



**CHAIR APPOINTMENT TO SAFAP
THE SCOTTISH ARCHAEOLOGICAL FINDS ALLOCATION PANEL**



**Information Pack for Applicants for the position of Chair of
SAFAP - Closing Date: FRIDAY 17TH SEPTEMBER 2021**

CHAIR APPOINTMENT TO THE SCOTTISH ARCHAEOLOGICAL FINDS ALLOCATION PANEL (SAFAP)

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Image of SAFAP inspecting artefacts. Crown Copyright



A WARM WELCOME FROM EVELYN SILBER, CURRENT CHAIR OF SAFAP

Dear Potential Applicant,

Thank you for your interest in the position of Chair of the Scottish Archaeological Finds Allocation Panel (SAFAP) which presents a unique opportunity for you to lead the work of the panel and provide advice to the Queen's and Lord Treasurer's Remembrancer (QLTR) about archaeological items discovered in Scotland, and recommend whether the artefacts should be acquired for the nation, where they should be allocated and if a payment should be made to the finder(s).

Archaeology has become more visible thanks to the increasing popularity of metal detecting, some recent spectacular finds and entertaining media fact and fiction. The panel and the supporting archaeologists in the Treasure Trove Unit (TTU) work at the axial point between excavators, finders and the museum displays and study collections where they cumulatively enrich our understanding of Scotland's past.

TTU is responding by making increasing use of IT and social media to record and share information and advice about finds, research and best practice. In liaison with colleagues we are developing updated guidance for all our stakeholders in the forthcoming review of the Code of Practice.

Ideally candidates should have relevant experience in committee work or chairing together and should have worked in some area of archaeology, history and/ or cultural heritage. In addition, the successful applicant will be a confident and engaging communicator able to act as an advocate for the sector with the capacity to give the role the time commitment required. If appointed, s/he will be expected to take up post on 3 January 2022.

The Panel meets not less than 3 times a year - mostly in Edinburgh or online. On occasion a meeting may take place elsewhere in Scotland to enable engagement with local stakeholders. The new Chair would be expected to attend all SAFAP meetings and any additional meetings and events for a total commitment of around 2 to 3 weeks per year.

I hope that you will give serious consideration to applying. **Full details** are in this pack to help you decide whether this is the role for you and apply. Should you like to find out more about the role after reading the pack, you are welcome to contact me at Evelyn.Silber@glasgow.ac.uk.

Please note that the closing date for the receipt of applications is: FRIDAY 17 SEPTEMBER 2021 (MIDNIGHT).

Thank you again for your interest.

Evelyn Silber
Chair of SAFAP





INFORMATION ABOUT THE TREASURE TROVE UNIT (TTU)

The **Treasure Trove Unit (TTU)** is responsible for the daily running of the Treasure Trove System in Scotland and is the first port of call for new discoveries and finders. It carries out investigations and object assessments and, where appropriate, investigates findspots.

TTU has delegated authority from the Queen's and Lord Treasurer's Remembrancer (QLTR) to decide whether an object should be claimed or not. If an object is not claimed, it is returned to the finder with a disclaim certificate. If an object is claimed, it will appear before an expert group known as the **Scottish Archaeological Finds Allocation Panel (SAFAP)** and accredited Scottish museums are invited to apply for the cases.

In order to exercise the Crown's rights to claim items found under Treasure Trove, the Queen's and Lord Treasurer's Remembrancer (QLTR) within the Crown Office relies on the recommendations of SAFAP. The Crown can claim, on behalf of the nation, any object or coin found in Scotland under the laws of *bona vacantia*. Finders have no ownership rights to any find they make in Scotland and all finds, with the exception of Victorian and 20th century coins, must be reported to the Treasure Trove Unit for assessment. The Treasure Act 1996 which covers England and Wales does not apply in Scotland.

