

Information pack for the appointment of the Chair and Members of the Board of Creative Scotland



ALBA | CHRUTHACHAIL

The Cabinet Secretary for Education, Culture and Gaelic is seeking to appoint a Chair and up to six Members for the Board of Creative Scotland. 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 Chair and Member round follows the [Code of Practice for Public Appointments](#) and is regulated by the [Ethical Standards Commissioner](#).

Key dates for this appointment round

Closing date	Tuesday, 13 October 2026 at 5.00 pm.
Sift of applications	Thursday, 29 October 2026.
Date applicants will hear about the outcome of their application	w/b 2 November 2026.
Interviews	Interviews will be held in person on 12, 13, 17 and 19 November 2026 at St Andrews House, Edinburgh, EH1 3DG. It is unlikely that we will be able to offer alternative interview dates.
Ministerial decision	by 7 December 2026.

Start date	1 January 2027 (Members) and 12 February 2027 (Chair).
-------------------	--



T: 0300 244 4000
E: scottish.ministers@gov.scot

September 2026

Dear applicant

I am delighted to be able to welcome applications for both Chair and Board Member positions at Creative Scotland. The coming years will be an important and exciting time for Creative Scotland as it enters a significant period of change, renewal and opportunity. These positions will have a key role in leading this change and supporting the long-term success of the culture and creative sector in Scotland.

Creative Scotland is the principal public body in Scotland tasked with supporting our diverse and distinctive culture and artists. I attach a great deal of importance to the sector, as demonstrated by our commitment to increase the Scottish Government's culture budget by £100m annually by 2028/29. In addition, I am committed to increasing culture investment by at least a further £50m annually by the end of this parliament. Creative Scotland has been and will continue to be a key channel through which this increased support is delivered to artists, cultural organisations and companies in the creative economy.

It is therefore vital that Creative Scotland is poised to support the greatest possible ambition and deliver for our sector. Over the course of 2025 an Independent Review of Creative Scotland was undertaken which resulted in a range of recommendations on how Creative Scotland can develop and adapt. The Scottish Government accepts the principles behind these recommendations and has begun working with Creative Scotland to develop a programme of work to act upon them. In addition, the Scottish Government has committed to establishing an independent screen agency, removing Screen Scotland from its current position within Creative Scotland to ensure a strong focus on this key industry. These will be major pieces of work that these roles will be key to delivering effectively.

An interest in and passion for Scotland's culture and creative sector in all its diverse forms will be a key motivation for all candidates for these roles. Indeed, an understanding of and interest in the sector is a key requirement with all these roles, and some will require specific experience gained within the sector. I care deeply for Scotland's culture and creatives and I want to see candidates for these positions who share that passion and want to play a central role in the development of the sector over the coming years.

I would though welcome interest from as wide a range as backgrounds as possible. Given the priorities I outline above, experience of supporting and delivering organisational change and development will also be important, especially for the Chair role. Ensuring that Creative Scotland's Board has the skills and expertise to support the organisation and its dedicated staff through a period of change is a key aim of this recruitment process.

Thank you for your interest in these posts. I wish you every success in your application.

Yours faithfully

MÀIRI MCALLAN

Information about the Chair and Member roles

Remuneration	Chair - £375.00 per day. Member - £280.00 per day. Reasonable expenses incurred will be reimbursed. The roles are non-pensionable.
Time commitment	Chair - 4 days per month. Member - 1 day per month. The preparation for, and attendance at six Board meetings per year. Involvement in meetings and events, including discussions with Scottish Ministers and other stakeholders, and the representation of Creative Scotland's interests (in the UK and occasionally overseas). Some involvement in the work of the committees established to deal with particular aspects of the Board's business (e.g. nominations, finance and general purposes, audit and risk, screen).
Length of appointment term	Chair - the appointment is for four years from 11 February 2027. Member - the appointments are for four years from 1 January 2027. On the expiry of the appointment, the successful candidate is eligible for reappointment subject to evidence of effective performance, satisfying the requirements of the person specification for the role at the time of reappointment and Ministerial approval. The combined length of an appointment cannot exceed eight years.

