

## **Chair of the Board of Directors**

### **Applicant Information Pack**



**Closing date for applications:**

**27 September 2022 (12 noon)**

**Interviews:**

**17 October 2022**

(including pre-interview discussion with Principal)

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Dear Applicant

## **Chair to the Board of Directors**

Thank you for your interest in becoming the Chair to the Board of Directors at Newbattle Abbey College. The enclosed information will answer many of the questions you may have about the value of this role in shaping the future of Newbattle Abbey College but also Scotland's college system.

Newbattle Abbey College is an incredibly special place set within an historic 16th century building and 125-acre heritage estate. It is one of the smallest of Scotland's colleges, offering residential and non-residential opportunities. The college has a key role in providing routes into, and back into, further and higher education in a way that fits with peoples' needs and circumstances. Our dedicated and skilled teaching and specialist staff work closely with our students, providing teaching not only in subject specialism but also on a personal level with a focus on their well-being.

The successful applicant will be an ambassador not only for the college and the community that it serves, but for the college sector. We are looking for a forward-looking leader, who will work in partnership at all levels to develop a shared vision for change and improvement. As Chair of the Board of Directors you should have the ability to influence and lead other stakeholders, set high ambitions and standards for our college system whilst promoting the highest standards of governance to improve the learning experience and outcomes for our students.

As current Chair, I am exceptionally proud of Newbattle Abbey's journey to date. If you think you can contribute to not only achieving our aims for the future, but to further developing these, we would very much welcome your application.

We value very highly the benefits of having different points of view and experiences on our board and we hope to receive applications from a wide range of talented people, including from those from under-represented groups such as women, disabled people, LGBTI+ people, those from black and minority ethnic communities and people aged under 50.

If you would like further information about the role or to arrange a discussion, please contact Pauline Donald, Board Governance Advisor [paulinedonald@nac.ac.uk](mailto:paulinedonald@nac.ac.uk).

Thank you for your interest in this position.

**Brian Lister**  
**Chair, Board of Directors**  
**Newbattle Abbey College**

## Background Information

### About our College

Newbattle Abbey College is Scotland's adult education residential college, set within an historic 16th century building and 125-acre heritage estate. The college provides a high standard of education to the local community and to wider communities across Scotland and the UK. Newbattle offers extensive support to adults returning to education and to younger learners at points of transition. The college also plays a major national role in the strategic development of adult learning in partnership with a range of agencies.

As one of Scotland's smallest colleges, Newbattle offers access to further and higher education in social sciences and humanities as well as rural skills. The college also runs short courses and is the national accreditation centre for two innovative award programmes:

- Forest and Outdoor Learning Awards
- Adult Achievement Awards

Our partners include national agencies, colleges, universities, schools, local authorities, employers, and the voluntary sector.

Our curriculum includes:

- SWAP Access to Higher Education Courses in Arts & Social Sciences, Primary Education and Celtic Studies
- National Certificate in Social Sciences
- National Certificate in Rural Skills
- Associate Degree (HNC Social Sciences) in partnership with Queen Margaret University
- Preparation for FE Course in partnership with Midlothian Council
- Adult Achievement Awards and Forest and Outdoor Learning Awards, for which Newbattle is the national accreditation centre
- Short courses in Gaelic language and culture, Beekeeping and Rural Skills

We are actively working with university and industry partners to further develop our curriculum for 2022-23 and beyond. The college also has an international dimension. Our international language school partners provide residential courses for students from across the globe and our exciting new, long-term partnership with Wisconsin University means that the college will be home to students and Faculty on the Experience Scotland programme throughout the year.

The college takes advantage of the estate for commercial opportunities as a heritage venue for conferences, meetings, international visitors, and weddings. The college maintains the Newbattle Abbey Business Park, which is home to 38 SMEs with approximately 170 employees.

