p>	<p>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.</p>
<p><b>Can I apply for a Chair role on a board if I have already been a member of that board?</b></p>	<p>Yes. Board members can serve a maximum of 8 years on one board in one role. The board chair is considered a different role and so current and previous members can apply.</p>
<p><b>Is it possible to hold more than one public appointment?</b></p>	<p>Yes. It is possible to have more than one public appointment. You should check that you can meet the time commitment for an additional appointment and that there are no unmanageable conflicts of interest.</p>
<p><b>Are public appointments announced?</b></p>	<p>Yes. Every appointment is announced here: <a href="https://www.gov.scot/news/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 five years.</p>
<p><b>What standards are expected of board members?</b></p>	<p>The conduct expected of board members of Scottish public boards is set out here: <a href="https://www.gov.scot/news/members-of-devolved-public-bodies-model-code-of-conduct-december-2021">Members of devolved public bodies: model code of conduct - December 2021 - gov.scot (www.gov.scot)</a>(this includes the <a href="https://www.gov.scot/news/principles-of-public-life">Principles of Public Life</a>).</p>
<p><b>How can I complain about the public appointments process?</b></p>	<p>Further information about the complaints process for public appointments can be found here: <a href="https://www.gov.scot/news/how-to-apply-public-appointments-guide">How to apply - Public appointments: guide - gov.scot (www.gov.scot)</a> Anyone concerned about public appointments can raise a complaint and have it independently investigated by the Ethical Standards Commissioner. <a href="https://www.gov.scot/news/investigation-process-public-appointments-ethical-standards-commissioner">Investigation process public appointments   Ethical Standards Commissioner</a>.</p>

**For further information** - Please contact the Public Appointments Team, Scottish Government **Email:** [public.appointments@gov.scot](mailto:public.appointments@gov.scot). Deaf, deafblind and BSL users can contact the team via [contactSCOTLAND-BSL](https://www.gov.scot/contact-scotland-bsl)