

**APPOINTMENT OF MEMBERS TO**

**BÒRD NA GÀIDHLIG**

**INFORMATION PACK FOR THE POSITION OF MEMBERS**

**TO BÒRD NA GÀIDHLIG**

**Closing date for applications**: **Friday 15 October 2021, at midnight**



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**A WARM WELCOME FROM OUR CHAIR, MAIRI MACINNES**

Dear Applicant

Thank you very much for your interest in becoming a member of the Bòrd na Gàidhlig Board.

Bòrd na Gàidhlig is looking to appoint up to **three** Members to the Board who can bring skills, knowledge, and experience (as required) in at least one of:

* **Governance, Audit and Risk;**
* **Gaelic Learning & Education;**
* **Planning and Research,** or in
* **Collaborative working and Engagement.**

Bòrd na Gàidhlig Board and Committee meetings are live streamed to the public, therefore, we are looking for Gaelic speaking individuals who are able to speak and participate confidently in discussions, in Gaelic, in public. We are also looking for individuals who are able to work with others and are able to scrutinise and create organisational value through constructive challenge and be committed Ambassadors for the Gaelic language and Bòrd na Gàidhlig.

Additionally, we are looking for individuals who have a good understanding of the current needs of Gaelic in Scotland and an awareness of the opportunities in key sectors and communities where progress can be made with Gaelic in Scotland over the coming years.

If you believe you have the necessary knowledge, skills, and experience, and would enjoy a rewarding and challenging role, then we would welcome your application.

In this pack we hope to give you all the information you need to help you decide if this is the role for you and how to apply.  More resources for potential applicants are also available online: [www.appointed-for-scotland.org/How-to-apply](http://www.appointed-for-scotland.org/How-to-apply).

If you would like to find out more about Bòrd na Gàidhlig and our strategic priorities before you apply, can I encourage you to visit our [website](http://www.gaidhlig.scot/) ([www.gaidhlig.scot](http://www.gaidhlig.scot)) and view our [Corporate Plan](http://www.gaidhlig.scot/wp-content/uploads/2018/09/BnG-Corporate-Plan-2018-23-E.pdf). If you would find it helpful you can contact Douglas Ansdell in the Scottish Government’s Gaelic Team by emailing [douglas.ansdell@gov.scot](mailto:douglas.ansdell@gov.scot) to find out more about the application process. If you would like any more information about Bòrd na Gàidhlig or what it is like to be a Member of the Board at Bòrd na Gàidhlig please contact our Communications Office, at [oifis@gaidhlig.scot](mailto:oifis@gaidhlig.scot) .

I do hope that you will actively consider applying for the role of Member of the Board. The closing date for applications is **midnight on Friday, 15 October 2021** and I wish you every success with your application.

Your sincerely,

Mairi MacInnes

**Cathraiche (Chair) of Bòrd na Gàidhlig**

**INFORMATION ABOUT BÒRD NA GÀIDHLIG**

**The Organisation**

Bòrd na Gàidhlig is an executive Non-Departmental Public Body (NDPB) whose board is appointed by, and accountable to Scottish Ministers. The Cathraiche (Chair) of the Bòrd is Mairi MacInnes. Under the terms of the Gaelic Language (Scotland) Act 2005 the Bòrd is to consist of no fewer than 5, nor more than 11, ordinary members, and a Cathraiche (chair). At present the Bòrd comprises 5 ordinary members plus the Chair. The Ceannard (Chief Executive) is Shona MacLennan.

The Gaelic Language (Scotland) Act 2005 established Bòrd na Gàidhlig as the national body responsible for promoting Gaelic language, culture and education in Scotland. Its statutory duties include preparing and leading the delivery of a National Plan for Gaelic for Scottish Ministers. Bòrd na Gàidhlig also works with public bodies on the development of Gaelic Language Plans. Bòrd na Gàidhlig’s physical headquarters are based in Inverness and its people work across the country. In the financial year 2021-22 it managed grant in aid worth £5.525m.

More information can be found on Bòrd na Gàidhlig’s website at [www.gaidhlig.scot](http://www.gaidhlig.scot) and their Corporate Plan can be viewed [here](http://www.gaidhlig.scot/wp-content/uploads/2018/09/BnG-Corporate-Plan-2018-23-E.pdf).

**THE BÒRD’S RESPONSIBILITIES**

Bòrd na Gàidhlig has a number of **statutory functions** set out in the Gaelic Language (Scotland) Act 2005 and the Education (Scotland) Act 2016. To find out more about these can be found [here](https://www.legislation.gov.uk/asp/2005/7/contents).

These statutory functions are to be exercised with a view to securing the status of the Gaelic language as an official language of Scotland commanding equal respect to the English language.