	Applicants should note that Creative Scotland will be involved in significant organisational change in the coming years, including responding to the recommendations made in the Independent Review of Creative Scotland and the establishment of Screen Scotland as an independent body outside of Creative Scotland. Any future changes to the structure of Creative Scotland may have implications for the responsibilities.
Location of meetings	Creative Scotland has offices in Edinburgh (Headquarters) and Glasgow. Ordinarily Board meetings take place in Edinburgh with occasional meetings held in locations across Scotland.
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. 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. Applicants will be ineligible to apply for the Chair appointment if they have already served a total of eight years as Chair of Creative Scotland.

	Applicants will also be ineligible to apply for the member appointments if they have already served a total of eight years as Member of Creative Scotland. However, existing Members are able to apply for the Chair role regardless of tenure as a Member.
--	--

Creative Scotland

Creative Scotland is Scotland's national organisation responsible for supporting Scotland's culture and creative sector through its funding, development, advocacy and influencing activity.

It fulfils a statutory role and operates within the context of the Scottish Government's national outcomes and strategic objectives, including Public Service Reform. Creative Scotland is funded by the Scottish Government and the UK National Lottery.

Key functions include:

- identifying, supporting and developing quality and excellence in the arts and culture from those engaged in artistic and other creative endeavours,
- promoting understanding, appreciation and enjoyment of the arts and culture,
- encouraging as many people as possible to access and participate in the arts and culture,
- realising, as far as reasonably practicable to do so, the value and benefits (in particular, the national and international value and benefits) of the arts and culture,
- encouraging and supporting artistic and other creative endeavours which contribute to an understanding of Scotland's national culture in its broad sense as a way of life,
- promoting and supporting industries and other commercial activity the primary focus of which is the application of creative skills.

Creative Scotland was reviewed over the course of 2025 to ensure that its role, remit and functions are appropriate to support Scotland's culture and creative sector. The findings and recommendations of this review can be found [here](#). The implementation of the recommendations made in the Review will be a key focus for Creative Scotland in the immediate future and the Chair and Board Members have a fundamental role in leading change in this context. In addition, the Scottish Government has committed to establishing Screen Scotland, which currently sits within Creative Scotland, as a distinct body to provide focus specifically to support for the screen sector. Supporting Creative Scotland and Screen Scotland with this process will be another key focus of the organisation and Board.

Further information

If you have any questions about the roles, please contact Iain Waller Creative Scotland Sponsorship Lead, Scottish Government at Iain.Waller@gov.scot.

To find out more about Creative Scotland and its work, please visit www.creativescotland.com.

The Chair and Member roles

Responsibilities of the Board

The Board of Creative Scotland comprises a Chair and up to 14 members. The Creative Scotland Board Chair and members, through attendance at meetings and other relevant fora, are collectively responsible for:

Strategy and Performance:

- Making strategic decisions regarding the delivery of Creative Scotland's statutory functions, including setting a vision and communicating that vision to stakeholders and the wider public.
- Monitoring performance against agreed strategic aims, objectives and targets.
- Supporting and providing constructive challenge to the Senior Executive Team.

Representational Role:

- Working collaboratively with Scottish Government, the Creative Scotland Executive Team and other key partners, including other cultural bodies, central and local government, education, health, environment and economic sectors, to support the development of effective strategies for supporting and developing the arts, screen and creative industries, and maximising the contribution they can make to a successful Scotland.
- Representing Creative Scotland to Scottish Ministers, the Scottish Parliament, stakeholders and the wider public.
- Providing advice to Scottish Ministers.

Corporate Governance:

- Ensuring the highest standards of governance, management, propriety and conduct in the business of Creative Scotland.
- Ensuring an effective framework of audit, risk management and internal control.
- Approving and ensuring the effective direction of any project and/or commitment of resources above specified limits.

