

Information pack for appointment of members to the board of the Scottish Funding Council



The Minister for Innovation, Technology and Tertiary Education seeks to appoint five highly experienced and passionate leaders to the Board of the Scottish Funding Council. In doing so, the Minister recognises the wealth of expertise and knowledge across all communities and sectors and welcomes applications representing the diversity in Scotland.

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

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| Closing date | Monday 22 June 2026 at 12 noon |
| Shortlisting of applications | Wednesday 24 June 2026 |
| Date applicants will hear about the outcome of their application | Thursday 25 June 2026 |
| Interviews | Interviews will be conducted via MS Teams. Monday 6 July, Tuesday, 7 July, Wednesday, 8 July and Thursday 9 July. It is unlikely that we will be able to offer an alternative interview date. |
| Ministerial decision | Mid-September 2026 |
| Start date | 4 November 2026 |

Welcome letter

Dear Applicant,

Thank you for your interest in this exciting opportunity to become a member of the Board of the Scottish Funding Council (SFC). This information pack provides background information about SFC and the role of the Board.

SFC is uniquely positioned at the intersection of post-school or 'tertiary' education and Scotland's economic future. As the national public body responsible for funding and oversight of tertiary education, skills, research and innovation, SFC must ensure that colleges, universities, training and apprenticeship providers develop and deliver the learning infrastructure, skills base and research capability that enables our people, places and economy to thrive.

Scotland's education, research, innovation and skills sector drives our economy forward, supports public services, helps to nurture many people and develops various talents and abilities. Our post-school education and research system and its outcomes underpin every part of what makes Scotland a dynamic and successful nation, supporting over half a million learners every year across colleges, universities and work based learning. From access courses across 24 colleges to apprenticeships and doctoral programmes across 19 universities, this system is central to delivering economic transformation, improving lives and enhancing Scotland's global reach and impact.

At the heart of a successful nation is a lifelong education, research, innovation and skills system that fosters curiosity, nurtures talent and enables everyone to fulfil their potential. While Scotland already has one of the world's most respected systems, we know we must do more to widen access, improve outcomes for learners and employers, and maximise the impact of our research through system-wide reform.

SFC invests around £2bn a year in Scotland's colleges and universities and is Scotland's tertiary education and research authority, playing the key regulatory and funding role. It sustains Scotland's world leading system of tertiary education, research and innovation and plays a central role in supporting life-changing opportunities for students to flourish. Our post-school education and skills sector is a critical part of Scotland's national infrastructure and has a vital role to play in delivering our four priorities: eradicating child poverty;

boosting the economy; tackling climate change; and delivering high quality, efficient public services.

The SFC of the future will be a materially different organisation from the SFC of today and is embarking on one of the most significant transformation periods in its history. In March, the [Tertiary Education and Training \(Funding and Governance\) \(Scotland\) Act 2026](#) received Royal Assent. The Act enables the next stage of our multi-year transformation journey of Scotland's post-school education and skills sector. In April next year, responsibility for providing national training programmes, including apprenticeships, will move from Skills Development Scotland (SDS) to SFC. This will enable the next stage of reform and will substantially expand SFC's remit, responsibilities and reach.

These changes signal a shift in SFC's role from primarily a funding body to a more proactive organisation with a clear mandate to shape, drive and invest in Scotland's education, skills and research system to deliver a wellbeing economy. In parallel, SFC is recruiting a new Chief Executive and developing a new Strategic Plan, creating a unique opportunity to shape the organisation as it leads the development of a reformed post-school sector.

Serving on the SFC Board is both a challenging and rewarding experience, and the forthcoming period will be even more so as we develop a new SFC Strategic Plan, undergo internal transformation and lead sector-wide reform. With the sector facing into a complex and dynamic policy and funding environment in Scotland, and with wider influences to consider across the UK and internationally, you will play a leading role in tackling the issues and challenges facing the sector as we deliver meaningful reform to Scotland's tertiary education, research, innovation, and skills landscape.