Its statutory duties include preparing and leading the delivery of a National Plan for Gaelic for Scottish Ministers. Bòrd na Gàidhlig also works with public bodies on the development of their own Gaelic Language Plans.

A Gaelic language plan must set out the measures to be taken by the relevant public authority in relation to the use of the Gaelic language in connection with the exercise of the authority's functions. The link to the current version of the [National Gaelic Language Plan can be found here](https://www.gaidhlig.scot/wp-content/uploads/2018/03/BnG-NGLP-18-23.pdf).

Bòrd na Gàidhlig’s overall purpose and strategic aims are:

• to increase the number of persons who are able to use and understand the Gaelic language;

• to encourage the use and understanding of the Gaelic language; and

• to facilitate access, in Scotland and elsewhere, to the Gaelic language and Gaelic culture.

**ROLE DESCRIPTION**

Board Members will be expected to contribute to:

* increasing awareness of and promoting the use of the Gaelic language;
* working with key Gaelic groups and public sector bodies to promote the use of the Gaelic language, and identifying new opportunities for working in partnership with organisations in the public, private and voluntary sectors as appropriate;
* assisting in defining and developing the Bòrd’s strategic direction, setting challenging objectives and monitoring progress towards them;
* taking proper account of guidance provided by Scottish Ministers and the Scottish Government;
* contributing to the work of one or two of the Bòrd’s committees (Policy and Resource committee and Audit & Risk Management)
* overseeing and contributing to the Gaelic Language Plan 2018 - 2023, in particular by way of Working Groups set up for the purpose; and

Board Members are expected to uphold the Principles of Public Life in Scotland and observe the provisions of the Bòrd na Gàidhlig code of conduct which can be found [here](https://www.gaidhlig.scot/wp-content/uploads/2017/01/Code-of-Conduct-for-Members-of-B%C3%B2rd-na-G%C3%A0idhlig.pdf) .

[On Board](https://www.gov.scot/Resource/0051/00514817.pdf) was published by the Scottish Government in 2014 and revised in 2017. The aim of this guide is to provide new chairs and board members with much of the basic information that you will need to understand the role of a Board Member of a public body. The document provides the principles of corporate governance, sets out the roles, responsibilities and relationships as well as the effective financial management and expected standards of behaviour that you will adhere to.

If you would like more information about the role, or an informal discussion about it please contact Douglas Ansdell, at [douglas.ansdell@gov.scot](mailto:douglas.ansdell@gov.scot) . If you would like any more information about Bòrd na Gàidhlig or what it is like to be a Member of the Board at Bòrd na Gàidhlig please contact the Communications team at [oifis@gaidhlig.scot](mailto:oifis@gaidhlig.scot) .

**Time Commitment**

At present,Board Members are expected to give 3 days per month on average (36 days per year) on Board business. The time commitment will vary from week to week, and may be a mix of daytime Board meetings, committee meetings, reading documents and attending stakeholder and development events.

**The formal time commitment** includes:

* The preparation for and attendance at four Board meetings and a staff away day a year.
* Participation in the work of Committees, established to deal with particular aspects of the Board’s business, and/or other related groups.

**Board Meetings**

There are four formal Board meetings per year on average, plus an annual staff away day*.*

Bòrd na Gàidhlig’s physical headquarters are in Inverness and its people work across the Scotland.

Bòrd na Gàidhlig has committed to hosting all Board and Committee meetings online and accessible to the public. Therefore, Board members will attend these meetings virtually enabling a flexible option for Board members to participate from across various areas in Scotland.

It is expected that, in future, a blended approach to meeting arrangements will be introduced with a mix between virtual/online and in person Board member attendance in Inverness or on occasion within Gaelic Communities across Scotland. Bòrd na Gàidhlig is committed to ensuring that Board members will continue to have the flexibility to attend meetings virtually from a variety of locations across Scotland.

Applicants should note that the working language of Bòrd na Gàidhlig is Gaelic which is one of the ways in which Board Members demonstrate being Ambassadors for Gaelic. Therefore, the Board conducts its business principally in Gaelic. Board papers are written in Gaelic, although some papers are produced bilingually. Support will be given to new Board members to develop their corporate and technical vocabulary if necessary, ensuring all Board members have the confidence to participate fully in meetings. (Board meetings are conducted in public, and currently and in future, will be online).

The first **Board meeting in the diary for 2022** is the **2 March 2022.** The subsequent Board meeting dates for 2022 will be confirmed at the Board meeting in December 2021.

**Length of Term of Appointment**

The appointment will take effect from **1 January 2022**. Members’ terms of appointment are normally up to **four years**.

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. Reappointment is not guaranteed even if these requirements are met. The combined length of an appointment cannot exceed eight years.

