



Welcome to this website, and thank you for your interest in the position of non-executive Board Member, Dumfries and Galloway College. We are seeking exceptionally motivated and creative applicants to join our Board of Management, during a time of huge change for both the College itself and for the further and higher education across Scotland.

As part of our Transformation journey, as set out in our [Ambition 2025](#) the impact of COVID-19 has created new challenges for the College but has also highlighted opportunities and potential on which we want to build.

The College operates across two campuses in the beautiful South West of Scotland with the main site in Dumfries on the Crichton Campus and the second serving west of the region in Stranraer. While much of the curriculum is common across both campuses, responding and delivering to the needs of diverse and dispersed rural communities is a key challenge for our operation. The area we serve covers 2,400 square miles with all the opportunities and challenges that brings. We are the largest provider on the multi-institutional Crichton Campus, and have strong partnerships with the University of the West of Scotland, the University of Glasgow, the Open University and Scotland's Rural College. This unique partnership extends beyond collaborative curriculum planning and effective articulation agreements; the college also hosts a number of shared services in our modern Dumfries building, including the Campus library.

The college has continued to invest in Renewables & Engineering, Sustainable Construction, and Care and is a leading voice in green skills development to help tackle climate change. We are proud of our achievements having this year won awards for:

- Winner - Sustainability Action Award 2021, College Development Network Awards
- Winner – Outstanding Project Award 2021, Scottish Green Energy Awards
- Winner – Campus of the Future Benefitting Society (Small Institution) 2021, Green Gown Awards
- Winner – Sustainability Institution of the Year (Small institution) 2021, Green Gown Awards

Dumfries and Galloway College plays an important part in delivering the region's and nation's economic and social strategy and we are a key strategic partner in the region. Our progress to date has been based upon an effective relationship between the Board of Management and the Principal and Executive Leadership Team. We believe this has given us a firm foundation for the future which we hope you can see from the following information.

Please take the time to read through this website and find out more about the role and our College. I hope this provides you with all the information you require and look forward to receiving your application.

Hugh Carr  
Chair of the Board of Management

## Guidance Notes for Applicants

Please read these notes carefully before you fill in your application form.

### Contents

This pack contains the following:

- Welcome letter
- Guidance Notes for Applicants
- Background information
- Role Description, including the Nine Principles of Public Life (Annex A)
- Assessment criteria and methods

For further information about the role, or if you have any general queries regarding this application pack, or require this information in a different format, please do not hesitate to contact **Lorraine Grierson, Secretary to the Board, by emailing [boardsecretary@dumgal.ac.uk](mailto:boardsecretary@dumgal.ac.uk)**

If you would like an informal chat with **Hugh Carr, Regional Chair of the Board of Management, please arrange this via his PA at the College, Dorothy McMinn on 01387 734003 or [mcmind@dumgal.ac.uk](mailto:mcmind@dumgal.ac.uk).**

We are keen to encourage applications from groups currently under-represented on Scotland's public bodies, such as women, people with a disability, people aged under 50, and black, Asian and ethnic minority applicants.

Closing date: 31 January 2022

## Background Information

### Colleges in Scotland

Scotland's colleges play a crucial role in the delivery of education and training to young people and adults of all ages and are key to improving the economic and social wellbeing of the people of Scotland. Colleges offer a wide range of qualifications, courses and apprenticeships at further and higher education levels across a diverse curriculum, including vocational education and training, to a very broad range of people and communities. With enrolments of almost 200,000 learners every year and a geographical coverage that extends from all the major towns and cities to remote rural areas, Colleges are central to the Government's agenda of economic growth, widening access to education, developing the young workforce, employability and social inclusion agendas.

### National Context

Colleges are organised on a regional basis with 10 single Regional Colleges and 3 Multi-College Regions as follows:

- Ten single Regional Colleges: Ayrshire, Borders, Dundee and Angus, Dumfries and Galloway, Edinburgh, Fife, Forth Valley, North East Scotland, West Scotland and West Lothian; and
- Three Multi-College Regions: Glasgow Colleges Regional Board (comprising City of Glasgow, Clyde and Kelvin Colleges); New College Lanarkshire; and the University of the Highlands and Islands which delegates its Regional Strategic Body functions to the UHI FE Regional Board.

