

Information pack for applicants for the positions of a Non-Executive Whistleblowing Champions with NHS Scotland (all boards)

Publication date: 17 July 2019

Closing date: 12 August 2019

**To apply online for these vacancies,**

**please visit our Public Appointments**

**website at:**

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

 

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| **Cabinet Secretary for Health and Sport**Jeane Freeman MSPT: 0300 244 4000E: scottish.ministers@gov.scot |  |
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Dear Applicant

Thank you for your interest in these new NHS Board Whistleblowing Champion vacancies. The enclosed information will, I hope, answer many of the questions you may have about the work of the Boards and the role of the Whistleblowing Champion.

The NHS is one of the most valued organisations in the country and whistleblowing should be welcomed as it allows the organisation to put right anything that may compromise patient safety or the integrity of the Board.

As the Board’s Whistleblowing Champion you will promote a culture of openness and transparency in the Board where all staff feel confident to raise any concerns they may have in the knowledge that they will be supported and their concerns properly investigated. Being able to provide assurance that staff are able to raise concerns in an open, honest, and supportive workplace is a hugely worthwhile role.

We are looking for people who share the NHS Scotland values which guide the work of the Board in everything that it does. These values are care and compassion; dignity and respect; openness, honesty and responsibility; and, quality and teamwork.

We are keen to attract people with the relevant experience required for these new appointments. You do not need to be an expert in health and/or social care. We are looking for people with a wide range of skills and backgrounds who are sensitive to the diverse needs of people and the health and care services which affect them, and who have an understanding of the complexities of whistleblowing. Specific details on the requirements for these roles are included in the person specification as part of this pack.

I hope that you will feel able to submit an application and, once again, thank you for the interest shown.

**JEANE FREEMAN**

**Information about NHS Scotland**

### **What does NHS Scotland do?**

NHS Scotland currently employs approximately 140,000 staff who work across 14 territorial NHS Boards, seven Special NHS Boards and one public health body.

Each NHS Board is accountable to Scottish Ministers, supported by the [Scottish Government Health and Social Care Directorates](http://www.gov.scot/Topics/Health).

Territorial NHS Boards are responsible for the protection and the improvement of their population’s health and for the delivery of frontline healthcare services.  Special NHS Boards support the regional NHS Boards by providing a range of important specialist and national services.

All NHS Boards work together for the benefit of the people of Scotland. They also work closely with partners in other parts of the public sector to fulfil the Scottish Government’s Purpose and National Outcomes.

**Useful Background information**

Our aim, published in the Scottish Governments [2020 Vision](http://www.gov.scot/Resource/0042/00423188.pdf), is a Scotland with high quality services, that have a focus on prevention, early intervention and supported self-management.

The [Health and Social Care Delivery Plan](http://www.gov.scot/Resource/0051/00511950.pdf) published in December 2016 sets out the programme to further enhance health and social care services. Working so the people of Scotland can live longer, healthier lives at home or in a homely setting and we have a health and social care system that is fully integrated. To realise these aims, we will continue to evolve our health and social care services to meet new patterns of care, demand, and opportunities from new treatments and technologies.

[Integration of health and social care](http://www.gov.scot/Topics/Health/Policy/Adult-Health-SocialCare-Integration/Narrative) has been introduced to change the way key services are delivered, with greater emphasis on supporting people in their own homes. Legislation to implement health and social care integration came into force on April 1, 2016, bringing together NHS and local council care services under one partnership arrangement for each area. In total 31 local partnerships have been set up across Scotland and they manage almost £5.8 billion of health and social care resources. Working together, NHS and local council care services are jointly responsible for the health and care needs of patients, to ensure that those who use services get the right care and support whatever their needs, at any point in their care journey.

For further information in relation to the Scottish Government’s vision for the NHS in Scotland, please visit the Scottish Government website at: [www.gov.scot/Topics/Health](http://www.gov.scot/Topics/Health).

**About the role**

**What is the role of a member?**

The Non-executive Whistleblowing Champions (NWC) will have no operational role in any Board. The aim of this role is to further promote a culture of openness and transparency in NHS Scotland. A culture where all staff feel confident to raise any concerns they may have in the knowledge that they will be supported, receive fair treatment, suffer no detriment, and that their concerns will be properly investigated. The NWC will contribute towards the promotion and delivery of a positive working culture within NHS Scotland.

The NWC will seek assurance from executives and provide assurance to the Board that their Health Board is complying with the NHSScotland Whistleblowing Policy that will include the Independent National Whistleblowing Officer’s Standards  and that staff who raise concerns are being treated fairly in accordance with the [Staff Governance Standards](https://www.staffgovernance.scot.nhs.uk/what-is-staff-governance/).  Where the NWC find that this is not the case and the Board does not provide the NWC with assurance that it is properly addressing any concerns raised with them directly by the NWC, the NWC may escalate their concern about this to the Health Secretary via the Scottish Government Director General of Health and Social Care.

We would also anticipate that the NWC will have a role in reporting, to the Board, on cases raised and to identify any issues or areas of good practice. It is envisaged that the NWC would work closely with the Independent National Whistleblowing Officer (INWO) with regard to this once the role of INWO is established (anticipated Summer 2020).

The Non-executive Whistleblowing Champions will have a responsibility to seek assurance that:

* Staff are actively encouraged and supported to report any concerns about patient safety or malpractice they may have;
* Boards have systems in place that are used and monitored appropriately to ensure that all reported concerns are investigated in a timely and appropriate way;
* Boards have systems in place to ensure that any learning from Whistleblowing concerns is identified, shared and used to deliver improvements where appropriate;
* The staff member (the whistleblower), and any other staff member implicated in the reported concern, is supported and updated on progress throughout the process;
* The outcome is fed back to the member of staff who raised the concern, and any resultant recommended actions are progressed by the Board;
* Any detriment or potential detriment to the whistleblower is properly addressed.

Additionally, the Whistleblowing Champion will also consider and implement mechanisms which will allow them to identify if staff do not have confidence in local processes.

To support their role and to fulfil the role and responsibilities of a Board member the Whistleblowing Champion will also work with the Chair and other board members 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 a 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 and its accountability for governing 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;
* actively support and promote a healthy culture for the organisation and reflect this in their own behaviour;
* serve as a trustee of the Board’s endowment funds (its associated charity); and
* uphold the highest ethical standards of integrity and probity - being honest and trustworthy - and comply with the Board’s Code of Conduct derived from the nine principles of public life set out by the Committee on Standards in Public Life (based on the Nolan Principles).

