

Information pack for appointment to the Board of NHS Forth Valley



The Cabinet Secretary for Health and Care is seeking to appoint three new Non-Executive Board Members to the Board of NHS Forth Valley. 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 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

Closing date	17:00 on Tuesday 20 October 2026
Shortlisting	Tuesday 3 November 2026
Date applicants will hear about the outcome of their application	Wednesday 4 November 2026
Virtual Information Event	A virtual information event will be held on Microsoft Teams on Wednesday 7 October 2026 from 18.00 - 19.15 to enable potential applicants to find out more about being a Non-Executive Board Member at NHS Forth Valley. Please register through this link - NHS Forth Valley Non-Executive Director Recruitment Information

	Session Join meeting in Teams Microsoft Teams
Interviews	Interviews will be held in person at the NHS Forth Valley Board Headquarters, Carseview House, Castle Business Park, Stirling, FK9 4SW on the following dates: Monday 16, Tuesday 17 and Friday 20 November 2026; Wednesday 2 and Thursday 3 December 2026. It is unlikely that we will be able to accommodate requests for alternative interview dates. Interview slots are allocated through our online self-service system, where you will be invited to select from the available dates and times. Please see Page 23 for further information if attendance in person is not possible.
Ministerial decision	18 December 2026
Start date	January 2027

Welcome Letter

Dear Applicant,

Thank you for taking an interest in the vacancies we have for three Non-Executive Board Members at NHS Forth Valley. The NHS is one of the most valued and trusted institutions in the country and being able to help shape its future and provide assurance that it is working effectively, efficiently and in the best interest of our patients is a hugely rewarding and inspiring experience.

This is an exciting time to join the Board of NHS Forth Valley as we respond to the Scottish Government's ambitious programme of delivering Public Sector Reform, taking a prevention-first approach, through the Health and Social Care Renewal Framework and Population Health Framework, both of which provide an evidence-based focus on improving health and reducing inequality. The Programme for Government, announced in September 2026, sets out the priority to **simplify the NHS by replacing the current 14 territorial Health Boards with two Strategic Health Boards** which will impact on NHS Forth Valley at some point in the future. Alongside other measures to improve patient experience, including the National Flow Plan, this will deliver more efficient use of resources across Scotland, freeing up more time and capacity for treatment, and improve patient access through more joined up care. It will also support efforts to improve further the integration of health and social care services.

Whilst we undertake this transitional phase to build a stronger and sustainable future, NHS Forth Valley must maintain its focus on delivering and improving services for our communities and implementing its duties in good governance.

NHS Forth Valley continues to transform the way we deliver health and care services to meet current and future challenges, including rising demand, increasing complexity, widening inequalities, and a challenging financial environment, with the aim of improving the quality and safety of services.

Our vision, aligned with national priorities, is to become a Population Health Organisation helping people live longer, healthier lives with a stronger focus on prevention; providing more care, services and support closer to home; achieving the best value and outcomes from the funding available, and closer collaboration with partners. We are also working with other Boards as part of Scotland's new sub-national planning arrangements to support more effective planning and delivery of services across wider populations in preparation for the transition to 2 Strategic Health Boards.

We continue to embed cultural change and compassionate leadership throughout the organisation to ensure that everyone feels valued and can contribute their best.

We are seeking to appoint three Non-Executive Board Members who share our values, passion and vision and want to contribute to this exciting national reform. We are looking for people with specific skills who can make an immediate contribution to Board discussions and decision making. Further information is provided in the person specification.

Having a diverse Board improves decision making and builds a vibrant and creative environment which is responsive to the changing demands on the health and care system and the needs of all the communities which we serve. We welcome applications from the widest possible range of people, who meet the requirements of the roles as set out in the person specification and who can bring wide and varied perspectives to our work.

Although each of the roles we are seeking to fill requires particular experience, those appointed will also be expected to make a full contribution to the work of the Board, including participation in its governance committees and the Integration Joint Boards of our two health and social care partnerships.

To find out more about these opportunities, we are holding an online information event on:

Wednesday 7th October 2026 from 18.00-19.15

To register for the information event, please follow the link below and details on how to join the event will be sent out to you.

