

Information pack for appointment to the Board of NHS Golden Jubilee



The Cabinet Secretary for Health and Care is seeking to appoint up to two members to the Board of NHS Golden Jubilee. The Cabinet Secretary values highly the benefits of having different points of view on the Board and welcomes applications from people from all walks of life.

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

Key dates for this appointment round

Closing date	17:00 on 1 September 2026
Sift of applications	4 September 2026
Date applicants will hear about the outcome of their application	7 September 2026
Interviews	14 and 18 September 2026 in person at Golden Jubilee Conference Hotel, Beardmore Street, Clydebank. Candidates must be available to attend on either date and it is unlikely that we will be able to offer an alternative interview date.
Ministerial decision	w/c 28 September 2026
Start date	Late October 2026

Welcome letter



Dear Applicant

Thank you for your interest in becoming a Non-Executive Member of the NHS Golden Jubilee Board.

Delivering care through collaboration, NHS Golden Jubilee has a national portfolio including:

- Golden Jubilee National Hospital,
- NHS Scotland Academy,
- National Centre for Sustainable Delivery,
- Golden Jubilee Research Institute, and
- Golden Jubilee Conference Hotel.

We pride ourselves as an organisation that is at the forefront of innovation and at the same time delivering truly person-centred care services for the people who use our services.

We are very keen to attract applicants from diverse backgrounds and hope you find this pack answers many of the questions you may have about the work of NHS Golden Jubilee and the role of a Non-Executive Board Member.

This is an exciting time to join NHS Golden Jubilee as we continue to expand the range of services delivered for the people of Scotland, both onsite at our growing Clydebank base, and in partnership with other NHS Health Boards across Scotland.

Our ambitious expansion programmes mean that having robust governance and leadership from our Non-Executives and Executive team is vitally important.

NHS Golden Jubilee has seen important progress over the last few years as we have continued to expand our services to treat more patients than ever before.

In addition to playing a key role in reducing waiting times in Scotland, the organisation has continued to strengthen its role in research, education and partnership working. NHS GJ was formally granted university status by the University

of Glasgow during 2025/26, marking a significant milestone in a long-standing and increasingly integrated partnership. The organisation now holds university status from 2 prestigious organisations, an unprecedented endorsement of our contribution to research, education and healthcare innovation.

NHS Golden Jubilee has officially become the largest centre for hip and knee replacements in the United Kingdom, marking a major milestone in the delivery of orthopaedic care across NHS Scotland. In the period from 1 April 2024 to 31 March 2025, NHS Golden Jubilee performed 4,308 hip and knee replacements, surpassing all other centres in Britain during that period, according to official data from the National Joint Registry.

The NHS Golden Jubilee Eye Centre has carried out a record number of treatments for patients across Scotland four years after it opened its doors. The Ophthalmic centre, dedicated to delivering cataract surgery, was the first NHS Scotland National Treatment Centre to open in November 2020. The centre has now carried out almost 55,000 treatments and last year (2024/2025), 11,719 Scottish patients received cataract surgery – a record high and rise of almost 3,000 from 2022/2023.

During 2025/26 NHS GJ signed a Strategic Partnership Agreement with West College marking a significant step forward in strengthening education, skills development and innovation across West Dunbartonshire and the wider region. The partnership focuses on expanding opportunities for local residents including improving access to education and training, and strengthening the pipeline of skills needed for a thriving, inclusive regional economy.

We are looking for someone with strategic, operational and/or governance experience in either the public sector, academia or business. Given the planned reform of public services, experience in leading on transformation and change, digital, acquisition will all be helpful as our board contributes to the shape and govern the future of planned care in NHS Scotland.

As Chair, I am keen to build on the existing strong and focused team of Non-Executives on NHS Golden Jubilee Board. We know that diversity within our Board membership and staff builds a vibrant, creative culture which is better able to respond to our challenges and the needs of the wide range of people we serve. The Board role models kindness, respect and compassion in all interactions and decision-making. I want to complement the current skills on the Board, and we welcome applications from people who can bring their diverse perspectives to our work, and who meet the requirements of the roles as set out in the person specification.

Within this Information Pack, we describe in some detail the range and nature of the services included in the work of NHS Golden Jubilee, which I hope you will find interesting and clear.