Commitment and Deployment:

- Ensuring that the use of staff and other resources by Creative Scotland secure value for money and the best quality of services.
- As the employer of Creative Scotland staff, determining their terms and conditions subject, in some areas, to the approval of Scottish Ministers.
- Ensuring Creative Scotland demonstrates best practice as an employer, and that staff are competent and effective in undertaking their responsibilities.

The Selection Panel

Chair	Jamie MacDougall, Deputy Director, Culture and Historic Environment, Scottish Government
Independent panel member	Jean Lindsay
Scottish Government representative	Iain Waller Creative Scotland Sponsorship Lead, Scottish Government;
Representative from the Ethical Standards Commissioner	Di Airey, Public Appointments Adviser.

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

Chair

Role and Purpose

The Chair will provide inclusive and effective leadership to Creative Scotland's Board, setting clear strategic direction and ensuring the organisation fulfils its responsibilities to Scotland's arts, screen and creative sectors, supporting the CEO and Executive Team to deliver on the organisation's role. The Chair will be an ambassador for Creative Scotland, representing the organisation publicly, and advocating for it and its role in Scotland's culture and creative sector and wider public sector.

They will promote high standards of governance, accountability and ethical conduct, ensuring Creative Scotland delivers public value, uses its resources effectively and remains responsive to the changing needs of artists, creative practitioners, organisations and communities across Scotland.

The Chair will also lead the Board's contribution to public-service reform, supporting preventative, collaborative and person-centred approaches that improve outcomes, reduce inequality and strengthen long-term financial sustainability. They will drive Creative Scotland's response to acting on the recommendations of the Independent Review of Creative Scotland, working closely with the Scottish Government and other partners as needed. They will also support the establishment of Screen Scotland as an independent body outside of Creative Scotland, representing Creative Scotland's role in that process and ensuring that Screen Scotland continues to deliver on its core functions supporting the development of Scotland's screen sector while still part of Creative Scotland.

Person Specification

The Cabinet Secretary is looking for a Chair who can put their skills, knowledge, understanding and experience to good use on the Board. The table below sets out what 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.

Applicants must demonstrate evidence against the Priority Criterion set out below, in addition to meeting all of the Essential Criteria for the Chair role.

The priority criterion 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 the 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 most able to fulfil the role.

Priority Criteria	Example indicators	How this will be assessed
1. Experience of Leading Strategic Change and Supporting Public Service Reform	• Demonstrates experience of leading strategic change and organisational transformation in complex environments. • Understands the principles and opportunities of Public Service Reform and brings a whole-system perspective, working effectively across organisational boundaries. • Able to articulate a clear vision, build support for change and bring people with them through periods of transition. • Shows strategic thinking, resilience and sound judgement when navigating complexity, uncertainty and competing priorities. • Demonstrates integrity and a strong commitment to public service.	This criterion will be assessed at both the application and interview stages. In your application, explain how you meet this criterion in no more than 300 words. If shortlisted, this criterion will also be assessed at interview through a short presentation and interview questions.

Essential Criteria	Example indicators	How this will be assessed
1. Knowledge, Experience and Commitment to Scotland's Culture and Creative Sector	• Demonstrates a genuine passion for and commitment to Scotland's culture and creative sector, with an understanding of its role within the wider cultural landscape. • Brings relevant knowledge, experience and insight into the opportunities, challenges and stakeholders shaping the sector. • Keeps abreast of developments affecting the sector and understands its contribution to	This criterion will be assessed at both the application and interview stages. In your application, explain how you meet this criterion in no more than 200 words. If shortlisted, this criterion will also be assessed at interview through interview questions.

	Scotland's social, cultural and economic wellbeing. • Acts as an informed and credible advocate for culture and creativity in Scotland.	
2. Relationship management, collaboration and influence	• Demonstrates a strong track record of building, influencing and sustaining effective relationships and partnerships across organisational, sectoral and community boundaries. • Excellent communication, influencing and persuasion skills, with the ability to engage diverse stakeholders and represent a high-profile organisation effectively. • Experience of managing complex stakeholder relationships, handling conflict constructively and building consensus around shared outcomes. • Ability to chair inclusive, focused and effective discussions, ensuring balanced participation and effective decision-making. • Sound judgement and independence of mind, providing constructive challenge and support where appropriate. • Strong commitment to equality, human rights, fair work and community participation, with experience of fostering an inclusive organisational culture.	This criterion will be assessed at both the application and interview stages. In your application, explain how you meet this criterion in no more than 200 words. If shortlisted, this criterion will also be assessed at interview through interview questions.

