

# Annex A | Summary of the Ministerial Public Appointments Process in Scotland

Please note that this is a summarised version of the process. For further details of what is required at each stage please refer to the Code of Practice for Ministerial Appointments to Public Bodies in Scotland. A copy of the Code can be found at [www.publicappointments.org/downloads/NewCode.pdf](http://www.publicappointments.org/downloads/NewCode.pdf)

## Stage One – Planning

The sponsor team<sup>1</sup> produces the following documents after consultation with the Minister, the chair of the public body and the OCPAS Assessor:

**Role Description:** This describes the nature, purpose and responsibilities of the role within the context of the public body.

**Person Specification:** This details the skills, knowledge and personal qualities required to carry out the responsibilities described in the role description, to ensure overall balance to the board and to meet any succession planning needs.

**Appointment Plan:** This includes details of how, when and where the vacancy will be publicised, the appointment timetable, the composition of the selection panel and the arrangements for shortlisting and interview.

## Stage Two – Encouraging Applications

**Publicity:** The opportunity is published in appropriate media – for example, on the Scottish Government website, in newspapers, in professional journals - to make sure that as many people as possible are aware of the opportunity.

**Application Packs:** Everyone who registers interest receives a pack containing information about the appointment and the

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<sup>1</sup> The day-to-day link between the public body and the Minister is provided by the Scottish Government directorate. Within the directorate a sponsor team handles appointment rounds and ensures compliance with the Code of Practice.

appointments process, a role description, person specification and application form.

### **Stage Three – Processing Applications**

**Initial Sift:** If a large number of responses are received, sponsor team officials may sift out any applications which clearly do not meet the essential criteria for the role. The remaining applications are forwarded to the selection panel.

**Assessment of Applications:** A panel<sup>2</sup> selects candidates for interview by comparing the applicants' descriptions of their skills and knowledge with the publicised selection criteria contained in the person specification. Applicants must satisfy all the essential criteria to be considered for interview. Those who most closely match the selection criteria are invited for interview.

**Anonymity:** This stage of the process is conducted anonymously to avoid any actual or perceived bias in the shortlisting process. The selection panel sees only the part of the application form where the applicant has demonstrated how they meet the criteria for the role. The part of the form containing personal details is not given to the panel and applicants' names are only provided after the shortlist for interview has been completed.

### **Stage Four – Interview**

**Interviews:** The selection panel interviews the shortlisted candidates in order to confirm their suitability against the selection criteria.

### **Stage Five – Selection**

**Selection:** The selection panel provides the Minister with an objective analysis of all the interviewed candidates, from which to make a choice. The Minister may, if he or she wishes, arrange to meet candidates before arriving at a decision.

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<sup>2</sup> The selection panel usually includes a senior civil servant and the chair of the public body and always includes an OCPAS Assessor

## **Stage Six – Post-appointment**

**Feedback:** Feedback is offered to all candidates interviewed and is provided on request to all other applicants.

**Publicising the Appointment:** The name of the successful candidate is publicly announced.