If after reading the Information Pack, you find you have any questions about the role of the Board, Non-Executive Board members or about NHS Golden Jubilee in general, you are welcome to contact the Head of Corporate Governance and Board Secretary, Nicki Hamer by emailing nicki.hamer3@gjnh.scot.nhs.uk who can talk you through the process and if requested arrange a conversation directly with me.

Yours sincerely

A handwritten signature in black ink, reading 'Susan Douglas-Scott'.

Susan Douglas-Scott CBE
Chair, NHS Golden Jubilee

Information about the role

Remuneration	The remuneration for the role is £16,224 per annum* for one day a week, which is non-pensionable. You would also receive allowances at rates set centrally for relevant travel and subsistence costs. All reasonable receipted dependant-carer expenses, including childcare, and for support required to help you carry out your duties effectively will also be reimbursed where applicable. *increasing to £17,784 from 1 April 2027
Time commitment	By the nature of a non-executive member role, the time commitment will vary week to week, but you must be able to make a firm commitment to spend on average eight hours over the course of a week on Board business. This time will be a mix of daytime Board meetings and Committee meetings, reading documents and attending stakeholder events. You will need to have flexibility to attend at a greater frequency subject to the Board's ongoing business needs. There may be the opportunity for you to commit more time to the role, but the Chair would discuss this with you. Should you be required to contribute more than the average eight hours per week on a regular basis, then, at the discretion of the Board Chair, you may receive additional remuneration.
Length of appointment term	The initial term of appointment will be for up to two years. When a term comes to an end, the skills the Board requires will be

	reassessed. If you satisfy the requirements of the new person specification at that time and there is evidence of your effective performance, Scottish Ministers may consider reappointing you for a further term. A non-executive member's total period of appointment will not exceed eight years.
Location of meetings	The Board is based at NHS Golden Jubilee, Agamemnon Street, Clydebank. The meetings for the Board, which take place five times per year, will normally be held in person on site. Governance Committee meetings are held virtually. Although the expectation is that the work will be a blend of virtual and physical meetings, a physical presence will be required to be able to carry out the full range of Board activities.
Disqualifications	A member of the Scottish Parliament cannot also hold a public appointment for public bodies listed in the Schedule to the Scottish Parliament (Disqualification) Order 2025. Former Ministers and senior civil servants (Director General level and above) should ensure they comply with any applicable business appointment rules and if needed, seek advice from The Public Appointment's Team at Public.appointments@gov.scot before applying for this role. Appointments to NHS bodies are governed by regulations which include details of the circumstances in which an individual may be disqualified from being appointed. The circumstances vary from body to body and

it is not possible to include an exhaustive list here covering every appointment. Further information is provided in **Annex A**.

The Charities (Regulation and Administration) (Scotland) Act 2023 came into force on 31 August 2025, and the updated automatic disqualification criteria for charity trustees will apply.

The Board of NHS Golden Jubilee

NHS Golden Jubilee is the brand name for the family of facilities made up of the Golden Jubilee University National Hospital, Golden Jubilee Research Institute, Golden Jubilee Conference Hotel, national Centre for Sustainable Delivery and the NHS Scotland Academy.

Since becoming part of NHS Scotland in June 2002, NHS Golden Jubilee has worked with NHS organisations and the Scottish Government to provide the highest possible quality of care for patients in key specialities from all across Scotland, ensuring they are treated within the Treatment Time Guarantee.

The Act of Parliament which created the organisation allowed for the formation of an overarching Board, responsible for setting our strategic direction, monitoring our performance against objectives and ensuring high standards of corporate governance. It has its own committee structure and can delegate responsibilities to these as it considers fit.

As Scotland's flagship hospital for elective and specialist care, we are home to Scotland's largest ophthalmology centre, one of Europe's biggest elective orthopaedic centres and a major diagnostic imaging service.

NHS Golden Jubilee also manages all heart and lung surgery for the west of Scotland, as well as 3 national heart and lung services, including the country's only adult heart transplantation unit.

Key facts

Number of colleagues



2715 colleagues.

Our diagnostic facilities



At 2025/26 year-end, we have:

4 MRI scanners.

3 CT scanners.

3 GJUNH and **3** NHSSA Ultrasound rooms.

Number of operating theatres



26 Operating theatres.

Number of cath labs



5 cath labs.