The Panel comprises a Chair and seven Panel members. The Chair, three professional and one lay members are appointed by the Scottish Ministers. There are also three ex-officio representatives from Historic Environment Scotland (HES), National Museums Scotland (NMS) and Museums Galleries Scotland (MGS) who are nominated by the CEOs/Directors of these institutions on behalf of the Scottish Ministers. Members are voluntary and receive no payment for their services.

If you would like to find out more about **Treasure Trove** before you apply, we would encourage you to visit the website <https://www.nms.ac.uk/about-us/services-and-expertise/treasure-trove/>

Meet the Treasure Trove Unit (TTU)

Emily Freeman - Treasure Trove Unit Manager

Emily is responsible for the daily running of the TTU. Her responsibilities include dealing with general enquiries, engaging with the public and heritage sector on Treasure Trove matters and processing and researching reported artefacts and assemblages.

Ella Paul - Treasure Trove Unit Officer

Ella assists in the daily running of the TTU. Her responsibilities include answering queries, processing reported finds and attending outreach events. She took up the role of Treasure Trove Officer in July 2018 and is interested in Bronze Age metalworks and medieval material culture.

Sophie Flynn - Treasure Trove Officer

Sophie assists with the daily running of the TTU. Her responsibilities include answering enquiries, identifying, recording and processing finds, and engaging in outreach events.

She joined the Treasure Trove team in February 2021 and is interested in stone age archaeology with a focus on the Palaeolithic period and has undertaken digs in the UK and Pompeii.



Scottish Archaeological Finds Allocation Panel (SAFAP)

The Panel is responsible for advising the Queen's and Lord Treasurer's Remembrancer (QLTR) to which museum(s) an object should be allocated to and on the level of ex gratia award for the finder(s). The Panel meets three times a year to deal with treasure trove cases and meets annually with the QLTR. Additional meetings are held in accordance with workload demands.

Membership of SAFAP is drawn from a variety of backgrounds in the heritage and archaeology sector. Their role is to give an impartial perspective, independent of any one museum or institution. Recommendations of SAFAP are passed to the QLTR who ultimately makes the decision on valuation and allocation.

MEET OUR SAFAP PANEL



Dr Evelyn Silber - Current Chair of SAFAP

Dr Evelyn Silber is Hon. Senior Fellow in the History of Art at the University of Glasgow. She is a former Director of The Hunterian, University of Glasgow, also of Leeds Museums and Galleries, and Assistant Director at Birmingham Museums and Galleries. From 2006-2009 she was a member of the Historic Environment Advisory Council for Scotland. A historian and art historian by training, originally specialising in medieval manuscript illumination, she has considerable experience of the issues around the acquisition, conservation and presentation of archaeological and numismatic material and the care and presentation of medieval sites for the enjoyment and understanding of the public.



Jacob O'Sullivan - Museums Galleries Scotland (MGS) representative

Jacob is the MGS representative on the panel. MGS is the national development body for the museum sector in Scotland, working collaboratively to invest in and develop a sustainable museums and galleries sector for Scotland in line with the aims of 'Going Further: the National Strategy for Scotland's Museums and Galleries'. As Collections and Engagement Manager, Jacob works with museums across Scotland to support collections management and engagement with collections. Prior to working with MGS, Jacob was Curator of the Large Objects collections at the Highland Folk Museum in Newtonmore. He has also worked with National Museums Northern Ireland and Cregneash Folk Museum in the Isle of Man.

Rona Walker - Historic Environment Scotland (HES) representative (information to be uploaded on to the web shortly)



Dr Stuart Allan - National Museums Scotland (NMS) representative

Stuart is Keeper of Scottish History & Archaeology at National Museums Scotland (NMS), Head of a Department of specialist curators whose expertise covers the material culture of Scotland from around 13,000 BC to the present day. His own research and publications have focused on modern military material culture, organisational culture and on the relationship between war, military service and representations of Scotland during the late 18th and early 19th centuries. He has been with NMS since 2000, and has earlier career experience with regional and independent museums. He is a member of the Joint Advisory Committee of the Faculty of Advocates Abbotsford Collection Trust and the Abbotsford Trust, and an Honorary Adviser on military collections for the National Trust for Scotland.