The Senior Management Team includes the Principal, the Director of Operations and Business Development and a new Depute Principal and Director of Academic Development who will take up post in the Autumn. The college currently has around 42 members of staff, almost one third of which are members of the Learning and Teaching Team.

## About our Strategic Direction

Our new Strategic Plan 2022-2026 is nearing completion and plans are in place to expand and enrich the curriculum, fully utilising our historic and beautiful estate. The Plan recognises the challenges ahead as well as the need for the College's provision and sets out how we will continue to demonstrate our worth by providing exceptional learning experiences and changing lives.

The Plan sets out our Purpose, Vision, and Values within three broad aspects:

### Our Purpose

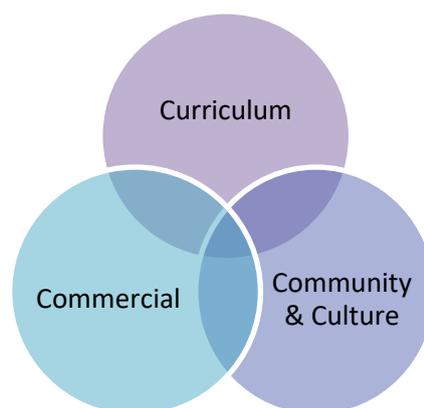
- To be a nurturing learning community that changes and enriches lives
- To champion lifelong learning and access to education for all
- To be a progressive custodian of our historic and beautiful estate

### Our Vision

- To change lives and unlock opportunity
- To be a wonderful place to learn, work and visit
- To thrive as a model of sustainability and worth

### Our Values

- Inclusive
- Caring
- Forward-thinking
- Empowering
- Collaborative



## About our performance

The college has an annual turnover of circa £2.3m, of which SFC grant funding makes up approximately 65%. The remainder is from commercial and other income sources. As such, the restrictions imposed by the coronavirus pandemic over the last two years impacted college finances significantly. Continued sound financial management will underpin delivery of our 2022-2026 Strategic Plan and support development and delivery of the curriculum. The college's overall financial objective is to generate resources to fulfil its strategic plan, resource its estates and improve and expand education provision to our students.

As part of the outcome agreement with SFC, Newbattle Abbey College delivers full-time further education (FE) to the equivalent of 913 credits. Prior to the COVID-19 pandemic, the college regularly delivered above its credit allocation. In addition, the college delivers full-time higher education (HE) provision by way of an Associate Degree programme in partnership with Queen Margaret University. The College has recently signed a partnership agreement with The University of the Highlands and Islands, Argyll College, to deliver HNC Horticulture, as well as a Memorandum of Understanding with the Open University.

The college has a significant responsibility to engage with Education Scotland and the Scottish Funding Council to implement the Quality Framework as part of the arrangements for assuring and improving the quality of provision delivered by Scotland's colleges. The college was subject to a progress visit review by Education Scotland in March 2022 with the overall outcome of the visit reporting 'satisfactory progress'. Inspectors made particular note of the significant benefit learners experienced in self-esteem, self-worth, and confidence through their attendance at the College. Success rates are high and regularly above annual college sector levels for FE and HE programmes, and progression to university or further study is a key strength.

The 2021-22 Student Satisfaction and Engagement Survey (SSES) for the College reported an overall satisfaction rate of 93% with a return rate of 69.5% of eligible students.

The 2020-21 Management Accounts, 2020-21 Performance Indicators and the Education Scotland Progress Visit Report, March 2022 are available here: [College Publications](#) together with other related corporate documents.

## About our Governance Framework

### Deed of Trust

The college operates under a Governing Deed of Trust set up in 1937 by Philip Kerr, 11th Marquis of Lothian. The Marquis of Lothian conveyed 125 acres of land, known as Newbattle Abbey, to a Trust. The Trust was originally governed by the Marquis and the Principals of the ancient universities of Scotland (Aberdeen, St Andrews, Glasgow, Edinburgh). The original Trust Deed sets out the roles and responsibilities of the Trustees and its governing body.