Number of beds



252 staffed beds.

Endoscopy procedure rooms



5 endoscopy procedure rooms, with **2** designed for advanced training through the NHS Scotland Academy.

NHS Scotland Academy Programme



24 programmes running in 2026/27.

Centre for Sustainable Delivery



To date over **215,000** appointments have been released through Active Clinical Referral Triage (ARCT) and **86,000** patients have been placed on Patient Initiated Review (PIR) Outpatient Redesign during 2025/26.

Golden Jubilee Research Institute



137 active projects within the research portfolio.

Golden Jubilee Conference Hotel



170 spacious bedrooms for guests and delegates
• Only Scottish residential member of Venues of Excellence and International Association of Conference Centres.

Innovation and Research

- The first Hospital in Scotland to use a Da Vinci robot to carry out lung surgery, currently approximately 900 undertaken.
- Performed more than 2,000 robotic orthopaedic joint replacement procedures.

- Performed the first Meniscal Transplant in Scotland, potentially benefiting thousands of younger patients every year.
- First Scottish site to carry out a Transcatheter Pulmonary Valve Replacement - replacing a patient's heart valve through a vein in his leg, avoiding the need for open-heart surgery.
- First in the world to treat a patient with an Implantable Cardioverter Defibrillator using an MRI scanner.
- Pioneered enhanced recovery for hip and knee replacements, getting patients up and on their feet on the day of surgery, now accepted as the gold standard across NHS Scotland.
- Led on the pioneering COVID-RV study, becoming the first in the world to confirm that COVID-19 is associated with impaired function of the right side of the heart, changing the landscape for future pandemics and potentially fatal heart and lung issues generally.
- A proven track record in international research studies, including CUPID2, SERCA2a, PRAMI and T-Time.
- First Scottish NHS Board to perform Endoscopic Vein Harvesting (EVH), a much less invasive procedure for taking a vein from your leg to use as part of a coronary artery bypass graft to limit damage and improve recovery times.

You can find out more about the local context of NHS Golden Jubilee through these links below:

[Our vision, mission and values](#)

[Annual reporting and strategic planning](#)

[Code of Conduct for Board Members](#)

The role of the Board Member

It is important that NHS Golden Jubilee Board has members with a variety of different skills and experience which will enable the Board to work effectively. It is unlikely that anyone joining the Board will have all the skills, knowledge and experience necessary to fully carry out the role from the start of their appointment. What we are looking for is someone who can put their skills, knowledge and experience to use for the benefit of the Board, and who has the capacity and commitment to grow and develop into the role.

As a non-executive member, you will be expected to make a full contribution to the work of the Board, including participation in its Governance Committees.

You will work with the Chair and other members of NHS Golden Jubilee Board to:

- maintain public confidence in the organisation as a public body and ensure the Board acts in the best interests of patients and the public.
- ensure the Board develops vision, strategies and clear objectives to deliver organisational purpose in the context of Scottish Government policies and priorities.
- account individually and collectively for the effectiveness of the Board as it governs the organisation.
- provide purposeful scrutiny and assurance on the decisions the Board makes, ensuring the appropriate systems are in place to hold the executives to account effectively.
- chair or participate as a member of key committees as part of the accountability processes within the Board.
- actively support and promote a healthy culture for the organisation and reflect this in their own behaviour.
- serve as a trustee of the Board's endowment funds (its associated charity); and
- uphold the highest ethical standards of integrity and probity - being honest and trustworthy - and comply with the Board's [Code of Conduct](#) derived from the nine principles of public life set out by the Committee of Standards in Public Life.

The selection panel

Chair	Jonathan Cameron, Deputy Director, Digital Health and Care, Scottish Government
Panel member	Susan Douglas-Scott, Chair, NHS Golden Jubilee
Panel member	Tom Spink, Chair, NHS Tayside

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

The Cabinet Secretary for Health and Care is 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.

NHS Golden Jubilee values a broad range of skills, knowledge and experience. While a clinical qualification or healthcare professional background is not required for these appointments, we welcome applications from individuals who can bring relevant healthcare knowledge, experience or insight gained through professional, governance, academic, public, voluntary or lived experience.