This pack gives you the information you need to help you decide if this role is for you, and how to apply. More resources for potential applicants are also available online: [Public appointments - Scottish Government Jobs](#). Further information about SFC's work can be found [here](#).

These appointments are not about 'business as usual.' We are looking for Board members who are passionate about driving transformative change and improvement, who have a desire to ensure that Scotland has a post-schools education, research, innovation and skills system that makes a significant difference in the lives of learners and delivers for Scotland's economy, meeting national and regional skills needs. If that's you, we strongly encourage

you to apply for these Board member roles so you can provide the necessary leadership, guidance and assurance across SFC and the post-schools system.

To provide further insight into the role of the Board and the opportunities ahead for SFC, you may wish to watch a [short video](#) message from the Chair, Professor Cara Aitchison.

If you would like to discuss the role and organisation in more detail, Professor Cara Aitchison, or Shirley Laing, Director for Lifelong Learning and Skills, Scottish Government would be happy to do so. Please contact them at chair@sfc.ac.uk or SFCsponsorship@gov.scot.

Should you decide that you are able to contribute to our work, we hope you apply, and we wish you well with your application.

Ben Macpherson MSP

Minister for Innovation, Technology and Tertiary Education

Professor Cara Aitchison

Chair, Scottish Funding Council

Information about the role

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| <p>Remuneration</p> | <p>The position is remunerated at £377.65 for every day of not less than 7.5 hours devoted to performing your functions (as required or requested by the Board) on a pro rata basis, up to a maximum total fee of £13,595.40 per financial year.</p> <p>Remuneration is non-pensionable and reasonable expenses will be reimbursed.</p> |
| <p>Time commitment</p> | <p>Three days per month each of no less than 7.5 hours required.</p> |
| <p>Length of appointment term</p> | <p>The appointment is for four years from 4 November 2026.</p> |
| <p>Location of meetings</p> | <p>Board and Committee meetings are held in person and via MS Teams. Board meetings are held at institutions across Scotland.</p> |
| <p>Disqualifications</p> | <p>Those applying 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 the Scottish Parliament (Disqualification) Order 2020.</p> <p>In addition, a person is disqualified from being a member of the SFC Board if that person is:</p> <ul style="list-style-type: none"> • a member of the House of Lords; • a member of the House of Commons; • a member of the Scottish Parliament; • a member of the European Parliament; or |

- disqualified from election as a member of the Scottish Parliament or as a member of a local authority.

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

The Board of The Scottish Funding Council

The Scottish Funding Council is a Non-Departmental Public Body (NDPB) responsible to Scottish Ministers for developing and sustaining a world-leading system of tertiary education, research, innovation and skills. Scotland is home to one of the world's most respected and advanced post-school education sectors with over half a million learners participating in diverse programmes across our 43 colleges and universities every year. This system is key to delivering the economic transformation that will improve the lives of individuals and communities across Scotland while also enhancing our global reach and impact.

As set out in SFC's [Framework Document](#), the Scottish Government's priorities for SFC and the national outcomes it contributes to are set out in an annual [letter of guidance](#) and align with strategies set by the Scottish Government¹.

The role of the Board is to provide leadership, direction, support and guidance and ensure the SFC delivers and is committed to delivering its functions effectively and efficiently and in accordance with the aims, policies and priorities of the Scottish Ministers.

In response to significant challenges, the tertiary education sector is undergoing essential reform to enable greater participation in education, improved outcomes for learners and employers, and increased impact of our research and innovation. The Scottish Government is pursuing bold and far-reaching reforms of the post-school education, skills and research system. With the passage of the Tertiary Education and Training (Funding and Governance) (Scotland) Act, and the planned transfer of responsibilities for national training programmes from Skills Development Scotland (SDS) to SFC in April 2027, this represents a significant milestone in the evolution of the organisation. This change will fundamentally reshape the scope and scale of SFC's role, substantially increasing its size, remit and national reach. It will also introduce greater complexity across the post-school system, bringing together funding, planning and delivery across tertiary education, skills and apprenticeships within a single body. As a result, SFC will operate at a new level of strategic scale, requiring enhanced leadership, governance and system-wide oversight to ensure coherence, impact and effective delivery across Scotland's education, skills and research landscape.