Mark Hall - Professional Member

Mark is currently collections officer with Culture Perth & Kinross based at Perth Museum & Art Gallery, where he is primarily responsible for the archaeology collection. His work in that area is currently focused on Perth's new museum project. Mark studied at the Universities of Sheffield (PhD) and Leicester and is a member of several professional bodies and interest groups (including the Chartered Institute for Archaeologists, the Societies of Antiquaries in London and Scotland and the European Association of Archaeologists) and has held research fellowships with the Universities of Glasgow, Sheffield and the Islands. His research interests focus mainly on medieval material culture, on which he has published widely.



Paul Macdonald - Lay Member

Paul is an Edinburgh based custom sword and knife-maker and historical fencing master. His research is focused on Scottish and European arms and armour and historical martial arts, exploring the cultural developments, construction and craftsmanship of various arms alongside combative methods and pedagogy. He maintains close ties with museums and historical and military organisation through research and public presentations. Paul has a keen interest in metal detecting, is a member of the Scottish Detector Club and Chair of the Battlefield archaeology group Conflicts of Interest.



Dr Mary McLeod-Rivett - Professional Member

Mary is casework officer with Historic Environment Scotland. She worked and travelled widely as a field archaeologist before moving to the Outer Hebrides as Western Isles Archaeologist, and then as an Archaeologist Consultant and part-time lecturer in Archaeology at the University of the Highlands and Islands. She is a specialist in the Norse and Mediaeval Archaeology of the North Atlantic and in the Archaeology of all periods in the West of Scotland. Through her work as a curatorial Archaeologist, and as a crofter on the Isle of Lewis, she has considerable experience of working with community groups and of working with and in regional museums.



Peter Yeoman - Professional Member

Peter Yeoman has worked in Scottish Archaeology for more than 40 years, directing major excavations at Edinburgh Castle and on the Isle of May, while also writing a number of books. It was the discovery of the burial of a medieval pilgrim to Compostela at the May monastery which prompted him to write his book on Pilgrimage in Medieval Scotland. Through the 1990's he was Council Archaeologist for Fife, before joining Historic Scotland where Peter was responsible for developing archaeology and research across the estate of properties in care. He led research programmes which underpinned major interpretation projects at James V's Renaissance Palace within Stirling Castle, Whithorn Priory, St Vigean's Pictish Stones, Iona Abbey, and Edinburgh Castle. He now works freelance, pursuing his own research interests and leading Archaeology tours at home and abroad. Peter is an Associate of the Centre for Environment, Heritage and Policy at the University of Stirling.

SAFAP CHAIR - ROLE DESCRIPTION

The **SAFAP Chair** has particular responsibility for:

1. The Scottish Archaeological Finds Allocation Panel (SAFAP) advises the Queen's and Lord Treasurer's Remembrancer (QLTR), as the Crown's representative in Scotland as to whether finds of archaeological items should be acquired on behalf of the nation for allocation to an accredited Scottish museum. The Panel also advises on any *ex gratia* payments which may be made to members of the public who find and report such items.
2. SAFAP is a small, specialist body acting in an advisory role to the QLTR. The Panel has a public profile as its recommendations on the claiming, allocation and awards for finds impacts on members of the public as finders of archaeological items, and on the museums sector and may be subject to some publicity.
3. The Panel consists of a Chair, representatives of National Museums Scotland (NMS), Museums Galleries Scotland (MGS) and Historic Environment Scotland (HES), three professional specialists and one Lay Member.

SAFAP PANEL RESPONSIBILITIES

4. The Treasure Trove system lies within the responsibilities of the Scottish Ministers and, in particular, the Cabinet Secretary for Culture.

5. The SAFAP Panel is not an advisory or executive Non-Departmental Public Body (NDPB) but the Chair and Panel members are appointed by Scottish Ministers.