[NHS Forth Valley Non-Executive Director Recruitment Information Session | Join meeting in Teams | Microsoft Teams](#)

If you require more information on these opportunities and would like an informal discussion about the roles please contact the Board, by emailing:

fv.boardmeeting@nhs.scot

Kind regards

Neena Mahal MBE DL
Board Chair
NHS Forth Valley

Information About the Role

Remuneration	Remuneration is £16,224 per annum* (non-pensionable) Reasonable expenses incurred will be reimbursed. *Rising to £17,784 from 1 April 2027
Time commitment	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, committee, and Integration Joint Board meetings, reading documents and attending stakeholder events. This is not a fixed day per week, so you will require to have some flexibility in which days you work, however, the main Board, Committee and IJB meetings are planned a year in advance, to assist with planning your diary. On occasion, you may be required to demonstrate some flexibility to attend at a greater frequency, subject to the Board's ongoing business needs. Should your required time commitment regularly exceed the average 8 hours per week then, at the discretion of the Board Chair, you may receive additional payment, based pro-rata on the salary set out above.
Length of appointment term	Appointments will be made for a term of up to two years, based on the position at the time. These appointments are being made during a period of reform across NHS Scotland. The Scottish Government has announced proposals to reform NHS Board arrangements as part of its wider

	Programme for Government. NHS Forth Valley and its Board continue to have full statutory responsibilities and require strong governance and leadership throughout this period of transition. Applicants should be aware that as public appointments, these positions are held at the discretion of Scottish Ministers and do not constitute employment. Depending on the implementation of future reforms, appointments may end earlier than anticipated or may be extended, subject to Ministerial decisions and legislative requirements.
Location of meetings	The Board Headquarters is at Carseview House, Castle Business Park, Stirling, FK9 4SW. You will be required to travel to other locations within the Health Board area as part of your role. Board meetings and the bi-monthly Strategic Planning, Policy and Resources Committee are mainly held face to face. Most committees have a hybrid option. The expectation is that there will be a blend of virtual and physical meetings, and a physical presence will be required to be able to carry out the full range of Board activities across Forth Valley.
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.

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.

Further information on disqualifying criteria 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 Forth Valley



NHS Forth Valley is one of 14 territorial health boards and serves a population of more than 306,000 in a diverse geographical area which covers the heart of Scotland. NHS Forth Valley covers three coterminous local authority areas: Falkirk, Stirling, and Clackmannanshire. Services in primary and community care are provided by two Health and Social Care Partnerships (HSCPs) - Clackmannanshire & Stirling, and Falkirk.

However, the Programme for Government, announced in September 2026, sets out the priority to **simplify the NHS by replacing the current 14 territorial Health Boards with two Strategic Health Boards** which will impact on NHS Forth Valley at some point in the future. Alongside other measures to improve patient experience, including the National Flow Plan, this will deliver more efficient use of resources across Scotland, freeing up more time and capacity for treatment, and improve patient access through more joined up care. It will also support efforts to improve further the integration of health and social care services.

Whilst we undertake this transitional phase to build a stronger and sustainable future, NHS Forth Valley must maintain its focus on delivering and improving services for our communities and implementing its duties in good governance.

The Board controls an annual budget of approximately £1 billion and employs around 6,524 whole time equivalent staff. Our modern acute hospital – Forth Valley Royal Hospital in Larbert – is one of the most advanced and well equipped in Europe, and is supported by a network of community hospitals, 56 health centres, day centres providing care and support for patients with mental illness and learning disabilities and a wide range of community

based services. With three HMI prisons, we are the major provider of prison healthcare services in Scotland.

The University of Stirling and Forth Valley College have close working links with NHS Forth Valley. Our Forth Valley University College NHS Partnership launched in 2022 to support learning, research, and innovation to improve health outcomes and support pathways into health and social care jobs for our local population.

We are home to the Scottish Centre for Clinical Simulation and Human Factors, one of the most advanced training facilities of its kind where clinical staff can hone their skills using computerised mannequins.

Further information about NHS Forth Valley can be found in the links below:

- Population Health and Care Strategy 2025 – 2035: <https://nhsforthvalley.com/publications/health-plans/population-health-care-strategy/>
- 2025/2026 Annual report: <https://nhsforthvalley.com/wp-content/uploads/2026/08/NHS-Forth-Valley-Annual-Report-2025-2026.pdf?nocache=sirvd2>
- NHS Forth Valley's Annual Delivery Plan 2026/27: <https://nhsforthvalley.com/wp-content/uploads/2026/06/Annual-Delivery-Plan-2026-to-2027.pdf?nocache=ji705z>
- NHS Forth Valley's Corporate Objectives: <https://nhsforthvalley.com/about-us/vision-priorities/>
- For general information about NHS Forth Valley and NHS Scotland: <https://nhsforthvalley.com/www.show.scot.nhs.uk>
- For information on the Programme for Government: <https://www.gov.scot/publications/programme-government-2026-2031/>

Testimonials, Videos And Online Information Event

Hear from some of our Non-Executive Board Members about their role:

“My time as a Non-Executive Director at NHS Forth Valley has been both enjoyable and immensely rewarding. What I have valued most is the opportunity to contribute to an organisation that touches almost everyone’s life at some point. The NHS is unlike any other organisation. It is an incredibly complex system, spanning everything from prevention and population health to community services, mental health, hospitals and social care. One of the things that has fascinated me most is the breadth of issues the Board considers and the balance it must strike between meeting today’s needs and planning for the future.