### Newbattle Abbey College Trust Ltd

In 2017, the Trustees modernised their constitution by setting up a company limited by guarantee, without share capital, which is currently The Newbattle Abbey College Trust Ltd, registered at [Companies House](#) and operating under the Companies Act 2006 (Company Number 615027). The Memorandum and Articles of Association are as set out in the registration documents. The Company is a registered charity (SC018166) operating under the Charities and Trustee Investment (Scotland) Act 2005 and regulated by [OSCR | The Scottish Charity Regulator](#).

The Trust has ultimate responsibility for the Estate as legal owner of the heritable property, administering the estate, providing the college board with the necessary land, buildings, and funding so that it could run the college. However, the Trust and the college share a joint objective to maximise the net revenue from the Newbattle estate to achieve greater financial stability for the Trust and the College.

The Newbattle Abbey College Trust Ltd has a minimum of five Directors and meets on a regular basis, as determined by the Trustees, or as otherwise in accordance with CA2006.

### Newbattle Abbey College

Newbattle Abbey College is also a company limited by guarantee, without share capital, registered at [Companies House](#), and incorporated in February 2004 under the Companies

Act 1985 (Company Number 262968). \*The Memorandum and Articles of Association are as set out in the registration documents. The Company is a registered charity (SC048902) operating under the Charities and Trustee Investment (Scotland) Act 2005 and regulated by [OSCR | The Scottish Charity Regulator](#).

As a college set up by a Trust Deed rather than the statutory provisions, ie Further and Higher Education (Scotland) Act 1992/2005; Post-16 Education (Scotland) Act 2013 (the statutory provisions of most colleges in Scotland), the college can operate with a degree of flexibility albeit within its Memorandum and Articles of Association. However, the College seeks to always demonstrate good standards of governance.

In addition, as a body that is funded by the [Scottish Funding Council](#), the college is required to comply with the [Code of Good Governance for Scotland's Colleges](#), as a requirement of continued funding. The college is required to comply also with the [Scottish Public Finance Manual](#) in conducting and reporting on financial management of the college, follow the College's Financial Regulations and operate within the delegated financial limits as outlined within the Scheme of Delegation.

### **Scheme of Delegation**

The Scheme of Delegation is consistent with the Memorandum and Articles of Association of Newbattle Abbey College and the Deed of Trust by Philip Henry Kerr, Marquis of Lothian dated 8 March 1937 ("the Trust Deed") and was recently reviewed and approved by the Board of Directors.

The Scheme of Delegation is developed in accordance with paragraph C.8 of the Code of Good Governance for Scotland's Colleges ("the Code"): delegation of responsibilities from, and matters reserved to, the Board and its Committee must be clarified through a Scheme of Delegation including the functions delegated by the Board to the Chair, Committees, the Principal and the Board Secretary. The Scheme of Delegation is available here: [College Publications](#).

### **The Board of Directors**

The membership of the Board of Directors reflects that constituted within Newbattle Abbey College Memorandum and Articles of Association. As currently constituted, the Board of Directors can consist of a maximum of up to \*25 members including the Principal, staff members and student members.

Under the leadership of the Chair, the role of the Board of Directors is to provide leadership, direction, support, and guidance and to always ensure the College acts in accordance with good governance. The Board of Directors is responsible for driving the organization forward to achieve its purpose and vision, for setting the strategic direction, for shaping the culture and values and ensuring effective management and financial controls to support the student experience within a framework of accountability and transparency.

The Board meets, as a minimum, four times per year for the purposes of conducting board business including also an Annual General Meeting. The Board may meet at other times throughout the year for specific purposes related to their remit. The work of the Board is supported by several sub-committees to which members are expected to participate; Chair's

Committee, Audit Committee, Learning and Teaching Committee and Planning and Resources Committee.