**Remuneration and Expenses**

Board Member remuneration is £6,984 per annum, based on a daily rate of £194.00 for 3 days per month, and is subject to annual review. These appointments are not pensionable.

Reasonable travel and subsistence, childcare and carer receipted expenses that appear to Bòrd na Gàidhlig to be necessary for the proper discharge of duties as a Member of the Board will be reimbursed.

**Disclosure of Interests**

All Members are required, whenever requested by Scottish Ministers to do so, to provide them with such information as they consider necessary for the purpose of enabling them to be satisfied that the Member continues, and has continued, to have no financial or other interests likely to affect prejudicially the performance of their functions as a member.

**Political Activities**

All Board members are required to declare any political activities and affiliations to Scottish Ministers as part of the overall appointments process.

This information is gathered in order to comply with section G1 of the Code of Practice for Ministerial Appointments to Public Bodies in Scotland, published October 2013 by the Ethical Standards Commissioner (formerly known as the Commissioner for Ethical Standards in Public Life in Scotland), and is collected under the provisions of GDPR Article 6 (1) (e) and in compliance with GDPR Article 9 (2) (g).

**Lobbying (Scotland) Act 2016**

Appointees should be aware of the terms of the Lobbying (Scotland) Act 2016 as these may apply to their communications with MSPs, Scottish Ministers, Special Advisers and the Permanent Secretary who are covered by the terms of the Act. You are expected to familiarise yourself with your obligations under the Act. For more information see [www.lobbying.scot](http://www.lobbying.scot)

**Termination of Appointment**

The appointment may be terminated prior to the expiry of the period of appointment. The successful candidate is entitled to resign their membership of the Board by giving three months’ notice in writing. In accordance with the conditions set out in the relevant letter of appointment, Scottish Ministers have the power to remove the Board Trustee from office if they are satisfied that the Trustee:

* Has been adjudged bankrupt;
* Has granted a trust deed for creditors or a composition contract;
* Has proposed a voluntary arrangement which has been approved;
* Has had his or her estate sequestrated;
* Has been absent from three consecutive Board meetings of Bòrd na Gàidhlig without apology;
* Is otherwise unfit or unable to discharge the functions of a Bòrd member.

**Induction and Support**

Following receipt of the formal acceptance of your appointment, we will notify Bòrd na Gàidhlig and share your contact details with them. They will then proceed to get in touch with you to:

* Welcome you to the Board.
* Confirm the meeting dates.
* Send you their induction pack.
* \*Make arrangements for you to meet with the Board Chair, Board members and BnG staff where appropriate.
* \*Make arrangements for an Introductory Day.
* Make arrangements to support you to develop your corporate and technical vocabulary if necessary.

\*Some of these arrangements may take place virtually in the first instance.

**Further information**

If you are interested in discussing this appointment further you can contact Douglas Ansdell, Head of Gaelic and Scots Team, Scottish Government at [douglas.ansdell@gov.scot](mailto:douglas.ansdell@gov.scot) . If you would like any more information about Bòrd na Gàidhlig or what it is like to be a Member of the Board at Bòrd na Gàidhlig please contact the Communications Office at [oifis@gaidhlig.scot](mailto:oifis@gaidhlig.scot) .

**PERSON SPECIFICATION**

The Bòrd na Gàidhlig (BnG) are looking to recruit up to 3 new members and have identified the particular requirements to complement the skills-set of the existing Board. Please read this carefully.

1. BnG needs people who bring some specific experience, knowledge and expertise to the BnG Board to enable the Board to work effectively. These are listed below under the heading **‘Priority Essential Criteria’**  and there are **4 such priority essential criteria** listed. We are looking for you to be able to demonstrate only **one of the priority essential criteria** in the application and to say which, if any, other criteria you say you meet so applicants should consider where they have strengths. If you are invited to interview, we will ask you about all of the criteria you say you meet.
2. Board members also need to have some general experience, knowledge and skills. These are listed under the ‘**General Essential Criteria**’ which will enable you to make a full contribution to the work of the Board. We are asking you to demonstrate **all** of these.

For both sets of the essential criteria, we have explained below what we are looking for and how, and at what stage, these will be tested.

For each criterion there is a word limit of 300 words in the application, and for the tailored CV there is a word limit of 600 words. (In the tailored CV we are looking for information about your career/life history that is relevant to the roles and criteria.)

**Please Note**: Recommendations for appointment will reflect the mix of knowledge, skills, and experience of those individuals identified as being the most able to meet the roles and needs of the BnG Board. In the event that candidates provide evidence of equal merit against the priority essential criteria, the Panel will then take into account the strength of the evidence presented against the general essential criteria in determining the candidates to be recommended to the Minister as most able to fulfil these roles.

In providing the evidence sought, you can draw on examples from your working and/or personal life, or through your participation with a private, public, voluntary, charity or community organisation.