**What is involved in good governance?**

The NWC’s role will reflect and build on the requirements for good governance within the NHS. Good governance drives the quality of our healthcare services and sits at the heart of the non-executive’s role. [[A Blueprint for Good Governance](https://www.sehd.scot.nhs.uk/dl/DL%282019%2902.pdf)](https://www.sehd.scot.nhs.uk/dl/DL%282019%2902.pdf) - the NHS Scotland approach to governance - defines the functions of a corporate governance system as:

* Setting the direction, clarifying priorities and defining expectations.
* Holding the Executive Leadership Team to account and seeking assurance that the organisation is being effectively managed.
* Managing risks to the quality, delivery and sustainability of services.
* Engaging with stakeholders.
* Influencing the Board’s and the organisation’s culture.

**What kind of person are we looking for?**

Our non-executives are expected to:

* be impartial - not act for any individual or group - and uphold collective decisions made by the Board;
* question and challenge information constructively;
* be sensitive to the views of others inside and outside the boardroom;
* promote a positive culture which includes upholding and promoting the organisation’s vision and values;
* be an ambassador of the Board representing it honestly and positively;
* communicate and engage with a wide range of organisations and individuals; and
* analyse and review complex issues, weigh up conflicting opinions and reach sound and reasoned decisions.

**Do I need to be an expert in health**

No. We are looking for people with a wide range of skills and backgrounds with common sense who are sensitive to the diverse needs of the people of Scotland.

**I’ve not been on a Board before – does this matter?**

No. We are looking for people who can contribute effectively to the Board and the skills you bring may have been developed in quite different contexts.

**Will I be provided with training and support?**

Yes. We will give you the time and opportunity on an ongoing basis to learn more about the role in order to allow you to apply your skills in discharging your responsibilities. You will be working as part of a team and will be able to get expert advice on difficult or complex issues. You will be provided with induction tailored to suit your own particular needs.

**What would I be paid?**

Appointment to Healthcare Improvement Scotland is remunerated at the rate of £161.85 per day. Renumeration for appointments to NHS Western Isles, NHS Shetland and NHS Orkney is set at £7,705 per annum. All other Health Boards have a renumeration rate of £8,416 per annum. These rates are all non-pensionable. You would also receive allowances at rates set centrally for relevant travel and subsistence costs. All reasonable receipted dependant-carer expenses, including childcare, will also be reimbursed where applicable.

**What would my time commitment be?**

The time commitment will vary week to week and from board to board, as each board will have both busier and quieter periods. Regardless of the post obtained, you must be able to make a firm commitment to spend, on average, eight hours per week (up to 48 days per year) on Board business. It is likely that there will be an extra time commitment at the start of the appointment to review any historic cases and assist in the implementation of the INWO. This time will be a mix of daytime board meetings; committee meetings as well as development and strategy days, preparation for meetings and reading documents.

No single candidate will be appointed to more than two health boards. This is because the time commitment, which is expressed as a weekly average, can vary from board to board during the course of the year. As such, no candidate would be able to dedicate the necessary time to more than two boards during busy/high demand periods for the boards in question. In the case of Healthcare Improvement Scotland (HIS), the successful candidate is disqualified from being appointed to another board.

**How long would my appointment be for?**

The term of appointment will be for up to four years. When a term comes to an end, the skills the board requires will be reassessed.  If you satisfy the requirements of the new person specification at that time, and there is evidence of your effective performance, Scottish Ministers may consider reappointing you for a further term. A non-executive member’s total period of appointment will not exceed eight years. There is no automatic right to re-appointment

**Where would I be based?**

If appointed, you would be based at the relevant Board’s headquarters. The full list of locations is available in Annex B

**Is there anything that could disqualify me from being appointed?**

Appointments to NHS bodies are governed by regulations which include details of the circumstances in which an individual may be disqualified from being appointed.

The circumstances vary from body to body and it is not possible to include an exhaustive list here covering every appointment. Further information is included in Annex A.

There is a specific disqualification related to HIS which means that members, employees or contractors of any organisation which is the subject of HIS’s scrutiny and assurance process are disqualified from appointments to the HIS Board. Further information is provided in Annex A and any conflicts of interest should be recorded in the relevant section on page 10 of the application form.

**What else do I need to know about being a non-executive?**

* Appointments are subject to the terms of the Regulations referred to above.
* In the event of an appointment being terminated early by the Scottish Ministers in accordance with the provisions of the Regulations, there would be no entitlement to any compensation in respect of the unexpired portion of the appointment.
* Health Boards are bodies corporate. Boards, their Chairs and members do not have the status, immunity or privileges of the Crown. The Chair and members are, however, not personally liable for the actions of the Board.
* Appointments shall not be construed as in any way constituting a contract of service or for services between appointees and the Scottish Ministers or as between appointees and the Board.
* 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.
* On matters affecting the work of the NHS Board, it is not expected that the Chair and members will make political speeches or engage in other political activities. In cases of doubt, the guidance of the Scottish Ministers should be sought through the Chief Executive of NHS Scotland.

**Person specification** 

We are looking for one new member to join each of the 22 Health Boards as a Non-executive Whistleblowing Champion. It is important that the Board has members with a variety of different skills and experience in order to work effectively. The tables overleaf through pages **10** to **12** list the skills, knowledge, personal qualities and experience we are seeking for these posts and indicate how and at which stage in the process each of the criteria will be tested.

NHS Scotland is seeking for the current appointments people who bring some very specific skills and experience to the Board and these will take priority during the appointment process – these are listed in the ‘Priority criteria’ section on pages **9 to 10** and we have explained what we will be looking for and how they will be tested.

All Board members also need to have some general skills which will enable them to make a full contribution to the work of the Board. These may have been gained by working in a management post or at a senior level or you may just have a natural aptitude in these areas gained through being active in your community, in a voluntary capacity or just through your own personal life experience – these are listed in the ‘NHS Scotland Values” and “General criteria” sections on pages **9** to **11** and, again, we have explained exactly what we will be looking for and how they will be tested.

These general skills are also essential for this post, but not as important as the priority criteria. In respect of this post, the priority criteria are weighted over the others, and the candidate or candidates who provide the strongest evidence against the priority criterion will be considered most able to fulfil the role. In the event that candidates provide evidence of equal merit against the priority criterion, the panel will then take into account the strength of the evidence presented against the general criteria in determining the candidate(s) most able to fulfil the role.