Further information on this Regional structure and the sector in general can be found on the Colleges Scotland website at the following link: <https://collegesscotland.ac.uk/>

Colleges and regional strategic bodies receive substantial public funding from the Scottish Further and Higher Education Funding Council, commonly known as 'the Scottish Funding Council' or 'SFC'. The SFC is the national, strategic body that is responsible for funding teaching and learning provision, research and other activities in Scotland's 25 colleges and 19 universities, by distributing funding on behalf of the Scottish Government.

College board members govern and lead each of Scotland's colleges and regional strategic bodies, and are ultimately responsible for their stewardship of taxpayer's money, ensuring its efficient and effective use.

The Scottish Government's reform of the College Sector involved an overhaul of college governance, with a range of measures aimed at improving the accountability of colleges, commensurate with the significant amount of public funding they receive. A key element is an open and fair process for making Board appointments and the Ministerial appointment of Board chairs which is via a regulated public appointments process.

### Dumfries and Galloway College

Dumfries and Galloway College is located in beautiful South West Scotland, the gateway to three countries - Scotland, England and Ireland. Our campus sites reflect the commitment of the College in serving the needs of the whole of the Region. The College has an average of 5,000 students per

year - 25% full-time and 75% part-time/other attendance. Approximately 10% are west of the Region based.

We are a multi-award winning successful college that delivers professional, technical and vocational education and training across a wide range of sectors from introductory through to advanced level, including Modern and Foundation Apprenticeships. We also provide a large number of industry-based training courses for businesses in Dumfries and Galloway and beyond.

The main campus is located in the outskirts of Dumfries adjacent to the Crichton campuses of the Universities of Glasgow and the West of Scotland, Scotland's Rural College and the Open University. There is a unique collaboration between the College and these institutions that brings a broad range of learning opportunities to Dumfries and Galloway. In particular, the Campus provides the opportunity of university learning to a region where previously people had to leave in order to access university study. Although the College has two campuses and many learning centre partnerships across the Region, we are a College without walls - creating flexible learning approaches to suit everyone. This means learning opportunities are varied and abundant - from full-time courses to flexible part-time courses, from learning in College to learning at home, work or in the great outdoors of Dumfries and Galloway.

An enhanced learner experience is achieved through shared services with the Universities of Glasgow and the West of Scotland in the form of some shared building space and a single, cohesive library service available to all students from each institution. The Crichton Estate which is open to the public contains stunning parklands and provides a beautiful environment for over 1,000 people to work.

The College also operates a campus in Stranraer, 75 miles to the west of Dumfries. Although the range of provision offered here is not as great as that in Dumfries, it reflects the skills demands of the West of the Region.

The College's approach to learning is a reflection of the rural locality, the local economy and the changing patterns of lifestyles. As a major employer and a dynamic rural learning institution, we have strongly embraced the digital revolution and its many forms are fast becoming the bedrock of our operations and academic delivery, enhanced even further from delivery changes as a result of the pandemic.

We are moving into an exciting stage of our development, building on the successes of the past and driving forward to achieve our aspiration of becoming "an outstanding regional college".

We are optimistic about our future and feel that through

- our strong partnership working with our learners, schools, employers and the wider community;
- our continued investments in staff, facilities and infrastructure,
- our investment in digital technology to improve access to learning and services and further enhance our commercial options;
- and the commitment and dedication of our staff, we will achieve our aim of being an 'outstanding College' and a sector leader.

To read more about how we intend to achieve our **ambitions**, **view the annual accounts and Regional Outcome Agreement**, please click [here](#) .

## **The Board of Management**

The Board of Management is essential to the development and achievement of the strategic aims and objectives of the College. The Board is collectively responsible for overseeing the College's activities, determining its future direction and fostering an environment in which the College's 5 year ambition is achieved and the potential of all learners is maximised. The Board must ensure compliance with the relevant legislation and other regulatory requirements, including the use of significant public funds, and, subject to these, take all final decisions on matters of fundamental concern to the College and be accountable for them.

The Board comprises 15 members:

- The Chair, who is appointed by the Scottish Ministers
- The Principal, who is appointed by and answerable to the Board
- 9 Non-Executive members, selected by the existing Board members and ratified by the Scottish Government
- 2 members of staff elected to the Board (1 from the Teaching staff and 1 from the Support staff)
- 2 students nominated by the Students Association

The non-executive members are recruited based on their skills, expertise and experience that they can bring to the Board. This is a non-remunerated post however reasonable expenses are paid including appropriate training costs. The role offers valuable networking and development opportunities and the initial term of office is up to 4 years.