By the end of the process, successful candidates must meet at least **one** of the priority essential criteria and **all** of the general essential criteria and we will draw on the whole process (application and tailored CV, oral response, board paper, and interview responses) for evidence.

**PRIORITY ESSENTIAL CRITERIA (You must meet at least one of these)**

|  |  |  |
| --- | --- | --- |
| **Knowledge, Skills and Experience** | **What does this mean?** | **How this will be tested?** |
| 1. **Good Governance and Audit & Risk Understanding** | * **An understanding of audit and risk management and being able to apply this effectively in an audit and risk committee.** * **Relevant experience in governance and be able to implement good governance principles and recognise effective working practices.** | * **Application** * **Interview** |
| **2. Gaelic Learning & Education** | * **Knowledge and experience of a broad range of education and learning settings.** * **Experience of working with local authorities and other stakeholders to deliver outcomes for Gaelic education.** | * **Application** * **Interview** |
| **3. Planning, Research and Evaluation** | * **Experience of planning, researching and evaluating approaches or a project or initiative in the context of minority language development and revitalisation.** * **Experience of research which supports and strengthens the richness of the Gaelic language and awareness of how Gaelic on-line resources can be used to support the work of the Board.** | * **Application** * **Interview** |
| **4. Collaborative working and engagement** | * **Experience of effective collaborative working with or in key authorities and agencies, or community and islands organisations, to deliver a specific outcome.** * **Knowledge of the benefits and challenges in ensuring stakeholder engagement and support for new initiatives.** | * **Application** * **Interview** |

**GENERAL ESSENTIAL CRITERIA (You must meet all of these)**

|  |  |  |
| --- | --- | --- |
| **Knowledge, Skills and Experience** | **What does this mean?** | **How this will be tested?** |
| **1. Confident Gaelic communication skills** | * **Ability to speak, read and understand Gaelic fluently and be able to discuss and question matters confidently in Gaelic in a public setting.** * **Willing to engage in developing their technical language ability in order to be able to participate fully in discussions and the Board’s work.** | * **Application (confirmation only),** * **Oral Response,** and * **Interview** |
| 1. **Oversight and Accountability** | * **An understanding of the Board’s responsibility for oversight, high quality decision-making, and ensuring that strategic objectives are met.** * **An understanding of the principles and benefits of effective governance** * **Able to hold management to account for delivery and performance through constructive challenge and support.** | * **Paper,** and * **Interview** |
| **3. Effective analysis and decision making** | * **Recognises the information which is needed to make decisions.** * **Able to consider the implications of decisions, including priorities, risks, challenges and opportunities.** * **Can evaluate written and oral information and come to reasoned conclusions, which they can explain.** | * **Oral Response,** * **Paper,** and * **Interview** |
| **4. Communication, constructive challenge and resilience** | * **Able to be succinct, persuasive, and flexible whilst working constructively with different organisations and stakeholders** * **Actively seeks out and respects the views of colleagues and has confidence to question or raise concerns when necessary.** * **Able to adapt and work flexibly in a mix of online and in person engagement.** * **Awareness of the importance of building resilience, both as an individual and into the Board/organisation.** | * **Application,** * **Oral Response,** * **Paper,** and * **Interview** |
| **5. Team Working** | * **Able to demonstrate working effectively within a team.** * **Able to put forward views in an objective way and open to others’ views.** * **Able to participate constructively in deliberations and work towards consensus, in order to reach a decision.** * **Able to accept a consensus decision even if it goes against a personal view.** | * **Application,** and * **Interview** |

**ASSESSMENT FOR THIS APPOINTMENT**

Assessment will happen in two stages. Firstly, the Selection Panel will assess your written application which will cover at least one element of the *‘Priority Essential Criteria’*. Then applicants who most closely meet the requirements will be invited to attend the final stage of assessment to test all of the required criteria.

This will involve:

* **an interview**
* **an oral response (topic & question provided in advance)** candidates will be expected to give only a verbal response of up to 5 minutes to the panel in Gaelic. The panel comprises Gaelic and non-Gaelic speakers.
* **and a Board paper exercise** **(paper in Gaelic to be provided to candidate on the day)** candidates will receive the paper on the day of interview and will be given 30 mins prep time to read and analyse before answering questions from the panel in relation to the paper – this part will be conducted in English.