3. Governance, Accountability and Financial Oversight/ Stewardship	• Direct experience of ensuring robust governance and accountability within a complex organisation. • Experience of overseeing significant public expenditure and ensuring effective stewardship of public funds. • Demonstrable expertise in financial oversight, audit, risk and assurance. • Ability to provide rigorous scrutiny and challenge to support sound decision-making and value for money.	This criterion will be assessed at both the application and interview stages. In your application, explain how you meet this criterion in no more than 200 words. If shortlisted, this criterion will also be assessed at interview through interview questions.
4. Strategic Leadership and Organisational Performance	• Experience of providing strategic leadership and creating the conditions for organisational success, performance and continuous improvement. • Experience of appointing, supporting and performance managing a Chief Executive or equivalent senior leader. • Ability to oversee organisational performance and delivery through effective partnership with the Board and senior leadership team. • Fosters an inclusive culture and ensures equality is embedded in organisational leadership and decision-making.	This criterion will be assessed at both the application and interview stages. In your application, explain how you meet this criterion in no more than 200 words. If shortlisted, this criterion will also be assessed at interview through interview questions.

Tailored Career History

In your online application you will be invited to provide a tailored career history **of no more than 500 words**. This should include information from your professional, personal and voluntary experience which is particularly relevant to this role. You may wish to include:

- Dates
- Information about the organisation
- Information about your role and experience

Please ensure you check the 'How to Apply' section for further details on how to upload this.

Board Member

Role and Purpose

Board Members will provide inclusive, effective leadership to Creative Scotland, helping to set its strategic direction and ensure it fulfils its responsibilities to Scotland's arts, screen and creative sectors. They will support high standards of governance, accountability and ethical decision-making, ensuring Creative Scotland delivers public value, manages public resources responsibly and responds to the needs of artists, creative practitioners, cultural organisations and communities across Scotland.

Board Members will contribute to the Board's oversight of organisational performance, risk and financial stewardship, while supporting public-service reform through collaborative, preventative and person-centred approaches that improve outcomes, reduce inequality and strengthen long-term sustainability. They will support work to reform Creative Scotland

Working with the Chair, Chief Executive and fellow Board Members, they will provide independent judgement, constructive challenge and strategic support to help Creative Scotland achieve its vision and statutory responsibilities.

Person Specification

The Cabinet Secretary is looking for Members who can put their skills, knowledge, understanding and experience to good use on the Board. The table below sets out what 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.

We are looking for a balance of skills and experience across the Board and have identified a number of Priority Criterion for different Board Member roles. Applicants should demonstrate evidence against the one Priority Criterion that best reflects their skills and experience. If candidates are able to demonstrate experience against more than one of the priority criteria that can be covered at the interview stage. In addition applicants should demonstrate evidence of how they meet each of the Essential Criteria for the Member roles. If applicants feel they that meet more than one priority criterion they can indicate 'Yes' in the boxes provided but do not need to provide evidence at the application stage. If shortlisted this would be explored further at interview

The priority criteria is weighted over the essential criteria, and the candidates who provide the strongest evidence against the priority criteria will be considered most able to fulfil the roles. In the event that candidates provide evidence of equal merit against the priority criteria, the selection panel will then take into account the strength of the evidence presented against the essential criteria in determining the candidates most able to fulfil the roles.