Details of current Members, their Register of Interests and the agenda and minutes of the Board and its Committees can be reviewed here: [Board of Directors](#)

The Members of the Board, as well as the Chair, serve on a voluntary basis, without remuneration.

**\*Note:** It should be noted that the Board of Directors of Newbattle Abbey College is currently reviewing its Memorandum and Articles of Association.

## Role and Responsibilities of the Chair of the Board

<b>An understanding of the economic and learning environment within which the college operates</b>
<ul style="list-style-type: none"><li>• Secure assurance that continuous improvement plans are in place to meet the College's objectives in supporting the local economy and its needs.</li><li>• The Chair, together with the board are accountable for the college Outcome Agreement with the Scottish Funding Council.</li><li>• Maintain a strong understanding of the local economy and its needs and how best the college can contribute to that.</li><li>• Help the College understand and respond to significant policy developments that affect it.</li></ul>
<b>Impactful strategic leadership</b>
<p>Establish effective strategic leadership of the Board ensuring that it fulfils its duties, roles, and responsibilities, including those as an employer, which comprise:</p> <ul style="list-style-type: none"><li>• Shaping the corporate strategic vision, purpose, outcomes, and goals, and communicating these to the College, employers, learners, other learning providers and public bodies including the Scottish Funding Council (SFC), Skills Development Scotland (SDS), the Scottish Parliament, Ministers, local and national government and more widely.</li><li>• Engaging with the interests of local, national, and international stakeholders.</li><li>• Leading the Board in making strategic decisions and developing its capability and capacity to do so.</li><li>• Promoting a values-based culture throughout the organisation and its staff.</li><li>• To support and effectively challenge the Principal and senior management team in delivery of the strategic aims and objectives of the college.</li><li>• Appointing the Principal when necessary and undertaking the annual appraisal of the Principal.</li></ul>
<b>Governance and accountability</b>
<p>Promote the highest standards of governance, propriety and conduct in the business of the College Board in accordance with Memorandum and Articles of Association of the College and the Code of Good Governance for Scotland's Colleges:</p> <ul style="list-style-type: none"><li>• Secure assurance on financial rigour across the organisation.</li><li>• Using an understanding and practical application of risk management, lead the Board and ensure that effective arrangements are in place to provide assurance to the Board in relation to organisational performance and delivery.</li><li>• Secure assurance on appropriate utilisation of college resources to support business priorities, strategic objectives, and organisational performance.</li><li>• Secure assurance that, as Chair, you and your Board are sufficiently informed to hold executives to account for the implementation of Board decisions.</li><li>• Secure assurance that open and transparent procedures and processes are in place for the appointment of Board Members.</li><li>• Lead the process for annually appraising the Board and developing members together with a Board self-evaluation policy and process.</li><li>• Work with key stakeholders to meet the requirements of the Gender Representation on Public Boards (Scotland) Act 2018 in relation to recruitment of Board members, and more generally, increase the diversity of the Board.</li></ul>

- Ensure an inspirational and high-quality learning and teaching experience, including, ensuring that the College provides accessible and flexible pathways to students.

### **Working collectively and collaboratively**

- Build strong and collaborative working relationship with the Newbattle Abbey College Trustees.
- Build strong networks across the College locale with employers, with other parts of the education system (particularly secondary schools, Colleges, local authorities, and universities) and with the public, private and voluntary sectors.
- Promote collaborative working, engaging openly and inclusively with others to deliver smarter shared outcomes.
- Operate as an ambassador for the College and the wider college system.
- Work with the Board and the senior team in the development of the College's Outcome Agreement with the Scottish Funding Council (SFC), ensuring it meets the needs of the local area as well as national needs; makes best use of available funding, consistent with the SFC's national strategy; and that it is delivered. Further information can be found here: [Review of Coherent Provision and Sustainability \(sfc.ac.uk\)](https://www.sfc.ac.uk/~/media/SFC/Assets/Reports/2017/Review_of_Coherent_Provision_and_Sustainability.pdf)

## Your Application

### Person Specification and Personal Statement

As Chair of Newbattle Abbey College you should be able to demonstrate the skills, knowledge and experience listed in the person specification below. In this section, we have explained exactly what we will be looking for and how this will be tested.

