



Information pack for applicant for the position of Non-Executive Board Member

Publication date: Tuesday 20th August 2019

Closing date: 20th September 2019

**To apply for this vacancy,
please visit our Public Appointments
website at:**

www.appointed-for-scotland.org

Contents	Page
APPLYING	
Welcome letter from the Chair and Chief Executive	3
Information about Disclosure Scotland	5
About the role	6
Valuing diversity	9
How to apply	9
Guidance on completing your application	10
Management of your application and the assessment process	11
Selection panel	12
Nationality	12
Expenses for attending interviews	13
Potential effect on benefits	13
Conflicts of interest	13
APPOINTMENT	14
COMPLAINTS	15
Annex A – Travel Information	16
Annex B – Disqualifications	18

Public Appointments

Non-Executive opportunities within Disclosure Scotland

Thank you for taking the time to visit this site and for your interest in the Non-Executive opportunities within [Disclosure Scotland](#) (DS).

DS is an executive agency of the Scottish Government. As such it operates impartially while remaining directly accountable to the Scottish Ministers for its performance and use of public funds. Disclosure Scotland is responsible for delivering the legislation and helping shape Scottish Government policy on disclosure of criminal history information to allow employers to make better informed, safe and fair recruitment decisions. We operate the Protection for Vulnerable Groups scheme which helps to stop unsuitable people working with protected adults and children. We provide a high quality service to our customers. In 2018-2019, we completed 584,000 applications, with an average processing time of 3.7 days and 98.9% completed within 14 days.

We are currently undergoing significant modernisation and transformational change to improve the delivery of our service and help us be more customer focused. A number of important projects will be undertaken over the next few years to deliver this transformational change and increase our efficiency. These will include:

- the Disclosure (Scotland) Bill which will strengthen safeguarding, reduce the stigma people with previous convictions experience when seeking jobs, and simplify the disclosure system to make it easier for individuals and organisations to use.
- replacing our core IT systems
- delivering digital services which meet the needs of our customers
- embedding a culture of continuous improvement
- transforming our business

I am committed to making DS to be a great place to work; an organisation where individuals thrive and are successful, where diversity is valued and learning and development are prioritised.

As a non-executive member you will play a key strategic role in ensuring that DS delivers on these objectives. We are looking for people who can quickly build credibility when engaging with both internal and external stakeholders and who have the enthusiasm and personal desire to make a significant contribution to public safeguarding.

I wish you well in your application.

Lorna Gibbs
Chief Executive



Information about Disclosure Scotland

What does Disclosure Scotland do?

Disclosure Scotland is an Executive Agency of the Scottish Government with a high customer focus, which operates on behalf of Scottish Ministers. Disclosure Scotland is responsible for delivering the legislation and helping shape Scottish Government policy on disclosure of criminal history information to allow employers to make better informed, safe and fair recruitment decisions.

Further information about the work we do can be found at:
<https://www.mygov.scot/organisations/disclosure-scotland>

Vision, Mission and Values

In 2017 Disclosure Scotland undertook work to refine our vision, mission and values. The agreed definitions are set out below.

Vision

Protecting Scotland's people: shaping a safer environment to live and work.

Mission

Driving safeguarding outcomes by preventing and removing harmful people from working and volunteering with vulnerable groups, and helping employers make better informed decisions.

Values

We are an inclusive organisation, enriched by diversity, where individual needs are supported and where people are treated with respect.

We are open and adaptable to new opportunities and encourage creativity to deliver innovative solutions that make a difference.

We work collaboratively to achieve the best outcomes for the public.

We are professional in our handling of people and their personal data.

About the role

What is the role of a non-executive board member?

The role of a Non-Executive Board Member (NEBM) is to provide advice to the Chief Executive in their role as Accountable Officer on strategy, performance and risk to:

- act as a critical friend to the Chief Executive and executive Board members, supporting and challenging as we transform the business
- ensure that the voice and needs of users are embedded in the organisation's thinking and planning
- strategy – constructively challenging and contributing to the development of strategy, suggesting ambitious and customer-focused targets and innovative approaches for delivery
- performance – scrutinising the performance of management in meeting goals and objectives and monitoring the reporting of performance
- risk – satisfying themselves of the reliability and integrity of risk management and internal control arrangements. Providing assurance that the framework for organisational governance is operating effectively
- provide advice and an external and range of perspectives to issues

As DS is an agency, the role of the Board is advisory. Its main role is to assist DS to deliver its functions on behalf of Ministers through the provision of strategic advice and support to the Chief Executive, and through constructive challenge.