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

Priority Criteria	Example indicators	How this will be assessed
1. Finance and audit	• Senior-level financial oversight, audit or assurance. • Understanding financial reporting, controls and risk management. • Providing effective challenge on financial sustainability and value for money. • ideally, the successful candidate will have a financial accounting qualification awarded from a recognised body such as ACCA; AAPA; AIA; CIMA; CIPFA. • For at least one appointment, experience sufficient to support chairing the Audit and Risk Committee will be particularly valuable.	This criterion will be assessed at both the application and interview stages. In your application, explain how you meet this criterion in no more than 300 words. If shortlisted, this criterion will also be assessed at interview through interview questions.
2. People, Culture and Organisational Change	• A proven track record in leading organisational redesign, with experience in leading people through change and in developing organisational strategy. • Contributing to positive organisational culture, wellbeing and engagement. • Relevant appropriate professional qualifications (e.g. CIPD).	This criterion will be assessed at both the application and interview stages. In your application, explain how you meet this criterion in no more than 300 words. If shortlisted, this criterion will also be assessed at interview through interview questions.

3. Experience and knowledge of the screen sector	• Relevant experience within television, screen or a related creative industry. • Strong knowledge of the screen industry's operating environment including the opportunities and challenges facing Scotland's screen sector in particular. • Experience of working with a range of industry stakeholders and partners. • Understanding of the screen sector's cultural, social and economic contribution to Scotland. • Ability to contribute sector insight and informed challenge to Board discussions.	This criterion will be assessed at both the application and interview stages. In your application, explain how you meet this criterion in no more than 300 words. If shortlisted, this criterion will also be assessed at interview through interview questions.
4. Experience and understanding of the creative economy	• Experience within the creative, cultural or wider business sector. • Understanding of the factors that support sustainable growth and innovation. • Knowledge of the opportunities and challenges facing creative enterprises and freelancers. • Awareness of skills, talent and workforce development issues. • Ability to contribute strategic insight on the future development of Scotland's creative economy.	This criterion will be assessed at both the application and interview stages. In your application, explain how you meet this criterion in no more than 300 words. If shortlisted, this criterion will also be assessed at interview through interview questions.
5. Experience and understanding of data and artificial intelligence and	• Experience of data, digital technology and/or AI in a professional context. • Understanding of the opportunities and risks of data and AI.	This criterion will be assessed at both the application and interview stages.

its impact on and use in the culture sector	• Knowledge of the potential impact of emerging technologies on the cultural and creative sectors. • Ability to contribute strategic insight on digital innovation and future trends.	In your application, explain how you meet this criterion in no more than 300 words. If shortlisted, this criterion will also be assessed at interview through interview questions.
---	--	---

Essential Criteria	Example indicators	How this will be assessed
1. Interest, experience and knowledge of the culture and creative sector	• Demonstrates a genuine passion for and commitment to Scotland's culture and creative sector, with an understanding of its role within the wider cultural landscape. • Brings relevant knowledge, experience and insight into the opportunities, challenges and stakeholders shaping the sector. • Keeps abreast of developments affecting the sector and understands its contribution to Scotland's social, cultural and economic wellbeing. • Acts as an informed and credible advocate for culture and creativity in Scotland.	This criterion will be assessed at both the application and interview stages. In your application, explain how you meet this criterion in no more than 200 words. If shortlisted, this criterion will also be assessed at interview through interview questions.
2. Collaboration, Communication and Constructive Challenge	• Strong communication, relationship-building and influencing skills. • Ability to contribute actively to Board discussions and decision-making.	This criterion will be assessed at both the application and interview stages.

	• Provides constructive challenge and support in a respectful and evidence-based manner. • Works collaboratively with others and helps build consensus. • Demonstrates a commitment to equality, diversity, inclusion, human rights and fair work.	In your application, explain how you meet this criterion in no more than 200 words. If shortlisted, this criterion will also be assessed at interview through interview questions.
3. Analysis, Judgement and Decision-Making	• Ability to assess information, evidence and data and apply sound judgement. • Able to scrutinise Board papers, financial information and assurance reports effectively. • Makes balanced, evidence-based decisions in complex situations. • Contributes constructively to collective Board decision-making. • Demonstrates independent thinking and good judgement.	This criterion will be assessed at both the application and interview stages. In your application, explain how you meet this criterion in no more than 200 words. If shortlisted, this criterion will also be assessed at interview through a Board Paper Exercise and interview questions.
4. Governance and Stewardship	• Understanding of the role of a Board member and collective responsibility for governance and organisational performance. • Understanding of governance, accountability, risk and assurance frameworks. • Financial awareness and an appreciation of public value and the responsible stewardship of resources.	This criterion will be assessed at both the application and interview stages. In your application, explain how you meet this criterion in no more than 200 words. If shortlisted, this criterion will also be assessed at interview through interview questions.