As a member of the SFC Board, you will play a leading role in ensuring SFC supports Scottish Ministers' reform priorities during a period of sustained transformation and change. You will be responsible for ensuring that change is promoted positively within the organisation and

¹ SFC's strategies are set within the context of Scotland's National Performance Framework (NPF), [Scotland's National Strategy for Economic Transformation](#) (NSET), [the Purpose and Principles for post-school education, research and skills](#) and the Scottish Government's objectives for tertiary education, skills, research and innovation.

the post-school sector driving cultural change as SFC takes on additional functions and welcomes colleagues from SDS.

You will therefore be expected to adhere to SFC's Code of Conduct, which is available [here](#).

The role of the SFC Board member

Being an SFC Board member involves participating in full Board meetings and Board Strategic Workshops as well as being a member (or chair) of at least one of the Board's Committees. SFC has six [Board committees](#), two of which are statutory committees and required as part of the 2005 Further and Higher Education (Scotland) Act. The Tertiary Education and Training (Funding and Governance) (Scotland) Act 2026 also establishes a new SFC apprenticeship committee, which is currently being established.

You will be responsible for strategic decisions on funding teaching, learning and research in colleges and universities; and funding national training programmes. You will hold the SFC Executive Team to account through constructive challenge and engagement. In addition, you will have the opportunity to represent SFC in different forums and to be an ambassador for the organisation and its aims and objectives.

As active and thoughtful leaders, Board members are collectively expected to:

- Ensure that SFC fulfils its aims and objectives set by Scottish Ministers, working in close and constructive partnership with the post-school education and skills sector to develop effective strategies for learning, research, innovation and skills within Scotland, across the UK and internationally.
- Ensure that decisions of the Board are in line with its strategic vision, purpose, strategic objectives and outcomes, and communicate these in representing SFC to Ministers, stakeholder bodies and the wider public.
- Ensure the highest standards of governance, management, propriety, and conduct in the business of the Board.

Further information about SFC can be found online: www.sfc.ac.uk.

Person specification

Minister for Innovation, Technology and Tertiary Education is looking for five new members. 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.

It is important to note that to be considered for appointment you must, by the end of the process, meet *at least one* of the Priority criteria, and *all* of the Essential criteria for these roles. Candidates may submit evidence against more than one Priority criterion, and, if invited to interview, will be advised on which of these criteria they will be assessed for appointment.

Ministers would welcome applications from all backgrounds, regardless of religion or belief, gender, gender identity, age, disability, sexual orientation, ethnic origin, political belief, relationship status or caring responsibilities in order to be truly reflective of the communities they serve.

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

You may provide evidence for multiple Priority criteria.

| Criteria | Example indicators | How this will be assessed |
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| Priority | | |
| 1. Knowledge and experience of high-level financial stewardship in relation to organisations of scale and complexity. | <p>We need someone who:</p> <ul style="list-style-type: none"> • Holds a recognised accountancy qualification (e.g., ACCA, CIPFA, ICAS) and brings extensive experience of financial leadership within a large, complex organisation. • Can provide confident, independent scrutiny of financial strategy, forecasting, risk, audit and assurance | <p>In your online application: Please demonstrate how you meet this criterion. Your response should be no more than 300 words.</p> <p>Please upload your certification to support your application.</p> |