As a Non-executive there may be opportunities to get involved with some of our other groups such as the Stakeholder Advisory Group and the steering panel for transformation.

What kind of person are we looking for?

Our NEBMs are expected to:

- uphold Disclosure Scotland's values
- be interested in the issues we face and be keen to make a difference for the people of Scotland and our staff
- respect confidentiality
- be impartial
- question and constructively challenge
- be sensitive to the views of others inside and outside the boardroom
- be an ambassador of the Board representing it honestly and positively
- analyse and review complex issues, weigh up conflicting opinions and reach sound and reasoned decisions.

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

We are looking for people who can contribute effectively to the Board, bringing skills which have been developed in different contexts. For two of the roles, prior experience at a Board is not required. However, given the nature of the role, the essential criteria as our Corporate Governance post does require Board experience.

Will I be provided with training and support?

Yes. We will give you the time and opportunity to learn the new skills you may require. 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. For your first few months you will be buddied with an existing Non-executive who will share their experience of being part of DS's Board.

What will I be paid?

The remuneration for the role is £235 per day which is non-pensionable. You would also receive allowances at rates set centrally for relevant travel and subsistence costs. All reasonable receipted dependant-carer expenses, including childcare, and for support required to help you carry out your duties effectively will also be reimbursed where applicable.

What would my time commitment be?

The posts require you to make a firm commitment to spend approximately 18 days per annum but this requirement may vary depending on business demands and whether you are asked to participate in other groups.. Your time will involve reading documents in your own time and attending Stakeholder events. You will need to have flexibility to attend at greater frequency subject to the Board's on-going business needs.

How long would my appointment be for?

The term of appointment will be up to three years for all posts. If you satisfy the requirements of the new NEBM specification at that time, and there is evidence of your performance, the Chief Executive may consider you for a further term. A NEBM's total period of appointment will not exceed six years.

Where would I be based?

Disclosure Scotland is based at 1 Pacific Quay, Glasgow, G51 1DZ. The meetings for the Board will normally be based in Glasgow. Further information can be found in **Annex A**.

Is there anything that could disqualify me from being appointed?

Appointments to Disclosure Scotland 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 covering every appointment. Further information is provided in **Annex B**.

What is it like serving on Disclosure Scotland's Board?

Douglas Hutchens, Keith Ross, Stephanie Kerr and Stuart Smith are currently serving on Disclosure Scotland's Board.

Douglas has had previous roles in corporate governance, planning and organisational change which provided him with the experience he needed to act as a critical friend and sounding board to the Chief Executive and Disclosure Scotland's Board.

A comprehensive induction programme was provided to give Douglas an understanding of the Agency, the potential to change lives and its challenges. Douglas states that: "The role is rewarding and challenging in equal measures. Drawing on my wider experience I am able to advise and support an organisation with staff who are dedicated and committed to safeguarding the public."

Keith applied for the role as he was interested in the work which Disclosure Scotland does. Keith believes that his previous experience has allowed him to provide a valuable external perspective which has enabled the Agency to take a strategic approach to the delivery of its services whilst maintaining a focus on the customer and safeguarding aspects of what it delivers. Keith states that: "The small, inclusive nature of Disclosure Scotland's Board means that every Non-Executive Member's view is considered and valued."

Stephanie is an experienced IT and Business transformation professional. She has a variety of business experience in both private and public sectors and believes strongly and passionately that digital is a key enabler for businesses to meet customers' expectations and drive a great experience while making efficiencies and empowering employees to be the best they can. Stephanie says "DS has been on an exciting journey of digital transformation, which has been received very well by its customers and which will continue right the way through to the delivery of the New Disclosure Bill. It is a highly passionate and focussed organisation based on core values."