NHSScotland’s values are at the heart of everything that this organisation does. These values, as outlined in the NHSScotland Workforce Strategy [Everyone Matters: 2020 Workforce Vision](http://www.scotland.gov.uk/Publications/2013/06/5943) are: care and compassion; dignity and respect; openness, honesty and responsibility; and, quality and teamwork and guide the work of the Board in all that it does. As a member of this Board, you will not only need to have the right skills, knowledge and experience for the role, but also be able to demonstrate behaviour aligned to these values.

**Please note** that for those candidates invited to the final assessment stage, the feedback provided to the selection panel from the psychometric test will, in addition to providing detail against the NHS Scotland values, also inform their questioning during the interview on the wider requirements sought.

**NHS Scotland Values, Priority, and General Criteria** (we will want all applicants to demonstrate these).

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| **NHSScotland Values** | **What does this mean?** | **How will this be tested?** |
| The values that are shared across NHSScotland are outlined in the [Everyone Matters: 2020 Workforce Vision](http://www.scotland.gov.uk/Publications/2013/06/5943). These are:* care and compassion;
* dignity and respect;
* openness, honesty and responsibility; and,
* quality and teamwork
 | Embedding these values in everything you do. In practice this means:* demonstrating our values in the way you work and treat each other;
* using our values to guide the decisions you take;
* identifying and dealing with behaviours that don’t live up to our expectations; and,
* being responsible for the way you work and not just the work you do.
 | We want you to tell us in your application how you have demonstrated these values and bring them into the way you work. These values will also be assessed by: * a psychometric test;
* a short presentation at interview; and
* the interview discussion.

When assessing evidence of the other requirements, the panel will be looking for you to demonstrate how your behaviours have aligned with these values. By way of illustration, if you were providing evidence of *“*constructive and supportive challenge”, did you, for example, successfully challenge whilst showing respect for all colleagues, listening effectively and responding empathetically? |

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| **Priority criteria** | **What does this mean?** | **How will this be tested?** |
| The ability to review NHS whistleblowing procedures | * Awareness and appreciation of the complexities of the management of whistleblowing;
* Demonstrating that you are able to consider a wide range of factors relating to whistleblowing;
* Demonstrating that you are open and transparent in your approach;
* An understanding of the measures used to evaluate performance and how these relate to whistleblowing procedures and processes;
* Demonstrating an ability to undertake effective review and compliance check of systems and processes.
 | Through your written application, a short presentation, and discussion with you at interview. |
| Constructive and supportive challenge | * Demonstrating confidence in questioning proposals proportionately;
* Listening to all viewpoints when debating them;
* Putting forward your views in an objective way, not being too dogmatic about your own perspective;
* Helping others to consider their own position in a non-confrontational way;
* Demonstrating personal resilience.
 | Through your written application and discussion with you at the interview. |
| **General criteria** | **What does this mean?** | **How will this be tested?** |
| Knowledge of how health and, where applicable, social care services are structured and delivered:* in the area served by the Board, in the case of Territorial Health Boards
* across Scotland, in the case of National Health Boards
 | We are looking for individuals who have a strong commitment to the vision we have of enabling the healthiest life possible for those who live in Scotland. For example you are free to draw on:* What you see as the challenges facing the delivery of health and, where applicable, social care services by the board;
* You might also be able to explain and give relevant examples of your personal experience of health and, where applicable, social care services which are the responsibility of the board(s) you are applying to join.

You should make your answer relevant to the board you are applying to join. | Through your written application and discussion with you at the interview. |
| Analysis and decision making | * Comparing information from different sources to gain a wider understanding;
* Being able to identify key points of detail which are critical to decision making;
* Being able to balance a number of different considerations;
* Experience of using evidence from different sources to inform decision making;
* Recognising when information is limited and when more information might be needed;
* Identifying some of the implications associated with what you are considering, such as priorities, risks, opportunities etc.
 | We will ask you to complete a practical exercise as part of the final stage of assessment, which will allow you to demonstrate this skill. We may have a follow-up discussion with you during the interview. |
| Communication  | * Being focused and succinct in your communication, with active listening skills – showing you are taking into account what is being said;
* Confident in expressing views and opinions in a group setting
* Being engaging and enthusiastic;
* Able to adapt your style appropriately for different situations;
* Satisfactory written skills.
 | Through your written application, a short presentation at interview, your response to the practical exercise and the interview.  |

**How to apply**

Please apply online through our dedicated public appointments website: [www.appointed-for-scotland.org](http://www.appointed-for-scotland.org). If you experience any difficulties accessing our website, or in the event that you require a word version of the application form, please contact the Public Appointments Team by calling Freephone 0300 244 1898; or by emailing Public.appointments@gov.scot.

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.

**Guidance on completing your application**

**Your Application**

Your application is the key document which will determine whether or not you will be called for interview. You must, therefore, be able to demonstrate within your application how you meet the skills, knowledge, personal qualities and experience required, as laid out in the Person Specification. CVs will not be accepted as an application for the roleIf you require any reasonable adjustments to support you through the application and selection process, you should contact the Public Appointments Team by calling Freephone 0300 244 1898; or by emailing Public.appointments@gov.scot.

Applying for more than one role

You may apply for more than one role on the same application form although you cannot be appointed to more than two roles. The form will be structured to allow you to make your answer to criterion one relevant to each of the boards you are applying to join. The relevant criterion is: ‘Knowledge of how health and, where applicable, social care services are structured and delivered in the area served by the Board, in the case of Territorial Health Boards, or across Scotland, in the case of National Health Boards’. In order that all applicants are treated fairly, the panel will assess each applicant’s responses in relation only to the post(s) applied for. By way of example, if an applicant applies for both a territorial health board and a national health board, assessment for the territorial post will take account of the response given for that post but not take account of the response provided for the national post and vice-versa.

Applicants who are successfully shortlisted for more than one role will only be interviewed once by one selection panel. All of the selection panel members will confer at the conclusion of all stages of assessment and take part in a moderation exercise to ensure that assessment is equitable to all applicants whether they applied for single or multiple posts. This exercise will identify those candidates who meet the criteria for selection most closely for each of the individual roles available. These candidates will be presented to the minister as suitable for appointment, subject to the results of the fit and proper person test, inclusive of candidates’ ability to meet the time commitment for the role(s) concerned.