The person specification sets out what will be tested at each stage of the process. The exercises and interview will assess all the required knowledge, skills, and experience. The Selection Panel will also ask follow up questions to find out more about your relevant experience and about the depth of your knowledge. More information on assessment methods is available [here.](http://www.publicappointments.org/faqs/faq/29/how-are-skills-knowledge-and-experience-tested)

**Interview arrangements**

We will continue to review this stage of the assessment in relation to guidance on physical distancing and depending on circumstances, this may result in interviews being carried out byvideo link or tele-conference. The selection panel will be as flexible as is possible to ensure that no candidates are disadvantaged by any alternative arrangements. If candidates have any concerns or restrictions with regards to interviews, either in terms of these being carried out face to face or remotely by video link/tele-conference, please let the Public Appointments Team know by calling Freephone 0300 244 1898; or by emailing [Public.appointments@gov.scot](mailto:Public.appointments@gov.scot).  Full details on the final stage of assessment, including arrangements for holding interviews remotely by video link if appropriate, will be provided to those candidates who are invited.

**HOW TO APPLY**

You will need to complete and submit your **application** and **tailored CV** on or before the **closing date of Friday 15 October 2021, at midnight**. It would be helpful if you would complete a form to provide your contact details and monitoring information. We encourage applicants to apply electronically via a downloadable application form.

If you have a disability within the meaning of section 6 of the Equality Act 2010 and require an adjustment at any stage of the public appointments process, please get in touch with **Leigh Alowooja** **on 0131 244 4618** or at [leigh.alowooja@gov.scot](mailto:leigh.alowooja@gov.scot). If you need any of the application pack documentation in an alternative format, please contact Leigh Alowooja (details are listed above).

**COMPLETING THE APPLICATION FORM** - **Please note that you do not need to complete your online form in one sitting**. **You can save your online application form and come back at any time before the closing date to finish it and submit your completed application**. You can edit your online application form as many times as you like before the closing date.

The online application form requires you to provide an answer for all mandatory fields on a page before you can proceed to the next page. If you want to skip through the application form quickly to just see what the questions are on each page then you simply enter any answer (even a single character such as X) into the mandatory fields on each page and then progress to see what questions are on the next pages. If you do this, please remember to go back and fill in your proper answers before you submit your application form.

If you’re returning your application by post, please ensure it bears the correct value of postage. If you don’t this may mean that your application is delayed and could miss the closing date. We can’t consider late applications.

The application form seeks information about you and the skills, knowledge and experience you have that are relevant to the roles. The **Person Specification** details the skills, knowledge, and experience we are seeking and indicates how and at which stage in the process each of the criteria will be tested.

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 a skill, you should give specific examples which best demonstrate to the selection panel what it is you did, the reasons for your actions, the skills you used and what specifically about your approach affected the outcome. 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.

The Selection Panel will not make assumptions about your evidence, so it is important that you take the time to ensure that you are comfortable with the information you are providing in respect of your application.

**Be clear and succinct in your answers** as there are word limits for each section, which will help the selection panel to consider your ability to communicate effectively. You may be asked to expand on your answers if you are invited to interview, so it is a good idea to retain a copy of your application form.

In the tailored CV we are looking for information about your career/life history that is relevant to the roles and criteria for the role.

**Further information and examples on completing a competency based application form can be found in the How to Apply section of the Public Appointments** [**Website.**](https://www.gov.scot/publications/how-to-apply-for-a-public-appointment/)

The application form also has a declaration statement, and by virtue of submitting your form, you are declaring the information you have provided is true and complete.

For more information about public appointments and other vacancies please visit the dedicated public appointments [website.](https://www.gov.scot/collections/public-appointments/)

**CONFLICTS OF INTEREST**

Conflicts may relate to situations where there’s a clash between your role on Bòrd na Gàidhlig and your professional or personal interests.

Also, if you and a panel member have a close relationship, the panel chair must let the Commissioner know. The Commissioner can decide that the panel member shouldn’t be involved in your assessment, and may ask the panel member not to take part in the appointment round.

You can get more guidance on conflicts of interest relating to suitability for appointment by visiting the Commissioner’s website at:

[www.publicappointments.org/publications/publication/596/](http://www.publicappointments.org/publications/publication/596/).

If you want to know if you have a conflict that would bar you from being a Board member of Bòrd na Gàidhlig before you apply, then you should contact Douglas Ansdell, Head of Gaelic and Scots Team, Scottish Government to discuss your concerns at [douglas.ansdell@gov.scot](mailto:douglas.ansdell@gov.scot) .

**EQUALITY AND DIVERSITY**

**Gender Representation on Public Boards (Scotland) Act 2018**

The Gender Representation on Public Boards (Scotland) Act 2018 sets a ‘gender representation objective’ that a board should have 50% of non-executive members who are women. In circumstances where there are two or more equally qualified candidates (a tie break), at least one of whom is a woman and one who isn’t, then section 4(3) of the 2018 Act requires the appointing Minister to appoint a woman if doing so will result in the board achieving (or making progress towards achieving) the gender representation objective. In a tie break the appointing Minister can chose to appoint a candidate, who is not a woman, on the basis of another characteristic or situation and can give preference to that candidate (section 4 (4) of the 2018 Act). If the appointing Minister wishes to choose a candidate because of a situation that was not specified in the applicant pack, the appointing Minister will ask the Ethical Standards Commissioner to make an exception to the Public Appointments Code of Practice.