Stuart has extensive experience of finance, audit and business transformation in both the private and public sectors – local authority and financial services. Latterly he gained experience as a non-executive in the NHS. This has given him a real understanding and interest in the needs of people and in making a difference to their lives. The combination of these factors fits well with the objectives of Disclosure Scotland.

Stuart believes that "As a non-executive with Disclosure Scotland I have gained real satisfaction from knowing that through my past experience I have added value to the organisation and recognised the commitment of the staff"

Valuing diversity

Accessibility to public appointments is a fundamental requirement and the public appointments process promotes, demonstrates and upholds equality of opportunity and treatment to all applicants. Disclosure Scotland will always give consideration to disability-related reasonable adjustments that an applicant might request to enable them to meet the person specification and participate fully in the selection process. If you require any of the application pack documentation in an alternative format, please contact Kate Hughes on 01413143171 or email DSadmin@disclosurescotland.gov.scot

Disclosure Scotland is committed to appointment on merit, diversity and equality for public appointments. For more information about public appointments and other vacancies please visit the dedicated public appointments website at www.appointed-for-scotland.org

How to apply

An application is available for download at the public appointments website: www.appointed-for-scotland.org. If you experience any difficulties accessing their website, or in the event that you require a word version of the application form, please contact DSadmin@disclosurescotland.gov.scot or phone 01413143058.

Completed applications should be emailed to Disclosure Scotland for the attention of Kate Hughes DSadmin@disclosurescotland.gov.scot.

Postage

If you are returning your application by post, please ensure it bears the correct value of postage. Failure to do so may cause Royal Mail to delay your application thus causing you to miss the closing date. **Late applications will not be considered.** Postal applications should be sent to Kate Hughes Corporate Governance Manager at Disclosure Scotland, 1 Pacific Quay, Glasgow, G51 1DZ

Guidance on completing your application

Your application

Your application form 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 and experience required, as laid out in the Person Specification, relevant to the group of posts you are applying for. Please do not give us a list of job titles or roles – we are looking for an example of how you have demonstrated that you have what we are looking for. Tailored CVs will not be accepted as an application for the role.

Applications are welcomed from candidates from all protected characteristics as outlined in the Equalities Act 2010. If you require any reasonable adjustments to support you through the application and selection process, you should contact Kate Hughes on 01413143171 or email DSadmin@disclosurescotland.gov.scot.

Completing your application

Review the selection criteria before completing the application form. Remember to give specific examples/evidence of where you acquired the skills and knowledge and how frequently you have demonstrated the skills and knowledge required for this public appointment.

A good application should be structured to ensure that it flows clearly and logically. You should provide evidence and examples to ensure that it is clear to panel members what you did, the reasons for your action, what happened, what you took into account, and the outcome. You should not assume the evidence provided is obvious when it comes to meeting the competency/criteria, for instance by recounting job titles and job duties. You should try and avoid bland and hypothetical statements and where possible/appropriate use the first person 'I'.

For example, if one of the criteria is 'the ability to work as part of a team', the following answers would be deemed to have provided no evidence:

- 'I have developed excellent team working skills during my working life' - you state you have the skill but give no additional information to support this.

Or

- 'As a volunteer/clerical worker etc., of a local authority I clearly have the ability to work well as a team member' - you give a job title with no explanation of how this involved the skill required.

Further information and examples on completing a competency-based application, and advice on preparing for an interview, can be found at: <http://www.appointed-for-scotland.org/how-to-apply/competency-based-applications/>

If you would prefer not to access this information electronically please contact Kate Hughes at Disclosure Scotland by emailing DSadmin@disclosurescotland.gov.scot or by phone at 01413143171. Kate will be happy to make the appropriate alternative arrangements for you.

Please be aware that on occasion, there may be several aspects to the criteria which will be detailed in relevant documentation, so please ensure you provide evidence that shows how you meet all aspects.

Verification of relevant information provided

When we sift the applications, we will be reading through the forms and evaluating the evidence provided by you in relation to the skills and knowledge required for the role. Those who are invited to interview will have the opportunity to discuss their skills in more detail with the panel. There will also be a written exercise which will be carried out on the same day as the interview. .

