

## **SUMMARY OF STEPS TAKEN DURING CHAIR APPOINTMENT**

The Code of Practice requires Scottish Ministers to carry out specific steps when making appointments to Public Bodies, which were followed for the Chair appointment:

### Section A - The responsibilities of the people who uphold the principles

- Appoint an appropriately skilled selection panel Chair – completed on 4 April 2019
- Appoint a selection panel – completed on 11 April 2019
- Selection panel hold a planning meeting – held on 13 June 2019

### Section B - The skills, knowledge and experience needed by the board are clear

- Agree essential skills criteria for Chair of the Board – approved by Minister on 11 June 2019
- Detailed criteria and job description – agreed by the Selection Panel on 20 June 2019

### Section C - An appropriate plan guides appointment activity

- Appointment plan, including clear description of role and skills, communication and advertising plan – approved by Selection Panel 11 July 2019, acting on behalf of Minister
- Vacancy advertised – 12 July to 23 August 2019

### Section D - The most able people on merit are identified and recommended for appointment

- Method of assessment of candidates defined – agreed by Selection Panel on 11 July 2019
- Shortlisting of applicants – completed by Selection Panel of 11 September 2019
- Candidate interviews – Selection Panel held interviews on 17 September 2019
- Summaries of candidate interviews – agreed by Selection Panel on 21 October 2019
- Recommendation of most able candidate – Submission to Cabinet Secretary on 22 October 2019

### Section E - The most able people are appointed and meet the needs of the board

- Minister takes steps to ensure candidate is a 'Fit and Proper' person to undertake the role – Selection Panel, acting on behalf of Minister, completed this on 17 September 2019
- Ministerial meeting with recommended candidate – Cabinet Secretary met with Willie Watt on 30 October 2019

- Minister selects candidate who most closely meets skills required – Cabinet Secretary appointed Willie Watt on 11 November 2019, formally accepted role on 14 November 2019

#### Section G - Appointment decisions are communicated

- Minister formally announces appointment decision – announcement and news release issued on 15 November 2019