6. The Chair of SAFAP convenes meetings of the Panel and the Treasure Trove Unit refers to them any reported finds for advice. The Panel advises the QLTR on whether the Crown should exercise its right to claim a reported find, on the allocation of the find to a museum, and on any ex gratia payment to be paid by the museum to the finder. The Panel operates in a wholly advisory capacity and final decisions on Scottish Treasure Trove items rest with the QLTR.

TIME COMMITMENT

7. At present the formal time commitment for the Chair is the preparation for and attendance at not less than 3 meetings a year: normally in Edinburgh or online. Occasionally a meeting may take place elsewhere in Scotland to enable engagement with stakeholders. Some adjustments may need to take place as the sector recovers from the impact of the pandemic.

8. The Chair and Panel members may be expected to take part in additional meetings and events, for instance working groups or occasional visits to museums. Estimated time commitment is between 2 and 3 weeks a year.

LENGTH OF APPOINTMENT

9. This Chair appointment will take effect from **Monday 3 January 2022**. Appointments to the Panel are for a 4 year term. On the expiry of the appointment term, the candidate may be eligible for reappointment subject to evidence of effective performance; satisfying the requirements of the person specification for the role at the time of reappointment and Ministerial approval. **The combined length of an appointment does not exceed eight years.**

REMUNERATION AND EXPENSES

10. Appointment as Chair or member of SAFAP is unpaid, however all directly related travel and subsistence costs, as well as reasonable dependants' carer costs incurred in carrying out the duties of the appointment that appear to be necessary for the proper discharge of duties as Chair of SAFAP will be reimbursed.

STANDARDS OF CONDUCT

11. The Chair and Members of the Panel act in a purely advisory capacity. They are required to observe the expectations of a public appointee, notably impartiality, accountability and openness.

DISCLOSURE OF INTERESTS

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

TERMINATION OF APPOINTMENT

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

- Has been adjudged bankrupt
- Has granted a trust deed for creditors or a composition contract
- Has had his or her estate sequestrated
- Is otherwise unfit or unable to discharge the functions of Chair or member

INDUCTION AND SUPPORT

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

- Welcome you to the SAFAP
- Send you their information pack for new members
- Make arrangements for an Introductory Day and further induction as required.

SCOTTISH ARCHAEOLOGICAL FINDS ALLOCATION PANEL (SAFAP) - CHAIR APPOINTMENT

PERSON SPECIFICATION

What skills, experience & personal qualities do we need the Chair of SAFAP to have?

As Chair of SAFAP, you will need to be able to demonstrate the personal qualities, skills and experience listed in this person specification. In providing the evidence sought, you can draw on examples from your working and/or personal life, or through your participation with a private, public, voluntary, charity or community organisation.

ESSENTIAL CRITERIA- It is important to note that to be considered for this Chair appointment you must, by the end of the process, meet **all of the essential criteria** for the role.

ESSENTIAL PERSONAL QUALITIES, SKILLS AND EXPERIENCE	WHAT DOES THIS MEAN? (Please note these are illustrative descriptors)	HOW WILL THIS BE TESTED?
1. Understanding of and commitment to the core values, policies and objectives of SAFAP	<ul style="list-style-type: none"> • Able to demonstrate an understanding and commitment to the role, policies and purpose of Treasure Trove / SAFAP • Able to demonstrate an understanding of the issues affecting stakeholders in Treasure Trove museums and galleries. 	We will be assessing this through your application form , and by inviting you to deliver a short presentation .
2. Demonstrable leadership qualities to focus, guide and complete the work of the Panel	<ul style="list-style-type: none"> • Able to be a confident advocate and critical friend in leading SAFAP and engaging with stakeholders. • Has experience of committee work and the skills required to chair meetings effectively • Willing and able to act as an effective ambassador for SAFAP in the external arena 	We will be assessing this through your application form and at interview .