The Board has 5 Committees. 4 of which meet quarterly, and you would be expected to join 1 or 2 of these. You would also be expected to participate in an annual Board development day. On average, your time commitment would equate to 1 day per month. Throughout 2021, Board and committee meetings have been conducted remotely; this has been successful and we will continue to welcome remote participation in the future.

## **Governance**

If appointed as a Board Member you will be required to abide by the Code of Good Governance for Scotland's Colleges which can be found [here](#) .

## **Code of Conduct**

The Scottish public has high expectations of those who serve on the boards of public bodies. The Ethical Standards in Public Life etc. (Scotland) Act 2000 provided for a new Code of Conduct. As a member of the Board, it is your responsibility to make sure that your actions comply with this Code of Conduct. The general principles upon which the Code of Conduct is based are: public service; selflessness; integrity; objectivity; accountability and stewardship; openness; honesty; leadership and respect. Members must register and declare all interests as required by the Standards Commission for Scotland and these are published on the College website and in the annual accounts.

## Role Description

The main duties of the role of a member of the Board of Management of Dumfries and Galloway College are described below:

- 1 Governance:
  - a) to lead the College, set its strategic direction and values and ensure effective management and financial controls to support the learner experience within a framework of public accountability and transparency.
  - b) to comply with the Code of Good Governance.
  
- 2 Contribute to the fulfilment of the Board's duties, roles and responsibilities, including those as an employer, which will comprise:
  - a) Strategy development: agree the vision, mission and strategic direction of the College. Approval of the College strategic plan, agreeing the outcomes and performance measures for the College;
  - b) Leadership: collective role in fostering an environment that enables the College to fulfil its mission for the benefit of learners and the community it serves;
  - c) Efficiency and effectiveness: ensuring that resources (staff, finance and premises) are used effectively and responsibly to support local priorities and strategic objectives;
  - d) Financial management: setting and monitoring the College budget, expenditure and key financial targets, and ensuring that corrective action is taken where required;
  - e) Risk management and control: ensuring that appropriate systems for internal control are in place and that these systems are reviewed; and
  - f) Stakeholder relations: developing and maintaining effective relationships with stakeholders.
  
- 3 Participate in the business of the Board, including:
  - a) Prepare for and attending Board meetings of the full Board;
  - b) Contribute in the making of Board decisions;
  - c) Chair or participate in at least one Board sub-committee;
  - d) Attend and participate in strategic planning, training and development events;
  - e) Chair or participate in various reference groups, discussion forums, programme or project boards and public meetings;
  - f) Be linked as a Board contact to a faculty or support area of the College; and
  - g) Represent the Board externally where required.

All members should exercise their responsibilities in the interests of the College as a whole rather than as a representative of any constituency.

Further information about the role of Boards and Board Members can be found on the College Development Network website at:

<https://professionallearning.collegedevelopmentnetwork.ac.uk/course/index.php?categoryid=29>

**Members shall seek to promote the best interests of the College wherever possible, be its ambassador, and represent it at meetings, presentations and conferences.**

### Public Service Role

In carrying out this public service role, you will be expected to uphold the highest ethical standards of integrity and probity and adhere to the 9 principles of public life set out by the Committee on Standards in Public Life (based on the Nolan Principles) (see Annex A). At all times you will act in good faith and in the best interests of the learners. You are referred to the Standards Commissions Members' Model Code of Conduct which can be found [here](#) .

This Code sets out the standards of behaviour expected of those involved in public life in Scotland and you should review this prior to submitting your application.

### **Trustee Role**

As Dumfries and Galloway College is a registered charity, you will need to be aware of your role as a Charity Trustee. You are referred to the Office of Scottish Charity Regulator's guidance for charity trustees which can be found at <https://www.oscr.org.uk/guidance-and-forms/>

The College maintains and publicly discloses a Register of Interests of members of the Board of Management.

### **Training and Induction**

If appointed as a Board Member you will be provided with appropriate training and induction designed to help you perform effectively in your role. You will be required to attend a mandatory half-day Induction Course within 6 months of your appointment (this is currently being held remotely). You will be expected to attend various Board Member related development events and training days, held at the College and externally. There is an annual Board Member's one-day Conference, which Board Members are encouraged to attend. It is anticipated a Board Member would spend between 3-4 days within an academic session attending training events.

Being on a College Board is a multi-faceted role and a good Board member never stops learning and building their knowledge and expertise and developing their network of education contacts. For that reason the sector has a Development Framework to support Board members with written material, newsletters, seminars, checklists, and workshops at college, regional and national level covering individual development areas such as non-executive skills; organisational knowledge; team working and knowledge of the external environment, as appropriate.