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| | <p>frameworks - balancing innovation with responsible oversight.</p> <ul style="list-style-type: none"> • Has experience improving financial performance and ensuring robust governance in high-stakes environments. • Is willing to play a role in the future chairing of SFC's Finance Committee, guiding decision-making with clarity, transparency and strong judgement. • Demonstrates the ability to shape major financial decisions and to consider risk appetite in the context of transformational change. | <p>This will also be assessed at the interview stage (if you are invited).</p> |
| <p>2. Knowledge and experience of research and innovation (R&I), and its role in driving economic growth.</p> | <p>We need someone who:</p> <ul style="list-style-type: none"> • Brings deep knowledge of the UK and international research and innovation landscape and its contribution to economic growth. • Understands R&I funding streams - including REF and wider competitive mechanisms - and can provide strategic insight into future opportunities and risks. • Has a track record of shaping R&I strategy, partnerships or collaborations that drive innovation, commercialisation or wider societal benefit. • Can advocate for the role of R&I in Scotland's economic transformation and help SFC maximise its impact. | <p>In your online application: Please demonstrate how you meet this criterion. Your response should be no more than 300 words.</p> <p>This will also be assessed at the interview stage (if you are invited).</p> |

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| <p>3. Knowledge and experience of business and industry in Scotland or across the UK, including developing and implementing organisational change or transformation.</p> | <p>We need someone who:</p> <ul style="list-style-type: none"> • Has direct lived experience of business or industry in Scotland or across the UK (large employers, SMEs, sector bodies or industrial leadership roles). • Understands employers' current and future skills needs and how the tertiary system can better respond to them. • Has experience leading or contributing to organisational or sectoral transformation. • Can bring an external, employer-focused perspective to support SFC's work on skills planning, workforce pipeline development, and industry partnerships. | <p>In your online application: Please demonstrate how you meet this criterion. Your response should be no more than 300 words.</p> <p>This will also be assessed at the interview stage (if you are invited).</p> |
| <p>4. Knowledge and experience of apprenticeships and workplace learning.</p> | <p>We need someone who:</p> <ul style="list-style-type: none"> • Has significant leadership experience in the delivery, oversight or development of apprenticeships and workplace learning programmes. • Understands the importance of work-based learning in achieving Scotland's economic and skills ambitions. • Can demonstrate innovative approaches to workforce development, employer engagement and pathways into skilled employment. • May be capable of chairing the future Apprenticeship Committee and shaping SFC's | <p>In your online application: Please demonstrate how you meet this criterion. Your response should be no more than 300 words.</p> <p>This will also be assessed at the interview stage (if you are invited).</p> |

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| | new remit following transfer of responsibilities from SDS. | |
| 5. Knowledge and experience of People and Culture transformation at leadership level | <p>We need someone who:</p> <ul style="list-style-type: none"> • Brings professional HR expertise and experience leading people and culture transformation. • Has a strong track record of developing inclusive, high-performing organisational cultures. • Understands workforce planning, leadership development and strategies that support engagement and performance. • Can act as a visible champion for diversity, inclusion, wellbeing and organisational effectiveness. | <p>In your online application: Please demonstrate how you meet this criterion. Your response should be no more than 300 words.</p> <p>This will also be assessed at the interview stage (if you are invited).</p> |
| Essential | | |
| 1. Ability to work as an effective Board member through working collaboratively with influence. | <p>We need someone who can:</p> <ul style="list-style-type: none"> • Demonstrate an understanding of the purpose and strategic objectives of the SFC. • Evidence the ability to constructively challenge the views of others within a senior position or in a Board. • Evidence leading on the formulation and implementation of strategy and maintaining strategic direction during a period of change. • Evidence the ability to broker consensus, seeking and considering the views of others, and demonstrating an | <p>In your online application: Please attach a tailored CV that demonstrates how you meet this criterion.</p> <p>This will also be assessed at the interview stage (if you are invited).</p> |