3. Relevant knowledge and experience of archaeology, museums, and/or cultural heritage sectors.	<ul style="list-style-type: none"> • Able to demonstrate relevant experience as a Senior Archaeologist or Manager from within the Heritage sector or in a relevant discipline (e.g. Local Archaeologist or Planning Officer) • Has a clear understanding of the Scottish Archaeology sector and issues affecting Treasure Trove 	We will be assessing this through your application form , and at interview .
4. Ability to motivate and encourage collaborative working and joint-decision making across the Panel	<ul style="list-style-type: none"> • Experience of building and maintaining a positive and constructive relationship amongst members of SAFAP and with stakeholders in the sector. 	We will be assessing this through your application form , and at interview .
5. Analytical ability to assist the Panel to identify possible improvements to Treasure Trove guidance and communication.	<ul style="list-style-type: none"> • TTU and the Panel work in consultation with stakeholders to make improvements to the TT system and a review of the Code of Practice is pending. 	We will be assessing this through your application form , and at interview .

DESIRABLE CRITERIA

DESIRABLE PERSONAL QUALITIES, SKILLS AND EXPERIENCE	WHAT DOES THIS MEAN? (Please note these are illustrative descriptors)	HOW WILL THIS BE TESTED?
6. Good communication skills across a range of stakeholders both externally and internally	<ul style="list-style-type: none"> • Has an effective communication style to represent and promote the work of SAFAP to a wide range of audiences • Willing and able to liaise with Scottish Government officials, the QLTR and related heritage bodies on matters relating to SAFAP • Able to maintain supportive relationships with TTU and SAFAP members 	We will be assessing this through your application form and at interview .

	<ul style="list-style-type: none"> • Able to enthuse stakeholders and the wider public regarding SAFAP's values, policies and objectives 	
7. Experience of one or more aspect of archaeological activity	<ul style="list-style-type: none"> • Experience of working in community archaeology or museums and/or archaeology collections management • In fieldwork, specifying briefs for, commissioning or managing excavations, curating archaeology sites or collections, evaluating case work, research and teaching, coordinating community excavation or metal detecting group 	We will be assessing this through your application form and at interview .

ASSESSMENT FOR THIS SAFAP CHAIR APPOINTMENT

Assessment will happen in **two stages**.

Firstly, the Selection Panel will assess your **application form** which will cover **elements** of the 'Essential criteria'. Then applicants who most closely meet the requirements will be invited to attend the final stage of assessment to test all of the required criteria. This will involve an **interview** and a **short presentation**.

The **presentation and interview** will assess all the required skills, experience and qualities. The Selection Panel will also ask **follow up questions** to find out more about your relevant experience and about the depth of your knowledge.

HOW TO APPLY

To request an application form please contact Isabelle.jacobsen@gov.scot

You will need to submit a letter with your application explaining how you meet the criteria and tailored CV/Life history (2A pages) on or before the closing date of Friday 17 September 2021. Completed application form, letter and CV should be returned electronically to Isabelle.jacobsen@gov.scot

We will always consider disability-related reasonable adjustments which you might ask for to enable you to demonstrate your merit, and participate fully in the selection process. **If you need any of the application pack documentation in an alternative format, please contact Isabelle.jacobsen@gov.scot - Please note that we cannot consider late applications.**

The application form requires you to provide an answer for all Essential criteria before you submit your application form. The application form seeks information about you and the skills, knowledge, experience you have that are relevant to the role.

The **Person Specification (pages 11-13)** details the skills, knowledge and experience we are seeking and indicates how and at which stage in the process each of the criteria will be tested. **You should provide clear and succinct information about yourself and how you meet the criteria that are being tested at this application stage.**

When being asked to **demonstrate a skill**, you should give **specific examples** which best demonstrate to the selection panel what it is you did, the reasons for your actions, the skills you used and what specifically about your approach affected the outcome. When being asked to **demonstrate knowledge, understanding or experience**, you should describe how you gained this, the breadth and depth of this knowledge, understanding or experience and any situations where you have used this.

The Selection Panel will not make assumptions about your evidence so it is important that you take the time to ensure that you are comfortable with the information you are providing in respect of your application. **Be clear and succinct in your responses** as this will help the Selection Panel to consider your ability to communicate effectively. You may be asked to expand on your answers in your letter and CV and also if/when you are invited to interview, so it is a good idea to retain a copy of your application form, letter and CV.