### **Time Commitment**

It is difficult to be precise about the time commitment required and you will therefore need to be able to demonstrate an adequate degree of flexibility to attend to Board business. As a general indication, in an academic year, there are usually four Board Meetings, which have a duration of approximately 3 hours. There are a number of Standing Committees, some of which have up to four meetings, lasting between 2-3 hours. Every Board Member is encouraged to become a member of at least one Standing Committee. There is also a Strategic Development Day at which Board Members attend and contribute. Committee meeting papers are uploaded to our Admin Control site a week in advance of the meeting and preparation for the meetings needs to be undertaken. Remote attendance via MS Teams or similar will be offered for these events.

Whilst the majority of Board meetings will take place in the local area, you may occasionally be required to attend meetings and represent the board in other venues across Scotland from time to time.

### **Length of term of appointment**

The length of term will be for a period of up to four years, to be advised at the time of appointment. Appointment may be renewed subject to evidence of effective performance and to continuing to satisfy the requirements of the person specification. Any re-appointment will be for a period of up to 4 years. It is a requirement that there are annual one to one assessments undertaken with the Chair of the Board of Management and Board Members are encouraged to identify areas where they would like to achieve greater personal development.

### **Serving on the Board**

A Board Member's role gives an individual a good deal of satisfaction in being able to contribute to the continuing success of the College. Board Members have the opportunity of meeting a diverse range of people and are encouraged to become involved with the working life of the College.



**Remuneration**

There is no remuneration for this post. Expenses incurred as a result of carrying out the duties of the appointment, including reasonable travel and subsistence, and dependant carer and childcare expenses will be reimbursed.

## Process

### Your Application

The information in your application is important in determining whether or not you will proceed through the assessment stages conducted by the selection panel. The stages include:

- a sift of all applications received
- shortlisting for interview, following which you will be notified if you will proceed to the next stage or not
- an interview itself and, if successful
- appointment by the Board with approval from the Cabinet Secretary for Education and Skills.

You must, therefore, demonstrate clearly the evidence required at the first stage to show how you meet the relevant published criteria.

The Board of Management of Dumfries and Galloway College welcomes applications from anyone who believes that they could make a strong active, contribution particularly from groups currently under-represented on Scotland's public bodies, such as women, people with disabilities, ethnic minorities and people aged under 50.

The Board is looking for members with a range of skills and expertise including the following:

#### Skills

- Leadership
- Thinking strategically
- Building relationships
- Influencing
- Human Resources
- Understanding
- Listening
- Innovation thinking

#### Expertise

- Governance
- Finance / Accountancy
- Audit / Risk
- Economic Development/Recovery
- Human Resources / employee relations
- Strategic Planning
- Education
- Green Energy
- Digitalisation

**However, we would particularly like to hear from those people with expertise in Financial Management, Law, Economic Development & Recovery, Human Resources, and Green Energy and Digitalisation.**

All Board members need to have specific general skills and personal qualities which will enable them to make a good contribution to the Board, but these do not have to have been gained by working at a management post or at a senior/strategic level. You may have gained these skills through being active in your community, in a voluntary capacity or through your personal experience. We are looking for people with enquiring minds who can communicate ideas and thoughts to others, and then influence and lead organisations through change, innovation and improvement.

The criteria below describes the skills, knowledge and experience a Member of the Board of Management will require to perform that role.

CRITERIA SOUGHT	WILL BE TESTED AT	
	Application	Interview
<b>Essential Skills &amp; Experience</b>		
<b>Analytical Skills</b> 1. Ability to analyse complex material and to reach sound conclusions based on this analysis.	✓	✓

CRITERIA SOUGHT	WILL BE TESTED AT	
	Application	Interview
<b>Question</b> 2. Ability to question constructively within a team environment.	✓	✓
<b>Communication Skills</b> 3. Ability to communicate effectively with a diverse range of stakeholders and build effective networks.	✓	✓
<b>Strategic Planning</b> 4. Ability to contribute to the board's strategic thinking.	✓	✓
<b>Education landscape</b> 5. A clear understanding and interest in learning and education.	✓	✓
<b>Desirable</b>		
<b>Public Service Reform</b> 1. Good understanding of the Scottish Government's policy ambitions for public services in general and post 16 education in particular.		✓
<b>Corporate Governance</b> 2. An understanding of corporate governance in public, private or charity sectors and of risk management (prior Board experience is not required).		✓
<b>Context</b> 3. Good understanding of the needs of the economy, employers, communities and learners, and the challenges of a political environment, at a national and regional level.		✓
<b>Specific Skills or Experience</b> 4. One of the following areas would be particularly welcome: a) A good understanding of Further Education/Higher Education b) Experience in Finance/accountancy c) Economic Recovery/Development/Income generation d) Human Resources e) Individuals from a legal background f) Green Energy and Digitalisation	✓	✓