In line with the Ethical Standards Commissioner's Code of Practice, and Scottish Government guidance, Ministers retain the discretion to determine the final appointments. The Minister will appoint a combination of candidates as Board Members who together most closely meet the criteria in order to achieve the right balance of skills, knowledge and experience on the Board.

The successful candidates must be able to demonstrate that they meet all essential criteria.

Essential Criteria	Example indicators	How this will be assessed
1. Ability to demonstrate both NHS Scotland's shared values and NHS Golden Jubilee's own organisational values and behaviours	Embedding these values in everything we do. In practice this means: • Demonstrating our values in the way we work and treat each other. • Using our values to guide the decisions we take. • Identifying and dealing with behaviours that don't live up to our expectations. • Being responsible for the way we work and not just the work we do.	In your online application: Please demonstrate how you meet this criterion in a personal statement. Your response should be no more than 400 words . If you are shortlisted, as part of your interview, you will be asked to prepare a verbal presentation based on a question posed in advance.

	• Taking account of patient, staff and partner perspectives to inform inclusive, compassionate and person-centred decision-making.	
2. Ability to offer constructive challenge	• Ability to offer challenge that supports effective decision making • Confidence and self-awareness to chair, or participate as a member of, committees that support good governance. • Evidence of questioning proposals and understanding other perspectives whilst influencing group decision making. • Commitment to public service, ethical behaviour and accountability in the public interest.	In your online application: Please demonstrate how you meet this criterion. Your response should be no more than 400 words. If you are shortlisted the selection panel will discuss this with you during your interview.
3. Analysis and decision-making skills:	• Evidence of the ability to analyse and review complex issues, weighing up different perspectives and making timely, evidence-based, well-informed decisions. • Evidence of the ability to explain the rationale for how you reach conclusions. • Able to demonstrate an understanding of the impact of the decisions you make.	If you are shortlisted the selection panel will discuss this with you during your interview.
4. Ability to communicate effectively with different stakeholders including the Board and Executive Team	• Ability to be focused and succinct in your communications • Ability to listen to diverse voices and respect views that are different to your own	This will be assessed throughout the process.

	• Ability to put your view across clearly and respectfully, and influence group decision making. • Ability to engage with a diverse range of people and stakeholders. • Understanding the importance of equality, diversity and inclusion in improving outcomes for patients, staff and communities.	
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Desirable Criteria	Example indicators	How this will be assessed
1. Experience in clinical services and/or financial, audit, risk or assurance.	• Relevant experience, knowledge or insight in clinical services, healthcare quality, patient safety or service delivery. • Relevant experience, knowledge or insight in finance, audit, risk management, governance or assurance. • Ability to apply this experience at a strategic level to support effective Board scrutiny, assurance and decision-making.	In your online application: Please demonstrate how your experience supports either the clinical services priority area or the finance, audit, risk or assurance priority area. Your response should be no more than 200 words. If you are shortlisted, the selection panel will discuss this with you during your interview.
2. Strategic Transformation and Change	• Demonstrable experience of leading, governing or contributing to significant organisational, service or cultural change within a complex organisation. • Experience of supporting organisations, teams or stakeholders through periods	In your online application: Please demonstrate how you meet this criterion. Your response should be no more than 200 words. If you are shortlisted the selection panel will

	of uncertainty, transformation or reform. • An understanding of the leadership, culture and engagement factors that enable successful and sustainable change. • The ability to identify and evaluate the strategic risks, opportunities and long-term implications associated with transformation and service redesign. • Experience of providing constructive support and challenge to major change programmes, helping improve organisational performance, outcomes or sustainability.	discuss this with you during your interview.
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Finally, you should provide a tailored CV/career history setting out your experience. This should be **no more than one A4 page** and show how the roles/positions you have held, and/or activities you have undertaken, are relevant to this role.