Applying for Public Health Scotland

Public Health Scotland (PHS) will be a Health Body, established under the National Health Service (Scotland) Act 1978. It will be responsible for the functions currently delivered by NHS Health Scotland and two parts of NHS National Services Scotland - Health Protection Scotland and Information Services Division, and will take on certain new functions.

NHS Health Scotland is the existing national health improvement body which works with others in the public, private and third sectors to reduce health inequalities and improve health and wellbeing. It is involved both in developing and disseminating evidence and in shaping policy and programmes to help achieve a fairer, healthier Scotland. The Scottish Public Health Network and the Scottish Centre for Healthy Working Lives are part of NHS Health Scotland.

NHS National Services Scotland (NSS) provides a number of support services to the NHS and other bodies in Scotland. Health Protection Scotland (HPS) delivers specialist national services, providing advice, support and information to professionals and the public to protect people from infectious and environmental hazards. Information Services Division (ISD) is responsible for providing a range of statistical information and analyses. HPS and ISD are both part of the [Public Health and Intelligence Strategic Business Unit](http://www.nhsnss.org/pages/services/public_health_information.php) within NSS.

The overall aim of Public Health Scotland will be to increase healthy life expectancy and to reduce health inequality in Scotland. Our vision for public health reform is ‘a Scotland where everybody thrives’.

Public Health Scotland will employ around 1000 staff and is expected to have a net operating budget of around £50m. Through its efforts, our ambition is:

* For Scotland to be a world leader in improving the public’s health;

Using knowledge, data and intelligence in more innovative ways;

* To create a culture for health in Scotland, with an economic, social and physical environment which drives, enables and sustains healthy behaviours, and where individuals take ownership of their health

Board members of Public Health Scotland will have a key role in leading, driving, supporting and enabling this ambition.

Public Health Scotland will be accountable to Scottish Ministers and COSLA. Scottish Ministers and COSLA will be joint partners in the strategic planning and annual review process for Public Health Scotland. This arrangement, which is unique for a Health Board, reflects the important role that Local Government has in creating the conditions for wellbeing and health across Scotland.

If you are applying to join PHS you will be expected to demonstrate knowledge of the functions that PHS will perform and the challenges it may face.

**Completing your Application**

There are three sections to the application form, as follows:-

1. Application Form
2. Conflict of Interest and Other Ministerial Public Appointments held
3. Equalities Monitoring Form

**Application Form**

The application form seeks information about you and the skills, knowledge, personal qualities and experience you have that are relevant to the roles. The Person Specification details the skills, knowledge,personal qualities and experience we are seeking for these roles and indicate 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 good idea to retain a copy of your application form.

Further information and examples on completing a competency based application form, and advice on preparing for an interview, can be found in the How to Apply section of the Appointed for Scotland website [www.appointed-for-scotland.org/how-to-apply/](http://www.appointed-for-scotland.org/how-to-apply/).

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

* That you understand the work of the body and the nature of the appointment and that you are not aware of having committed any offence or performed any act incompatible with the position you are applying for;
* That you are not disqualified on any grounds from being appointed to this Board. (Details on disqualifications are contained in this information pack); and
* That you have read the members code of conduct for the Board, that you understand this code and that you agree to be bound by it in the event that you are appointed. (Details on how to access this document are contained in this information pack

**Conflict of Interest and Other Ministerial Public Appointments Held**

You are asked to complete the section which provides details of any other involvement in public life or potential conflicts of interest, which will be explored further with you at interview or checked as part of the final assessment.

**Equalities Monitoring Form**

The equalities monitoring form is very important and helps to determine public policy in how we embed a culture of equality and diversity, ensuring 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, or sexual orientation.

All questions are optional and you are not obliged to answer any but the more information you supply, the more effective our policy development will be. The selection panel does not have access to the information contained within the monitoring form.

All information supplied will be non-attributable, completely anonymous and will be treated in the strictest confidence, 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.

**Management of your Application and the Assessment Process**

Assessment will happen in three stages. A sift will be conducted to assess your application against the criteria being tested at this stage, the selection panel will then conduct a shortlisting exercise to identify those candidates who most closely meet these requrements. The applicants who most closely meet these requirements will be invited to attend the final stage of assessment. You will be advised by email, telephone or post whether or not your application will progress to this stage.

Anonymity at the shortlisting stage is used to ensure that the key principles of merit and integrity are upheld. This ensures all applications are treated the same. The Monitoring Information sectionof the application form isnever seen by the selection panel and are not used to assess your suitability for appointment.

If invited for interview and you have a disability, you should advise the Public Appointments Team by calling Freephone 0300 244 1898; or by emailing Public.appointments@gov.scot who will make reasonable adjustments to enable you to take part in the interview.

**The final stage of assessment will** include a psychometric test, practical exercise, short presentation and an interview. The psychometric test will be completed online in advance of the interview. Interviews wil be **be held in Edinburgh, Glasgow and Inverness**. The practical exercise will form part of the final stage of assessment and will involve the consideration and analysis of documentation, on which you will be asked to answer questions. As part of the interview, you will be asked to undertake a short presentation. The presentation topic will be provided to you in advance of the interview. You will also be asked questions in order to allow you the opportunity to demonstrate that you meet the requirements of the role. Full details on the final stage of assessment will be provided to those candidates who are invited.

More information on assessment methods is available from this hyperlink:

[www.publicappointments.org/faqs/faq/29/how-are-skills-knowledge-and-experience-tested](http://www.publicappointments.org/faqs/faq/29/how-are-skills-knowledge-and-experience-tested)

The selection panel will provide the relevant Minister with a summary of the evidence gathered during the process. The Minister can choose to meet those applicants recommended for appointment prior to making a decision.

All candidates interviewed will be advised in writing of the outcome of the interview and feedback will be offered.

**Telling you about progress**

Applicants who are not shortlisted will be advised of the outcome of their applications in writing. See “Key dates in this competition”.

Feedback will be offered to all applicants who are interviewed. Subject to the number of applicants, feedback may also be available to those who did not reach interview. Feedback will be based on;

* the assessment of your merit in relation to the skills, knowledge and experience required by the person specification; and
* the outcome of the fit and proper person test where appropriate (see the section entitled “Ethical Standards”).