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

As Chair of Newbattle Abbey College you should already have board experience and have a successful track record in all of the essential skills:

- Strong stakeholder management and the ability to continue to strengthen relationships with business.
- Strong emotional intelligence, and proven ability to negotiate with and influence others effectively.
- Strong innovator with the ability to think differently and the ability to drive through change.
- The ability to foster an inclusive environment, ensuring a strong focus on people and promoting a socially progressive approach.
- Clear understanding of the nature of the relationship between a Chair and Principal/CEO.

We have set out our expectations of the range of skills on the next pages, which we describe as 'Essential Skills.' The centre column provides example indicators of what these skills might include.

**Applicants will be asked to provide an overarching statement of no more than 1600 words (up to 400 words per skill) to demonstrate all the Essential Skills.**

### Curriculum Vitae

You will also be asked to provide a tailored **CV (maximum of 2 pages summarising your career while indicating relevant experience)** setting out roles and responsibilities you have undertaken which demonstrate the essential skills relevant to this role as set out in the Person Specification.

### How to apply online

Our dedicated website allows you to apply online: [Work for Us](#)

**Closing date for applications:**

**27 September 2022 (12 noon)**

**Interview date:**

**17 October 2022**

**(including pre-interview discussion with Principal)**

For further information about Newbattle Abbey College, to arrange an informal discussion about the role, or to receive documentation in an alternative format please contact Pauline Donald, Board Governance Advisor, [paulinedonald@nac.ac.uk](mailto:paulinedonald@nac.ac.uk).

## PERSON SPECIFICATION - ESSENTIAL SKILLS

Essential Skills	Example indicators of what these skills might include	How will this be tested?
<p><b>An understanding of the economic and learning environment within which the college operates</b></p>	<ul style="list-style-type: none"> <li>• Demonstrates an understanding of the local economic environment, and how the college can benefit from this through effective handling of both challenges and opportunities.</li> <li>• Ensures that students develop the right skills and positive attitudes to support the local, regional, and national workforce needs.</li> <li>• Experience of how learning can be used to drive the economy.</li> </ul>	<p>In the application you will be given <b>1600</b> words (up to 400 words per skill) to provide an overarching statement which demonstrates <b>all</b> of the essential criteria.</p> <p>If selected for interview, we will discuss this further with you during the <b>interview</b> and this will involve you preparing a short <b>oral response</b> to a set question, sent to you in advance of the interview.</p>
<p><b>Impactful strategic leadership</b></p>	<ul style="list-style-type: none"> <li>• A successful track record of leading continuous improvement in a complex and dynamic context providing direction and vision while promoting the college's culture and values.</li> <li>• An influencer and strategic thinker who can lead an organisation and shape change locally, regionally and nationally.</li> <li>• Ability to chair and harness judgements, while leading the organisation in a way that respects each individual's rights.</li> <li>• A successful track record as a collegiate leader with the ability to adopt a collective leadership approach.</li> </ul>	<p>In the application you will be given <b>1600</b> words (up to 400 words per skill) to provide an overarching statement which demonstrates <b>all</b> of the essential criteria.</p> <p>If selected for interview, we will discuss this further with you during the <b>interview</b> and this will involve you preparing a short <b>oral response</b> to a set question, sent to you in advance of the interview.</p>
<p><b>Effective governance and accountability which delivers results</b></p>	<ul style="list-style-type: none"> <li>• Has direct experience of ensuring sound governance and putting in place improved governance arrangements at senior management or board level.</li> </ul>	<p>In the application you will be given <b>1600</b> words (up to 400 words per skill) to provide an overarching statement which demonstrates <b>all</b> of the essential criteria.</p>