Confirmation that you understand the work of the body, the nature of the appointment, and that you are not aware of having committed any offence or performed any act incompatible with the position that you are applying for forms part of the declaration statement of the application form.

Management of your application and the assessment process

Initially your completed form will be assessed against the advertised criteria for this appointment to see whether you have the necessary specified skills and experience. Based on this assessment, the selection panel will then decide whether you will be invited to interview.

Telling you about progress

If invited to interview you will be advised in writing. It is at this stage that, if you have a disability, you should let us know if you would like particular arrangements made. At the interview you will be asked questions by the selection panel to assess whether you have the specified competencies/criteria and personal qualities.

All candidates will be advised in writing of the outcome of their interview. If successful at interview, you will be invited to accept the appointment.

Feedback will be offered to all applicants. Feedback will be based on:

- the assessment of your merit in relation to the skills and knowledge required
- the outcome of the information and evidence supplied, proving suitability for the appointment.

Key dates in this competition

What happens	When
Date appointment publicised	20 th August 2019
Closing date for applications	20 th September 2019
Date of shortlist meeting to select applicants for interview	1-4 th October
Latest date unsuccessful shortlist applicants can request feedback	11 th October
Date of interviews	14 th -17 th October
Date by which decision to appoint will be made	25 th October
Date by which successful applicant will be contacted	4 th November
Date by which unsuccessful applicants will be contacted	7 th November
Date by which unsuccessful applicants can request feedback	21 st November
Date of appointment	25 th November

The selection panel

The selection panel will be chaired by Lorna Gibbs, Chief Executive of Disclosure Scotland. Other members of the panel will be another senior civil servant and a serving Non-Executive Board Member of Disclosure Scotland. You will be told the names of the other panel members before any interview.

Applicants invited to interview will be asked to declare if and how they know any of the above selection panel.

Nationality

There is no bar on non-British nationals applying for and being appointed to the Board of a Scottish Government agency. However you must be legally entitled to work in the UK.

Expenses for attending interviews

Applicants can claim for reasonable expenses incurred in attending for interview, including dependent carer expenses. It is expected that the most efficient and economic means of travel will be used and reimbursement will normally be restricted to that amount. When an overnight stay is necessary, you **must** contact DSadmin@disclosurescotland.gov.scot in advance, for confirmation of current subsistence rates. 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 and you should therefore seek early advice from the office that pays your benefit. Advice can also be found at these two websites:

www.direct.gov.uk/en/moneytaxandbenefits/index.htm

or

www.direct.gov.uk/en/disabledpeople/financialsupport/disabilitylivingallowance/index.htm

Conflicts of interest

When you apply for a public appointment you will be asked if you are aware of any possible conflicts of interest which may arise in connection with the Board position. Conflicts of interest are not normally a barrier to appointment but the selection panel will explore both real and perceived conflicts of interest to ensure that the public can have confidence in the Board's independence and impartiality.

The following are a few examples of areas which could lead to real or apparent conflicts of interest:

- financial or other interests with the public body concerned
- relationships with other organisations or individuals which could lead to perceived or real split loyalties
- perception of rewards for past contributions or favours
- membership of some societies or organisations

These are examples only. Please remember that declaring a conflict does not necessarily preclude you from an appointment. You should consider carefully your own circumstances to gauge whether or not a real or perceived conflict might exist. The selection panel will discuss any potential conflicts of interest with you to ascertain their impact, if any, and discuss ways of alleviating their impact.

Appointment

What happens if you are appointed?

The successful candidate will be required to obtain a valid Disclosure Scotland certificate to at least 'basic' level. The fee for a Basic Disclosure is £25. This cost cannot be reimbursed by Disclosure Scotland. Further information about disclosure certificates can be found on the Disclosure Scotland website at <https://www.mygov.scot/organisations/disclosure-scotland>

Support and development

If you are successful at interview and accept the appointment, you will be invited for a one-to-one meeting with the Chief Executive, Lorna Gibbs, to discuss what's expected of you and your individual role within the Board.

You will also be invited to take part in an induction programme. This will include the following topics:

- the role of the Non-Executive Board Member
- the work of the organisation
- roles and relationships with Ministers and Scottish Government officials
- organisational structure
- role of the Board, its committees and arrangements for meetings
- budget and financial information
- arrangements for remuneration and expenses

This programme will include meeting new and existing Board members to allow them to share their knowledge and experience with you.