	• Ability to provide effective scrutiny and oversight. • Demonstrates integrity and transparency.	
--	--	--

Tailored Career History
In your online application you will be invited to provide a tailored career history of no more than 500 words. This should include information from your professional, personal and voluntary experience which is particularly relevant to the role. You may wish to include: • Dates • Information about the organisation • Information about your role and experience Please ensure you check the ‘How to Apply’ section for further details on how to upload this.

How to apply online

1. Download and save this applicant information pack to refer to.
2. Read the 'person specification' section in this pack.
3. Navigate back to the job advert and click 'apply'.
4. Complete the personal information and conflict of interest questions.
5. Provide your tailored career history, **noting the word limits**.
6. When prompted, provide evidence against the relevant box/boxes for the Priority Criteria and Essential Criteria, **noting the word limits**.
7. Submit your online application by **Tuesday, 13 October 2026 at 5.00 pm**.

Please Note: You do not have the option to edit your application once you click 'submit'. You must have all your information 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 in your application 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

The assessment process

The assessment process will happen as follows:

1. The selection panel will 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.
2. The selection panel will interview candidates, the questions they ask will directly test your experience to the criteria for appointment. (In addition, for the Chair role, you will also be asked to deliver a presentation at interview. For the Member post you will be asked to undertake a board paper exercise.)
3. The selection panel will also ask questions relevant to the fit and proper person test (see below) which will include questions about the [Principles of Public Life](#).
4. The selection panel will review the evidence provided and agree on which candidates have most closely met the criteria for selection and should be recommended to the appointing Minister.
5. 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.
6. 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.

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 these roles?	If you have any questions about the roles, please contact Iain Waller Creative Scotland Sponsorship Lead, Scottish Government at Iain.Waller@gov.scot. To find out more about Creative Scotland and its work, please visit www.creativescotland.com.
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 for candidates attending interviews?	Yes. More information is provided here: Introduction - Public appointments: guide - gov.scot (www.gov.scot)
I can't attend the interview in person, can I attend remotely?	Yes. You can request to attend the interview using MS teams. Please contact the Public Appointments Team. Email: Public.appointments@gov.scot
Will you reimburse expenses for attending an interview?	Yes. You can claim reasonable expenses. A claim form will be issued with your invitation to interview, along with instructions.
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: Public appointments and welfare benefits: information - gov.scot (www.gov.scot) .
Do the selection panel see information from the diversity monitoring form?	No. Diversity monitoring information provided by applicants is not shared with the selection panel. If applicants opt for a guaranteed interview this information will be shared with the selection panel. 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?	Yes. You must provide your contact details, including an email address, when submitting your application. This information is required so that we can contact you regarding your application and, if you are successful, to support the appointment process. As part of the Baseline Personnel Security Standard (BPSS) requirements, the Scottish Government may need to verify the identity and credentials of candidates who are recommended for appointment. Contact details are also needed by the public body to arrange induction. Applications submitted without the required contact information 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 .

Can I get feedback on my application or interview?	Yes. You can request feedback. Candidates have 20 working days from the date of notification of the outcome of their application to make the request in writing.
Is any training provided if I am offered and take up an appointment?	Yes. Each board has their own induction process and training offer, they will make contact directly should you be appointed. New appointees are also invited to attend an induction day hosted by the Public Bodies Support Unit of 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. However, please check the disqualification section in this pack for further details related to this specific board. You should also 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.

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](#)



Scottish Government
Riaghaltas na h-Alba