**Key dates in this competition**

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| What happens | **When** |
| Date appointment publicised | 17 July 2019 |
| Closing date for applications | 12 August 2019 |
| Date of shortlist meeting to select applicants for interview | 10 October 2019 |
| Date by which outcome of shortlist will be relayed to applicants | 17 October 2019 |
| Dates of Interviews |

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| 21 October 2019, St Andrew’s House, Edinburgh |
| 23 October 2019, St Andrew’s House, Edinburgh |
| 28 October 2019, Atlantic Quay, Glasgow |
| 07 November, Atlantic Quay, Glasgow |
| 11 November 2019, St Andrew’s House, Edinburgh |
| 13 November 2019, Longman House, Inverness |
| 14 November 2019, Longman House, Inverness |
| 15 November 2019, Longman House, Inverness |
| 18 November 2019, Atlantic Quay, Glasgow |
| 20 November 2019, Atlantic Quay, Glasow |
| 22 November 2019, St Andrew’s House, Edinburgh |
| 27 November 2019, St Andrew’s House, Edinburgh |
| 28 November 2019, St Andrew’s House, Edinburgh |
| 04 December 2019, St Andrew’s House, Edinburgh |
| 05 December 2019, St Andrew’s House, Edinburgh |

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| Date by which Ministers will decide whom to appoint | 20 December 2019 |
| Date from which applicants may request feedback on non-selection for appointment | 6 January 2020 |
| Expected date of appointment (subject to Ministerial approval) | By 31 December 2019 |

**Please note** that if invited to interview, it is unlikely that we will be able to offer any additional dates to those listed. Also, the Panel will endeavour to interview candidates in those locations most suitable for travel arrangements, but this cannot be guaranteed.

**The Selection Panel**

The selection panel will be comprised from:

Panel Chairs:

* Michael Garden, NHS Board Appointments, Scottish Government
* Anne Aitken, Health Workforce and Strategic Change, Scottish Government

Panel Members:

* + Rosemary Agnew, Scottish Public Sector Ombudsman
	+ John Stevenson, Head of Improvement, Standards and Engagement, Scottish Public Sector Ombudsman
	+ Bill Smith, Public Appointments Advisor, Ethical Standards Commissioner

Bill Smith, the Ethical Standards Commissioner’s representative, will be a member of all selection panels.

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**

If you’re a non-British national you can apply for, and be appointed to, the boards of Public Bodies. However, youmust be legally entitled to work in the UK.

**Expenses for attending interviews**

If you are invited for interview you can claim for reasonable expenses incurred in attending. This includes dependent carer expenses. We expect the most efficient and economic means of travel to be used and reimbursement will normally be restricted to that amount. When an overnight stay is necessary, you must contact the Public Appointments Team by calling Freephone 0300 244 1898; or by emailing Public.appointments@gov.scot in advance, for confirmation of current subsistence rates. A copy of our travel and subsistence rates and claim form can be provided to you on request. If invited for interview, the rates with a claim form will be included in the letter of invitation. Receipts must be provided in support of all claims.

**Potential effect on benefits**

Taking up a remunerated public appointment may affect any benefits you receive. This will depend on your individual circumstances so you should seek advice from the office that pays your benefit. Information can be found at: [www.gov.uk/browse/benefits](http://www.gov.uk/browse/benefits)

**Valuing Diversity**

The Scottish Ministers are committed to diversity and equality.

We value very highly the benefits of having different points of view and experiences on our Board. Accordingly, we hope to receive applications from a wide range of talented people irrespective of their religion or belief, gender, age, gender identity, disability, sexual orientation, ethnic origin, political belief, relationship status or caring responsibilities.

Accessibility to public appointments is a fundamental requirement and the public appointments process promotes, demonstrates and upholds equality of opportunity for all applicants. The Scottish Government will always give consideration to disability-related reasonable adjustments that an applicant might request to enable them to meet demonstrate their merit and participate fully in the selection process. If you require any of the application pack documentation in an alternative format, please contact us on (Freephone) 0300 244 1898; or by emailing Public.appointments@gov.scot.

The Scottish Ministers particularly welcome applications from groups currently under-represented on Scotland’s public bodies, such as women, disabled people, those from minority ethnic communities, and people aged under 50.

Please do complete our monitoring form when you apply as this helps us to ensure that the appointments process is accessible to everyone.

For more information about public appointments and other vacancies please visit the dedicated public appointments website at [www.appointed-for-scotland.org](http://www.appointed-for-scotland.org/).

**Appointment**

**What happens if you are appointed?**

Should you be appointed, some of the information that you have provided will be made public in an announcement about your appointment. The announcement will include:

* your name
* a short description of the Health Board(s) you are appointed to
* a brief summary of the skills, knowledge and experience you bring to the role
* how long you have been appointed for
* any remuneration associated with the appointment
* details of all other public appointments you hold and any related remuneration you receive for them
* details of any political activity declared by you
* a statement that the appointment is regulated by the Commissioner for Ethical Standards in Public Life in Scotland (the Commissioner)

**Support and Development**

If you are successful at interview and accept the appointment then you will be contacted by the Chair of the Board for a one-to-one meeting to discuss what’s expected of you and your individual role within the Board.

The Scottish Government’s generic guide on the duties of board members of public bodies *“On Board”* will be made available to you. You can also download it from [www.scotland.gov.uk/Topics/Government/public-bodies/On-Board](http://www.scotland.gov.uk/Topics/Government/public-bodies/On-Board). This guide is intended to help you in fulfilling your duties throughout the period of your appointment.

You will also be invited to an induction session with the Chair; this should take place within one month of appointment and will be expected to include (but not be restricted to) the following:

* + The role of a board member in delivering Ministerial Strategy in line with the National Performance Framework
	+ Roles and Relationships with the Ministers and SG officials
	+ Organisational structure
	+ Role of the Board and arrangements for Board meetings
	+ Budget and Financial information
	+ Details of the Scottish Government Sponsor Team and Minister
	+ Arrangements for remuneration and expenses
	+ Arrangements for providing any support you need to carry out your duties effectively
	+ Specific training will be provided to the NWCs cohort to include the NHSScotland Whistleblowing Policy and the role of the INWO.

Ideally this session will also include other new Board members and a few existing Board members to allow them to share their knowledge and experience with you.

There will also be an ongoing appraisal process.  This will give you an opportunity to discuss your performance with the Chair and highlight any developmental or training needs which may have been identified.

**Disqualifications**

**General disqualifications:**

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

You will particularly wish to note that the Health Boards (Membership and Procedure) (Scotland) Amendment Regulations 2016 which came into force on 8th February 2016 highlight that a person who is an employee of a health service body is no longer disqualified from applying to be a non-executive member of the Board.