## Completing Your Application

Thank you for your interest in joining Dumfries and Galloway College. Applicants will be taken forward for interview based on their application matching the detail provided in the Job Description. We would therefore ask applicants to provide clear evidence to show how your experience, skills and knowledge match those requirements as well as why you are interested in the role.

## Enquiries

If you have any queries or would like a confidential discussion about the role, please contact our recruitment partners, Aspen People - Donogh O'Brien, or Kate Kennedy on 0141 212 7555.

## Application

To apply please email your CV and supporting letter together with the following completed forms to Melissa Scholes –mscholes@aspenpeople.co.uk

- [Equalities Monitoring Form](#)
- [Rehabilitation of Offenders Form](#)

You will receive an acknowledgement of your application within **48 hours** - if you do not receive this please contact Melissa Scholes on 0141 212 7555 to ensure it has been received.

Additional information concerning your application is available here:

- [Disclosure of Criminal Offences](#)
- [Immigration, Asylum and Nationality Act 2006](#)

The College is committed to equal opportunities in recruitment therefore no applicant will receive less favourable treatment on the grounds of any protected characteristic or be disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Please help us to monitor the effectiveness of our policy by completing all parts of the Equal Opportunities Form. This section of the application form will not be circulated to those involved in the recruitment process and will not be used to assess your suitability for appointment but will be used as part of our monitoring records.

The remaining parts of your application form are made available to those involved in the selection for interview and interview stages.

## Selection Panel Evaluation

Formal appointment to the Board is subject to ratification by the Cabinet Secretary for Education and Skills, on behalf of Scottish Ministers. This appointment is also subject to Disclosure Scotland vetting.

The selection panel must provide sufficient information and evidence to the Scottish Ministers to enable them to feel confident that the person they are appointing to the Board of the public body is suitable to take up the appointment. In the context of public appointments this 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 a given appointment. This is an on-going process with various checks built into the stages of the appointment round, designed to gather the appropriate information and evidence required.

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, knowledge and experience required for the role will be tested in the application and further probed at interview should you be invited.
- If applicants provide information in support of having the relevant competency which details roles or qualifications held which is material to the selection panel's decision making, this information may be checked as part of the final assessment.

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

- Confirmation 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 completed form you are declaring that the information provided is, to the best of your knowledge and belief, true and complete.
- If invited for interview, further assessment will be through seeking evidence on how you have practically demonstrated the principles of public life through your conduct in a given situation.

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

- At interview, assessment of any conflict will be carried out through questioning that you understand what is meant by a conflict; asking you to confirm that, to the best of your belief, you do not have any conflicts that are incompatible/unmanageable; or seeking additional information if you have declared a conflict.

### **Determining that the individual'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 provided at Annex B and you are asked to review this prior to submitting your application. 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.

### **Ensuring that the applicant agrees to be bound by the members' code of conduct for the body concerned:**

- You are referred to the Standards Commission Members' Model Code of Conduct ([here](#)). This Code sets out the standards of behaviour expected of those involved in public life in Scotland and you should review this prior to submitting your application. Confirmation that you have read the members' model code of conduct, that you understand this code and that you agree to be bound by it in the event that you are 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.

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

- The publicity for the roles sets out the time commitment involved. If invited for interview, this will be fully explored with you to ensure that you can offer the appropriate assurance that you can undertake the commitment required.

## **How we will handle your Application**

The table below shows an indicative timeline for the appointments process.

<b>Stage in Progress</b>	<b>Timescale</b>
Date appointment publicised	17/12/21
Closing date for applications	31/1/22
Shortlisting period to select applicants for interview	3-4/2/21
Date by which outcome of shortlist will be relayed to applicants	11/2/22
<i>Latest date for applicants to request feedback for not being selected for next stage</i>	18/2/22

Stage in Progress	Timescale
<b>Dates for interviews</b> (if you are unable to make the scheduled interview dates, there <b>may</b> be the opportunity for the panel to agree alternative arrangements)	w/c 14/2/22 and 21/2/22
Date by which outcome of interview will be relayed to the successful applicant (subject to Board confirmation of panel recommendation and Ministerial approval).	4/3/22
Date by which outcome of interview will be relayed to the unsuccessful applicants.	w/c 7/3/22
Latest date by which applicants may request feedback on non-selection for appointment	11/3/22
Date by which the Board approves appointment	w/c 7/3/22
Date by which the Chair will make recommendation to the Cabinet Secretary for appointment	w/c 7/3/22
Date by which successful applicant should accept position in writing	18/3/22

Following receipt of your completed application the Monitoring Information sections will be separated from the rest of the form.