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

Publicising appointments

Once a successful applicant has been offered, and accepted the post of Non-Executive Board Member, Disclosure Scotland may publicise this information to notify our customers and stakeholders. This information may include:

- the name of the successful applicant
- the skills and experience that they will bring to the Agency
- the period of appointment
- details of other appointments held

Complaints

All complaints should be sent to the Chief Executive, Corporate Services, Disclosure Scotland, 1 Pacific Quay, Glasgow G51 1DZ or e-mail DSfeedback@disclosurescotland.gov.scot.

On receipt of your complaint we aim to:

- acknowledge your complaint within three working days of receipt, the acknowledgement will include the name and title of the individual within the organisation who will investigate your complaint
- complete our investigation and issue a response within 20 working days. If it is not possible to provide you with a response within this timescale, we will inform you and keep you up-to-date with our progress at regular intervals.

If you are dissatisfied with the response you can contact the Scottish Public Services Ombudsman (SPSO) and ask them to consider your complaint. The Ombudsman is independent of Disclosure Scotland and the Scottish Government.

Scottish Public Services Ombudsman
4 Melville Street
Edinburgh
EH3 7NS
0800 377 7330
ask@spsso.org.uk

For any questions on complaints handling, please contact Kate Hughes at DSadmin@disclosurescotland.gov.scot.

Annex A

Contact Information

Disclosure Scotland
Pacific Quay
Glasgow
G51 1DZ

Commissionaire Front Desk: 0141 585 8347

Directions

Getting here by car

From M8 Westbound

- Exit the M8 at Junction 19
- Continue straight on the slip road, straight through the set of traffic lights in the middle lane
- At the second set of traffic lights, turn right onto Broomielaw, with the river on your left
- Continue until you reach the junction at the 'Squinty Bridge', turn left onto the bridge and cross the river
- Turn right at the traffic lights at the end of the bridge, through the next set of traffic lights. Take the first right, then right again and turn left in the Disclosure Scotland car park.

From M8 Eastbound

- Exit the M8 at Junction 24, turn left onto Helen Street at the traffic lights at the top of the off-ramp
- Continue along Helen Street to the next roundabout and take the second exit, straight on to the junction with Govan Road
- Turn right onto Govan Road
- Continue along Govan Road, straight along past the Science Centre, straight on with the BBC on your left. Take the left at the Premier Inn hotel, turn right and then left into the Disclosure Scotland car park.

By train

The nearest train station is Exhibition Centre, around a 10 minute walk away.

By underground

The nearest Underground stations are Cessnock and Kinning Park. Both are around a 10 minute walk away.

By bus

Stagecoach x19 and McGill's 23 and 29 services stop at Pacific Quay outside Disclosure Scotland. First Glasgow services 9/9A and 10 stop on Paisley Road West, from where it is approximately a 10 minute walk along Lorne Street and Govan Road to Pacific Quay.

Annex B

Disqualifications

There are some circumstances where applicants can be disqualified from being appointed as Board Members to Disclosure Scotland. The following gives an indication of circumstances where this would be applicable:

- anyone who, within the last five years, has been convicted and received a sentence of imprisonment (including suspended or deferred sentences) for a period of not less than three months without the option of a fine
- anyone who has had their estate in Scotland sequestrated and has not had their sequestration recalled or discharged; been adjudged bankrupt elsewhere other than in Scotland and has not had their bankruptcy annulled or discharged; or has entered in to a trust deed or debt payment plan with their creditors and not paid their creditors in full, or had their trust deed or debt payment programme expire
- anyone who has held a position of Chair, Member or Director of a Government body who was dismissed, other than by reason of ill health.

Confirmation that you are not disqualified on any grounds from being appointed to this Board forms part of the declaration statement of the application form. By virtue of submitting the completed form you are declaring that the information provided is, to the best of your knowledge and belief, true and complete.

The time commitment for the role is set out in the information contained within this pack. If invited for interview, this will be fully explored with you to ensure you can undertake the commitment required of the role.