Essential Skills	Example indicators of what these skills might include	How will this be tested?
	<ul style="list-style-type: none"> <li>• Can demonstrate a successful track record in overseeing financial strategy, planning, scrutiny and accountability.</li> <li>• Ability to manage risk and resources to drive continuous improvement.</li> <li>• Successful oversight and accountability for the corporate plan and strategic performance of the organisation.</li> </ul>	<p>If selected for interview, we will discuss this further with you during the <b>interview</b> and this will involve you preparing a short <b>oral response</b> to a set question, sent to you in advance of the interview.</p>
Essential Skills	Example indicators of what these skills might include	How will this be tested?
<p><b>Working collectively and collaboratively</b></p>	<ul style="list-style-type: none"> <li>• Ability to communicate and engage effectively to successfully influence a wide range of stakeholders, including building influential networks.</li> <li>• Develop relationships with organisations that inspire common purpose.</li> <li>• Ability to chair a diverse group by demonstrating how equality of opportunity is ensured to reach balanced decisions and judgements.</li> <li>• Commitment to a sustainable Board that reflects its communities of interest and its values and has an appropriate diversity of skills to fulfil its responsibilities.</li> <li>• Ability to create and maintain successful relationships at a local, regional, and national level.</li> </ul>	<p>In the application you will be given <b>1600</b> words (up to 400 words per skill) to provide an overarching statement which demonstrates <b>all</b> of the essential criteria.</p> <p>If selected for interview, we will discuss this further with you during the <b>interview</b> and this will involve you preparing a short <b>oral response</b> to a set question, sent to you in advance of the interview.</p>

## Key dates in this competition

What happens	When
Appointment publicised	5 September 2022
Closing date for applications	27 September 2022 (12 noon)
Interviews (including pre-interview discussion with Principal)	17 October 2022
Date applicants will be advised of the outcome	19 October 2022
Expected date of commencement in post	1 November 2022
Formal election as Chair at Annual General Meeting	24 November 2022

## The Selection Panel

The selection panel will comprise:

Name	Position
Professor Gillian Hogg	Member, Board of Directors, and Panel Chair
Dorothy Welch	Member, Board of Directors and Chair of Planning and Resources Committee
Andy McGoff	Member, Board of Directors
David Watt	Chair, Fife College/Independent Panel Member

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 the appointment.

You will be asked to let us know in your application if you know any of these selection panel members.

The Panel Chair will consider any significant conflicts of interest and address accordingly.

### 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 essential criteria as laid out in the person specification and as detailed on the application form.

#### Personal Details and Evidence

The application form seeks personal information about you and the skills, knowledge, understanding and experience you have that are relevant to the role. The person specification details the essential criteria and indicate how and at which stage in the process each of the criteria will be tested.

#### Self-Assessment – Suitability

Please study the person specification on pages 11-12. You will see that we are asking you to demonstrate that you have the skills, knowledge and experience that have been identified as being essential for this role. When asked to provide examples, please draw on those from your working and/or personal life, or through your participation with a private, public, voluntary or community organisation.

This is a very important part of your application. If you do not deal with all of the essential criteria for the role that are to be tested at the application stage, the selection panel will find it difficult to assess your application and may be unable to invite you to interview. The selection panel will not make assumptions – for example from a job title – as to the skills, knowledge and experience you have gained.

To be considered for interview, you must as a minimum requirement, demonstrate evidence that meets the essential criteria being tested at the application stage.

#### Suggested preparation

- take time to think about each of the criteria.
- think about the situations you have been involved in which are relevant to the criteria.
- think how your actions/experiences in these situations demonstrated the criteria.
- prepare your answers – we have provided bullet points for each of the criteria which you may find helpful in constructing your answers.

#### Your examples

- please be clear and succinct. You may be asked to expand on your answers at interview.
- when asked for examples, please ensure that you give specific examples describing actual events rather than a generalised description of what you would usually do.