* Although the regulations state that board members of one NHS board may not be appointed to another health body, Ministers can choose to direct that this disqualification will not apply. If you would like further information in this regard, please contact **Linsey Craig** on 0131 244 2384, or email Linsey.Craig@gov.scot.
* 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.

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

More information about the legislation underpinning the terms of appointment of NHS Board Chairs and Members for the Boards to which we are making appointments can be found in:

* Section 10A and Schedule 5A of the National Health Service (Scotland) Act 1978 (as inserted by sections 108 and 110 of the Public Services Reform (Scotland) Act 2010;
* [www.legislation.gov.uk/asp/2010/8/contents](http://www.legislation.gov.uk/asp/2010/8/contents)
* The Health Boards (Membership and Procedure) (Scotland) Regulations 2001
* [www.legislation.gov.uk/ssi/2001/302/contents/made](http://www.legislation.gov.uk/ssi/2001/302/contents/made)
* The Primary Medical Services (Consequential and Ancillary Amendments) (Scotland) Order 2004
* [www.legislation.gov.uk/ssi/2004/212/contents/made](http://www.legislation.gov.uk/ssi/2004/212/contents/made)
* The Health Boards (Membership and Procedure) (Scotland) Amendment Regulations 2005
* [www.legislation.gov.uk/ssi/2005/108/contents/made](http://www.legislation.gov.uk/ssi/2005/108/contents/made)
* Health Boards (Membership and Procedure) (Scotland) Amendment Regulations 2016
* [www.legislation.gov.uk/ssi/2016/3/contents/made](http://www.legislation.gov.uk/ssi/2016/3/contents/made)

**Healthcare Improvement Scotland – Specific disqualifications:**

It is essential that the public has confidence in the scrutiny and assurance roles which Healthcare Improvement Scotland undertakes across a range of organisations in the NHS and the independent healthcare sector. Accordingly, it is crucial that there can be no conflict of interest between Healthcare Improvement Scotland Board members and those organisations which are the subject of the scrutiny and assurance process. This means that, if appointed to the HIS Board, it would not be appropriate for you to be a member, employee or contractor of such an organisation. If you would like to discuss this further, please get in touch with the HIS Chair by contacting Pauline Symaniak, Corporate Governance Office, on 0131 623 4294 or by emailing [p.symaniak@nhs.net](file:///C%3A%5CUsers%5Csmithsgr%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.IE5%5C6H99TS35%5Cp.symaniak%40nhs.net).

If you are a member, employee or contractor of an organisation which is the subject of the scrutiny and assurance process, you would be required to resign from that role in order to take up this appointment.

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| BOARD | HEADQUARTERS | BOARD CONTACT DETAILS |
| NHS Ayrshire & Arran[Code of Corporate Governance](https://www.nhsaaa.net/media/5202/codecorporategovernance.pdf) | Eglinton HouseAilsa HospitalDalmellington RoadAyrKA6 6AB | Chair: Martin CheyneBoard Secretary: Shona McCullochT: 01292 513630E: shona.mcculloch1@nhs.net |
| KEY MEETING DATES EARLY 2020 |
| JANUARY | **FEBRUARY** | **MARCH** | **APRIL** | **MAY** | **JUNE** |
|  | 3rd – Board meeting & 10th – Board workshop | 30th – Board meeting | \*No further dates scheduled yet |

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| BOARD | HEADQUARTERS | BOARD CONTACT DETAILS |
| NHS Borders[Code of Conduct](http://www.nhsborders.scot.nhs.uk/media/64737/nhs_borders_code_of_conduct_board_members.pdf) | Borders General Hospital CampusMelroseRoxburghshireTD6 9BS | Interim Chair: Karen HamiltonBoard Secretary: Iris BishopT: 01896 825525E: iris.bishop@borders.scot.nhs.net |
| KEY MEETING DATES EARLY 2020 |
| JANUARY | **FEBRUARY** | **MARCH** | **APRIL** | **MAY** | **JUNE** |
| 16th – Board meeting & Development | 6th – Board meeting & Development | 5th – Board meeting & Development | 2nd – Board meeting & Development | 7th – Board meeting & Development | 25th – Board meeting & Development |

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| BOARD | HEADQUARTERS | BOARD CONTACT DETAILS |
| NHS Dumfries and Galloway[Code of Corporate Governance](http://www.nhsdg.scot.nhs.uk/About_Us/Corporate_Governance/Code_of_Corporate_Governance.pdf) | Mid NorthCrichton HallBankend RoadDumfriesDG1 4TG | Chair: Nick MorrisBoard Secretary: Laura GeddesT: 01387 272702E: laura.geddes2@nhs.net  |
| KEY MEETING DATES EARLY 2020 |
| JANUARY | **FEBRUARY** | **MARCH** | **APRIL** | **MAY** | **JUNE** |
|  | 3rd – Board meeting | \*No further dates scheduled yet |

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| BOARD | HEADQUARTERS | BOARD CONTACT DETAILS |
| NHS Fife [Code of Conduct](https://www.nhsfife.org/nhs/index.cfm?fuseaction=publication.pop&pubID=AFBAB931-CB83-28AF-199C9622B98DAF9B) | Hayfield HouseHayfield RoadKirkcaldyFifeKY2 5AH | Chair: Rt Hon Tricia MarwickBoard Secretary: Gillian MacIntoshT: 01592 628164E: Gillian.macintosh@nhs.net  |
| KEY MEETING DATES EARLY 2020 |
| JANUARY | **FEBRUARY** | **MARCH** | **APRIL** | **MAY** | **JUNE** |
| 29th – Board meeting | 26th – Board development | 25th – Board meeting | \*No further dates scheduled yet |

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| BOARD | HEADQUARTERS | BOARD CONTACT DETAILS |
| NHS Forth Valley[Code of Conduct](https://nhsforthvalley.com/wp-content/uploads/2014/01/Code-of-Conduct.pdf) | Carseview HouseCastle Business ParkStirlingFK9 4SW | Chair: Alex LinkstonBoard Secretary: Sonia KavanaghT: 01786 457208E: Sonia.kavanagh@nhs.net  |
| KEY MEETING DATES EARLY 2020 |
| JANUARY | **FEBRUARY** | **MARCH** | **APRIL** | **MAY** | **JUNE** |
| 28th – Board meeting |  | 31st – Board meeting |  | 26th – Board meeting |  |