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| | <p>understanding and practical application of issues relating to equality, diversity and inclusion.</p> <ul style="list-style-type: none"> • Work collaboratively and constructively across boundaries and organisations, breaking down barriers where needed to achieve success. | |
| 2. Experience of managing performance. | <p>We need someone who:</p> <ul style="list-style-type: none"> • Has experience of leading and improving organisational performance, including setting clear objectives and driving continuous improvement. • Can contribute to the development and delivery of organisational strategy, ensuring performance frameworks align with strategic priorities. • Is able to use performance data and evidence (financial and non-financial) to assess impact, identify risks and opportunities, and support effective decision-making. • Has experience of holding senior leaders and organisations to account for delivery against agreed outcomes. • Demonstrates strong judgement in evaluating performance, ensuring value for money and supporting effective governance. | <p>In your online application: Please attach a tailored CV that demonstrates how you meet this criterion.</p> <p>This will also be assessed at the interview stage (if you are invited).</p> |
| 3. Experience of managing | <p>We need someone who:</p> | <p>In your online application: Please attach a tailored CV</p> |

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| <p>organisational change and transformation.</p> | <ul style="list-style-type: none"> • Has experience of handling complex organisational and structural changes within large and complex organisations or sectors. • Can demonstrate the ability to manage relationships with a variety of key stakeholders, including trade unions. • Can evidence shaping opinion and reaching a common purpose within a high profile and complex environment. | <p>that demonstrates how you meet this criterion.</p> <p>This will also be assessed at the interview stage (if you are invited).</p> |
| <p>4. Ability to champion equality and diversity at Board level.</p> | <p>We need someone who:</p> <ul style="list-style-type: none"> • Actively champions equality, diversity and inclusion at Board level, setting the tone for an inclusive and respectful organisational culture. • Has a track record of embedding equality and inclusion into organisational strategy, policy development and decision-making. • Demonstrates visible leadership in promoting diversity and inclusion internally and externally, acting as an ambassador for the organisation's values. • Can evidence delivering measurable impact in improving equality outcomes and inclusive practices across an organisation or sector. • Ensures that equality considerations are proactively integrated into governance, performance and strategic oversight. | <p>In your online application: Please attach a tailored CV that demonstrates how you meet this criterion.</p> <p>This will also be assessed at the interview stage (if you are invited).</p> |

How to apply online

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

1. You will be asked to supply some personal information and then complete the questions relating to political activity and any conflicts of interest.
2. You will then be asked to supply evidence to answer **at least one of the Priority Criteria** questions, if you do not complete this, your application cannot be considered. **Please note that if you applying under Priority Criteria 1 you should upload a copy of your certification as an attachment.**
3. Tailored career life/history (to be uploaded as an attachment)
You should also submit a **tailored life/career history**. This should be no more than **2 pages, of no less than font-size 11**, and tailored to the role and the Essential Criteria set out in the table above. This will be used by the panel in conjunction with your answers to the Priority Criteria to provide evidence against each of the criteria listed.

Please note that **you do not have the option to edit your application once you click 'submit'**; you must have all your information and attachments to hand before submitting your application. **Late applications cannot be considered by the panel.**

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

The selection panel

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| Chair | Shirley Laing, Director for Lifelong Learning and Skills, Scottish Government |
| Panel member | Professor Cara Aitchison, Chair, Scottish Funding Council |
| Independent Panel member | Peter Farrer, Chief Operating Officer of Scottish Water |
| Representative from the Ethical Standards Commissioner | Kay Hampton, Public Appointments Adviser |

A pre-sift will be carried out in advance of the application forms being assessed by the selection panel. This will be carried out by **Stevie Boal, Alistair Imlach, Danielle Mcorley and Yvonne Howden** from the Scottish Government.

Please note that applicants will be asked to declare if they know any members of the selection panel or other people conducting part of the assessment who are named in this pack. The panel will also declare if they know any applicants. Any actual or perceived conflicts of interest will be managed in line with the [Ethical Standards Commissioners Code of Practice for Public Appointments](#).