The decisions made in the Boardroom can genuinely influence the health and wellbeing of an entire population, making good governance, thoughtful challenge and long-term thinking more important than ever. If you are curious, enjoy constructive challenge and want to use your experience to help shape the future of healthcare, I would highly recommend the role”

Videos

Please take the time to watch these short videos from NHS Forth Valley Non - Executive Board Members about their role on the Board:

<https://nhsforthvalley.com/jobs/non-exec-roles/>

Online Information Event

Wednesday 7 October 18.00-19.15 via MS Teams

To register for the information event, please follow the link below and details on how to join the event will be sent out to you.

[NHS Forth Valley Non-Executive Director Recruitment Information Session | Join meeting in Teams | Microsoft Teams](#)

The Role of the Board Member

All Board Members support the Chair of the 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 rigorously and effectively.
- chair or participate as a member of key committees as part of the accountability processes within the Board.
- be a member of at least one of the Integration Joint Boards.
- actively support and promote a healthy culture for the organisation and reflect this in your 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 Code of Conduct derived from the [nine principles of public life set out by the Committee on Standards in Public Life](#).

The Selection Panel

Chair	Fiona Hogg, Chief People Officer - NHS Scotland, Scottish Government
Panel member	Neena Mahal, Board Chair, NHS Forth Valley
Panel member	Tom Steele, Board Chair, Scottish Ambulance Service

Depending on the volume of applications, the Panel Chair may carry out an initial sift of applications, to exclude applications which have not provided the required evidence or which do not meet the minimum requirements from proceeding to shortlist. The panel will be advised of all applications which have been made, including those who did not pass the sifting process.

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](#).

Person Specification

The Cabinet Secretary for Health and Care is looking for up to three new members. The following sections set out the knowledge, experience and attributes 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.

There are three roles available:

Role 1 – Non-Executive Board Member (Strategic Leadership, Transformation and Change)

Role 2– Non-Executive Board Member (Population Health, Health Inequalities and Community Insight)

Role 3 - Non-Executive Board Member (Strategic Finance and Governance)

You may only apply for one role. Applications for multiple roles will not be considered, so please leave blank the box for the other two priority criteria.

In your application, you are required to choose **one** of the priority criteria listed below at Section A and provide evidence of this. All applicants must also, by the end of the process, provide evidence that they meet each of Essential Criteria 1-3 (listed at Section B below). These essential criteria are required, in addition to the relevant priority criteria for the role you wish to apply for. You will see below that at application stage, you are only asked to provide evidence for Essential Criteria 1 and 3.

The priority criterion is weighted over the essential criteria, and the candidates who provide the strongest evidence against their chosen 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.

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 Priority Criteria in order to achieve the right balance of skills, knowledge and experience on the Board.

Please read the instructions carefully and ensure that you provide evidence against all the criteria required for the role you wish to be considered for, at application stage. Failure to provide evidence for the required criteria may mean that your application cannot be considered.

Section A

Priority Criteria	What we are looking for	How this will be assessed
1. Strategic Leadership, Transformation and Change	• Experience of leading, governing or overseeing significant organisational transformation within a large or complex organisation. • An understanding of organisational, cultural and leadership factors that enable successful delivery of significant change and transformation. • The ability to continue to focus on delivery whilst providing effective scrutiny, support and challenge during a period of uncertainty. • An understanding of how digital transformation and innovation can improve service delivery, performance and outcomes.	This will be assessed at the application stage and at the interview stage. In your online application: Please demonstrate how you meet this criterion. Your response should be no more than 400 words. Please note that any content beyond the stated word limits will not be considered by the selection panel.
2. Population Health, Health Inequalities and Community Insight	• Professional, community or lived experience of supporting or engaging with individuals, diverse groups or communities experiencing inequalities, disadvantage or barriers to health and wellbeing, including	This will be assessed at the application stage and at the interview stage. In your online application: Please demonstrate how you meet this criterion. Your

	access to health and social care services. • An ability to use insight from community engagement to influence collaboration and organisational decision making. • An understanding of the major determinants of population health, including social, economic, environmental and community factors, and the actions required to reduce health inequalities and improve outcomes. • Demonstrates a strong understanding of the needs, priorities, and lived realities of people within Forth Valley communities, and the need to balance this with the availability of resources.	response should be no more than 400 words. Please note that any content beyond the stated word limit will not be considered by the selection panel.
3. Strategic Finance and Governance A professional finance qualification is not essential for this role.	• An understanding of strategic financial planning within a large and complex organisation and how financial decisions can support organisational delivery. • Experience of providing constructive challenge and scrutiny on financial performance, assumptions, risks and opportunities to support strategic decision making. • An understanding of financial governance, accountability and stewardship of public resources. • Experience of balancing competing priorities and making	This will be assessed at the application stage and at the interview stage. In your online application: Please demonstrate how you meet this criterion. Your response should be no more than 400 words. Please note that any content beyond the stated word limits will not be considered by the selection panel.