- draw on examples which best demonstrate your skill, knowledge, or experience in that area, but please try to use different examples across the range of criteria to demonstrate a breadth of experience.
- explain what you did and how you did it – use “I” not “we.”
- give the outcome – what happened?
- where knowledge or understanding is required, describe how you gained and/or used this knowledge or understanding.

## **Other relevant guidance**

You can also find out more about Newbattle Abbey College [Home - Newbattle Abbey College](#)

The College Development Network [Guide for Board Members in the College Sector](#).

The Scottish Government's guide on the duties of board members of public bodies is available here [On Board: a guide for members of statutory boards](#)

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

The Gender Representation on Public Boards (Scotland) Act 2018 sets a 'gender representation objective' that a board should have 50% of non-executive members who are women. Newbattle Abbey College is committed to having a greater gender balance on its board and seeks to continually embed equality, inclusion and diversity throughout college governance and management structures.

### Further information about this role

#### Remuneration

The Chair of the Board of Directors at Newbattle Abbey College is a voluntary role. However, reimbursement will be made for all reasonable travel and subsistence costs incurred whilst undertaking Board duties.

#### Time Commitment

It is anticipated that you will perform your functions as and when required (approximately 25 hours per month). Whilst the majority of Board meetings will take place on the college campus, you will be required to attend meetings, representing the Board, in other venues across Scotland from time to time. Your time will mainly be spent attending meetings, reading documents, evening, and weekend events, and contributing to national debate and policy development.

#### Length of the Appointment

The term of appointment will be for 4 years from the agreed date of appointment.

There is the possibility of reappointment subject to evidence of effective performance and having the skills, knowledge, understanding, and experience required by the Board at the time. Any appointments and subsequent reappointments will not extend beyond a maximum of eight years, unless in exceptional circumstances.

#### Location of meetings

Board meetings are held at Newbattle Abbey College campus. The College may, if considered relevant, implement a hybrid approach for Board Meetings, including the option of on-site attendance/virtual attendance combined.

#### Disqualifications and Nationality

People appointed to public body boards must be legally entitled to work in the UK.

The Newbattle Abbey College Memorandum and Articles of Association (s16) details the requirements related to the Disqualification of Directors.

#### Anonymised Applications

Your personal details will not be shared with the selection panel during the shortlisting stage. Please do not worry about referring to named events/activities and employment in your application. It is accepted that there will be situations where this is necessary. It is left to the individual's judgement and disclosure of such information will not count against you.

#### Declaration

In the application form, 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**

Newbattle Abbey College is committed to appointment on merit, and to equality and diversity in all appointments. The equalities monitoring information is not provided to the selection panel.

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.

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. It will not be placed on a personal file.

## **Equality and Diversity**

Newbattle Abbey College is committed to appointment on merit, diversity, and equality.

We value very highly the benefits of having different points of view and experiences on our board and we hope to receive applications from a wide range of talented people, including from those from under-represented groups such as women, disabled people, LGBTI+ people, those from black and minority ethnic communities and people aged under 50.

If you have a disability and require an adjustment at any stage of the appointments process, please get in touch with please contact Pauline Donald, Board Governance Advisor, [paulinedonald@nac.ac.uk](mailto:paulinedonald@nac.ac.uk).

## The Fit and Proper Person Test

The selection panel must take into consideration that an individual recommended for appointment is a '*fit and proper person*.' In this context a 'fit and proper person' is an individual who is suitable for appointment because they meet the requirements of the role and because their past or present activities and/or behaviours do not render them unsuitable for an appointment.

Checks are built into the stages of the appointment round, to gather appropriate information and evidence. For this appointment, the verifications in place for the fit and proper person tests are:

### Verification of relevant information provided by the applicant

- evaluation of the evidence provided by you in relation to the skills and knowledge required for the role will be tested in the application and at interview.