Initially your completed application will be assessed against the advertised criteria for these appointments. The panel will invite to interview those applicants who most closely meet the criteria.

Applicants invited to interview will be advised of the Selection Panel in their invitation letter and will be asked to declare if and how they know any of the Panel.

Applicants who are not selected for the interview stage of the assessment will be advised of the outcome of their applications in writing (normally via email).

If invited to the interview stage and you have a disability, it will be at this point that you should let us know (contact details will be provided in your invitation to next stage) if you would like particular arrangements made. However, it may be that interviews at this time will be conducted via Microsoft Teams.

The Board of Management will appoint the successful applicant subject to approval from the Cabinet Secretary for Education and Skills and subject to Disclosure Scotland vetting.

If you are successful you will be invited in writing, by the Chair of the Board, to accept the appointment. If you are not successful you will be informed. Feedback will be provided to all applicants, on request.

We will comply with the Data Protection Act 2018. Personal data on successful applications will be stored securely as part of your personnel file. Your personnel file will be held for 7 years after your employment terminates (for whatever reason) with The College. Personal data on incomplete applications, unfinished applications and unsuccessful applications will be deleted after 6 months from the closing date of the vacancy.

### **Equality and 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. We will 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 get in touch with HR department on [humanresources@dumgal.ac.uk](mailto:humanresources@dumgal.ac.uk).

### **Interview Expenses**

In the current context of Covid-19 restrictions we will be conducting interviews via an online panel, with clear joining instructions and guidance provided in advance. Nevertheless, it should be noted that applicants can claim for reasonable expenses incurred in attending for interview, including dependent carer expenses. If invited for interview, you can request a claim form from **Lorraine Grierson, Secretary to the Board, by emailing: [boardsecretary@dumgal.ac.uk](mailto:boardsecretary@dumgal.ac.uk)**

### **Publicising Appointments**

Should you be appointed, some of the information that you have provided may be made public in a press announcement of your appointment. We will liaise with you in advance of any such announcement. This applies particularly to any other public appointments you may hold, and of any significant political activity recently undertaken by you. The press release may include:

- Your name;
- A brief summary of the skills, knowledge and experience you bring to the role;
- The period of appointment;
- Details of all other public appointments held.

## The Nine Principles of Public Life

### **Public Service**

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.

### **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.



## Criteria for Disqualification

### Persons not Eligible for Appointment

Once relevant provisions are commenced, legislation provides that the following persons are not eligible for appointment:

Paragraph 6(1) and 6(2) of schedule 2B to the Further and Higher Education (Scotland) Act 2005, as inserted by section 11(2) of the 2013 Act

- 6 (1) A person is not eligible for appointment as a member of the board if the person—
- (a) has within 5 years of the date on which the appointment would take effect, been sentenced (following conviction for an offence in the United Kingdom, the Channel Islands, the Isle of Man or the Irish Republic) to imprisonment for a period of not less than 3 months, whether suspended or not, without the option of a fine;
  - (b) is an undischarged bankrupt; or
  - (c) has been removed from office under section 24 of the 1992 Act (in relation to any college) or section 23Q of this Act (in relation to any regional board).
- (2) For the purposes of sub-paragraph (1)(b), “undischarged bankrupt” means a person—
- (a) whose estate has been sequestrated and who has not been discharged (or against whom a bankruptcy order has been made and is still in force);
  - (b) who has granted a trust deed for, or made a composition or arrangement with, creditors (and has not been discharged in respect of it);
  - (c) who is the subject of a bankruptcy restrictions order, or an interim bankruptcy restrictions order, made under the Bankruptcy (Scotland) Act 1985 or the Insolvency Act 1986;
  - (d) who is the subject of a bankruptcy restrictions undertaking entered into under either of those Acts;
  - (e) who has been adjudged bankrupt (and has not been discharged); or
  - (f) who is subject to any other kind of order, arrangement or undertaking analogous to those described in paragraphs (a) to (d), anywhere in the world.