BnG does not currently meet the ‘gender representation objective’. Therefore, in order to meet the this objective and achieve a balanced board, applications would be particularly welcome from women and young people.

Scottish Government Guidance on the Act is [available here](https://www.gov.scot/publications/gender-representation-public-boards-scotland-act-2018-statutory-guidance/).

**Valuing Diversity**

Scottish Ministers and BnG value very highly the benefits of having different experience and points of view on our Boards.

Scottish Ministers particularly welcome applications from people with protected characteristics that are under-represented on BnG, such as women, disabled people, those from minority ethnic communities, people aged under 50 and are seeking a broad geographical spread of candidates to ensure that the Bòrd carries representation from across mainland Scotland and its Islands.

If you have a disability within the meaning of section 6 of the Equality Act 2010 and require an adjustment at any stage of the public appointments process, please get in touch with the Public Appointments Team on Freephone 0300 244 1898 or by email [Public.appointments@gov.scot](mailto:Public.appointments@gov.scot)

**EQUALITIES MONITORING FORM**

The Scottish Government is committed to appointment on merit, and to equality and diversity in public appointments. The **equalities monitoring information** is not provided to the selection panel. However, in the event of a tie break situation in respect of the Gender Representation on Public Boards (Scotland) Act 2018, the appointing Minister will have access to the monitoring information of only those candidates involved in the tie break in order to best inform their decision on whom to appoint. The information gathered from equalities monitoring is very important and helps to ensure that everyone is treated fairly, without discrimination because of age, disability, gender reassignment, marriage or civil partnership status, pregnancy and maternity, race, religion or belief, sex, sexual orientation or any other relevant details.

All equalities monitoring questions are optional. You are not obliged to answer any of these questions but the more information you supply, the more effective our policy development will be.

All information supplied will be treated in the strictest confidence, is in line with the principles **GDPR Articles 6(1) (c) and (e),** which are the lawful bases for processing, and **GDPR Article 9 (2) (b)** so we can comply with a legal obligation which  is the condition for processing. It will not be placed on a personal file.

**SELECTION PANEL**

The Selection Panel will be:

* **Douglas Ansdell**, Head of Gaelic and Scots Team, Scottish Government (Panel Chair)
* **Mairi MacInnes**, Chair, Bòrd na Gàidhlig
* **Maeve MacKinnon,** Senior Education Officer, Education Scotland (Independent member)
* **Neelam Bakshi**, Ethical Standards Commissioner, Public Appointments Advisor

To make sure that the process is transparent, and the appointment is made on merit, the Selection Panel will declare if they know anyone who has applied for these appointments.

**Nationality/Disqualifications**

Non-British nationals can apply for and be appointed to a public body board but they must be legally entitled to work in the UK.

By virtue of the [Scottish Parliament (Disqualification) Order 2020](https://www.legislation.gov.uk/sdsi/2020/9780111046029) a member of the Scottish Parliament cannot also hold a public appointment for public bodies listed in the schedule to that order, and would have to resign from their parliamentary role.

There are no other disqualifications.

If applying for a Scottish public appointment former ministers and senior crown servants (director general level and above) should seek advice from the [Advisory Committee on Business Appointments (ACOBA).](https://www.gov.uk/guidance/new-business-appointments-for-senior-public-servants)

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

**Telling you about progress**

If you aren’t invited to interview you will be told about the outcome of your application in writing and we will use our best endeavours to provide feedback if requested.

If you’re invited to interview, you’ll be offered feedback. It will be based on:

* The assessment of your merit in relation to the skills, knowledge and experience required by the Person Specification and;
* Where appropriate, the outcome of the ‘**Fit and Proper Person**’ test (there are more details about the test on pages 16-17.

**KEY DATES FOR THESE APPOINTMENTS**

| **What happens** | **When** |
| --- | --- |
| Date **appointment publicised** | Friday 17 September 2021 |
| **Closing date** for completed applications | **Friday 15 October 2021** |
| Date of **shortlisting meeting** to select applicants for next stage | 27 October 2021 |
| Date **outcome of shortlisting meeting** will be relayed to applicants | w/c 25 October 2021 |
| **Latest date applicants can request feedback following shortlist** | **5 November 2021** |
| **Dates for interviews** | **17, 18 & 19 November 2021** |
| Date by which the Minister will decide whom to appoint | **w/c 13 December 2021** |
| Date by which applicants will be informed of the Minister’s decision | **w/c 20 December 2021** |
| Latest date applicants can request **feedback following interview** | **31 December 2021** |
| **Start date** | **1 January 2022** |

**Interview - Reasonable Adjustments**

If you are invited to interview and require a reasonable adjustment, please let us know at this stage so that we can put arrangements in place. If the interviews are held face-to-face, we will ensure that the building where the interview is held is wheelchair accessible. We can also make a range of other adjustments, for example coloured paper, an introduction to the building where interviews will be held so that you are familiar with the layout, and adjustment of the time in the interview stage for any practical exercises. This isn’t an exhaustive list and you should contact the Public Appointments Team by emailing [public.appointments@gov.scot](mailto:Public.appointments@gov.scot) if you have any questions.