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| BOARD | HEADQUARTERS | BOARD CONTACT DETAILS |
| NHS Grampian[Code of Conduct](http://www.nhsgrampian.org/files/MembersCodeOfConduct.doc) | Summerfield House2 Eday RoadAberdeenAB15 6RE | Chair: Dr Lynda LynchBoard Secretary: Lesley HallT: 01224 558600E: lesleyb.hall@nhs.net |
| KEY MEETING DATES EARLY 2020 |
| JANUARY | **FEBRUARY** | **MARCH** | **APRIL** | **MAY** | **JUNE** |
| 16th – Board seminar | 6th – Board meeting | 5th – Board seminar | 2nd – Board meeting | 7th – Board seminar | 4th – Board meeting |

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| BOARD | HEADQUARTERS | BOARD CONTACT DETAILS |
| NHS Greater Glasgow & Clyde[Code of Conduct](http://library.nhsggc.org.uk/media/226952/nhsggc_board_members_code_of%20_conduct.pdf) | JB Russell HouseGartnavel Royal Hospital1055 Great Western RoadGlasgowG12 0XH | Chair: John BrownBoard Secretary: Elaine VanheganT: 0141 201 4608E: Elaine.vanhegan@ggc.scot.nhs.uk  |
| KEY MEETING DATES NOT SCHEDULED YET FOR 2020 |

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| BOARD | HEADQUARTERS | BOARD CONTACT DETAILS |
| NHS Highland[Code of Conduct](http://www.nhshighland.scot.nhs.uk/MEETINGS/Pages/CodeConduct.aspx) | Assynt HouseBeechwood ParkInvernessIV2 3BW | Interim Chair: Boyd RobertsonBoard Secretary: Ruth DalyT: 01463 704857E: ruthdaly@nhs.net  |
| KEY MEETING DATES EARLY 2020 |
| JANUARY | **FEBRUARY** | **MARCH** | **APRIL** | **MAY** | **JUNE** |
| 28th – possible Board meeting |  | 31st – possible Board meeting |  | 26th – possible Board meeting |  |

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| BOARD | HEADQUARTERS | BOARD CONTACT DETAILS |
| NHS Lanarkshire[Code of Conduct](https://www.nhslanarkshire.scot.nhs.uk/download/board-members-code-of-conduct/?wpdmdl=3262&ind=1537966123999) | Headquarters KirklandsFallside RoadBothwellG71 8BB | Chair: Neena MahalBoard Secretary: Paul CannonT: 01698 858181E: paul.cannon@lanarkshire.scot.nhs.uk  |
| KEY MEETING DATES EARLY 2020 |
| JANUARY | **FEBRUARY** | **MARCH** | **APRIL** | **MAY** | **JUNE** |
| 29th – Board meeting | 26th – Board development  | 25th – Board meeting | 29th – Board development  | 27th – Board meeting | 24th – Board development  |

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| BOARD | HEADQUARTERS | BOARD CONTACT DETAILS |
| NHS Lothian[Code of Practice](https://org.nhslothian.scot/FOI/Documents/Code_Conduct_Board_Mmbrs.pdf) | Waverley Gate2-4 Waterloo PlaceEdinburghEH1 3EG | Chair: Brian HoustonBoard Secretary: Alan PayneT: 0131 465 5526E: alan.payne@nhslothian.scot.nhs.uk  |
| KEY MEETING DATES EARLY 2020 |
| JANUARY | **FEBRUARY** | **MARCH** | **APRIL** | **MAY** | **JUNE** |
| 8th – Board development  | 12th – Board meeting  | 4th – Board development  | 8th – Board meeting | 6th – Board development  | 24th – Board meeting |

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| BOARD | HEADQUARTERS | BOARD CONTACT DETAILS |
| NHS Orkney[Code of Corporate Governance](http://www.ohb.scot.nhs.uk/sites/default/files/publications/Code%20of%20Corporate%20Governance%20-%20December%202016_0.pdf) | Garden HouseNew Scapa RoadKirkwallOrkneyKW15 1BQ | Chair: Ian KinniburghBoard Secretary: Emma WestT: 01856 888228E: emma.west@nhs.net  |
| KEY MEETING DATES EARLY 2020 |
| JANUARY | **FEBRUARY** | **MARCH** | **APRIL** | **MAY** | **JUNE** |
|  | 27th – Board meeting | \*No further dates scheduled yet |

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| BOARD | HEADQUARTERS | BOARD CONTACT DETAILS |
| NHS Shetland[Code of Conduct](https://www.shb.scot.nhs.uk/board/documents/cgh-s7-apr2019.pdf)  | Brevik HouseSouth RoadLerwickShetlandZE1 0TG | Chair: Gary RobinsonBoard Secretary: Carolyn HandT: 01595 743063E: Carolyn.hand@nhs.net  |
| KEY MEETING DATES EARLY 2020 |
| JANUARY | **FEBRUARY** | **MARCH** | **APRIL** | **MAY** | **JUNE** |
| 14th – Board development  | 18th – Board meeting | 17th – Board development  | \*No further dates scheduled yet |

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| BOARD | HEADQUARTERS | BOARD CONTACT DETAILS |
| NHS Tayside[Code of Corporate Governance](http://www.nhstaysidecdn.scot.nhs.uk/NHSTaysideWeb/idcplg?IdcService=GET_SECURE_FILE&dDocName=EPOS_395744&Rendition=web&RevisionSelectionMethod=LatestReleased&noSaveAs=1) | Ninewells Hospital & Medical SchoolDundeeDD1 9SY | Interim Chair: Lorna Birse-Stewart Board Secretary: Margaret DunningT: 01382 740709E: Margaret.dunning@nhs.net  |
| KEY MEETING DATES EARLY 2020 |
| JANUARY | **FEBRUARY** | **MARCH** | **APRIL** | **MAY** | **JUNE** |
| 30th & 31st – Board development  | 27th – Board meeting | 26th – Board development  | 30th– Board meeting  | 28th – Board development  | 25th – Board meeting |

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| BOARD | HEADQUARTERS | BOARD CONTACT DETAILS |
| NHS Western Isles[Code of Corporate Governance](http://www.wihb.scot.nhs.uk/publications/code-of-corporate-governance) | 37 South Beach StreetStornowayIsle of LewisHS1 2BB | Chair: Ian BurgessBoard Secretary: Michelle McPhailT: 01851 708044E: michelle.mcphail@nhs.net  |
| KEY MEETING DATES NOT SCHEDULED YET FOR 2020 |