VALUING DIVERSITY

We would particularly welcome applications from people with protected characteristics that are currently under-represented on SAFAP such as: disabled people, LGBTI+ people, those from black and minority ethnic communities and people aged under 50.

EQUALITIES MONITORING FORM

The Scottish Government is committed to appointment on merit, and to equality and diversity in public appointments. The information gathered from equalities monitoring is very important and helps to ensure that everyone is treated fairly, without discrimination because of age, disability, gender reassignment, marriage or civil partnership status, pregnancy and maternity, race, religion or belief, sex, sexual orientation or any other relevant details.

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

SELECTION PANEL

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.

The members of the Selection Panel for this round are:

David Seers, Head of Sponsorship and Funding Team, Scottish Government
Bobby Sandeman, Queen's and Lord Treasurer's Remembrancer (QLTR)
Dr Stuart Allan, Keeper of Scottish History & Archaeology, National Museums Scotland
Dr Mary MacLeod Rivett, Professional member, SAFAP

TELLING YOU ABOUT PROGRESS

If you are not invited to interview you will be told about the outcome of your application in writing. If you are invited to interview you will be offered feedback. It will be based on the assessment of your merit in relation to the skills, knowledge and experience required by the Person Specification.

KEY DATES FOR THIS SAFAP CHAIR APPOINTMENT ROUND

WHAT HAPPENS	WHEN
Date appointment publicised	Friday 13 August 2021
Closing date for completed applications	Friday 17 September 2021
Date of shortlisting meeting to select applicants for next stage	Friday 24 September 2021
Date outcome of shortlisting meeting will be relayed to applicants	Monday 27 September 2021
Latest date applicants can request feedback following shortlist	Friday 8 October 2021
Dates for interviews	Wednesday 6 October 2021

WHAT HAPPENS	WHEN
Date by which the Minister will decide whom to appoint	w/k 25 October 2021
Date by which applicants will be informed of the Minister's decision	w/k 25 October 2021
Latest date applicants can request feedback following interview	Friday 29 October
Start date	Monday 3 January 2022

THE PRINCIPLES OF PUBLIC LIFE IN SCOTLAND AND MEMBERS' CODE OF CONDUCT

If you want to be appointed to roles in public life, you have to pass a Fit and Proper Person test which is described in more detail below. Part of the test involves agreeing to apply the Principles of Public Life in Scotland if you are appointed. The **Principles of Public Life** in Scotland are:

Duty

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

Selflessness

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

Integrity

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

Objectivity

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

Accountability and Stewardship

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

Openness

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

Honesty

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

Leadership

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

Respect

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

THE 'FIT AND PROPER PERSON' TEST

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

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

Verification of relevant information provided by the applicant

We will test the evidence you provide in relation to the skills and knowledge required in your application, and further probe it at interview if you are invited. Further information will be provided to those invited to interview.

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

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

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

If you are invited for interview, further assessment will be through questioning that you understand what is meant by a conflict of interest. We will ask you to confirm that, to the best of your knowledge, you don't have any conflicts of interest that are incompatible/unmanageable. We will ask for additional information if you have declared a conflict of interest in your application.

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

Treasure Trove expects all members, including the Chair, to observe the nine Principles of Public Life in Scotland listed on page 13. If you are invited to interview, you will be asked to confirm your understanding of, and agreement to, applying these principles.

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

The time commitment involved for the role is given on page 7. If you are invited to interview you will be asked whether you can meet this commitment.

WHAT HAPPENS IF YOU ARE APPOINTED

If you are appointed, some of the information that you will/have given us will be made public in a Scottish Government Public Appointments **News Release** about your appointment. It will include:

- Your name
- A short description on Treasure Trove / SAFAP
- A brief summary of the skills, knowledge and experience you bring to the role
- How long you have been appointed for and the time commitment
- Details of any other appointments you may hold and their time commitment