**Expenses for attending interviews**

If you’re invited to interview, you can claim for reasonable expenses involved in attending. This includes childcare and dependent carer expenses, and for face to face interviews, travel and associated expenses**.** We expect you to use the most efficient and economical means of travel, and the amount we reimburse will normally be restricted to this. If you need to stay overnight you must contact **Leigh Alowooja on 0131 244 4618** or at [leigh.alowooja@gov.scot](mailto:leigh.alowooja@gov.scot) in advance for confirmation of current subsistence rates. If you’re invited for interview these rates, and a claim form, will be included in the invitation letter. You must provide receipts to support all claims.

**Potential Effect on Benefits**

Taking up a public appointment either paid or unpaid may have an effect on your entitlement to benefits or any benefits that you are in receipt of. This will depend on your individual circumstances, the type of benefit you receive and the appointment. You should seek advice from the office that deals with your benefit. Further information can be found at [www.gov.scot/publications/public-appointments-and-welfare-benefits-information/](http://www.gov.scot/publications/public-appointments-and-welfare-benefits-information/).

**Pre-appointment checks**

Candidates chosen by Ministers for appointment will be required to complete a pre-appointment check called the Baseline Personnel Security Standard (BPSS). This is a security check that is designed to provide Ministers’ with assurance about a candidate’s credentials and confirm their identity and residence. Some appointments also require a Protecting Vulnerable Groups (PVG) check.

**ETHICAL STANDARDS**

**About the Commissioner and this regulated competition**

These appointments are regulated by the **Ethical Standards Commissioner** (the Commissioner). If you have concerns about the way this appointment round was conducted, please contact **Public Appointments Team (PAT)** - **contact details are in this pack** - in the first instance. The Commissioner’s leaflet is included at the end of this section and provides more information on his regulatory role in relation to public appointments, and about taking unresolved complaints further.

**The ‘FIT AND PROPER PERSON’ TEST**

Scottish Ministers, and the public, must feel confident that people being appointed to the Boards of public bodies are fit and proper persons to take up these positions. This means people who are suitable for appointment because they meet the requirements of the role, and their past or present activities (and/or behaviours) mean that they are suitable to be appointed.

The **Fit and Proper Person test** is an ongoing process with checks built into different stages of the appointment round. These are designed to collect the necessary information and evidence. For these appointments, the checks in place for the Fit and Proper Person tests are:

**Verification of relevant information provided by the applicant:**

* We will test the evidence you provide in relation to the skills and knowledge required in your application, and further probe it at interview if you’re invited. If you’re invited to interview, you will also be asked to complete a practical exercise on the day. Further information will be provided to those invited to interview.

**Ensuring that the applicant’s conduct to date has been compatible with the public appointment in question:**

* We will confirm that you understand: the work of the body, the nature of the appointment and that you’re not aware of having committed any offence, or performed any act, that’s incompatible with the position that you’re applying for. We will do this using the declaration statement on the application form. By submitting your completed application you’re declaring that the information provided is, to the best of your knowledge and belief, true and complete.

**Confirmation that the applicant has no inappropriate or unmanageable conflicts of interest incompatible with their appointment**:

* You’re asked in your application to complete questions about potential conflicts of interest.
* If you’re invited for interview, further assessment will be through questioning that you understand what is meant by a conflict of interest. We’ll ask you to confirm that, to the best of your knowledge, you don’t have any conflicts of interest that are incompatible/unmanageable. We’ll ask for additional information if you’ve declared a conflict of interest in your initial application.
* You will also be asked at the application stage to declare if you’ve had any political activity in the past five years.

**Ensuring that the applicant agrees to apply the Principles of Public Life in Scotland:**

* Bòrd na Gàidhlig expects Members to observe the nine Principles of Public Life in Scotland listed below. If you’re invited to interview, you’ll be asked to confirm your understanding of, and agreement to, applying these principles.

**Establishing that the individual is able to meet the time commitment required**:

* The time commitment involved for the role is given on page 4. If you’re invited to interview, you’ll be asked whether you can meet this commitment.

**The Principles of Public Life in Scotland**

If you want to be appointed to roles in public life, you have to pass a Fit and Proper Person test which is described in more detail below.