How to apply online

1. Download and save this applicant information pack to refer to.
2. Read the 'person specification' section in this pack, and write tailored career history, noting the absolute word and page limits.
3. Save a copy of your tailored career history to your device on **a PDF document** ready for upload.
4. Navigate back to the job advert and click 'apply'.
5. Complete the personal information and conflict of interest questions.
6. Attach your **PDF document**. Your PDF should be uploaded using the 'Drop Resume Here' box that appears on the Supporting Documents and URLs section, or you can use the link function.
7. When prompted, provide evidence against the relevant boxes for the Essential Criteria. Please note that each response must not exceed 400 words.
8. When prompted, provide evidence against the relevant boxes for the Desirable Criteria. Please note that each response must not exceed 200 words.
9. Submit your online application by 17:00 on 1 September 2026.
10. **Please Note:** 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.

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

Please note that any content exceeding the stated word limits will not be considered by the selection panel.

Late applications will not be accepted by the selection panel.

The online system has been extensively tested for compatibility with a range of assistive technologies. However, should you experience any difficulties accessing or using the system, please contact the Public Appointments Team at: Public.appointments@gov.scot

Application Advice

The selection panel will not make assumptions – for example from a job title – as to the skills, knowledge, experience and attributes you have gained. The Panel will review the evidence provided and invite to the second and final assessment stage those applicants who most closely meet the criteria being tested at this first stage of assessment. By the end of the selection process, you must have demonstrated that you have met one of the priority criteria and all of the essential criteria to the satisfaction of the selection panel in order to be considered for appointment.

You should provide clear and succinct information about yourself and how you meet the criteria that are being tested at this application stage. When being asked to demonstrate knowledge, understanding or experience, you should describe how you gained this, the breadth and depth of this knowledge, understanding or experience and any situations where you have used this.

Please use specific evidence to support your answers that is relevant to the requirements being tested. Draw on evidence from your working and/or personal life, or through your participation with a private, public, voluntary, charity or community organisation. Please note that there are word limits at each of the sections.

Suggested preparation

- Take time to think about each of the criteria and think about the situations you have recently been involved in.
- Think how your actions and experiences led to results that demonstrate the criteria.
- Prepare your answers.

Your evidence

- Please be clear and succinct. You may be asked to expand on your answers at interview.
- Draw on evidence which best demonstrates your skills, knowledge or abilities in that area.

In providing your evidence, it would be helpful if you could explain your personal contribution, what you did and how you did it – use “I” not “we.” Give the outcome – what happened? How effective was the result? How influential were your role, actions and interventions? What impact did you have?

Using the STARR method

When providing evidence against the criteria, you may find it helpful to structure your responses using the **STARR method**. This helps you present clear, concise, and relevant

evidence and allows the selection panel to understand your individual contribution and impact.

- **Situation** – Briefly describe the context or background.
- **Task** – Explain your specific role or responsibility.
- **Action** – Describe what *you* did (use “I”, not “we”), including how and why you took those actions.
- **Result** – Set out the outcome of your actions and what was achieved.
- **Reflection** – Where appropriate, reflect on what you learned, what you would do differently, or how this experience is relevant to the role of a Non-Executive Board Member.

Using this approach will help you demonstrate not only *what* you did, but *how* you applied your skills, judgement, and values, and the impact of your contribution.

Scoring guidance

This is provided to the panel with the intention of providing guidance on how they might score the evidence provided by applicants in relation the criteria sought for this role. All markings used to draw up the shortlist and assess an applicant’s suitability for appointment at interview must be based on objective assessment of their suitability for appointment

Evidence = Information that tends to prove something i.e. not bald statements that the applicant has the skill or knowledge, but supporting facts which indicate that this is the case. There will always be an element of trust involved – an applicant could fabricate evidence on a form, however, it is likely that they would be “found out” at interview. Statements which are backed up by tangible facts (in what role the skill was demonstrated, for how long, with what results, how often, for whom, where, when, what was involved, and so on) will therefore be treated as evidence for the purposes of assessing an application.

- **Score of 1: Very Poor or No Evidence**

Where an applicant does not mention a competency / skill criteria at all or deals with it only in passing. An example being providing a one sentence statement e.g. “I possess excellent communication skills” with no elaboration.

- **Score of 2: Poor or Little Evidence**

Insufficient evidence or information is provided. Applicants may deal with the skill but provide either no firm evidence or examples, or they provide no depth to show how they applied it in practice e.g. “I have to organise meetings on a regular basis, and I would obviously not be able to do this without exceptional organisational and planning skills”.