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

- a social media check may be carried out prior to your interview.
- you will be asked to 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 that you are applying for forms part of the declaration statement of the application form. By virtue of submitting the application form 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:

- You are asked in your application to complete questions about potential conflicts of interest.
- if invited for interview, the selection panel will discuss conflicts of interest with you.
- more guidance on conflicts of interest can be obtained by visiting the Ethical Standards Commissioner's website at [Ethical Standards Commissioner](#)

### Declaration of political activity:

- you will be asked at application stage to declare if you have had any political activity in the past five years. Political activity is not a bar to appointment.
- the selection panel considers political activity to ensure that applicants do not have unmanageable conflicts of interest.
- political activity includes the following:
  - obtained office as a local Councillor, MSP, MP, MEP etc.
  - stood as a candidate for one of the above offices.
  - spoken on behalf of a party or candidate.
  - acted as a political agent.
  - held office such as chair, treasurer, or secretary of a local branch of a party.
  - canvassed on behalf of a party or helped at elections.
  - undertook any other political activity which you consider relevant.
  - made a recordable donation to a political party which means:
    - where no previous relevant donation has been recorded, one of more than

£7,500, or an aggregate amount of more than £7,500.

- where there has been a previous recording of a donation, donations that individually or in aggregate are more than £1,500.
- where donations of more than £1,500 have been made to a subsidiary accounting unit (such as a constituency association, local branch, or youth organisation).

Determining that the applicant's appointment is not barred by reference to the constitution of the body concerned by way of, for example, criminal offences or other relevant matters:

- information on disqualifications is detailed above and you are asked to review this prior to submitting your application.
- confirmation that you are not disqualified on any grounds from being appointed 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.

Ensuring that the applicant agrees to apply the Principles of Public Life in Scotland and be bound by the Members' Code of Conduct for the body concerned:

- applicants should familiarise themselves with the Principles of Public Life in Scotland. If invited for interview, you will be asked to confirm your understanding of, and agreement with these principles.
- in carrying out their public service role, individual Board members will be expected to comply with the Newbattle Abbey College Code of Conduct located at: [Newbattle Abbey College Code of Conduct](#). Confirmation that you have read the Code, that you understand it and agree to be bound by it in the event that you are appointed forms part of the declaration statement of the application form.

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

- If invited for interview, you will be asked to confirm that you can meet the time commitment for this role.

## **Lobbying**

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

## **Recommended Candidates**

The selection panel will advise the Board of the recruitment process and approach and the candidate recommended for appointment.

## **Pre-appointment checks**

The successful candidate will be required to complete a pre-appointment check which will include checks of residency, identity documents and a [Disclosure Check](#). This post also requires a [Protecting Vulnerable Groups check \(PVG\)](#). There is a small cost for these checks, but this will be reimbursed by the college.

### **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. This will include:

- your name.
- a brief description of Newbattle Abbey College.
- a summary of the skills, knowledge and experience you bring to the role.
- how long you have been appointed for.
- details of all other public appointments you hold and any related remuneration you receive for them.
- details of any political activity declared by you.

### **Training and Support**

Your induction will include (but not be restricted to) the following:

- your role and responsibilities.
- role of the body and arrangements for Board meetings.
- organisational structure of Newbattle Abbey College
- internal and external communication in relation to Newbattle Abbey College business.
- role of, and relationship with key internal and external stakeholders.
- budget and financial information.
- arrangements for expenses.

### **Feedback**

Feedback will be offered to all applicants who are interviewed. Feedback will be based on:

- the assessment of your merit in relation to the skills, knowledge, experience, and values required by the person specification; and
- the outcome of the fit and proper person test where appropriate.

Subject to the number of applicants, feedback may also be available on request to those who did not reach interview.

### The Principles of Public Life

People who wish to be appointed to roles in public life must pass a Fit and Proper Person test which is described in more detail above. The Principles of Public Life in Scotland are as follows:

**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.