Part of the test involves agreeing to apply the Principles of Public Life in Scotland if you’re appointed.

The Principles of Public Life in Scotland are:

***Duty***

You have a duty to uphold the law and act in accordance with the law and the public trust placed in you. You have a duty to act in the interests of the public body of which you are a member and in accordance with the core tasks of that body.

***Selflessness***

You have a duty to take decisions solely in terms of public interest. You must not act in order to gain financial or other material benefit for yourself, family or friends.

***Integrity***

You must not place yourself under any financial, or other, obligation to any individual or organisation that might reasonably be thought to influence you in the performance of your duties.

***Objectivity***

You must make decisions solely on merit when carrying out public business including making appointments, awarding contracts or recommending individuals for rewards and benefits.

***Accountability and Stewardship***

You are accountable for your decisions and actions to the public. You have a duty to consider issues on their merits, taking account of the views of others and must ensure that the public body uses its resources prudently and in accordance with the law.

***Openness***

You have a duty to be as open as possible about your decisions and actions, giving reasons for your decisions and restricting information only when the wider public interest clearly demands.

***Honesty***

You have a duty to act honestly. You must declare any private interests relating to your public duties and take steps to resolve any conflicts arising in a way that protects the public interest.

***Leadership***

You have a duty to promote and support these principles by leadership and example, to maintain and strengthen the public’s trust and confidence in the integrity of the public body and its members in conducting public business.

***Respect***

You must respect fellow members of your public body and employees of the body and the role they play, treating them with courtesy at all times. Similarly, you must respect members of the public when performing duties as a member of your public body.

**APPOINTMENT**

**What happens if you are appointed**

If you’re appointed, some of the information that you’ve given us will be made public in a Scottish Government Public Appointments media release about your appointment. It will include:

* your name.
* a short description of notify Bòrd na Gàidhlig.
* a brief summary of the skills, knowledge and experience you bring to the role.
* how long you’ve been appointed for and the time commitment.
* any remuneration associated with the appointment.
* details of any other public appointments you hold and any related remuneration you receive for them and their time commitment.
* details of any political activity in the last five years you declared.
* a statement that the appointment is regulated by the Ethical Standards Commissioner (the Commissioner).

**Complaints**

Please note there is NO appeal process in respect of the Public Appointment process.

You can find out about our complaints procedure on the Appointed for Scotland website: <https://www.gov.scot/publications/public-appointments-making-a-complaint/>. Or you can contact Public Appointments, Scottish Government, 3G South, Victoria Quay Edinburgh EH6 6QQ; Freephone 0800 015 8449 or email at [Public\_Appointments\_Complaints@gov.scot](mailto:Public_Appointments_Complaints@gov.scot) .



**Who We Are**

This leaflet is about the work of the Ethical Standards Commissioner, as it relates to public appointments, and the Commissioner’s office. The Commissioner regulates appointments to the boards of many of Scotland’s public bodies. The Commissioner is wholly independent of the Scottish Parliament and the Scottish Government.**What We Do**Every one of us living in Scotland benefits from the essential services provided by our public bodies. Their boards play a vital role in guiding and shaping these services. Our job is to oversee appointments to these boards to help ensure that the people who serve on them are appointed on merit, using methods that are fair and open. That oversight is usually provided by one of the Commissioner’s Public Appointments Advisers. Whilst we regulate the process used to make appointments, it is run by civil servants on behalf of the Scottish Ministers. Our website has a list of the bodies that we regulate and also has useful information on applying for a public appointment.

This leaflet is sent to everyone who applies for a regulated public appointment in Scotland so that they know that the process is regulated and what to do if things go wrong.

**Making a complaint about a public appointment**

Anyone who believes that an appointment has not been made appropriately or who has concerns about the appointment process itself can make a complaint.

If you have a complaint about a public appointment you first have to complain to the Scottish Government and give its officials a chance to respond. If you are unhappy with the Scottish Government’s response to your complaint you can then ask the Commissioner to investigate the matter for you.

If you are in any doubt about whether we can deal with your complaint, or if you want advice before raising a formal complaint, please contact us using the details provided below. You can read in more detail about the way in which we deal with complaints by downloading our complaints leaflet from our website. We can send you the leaflet in another format if you would prefer.

Our website also tells you what to do if you want to make a complaint.



[Public Appointments](http://www.appointed-for-scotland.org/)



Please contact us to find out more about this and other public appointments.

**Public Appointments**

**Scottish Government**

**Area 3F (North)**

**Victoria Quay**

**Edinburgh**

**EH6 6QQ**

Website <https://www.gov.scot/collections/public-appointments/>

Email [public.appointments@gov.scot](mailto:public.appointments@gov.scot)

Telephone 0300 244 1898