- **Score of 3: Acceptable Evidence**

Sufficient information is provided to give the panel a good grasp of the applicant's skills. The candidate should explain what actions they took, and how they applied the competency/skill, backed up by relevant examples(s) or evidence, ideally with an indicator of success.

- **Score of 4: Good Evidence**

Building on the above but with more breadth and depth to the information and evidence provided. The panel should be left in no doubt that the candidate possesses and uses the competency/skill. There should be a quality to the evidence that shows variety in the application of the competency/skill and some sophistication in their approach.

- **Score of 5: Exceptional Evidence**

As above but covering all aspects of the competency/skill, along with more detailed example(s) that are very relevant and demonstrate real depth, breadth and sophistication in their approach.

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; the questions they ask will relate directly to the criteria for appointment. If you are invited to interview, the core questions will be shared with you 48 hours in advance, and the panel may have follow-up or supplementary questions on the day.
3. As part of the interview, candidates will also be asked to prepare a short verbal presentation based on a question provided one week in advance, which will assess one of the essential criteria.
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. Protection of Vulnerable Groups (PVG) Scheme Membership is required for this role. Proposed appointees will be asked to complete pre-appointment checks which will include a Level 2 Disclosure Check with PVG (there is no charge for this). Appointment is conditional on satisfactory completion of these and confirmation of PVG Scheme Membership.

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.

Media checks for candidates invited to interview

The selection panel may consider publicly available information about candidates, including posts on social media platforms. 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

The Gender Representation on Public Boards (Scotland) Act 2018 sets a gender representation objective that 50% of non-executive members of public boards should be women.

Where two or more candidates are assessed as equally qualified for appointment, and at least one candidate is a woman and one is not, section 4(3) of the Act requires the appointing Minister to appoint the woman where this would help the board achieve, or make progress towards achieving, the gender representation objective*.

Once you apply, the Scottish Government will write to you to collect the required information regarding your sex.

*To note, under section 4(4) of the Act, the appointing Minister may instead appoint a candidate who is not a woman where another characteristic or circumstance appropriately justifies doing so.

Common questions and answers

Who can I contact to speak about this role?	Please contact Head of Corporate Governance and Board Secretary, Nicki Hamer by emailing nicki.hamer3@ginh.scot.nhs.uk
Who can I speak to about a disability related reasonable adjustment?	Please contact the Public Appointments Team Email: public.appointments@gov.scot Deaf, deafblind and BSL users can contact the team via contactSCOTLAND-BSL
I am having a problem with the application process who can I speak with?	Please contact the Public Appointments Team (see contact details above).
Do you have any advice about how to complete an application form?	Yes. More information is provided here: Introduction- Public appointments: guide - gov.scot (www.gov.scot)
Do you have any advice for candidates attending interviews?	Yes. More information is provided here: Introduction - Public appointments: guide - gov.scot (www.gov.scot)
What does 'appointed on merit' mean?	Appointed on merit means that the people who are appointed most closely meet the criteria that is sought for the board vacancy at a point in time. People are assessed on the evidence that they present in the appointments process and the findings of the fit and proper person test.
What role does the Ethical Standards Commissioner (ESC) have in the appointments process?	The ESC regulate and monitor the public appointments process . The Commissioner plays a role in ensuring appointments are made on merit and use fair methods. More information about the Commissioner's role is provided here: Public appointments Information leaflet Ethical Standards Commissioner
Can I apply if I am not a British citizen?	Yes. You can apply for and be appointed to the Boards of Public Bodies if you are not a British citizen however you must be legally entitled to work in the UK.

Would remuneration for a public appointment impact on my benefits?	Possibly. Taking up a remunerated public appointment may affect benefits payments. This will depend on individual circumstances and you should seek advice from your benefits provider. More information is provided here: <u>Public appointments and welfare benefits: information - gov.scot (www.gov.scot)</u>
Do the selection panel see information from the diversity monitoring form?	No. Diversity monitoring information provided by applicants is not shared with the selection panel. If applicants opt for a guaranteed interview this information will be shared with the selection panel. Information about a reasonable adjustment may be shared with the selection panel to ensure that requirements are met (e.g. if a BSL interpreter is required).
Do I need to provide an email address and contact details at application stage?	In order to meet the requirements of the Baseline Personnel Security Standard (BPSS) the Scottish Government must be able to verify the credentials of applicants for public appointments should they be recommended for appointment. To ensure that this is possible all applicants must provide an address and contact details at application stage. If applicants do not provide this information their application will be rejected.
How will my personal information be handled?	All personal information will be handled with great care and in line with UK GDPR and data protection requirements. Further information can be found in the Privacy Notice here: <u>Privacy notice</u>
Can I get feedback on my application or interview?	Yes. You can request feedback.
Is any training provided if I am offered and take up an appointment?	Yes. Each board has their own induction process and training offer. New appointees are also invited to attend an induction day hosted by the Scottish Government.
Can I apply for a Chair role on a board if I have already been a member of that board?	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.