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| BOARD | HEADQUARTERS | BOARD CONTACT DETAILS |
| Golden Jubilee Foundation[Code of Conduct](https://www.nhsgoldenjubilee.co.uk/files/7314/2436/2705/Code_of_conduct.pdf) | Agamemnon StreetClydebankGlasgowG81 4DY | Chair: Susan Douglas-ScottBoard Secretary: Sandie ScottT: 0141 951 5073E: sandie.scott@gjnh.scot.nhs.uk  |
| KEY MEETING DATES EARLY 2020 |
| JANUARY | **FEBRUARY** | **MARCH** | **APRIL** | **MAY** | **JUNE** |
| 30th – Board meeting | 20th – Board workshop | 26th – Board meeting | 23rd – Board workshop | 28th – Board meeting | 18th – Board meeting & workshop |

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| BOARD | HEADQUARTERS | BOARD CONTACT DETAILS |
| Healthcare Improvement Scotland[Code of Conduct](http://www.healthcareimprovementscotland.org/about_us/idoc.ashx?docid=b03a7c1f-22d6-4d1a-a31a-ce837145b1de&version=-1) | Gyle Square1 South Gyle Crescent EdinburghEH12 9EB | Chair: Carole WilkinsonBoard Secretary: Pauline SymaniakT: 0131 623 4294E: p.symaniak@nhs.net  |
| KEY MEETING DATES EARLY 2020 |
| JANUARY | **FEBRUARY** | **MARCH** | **APRIL** | **MAY** | **JUNE** |
|  | 19th - Board seminar  | 25th - Board meeting  | \*No further dates scheduled yet |

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| BOARD | HEADQUARTERS | BOARD CONTACT DETAILS |
| NHS 24[Code of Conduct](https://www.nhs24.scot/data/uploads/PDF/NHS_board/Code%20of%20conduct%20for%20board%20members.pdf)  | Caledonia HouseCardonald Park50 Pitches RoadGlasgowG51 4ED | Chair: Esther RobertonBoard Secretary: Pauline SimpsonT: 0141 435 7398E: pauline.simpson@nhs24.scot.nhs.uk  |
| KEY MEETING DATES EARLY 2020 |
| JANUARY | **FEBRUARY** | **MARCH** | **APRIL** | **MAY** | **JUNE** |
| 16th – Board development  | 25th - Board meeting  | 12th – Board development  | \*No further dates scheduled yet |

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| BOARD | HEADQUARTERS | BOARD CONTACT DETAILS |
| NHS Education for Scotland[Code of Conduct](http://www.nes.scot.nhs.uk/publications-and-resources/corporate-publications/code-of-conduct-for-board-members.aspx) | Westport 102West PortEdinburghEH3 9DN | Chair: David GarbuttBoard Secretary: David FergusonT: 0131 656 3424E: david.ferguson@nes.scot.nhs.uk  |
| KEY MEETING DATES EARLY 2020 |
| JANUARY | **FEBRUARY** | **MARCH** | **APRIL** | **MAY** | **JUNE** |
| 30th – Board meeting | 27th – Board development  | 26th – Board meeting | \*No further dates scheduled yet |

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| BOARD | HEADQUARTERS | BOARD CONTACT DETAILS |
| NHS National Services Scotland[Code of Conduct](https://nhsnss.org/media/2367/02-nss-code-of-conduct_sept-2014_final-version-01.pdf) | Gyle Square1 South Gyle Crescent EdinburghEH12 9EB | Chair: Prof. Elizabeth IrelandBoard Secretary: Caroline LangT: 0131 275 7090E: clang@nhs.net  |
| KEY MEETING DATES EARLY 2020 |
| JANUARY | **FEBRUARY** | **MARCH** | **APRIL** | **MAY** | **JUNE** |
|  | 7th – Board meeting | 6th – Board development  | 3rd – Board meeting | 1st – Board development  | 26th – Board meeting |

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| BOARD | HEADQUARTERS | BOARD CONTACT DETAILS |
| Public Health Scotland | Location TBCAnticipated to be in Edinburgh and/or Glasgow | TBC  |
| NEW PUBLIC BODY, KEY MEETING DATES TBC |

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| BOARD | HEADQUARTERS | BOARD CONTACT DETAILS |
| Scottish Ambulance Service[Code of Conduct](http://www.scottishambulance.com/userfiles/file/TheService/Publications/Members%20Code%20of%20Conduct.pdf)  | Gyle Square1 South Gyle Crescent EdinburghEH12 9EB | Chair: Tom SteeleBoard Secretary: Lindsey RalphT: 0131 314 0102E: lralph@nhs.net  |
| KEY MEETING DATES EARLY 2020 |
| JANUARY | **FEBRUARY** | **MARCH** | **APRIL** | **MAY** | **JUNE** |
| 29th – Board meeting | 26th – Board development session | 25th – Board meeting | 29th – Board development session | 27th – Board meeting | 24th – Board development session |

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| BOARD | HEADQUARTERS | BOARD CONTACT DETAILS |
| The State Hospitals Board for Scotland[Code of Conduct](http://www.tsh.scot.nhs.uk/Board/Docs/Board%20-%20Model%20Code%20of%20Conduct%20-%20Dec%2014.pdf) | CarstairsSouth LanarkshireLanarkshireML11 8RP | Chair: Terry CurrieBoard Secretary: Margaret SmithT: 01555 842009E: Margaret.smith34@nhs.net  |
| KEY MEETING DATES EARLY 2020 |
| JANUARY | **FEBRUARY** | **MARCH** | **APRIL** | **MAY** | **JUNE** |
|  | 27th – Board meeting |  | 23rd – Board meeting |  | 18th or 25th – Board meeting |

**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.

**Ethical Standards Commissioner**

**Thistle House E: appointments@ethicalstandards.org.uk**

**91 Haymarket Terrace T: 0300 011 0550**

**Edinburgh**

**EH12 5HE**



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| appointments home |  |

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

**Scottish Government
Public Appointments
3F North
Victoria Quay
Edinburgh
EH6 6QQ**

**Web:** [**www.appointed-for-scotland.org**](http://www.appointed-for-scotland.org)

**Email:** **Public.Appointments@gov.scot**

**Freephone: 0300 244 1898**