The assessment process

The assessment process will happen as follows:

1. In the first instance, a pre-sift of all applications will be conducted by the relevant Sponsor Area. This process is intended to identify and remove applications that clearly do not meet the Priority criteria outlined in the person specification.
2. The selection panel will then assess all applications against the criteria for appointment (see the person specification). Those who demonstrate evidence that most closely meet the criteria tested at this stage will be shortlisted for interview.
3. The selection panel will interview candidates, the questions they ask will relate directly to the criteria for appointment. **As part of the interview, candidates will also complete a Board Paper Exercise which will be provided in advance of 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 have most closely met the criteria for selection and should 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). Appointment is conditional on satisfactory completion of these.

Guaranteed interviews

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

Fit and proper person checks

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

- Conduct to date has been compatible with the public appointment

- Membership is not barred by the body's constitution e.g., criminal record or bankruptcy (see disqualifications)
- There are no unmanageable conflicts of interest
- Political activity is declared
- There is agreement to abide by the [Principles of Public life in Scotland](#)
- There is confirmation that the time commitment required for the role can be met.

Social media checks for candidates invited to interview

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

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 26th 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

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| <p>Who can I contact to speak about this role?</p> | <p>Professor Cara Aitchinson at chair@sfc.ac.uk or Shirley Laing, Director for Lifelong Learning and Skills Directorate, Scottish Government – sfcsponsorship@gov.scot</p> |
| <p>Who can I speak to about a disability related reasonable adjustment?</p> | <p>Please contact the Public Appointments Team Email: public.appointments@gov.scot Deaf, deafblind and BSL users can contact the team via contactSCOTLAND-BSL</p> |
| <p>I am having a problem with the application process, who can I speak with?</p> | <p>Please contact the Public Appointments Team (see contact details above).</p> |
| <p>Do you have any advice for candidates attending interviews?</p> | <p>Yes. More information is provided here: Introduction - Public appointments: guide - gov.scot (www.gov.scot)</p> |
| <p>I can't attend the interview in person, can I attend remotely?</p> | <p>All interviews will be held remotely on MS Teams.</p> |
| <p>What does 'appointed on merit' mean?</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>What role does the Ethical Standards Commissioner (ESC) have in the appointments process?</p> | <p>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</p> |
| <p>Can I apply if I am not a British citizen?</p> | <p>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.</p> |

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| <p>Would remuneration for a public appointment impact on my benefits?</p> | <p>Possibly. Taking up a remunerated public appointment may affect benefits payments. This will depend on individual circumstances and you should seek advice from your benefits provider. More information is provided here: Public appointments and welfare benefits: information</p> |
| <p>Do the selection panel see information from the diversity monitoring form?</p> | <p>No. Diversity monitoring information provided by applicants is not shared with the selection panel. If applicants opt for a guaranteed interview this information will be shared with the selection panel. Information about a reasonable adjustment may be shared with the selection panel to ensure that requirements are met (e.g. if a BSL interpreter is required).</p> |
| <p>Do I need to provide an email address and contact details at application stage?</p> | <p>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.</p> |
| <p>How will my personal information be handled?</p> | <p>All personal information will be handled with great care and in line with UK General Data Protection Regulation (GDPR) and data protection requirements. Further information can be found in the Privacy Notice.</p> |
| <p>Can I get feedback on my application or interview?</p> | <p>Yes. Feedback is available on request.</p> |
| <p>Is any training provided if I am offered and take up an appointment?</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>Can I apply for a Chair role on a board if I have already been a member of that board?</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> |

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| <p>Is it possible to hold more than one public appointment?</p> | <p>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.</p> |
| <p>Are public appointments announced?</p> | <p>Yes. Every appointment is announced here: Public appointments: news releases - gov.scot (www.gov.scot)</p> <p>The board may also announce new appointments on their own website and social media platforms.</p> <p>Information published will include a biography and details of any political activity within the last 5 years.</p> |
| <p>What standards are expected of board members?</p> | <p>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)</p> |
| <p>How can I complain about the public appointments process?</p> | <p>Further information about the complaints process for public appointments can be found here: How to apply - Public appointments: guide - gov.scot (www.gov.scot)</p> <p>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</p> |

For further information

Please contact the Public Appointments Team, Scottish Government

Email: public.appointments@gov.scot

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