Is it possible to hold more than one public appointment?	Yes. It is possible to have more than one public appointment. You should check that you can make the time commitment for an additional appointment and that there are no unmanageable conflicts of interest.
Are public appointments announced?	Yes. Every appointment is announced here: Public appointments: news releases - gov.scot (www.gov.scot) The board may also announce new appointments on their own website and social media platforms. Information published will include a biography and details of any political activity within the last 5 years.
What standards are expected of board members?	The conduct expected of board members of Scottish public boards is set out here: Members of devolved public bodies: model code of conduct - December 2021 - gov.scot (www.gov.scot) (this includes the Principles of Public Life)
How can I complain about the public appointments process?	Further information about the complaints process for public appointments can be found here: How to apply - Public appointments: guide - gov.scot (www.gov.scot) Anyone concerned about public appointments can raise a complaint and have it independently investigated by the Ethical Standards Commissioner. Investigation process public appointments Ethical Standards Commissioner

For further information

Please contact the Public Appointments Team, Scottish Government

Email: public.appointments@gov.scot

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



Scottish Government
Riaghaltas na h-Alba
gov.scot

Annex A Disqualifications

The following list gives an indication of the main circumstances where an individual would normally be disqualified from appointment to any National NHS Board or territorial NHS Board:

- The Health Board (Membership and Procedure) Regulations 2001 disqualify an individual from being a member of a Health Board if they are already a member of another Health Board. Therefore, please note that if you apply for this role while serving as a member of another Health Board, and are subsequently recommended for appointment, any appointment would be conditional upon your resignation from your current Health Board position.
- Anyone who, within a period of five years before the proposed date of appointment, has committed an offence in the British Islands for which they are sentenced to imprisonment (whether suspended or not) for three months or longer.
- Anyone who has been dismissed from employment in a health service body, except by redundancy.
- Anyone who has been removed from office in a health service body before the term of office expires.
- Anyone who has been adjudged bankrupt and not been discharged; has had their estate sequestrated and has not been discharged; has entered in to a trust deed with their creditors and not been discharged; is the subject of a bankruptcy restrictions order, or an interim bankruptcy restrictions order, made under the Bankruptcy (Scotland) Act 1985 or the Insolvency Act 1986; or who is the subject of a bankruptcy restrictions undertaking entered into under either of those Acts.
- Anyone who is or has been subject to a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986 or the Company Directors Disqualification (Northern Ireland) Order 2002.
- Anyone who is or has been removed or prevented from being a trustee of, or otherwise acting for or on behalf of, a charity (or body controlled by a charity) by:

- a charity regulator; or
- a court or tribunal in the British Islands
- Anyone who has been removed, for reasons of impairment or loss of fitness to practise, from a statutory register maintained by a regulatory body; or from a list under:
 - Parts I or II of the National Health Service (Scotland) Act 1978
 - The National Health Service Act 2016
 - The National Health Service (Wales) Act 2016
 - The Health and Personal Social Services (Northern Ireland) Order 1972
- Anyone who is or has been subject to a sanction under section 19(1) (b) to (e) (action on finding of contravention) of the Ethical Standards in Public Life etc (Scotland) Act 2000.
- Any Board member who is considering standing for election to the Scottish or UK Parliaments (or in any other election) should consider the relevant election rules regarding that person's membership of the Board. Election rules on standing for the Scottish and UK Parliaments are made by the UK Government and any guidance on them should be consulted. If a member is in any doubt about election rules they should seek independent legal advice.

There are circumstances in which the disqualification of an individual who falls under the above may cease.