	decisions in financially challenging environments.	
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SECTION B

Essential Criteria	What we are looking for	How this will be assessed
1. Communication, Constructive Challenge and Influencing skills	• Ability to question and challenge constructively to influence effective decision making • Evidence of where your challenge has changed the views of others and influenced decisions • Ability to communicate effectively and work collaboratively in a team setting, respecting different perspectives to reach common ground • Demonstrates confidence and self-awareness which will enable you to chair or participate in committees	This will be assessed at the application stage and at the interview stage. In your online application: Please demonstrate how you meet this criterion. Your response should be no more than 300 words. Please note that any content beyond the stated word limit will not be considered by the selection panel.
2. 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 make reasoned judgements and to explain the rationale for how you reach conclusions	This will be assessed at the interview stage.

	• An understanding of the wider strategic environment and context in which NHS Forth Valley is operating and takes account of this when making decisions.	
3. Motivation and Fit through demonstration of the NHS Scotland Values	• Able to draw on your own life experience to demonstrate how you meet the NHS Scotland values which are: ➤ care and compassion ➤ dignity and respect ➤ openness, honesty, and responsibility ➤ quality and teamwork. • Demonstrating why you wish to join NHS Forth Valley as a non-executive board member. • Demonstrating understanding of the role of a non-executive board member and governance. • Evidence of how your existing skills and experience would help you in this role.	This will be assessed at the application stage and at the interview stage. In your online application: Please demonstrate how you meet this criterion. Your response should be no more than 300 words. Please note that any content beyond the stated word limit will not be considered by the selection panel.

Tailored Life/Career History

You should provide a tailored life/ career history showing how the roles/positions you have held and/or activities you have undertaken are relevant to the role you are interested in. This should be no more than 500 words

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 a tailored career history, noting the absolute word limits.
3. Save a copy of your tailored career history to your device on **one 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 **one 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 numbered box for the Priority Criteria and Essential Criteria 1 and 3. Please note that for the Priority Criterion your response must not exceed 400 words and for the Essential Criteria each response must not exceed 300 words. Please state clearly which Role / priority criterion you are applying for.
8. Submit your online application by **17:00 on Tuesday 20 October**.
9. **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 beyond 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 the essential criteria to the satisfaction of the selection panel 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?

Interview Preparation - 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 Public body 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.

The assessment process

The assessment process will happen as follows:

1. The selection panel will assess all applications against the criteria for appointment which are being tested at this stage (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. As part of the interview process, shortlisted candidates will undertake an assessment task. Further details will be provided if shortlisted for interview.
3. The selection panel will also ask questions relevant to the fit and proper person test (see below) which will include questions about the [Principles of Public Life](#).
4. The selection panel will review the evidence provided and agree on which candidates have most closely met the criteria for selection and should be recommended to the appointing Minister.
5. In respect of these posts, the priority criteria are weighted over the essential criteria, and the candidates who provide the strongest evidence against each of the priority criteria will be considered most able to fulfil the role.

6. If more than one candidate provides evidence of equal merit against the priority criterion s for that role, the panel will then consider the strength of the evidence presented against the essential criteria in determining the candidate most able to fulfil each of the roles.
7. If we are unable to appoint to a priority area, the selection panel may recommend appointing more than one candidate to one of the other roles if they fulfil the requirements for that role. The Minister will appoint the combination of candidates who, together, most closely meet the 3 priority criteria for selection.
8. 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.
9. 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. This will also include Protection of Vulnerable Groups (PVG) Scheme Membership which is a requirement for this role. Appointees cannot start until this is received.

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. Please see the link [above](#).
- 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?	If you require more information on the role of the Board, the role of Non-Executive Board Members or NHS Forth Valley in general, you are welcome to contact the Board: fv.boardmeeting@nhs.scot
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)
I can't attend the interview in person, can I attend remotely?	Yes, if you request a virtual interview as part of an adjustment, this can be arranged. Please contact the Public Appointments Team (see contact details above).
Will you reimburse expenses for attending an interview?	Yes. You can claim reasonable expenses, further information will be provided with the invitation to interview.
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 following shortlisting. 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. New appointees are also invited to attend an induction day hosted by the Scottish Government.
Is it possible to hold more than one public appointment?	Yes. It is possible to have more than one public appointment but there are specific rules in relation to health boards and it is not possible to sit on more than one. 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. 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](#)



Scottish Government
Riaghaltas na h-Alba



Annex A Disqualifications

The following list provides 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.