



# Commission for Ethical Standards in Public Life in Scotland

## **ADVERT FOR PUBLIC APPOINTMENTS ASSESSORS**

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# 1 INTRODUCTION

The Commission for Ethical Standards in Public Life in Scotland is a new body incorporating the Office of the Public Appointments Commissioner for Scotland

The Public Appointments Commissioner regulates the processes administered on behalf of the Scottish Ministers to appoint individuals to the boards of Scottish public bodies.

The Commissioner launched a revised code of practice for public appointments on 1 September 2011 and is seeking to increase the pool of talented individuals available to act as Assessors on her behalf.

Assessors provide independent scrutiny of the appointments process and are responsible for monitoring the application of the code and, where appropriate, for highlighting any breaches.

It is essential the Assessors have well developed influencing, analytical and communication skills and a significant track record in promoting diversity and ensuring equality through recruitment processes.

Assessors should also have experience of working in a scrutiny role.

More information about the Public Appointments Commissioner, the work of her office and the revised Code of Practice can be found at [www.publicappointments.org](http://www.publicappointments.org)

## 1.1 Project Goals and Objectives

To appoint a number of new Assessors to our existing pool of Public Appointments Assessors.

All Assessors must be able demonstrate an in depth understanding and experience of promoting diversity and ensuring equality through an appointment process. There is no requirement for CIPD membership or HR qualification.

There is no requirement for previous experience in public appointments or the public sector. Shortlisted candidates will be invited to an information event on 9<sup>th</sup> November which will provide further detail on the role of the Assessor, the Code of Practice and the public appointments process.

## 1.2 Purpose of this Invitation to Tender

To elicit responses from suitably qualified individuals to provide an Assessor service.

Assessors are allocated work on a 'taxi rank' basis. The number of appointment rounds that require Assessor input vary from year to year. No

guarantee of the level of work can be given. Assessors are not compelled to take each opportunity offered. They retain their place in the 'rank' if they are unable to act as an Assessor as a result of other commitments, or as a result of a potential or actual conflict of interest with the public body to which the appointment is to be made.

### 1.3 Form of Tenders

Potential assessors should submit a proposal that:-

1.3.1 Demonstrates experience in promoting diversity and ensuring equality in recruitment processes.

1.3.2 Demonstrates that they are able to communicate effectively in writing and in person in a way that maintains good working relationships

1.3.3 Demonstrates that they have well developed influencing skills and are able to challenge constructively.

1.3.4 Details their experience of working effectively in a scrutiny role.

Proposals should follow the format below:-

1.3.5 Covering letter or email providing contact details and setting out why you would like to become an Assessor.

1.3.6 An attachment or annex of not more than 2 A4 pages detailing your suitability In respect of the criteria set out at 1.3.1, 1.3.2, 1.3.3 and 1.3.4 in this section of the ITT

1.3.7 Contact details for at least 2 referees. (Referees must be able to verify ability in relation to the criteria set out at 1.3.1, 1.3.2, 1.3.3 and 1.3.4. References will be taken up after interview, please note that individual referees need not address each area but the combination of references must cover each area)

### 1.4 Procurement Timetable

1.4.1 Deadline for noting interest in the opportunity  
11 October 2011

1.4.2 Deadline for submitting questions relating to the opportunity  
11 October 2011

*All notes of interest must be received by 11 October and any questions related to the tender must be received on, or prior, to the same day. Questions and notes of interest should be made via email to [k.elder@ethicalstandards.org.uk](mailto:k.elder@ethicalstandards.org.uk)*

*Please note the following in the subject Line: **PAA NOTE OF INTEREST***

- 1.4.3 Date answers to questions will be circulated  
Thursday 13 October 2011
- 1.4.4 Closing date for receipt of submissions  
9.30 AM 21 October 2011

Submissions can be made by hard copy or electronic format.  
Emailed submissions should be addressed to:-

[K.elder@ethicalstandards.org.uk](mailto:K.elder@ethicalstandards.org.uk)

Subject Line: **PAA TENDER SUBMISSION**

Hard copy submissions should be made in triplicate and addressed to:-

**Karen Elder**  
**Business Manager**  
**Commission for Ethical Standards in Public Life**  
**39 Drumsheugh Gardens**  
**EDINBURGH**  
**EH3 7SW**

Envelopes should be clearly marked PAA TENDER SUBMISSION  
Return name and address should not be visible on the envelope.

- 1.4.5 Shortlisting  
Week commencing 24<sup>th</sup> October  
All applicants will be contacted and advised of the outcome of their  
application no later than 31<sup>st</sup> October

- 1.4.6 Information event for shortlisted candidates  
9<sup>th</sup> November

Shortlisted applicants will be invited to attend an event to be held in central Edinburgh between 12.30 & 16:45. The purpose of this event will be to introduce applicants to the staff members working at the Commission for Ethical Standards in Public Life and to provide detailed information about the role of the assessor, the code of practice and the public sector environment in which they will work.

- 1.4.7 Selection process

Panel interviews will be held in Edinburgh.  
Shortlisted applicants will be invited to attend for interview on one of the following days 15, 17 or 22 November

- 1.4.8 Feedback

Decisions made during the week commencing 21 November 2011  
Feedback will be offered to all shortlisted applicants

#### 1.4.9 Anticipated start date

Training: January 2012

Assessor work: April 2012

The successful applicants will be invited to attend an induction event in January 2012 for which the standard daily fee and reasonable travel expenses will be paid. Assessors will also have the opportunity to 'shadow' other experienced assessors. Successful applicants will be added to the list of Assessors available to act on behalf of the Commissioner in April 2012.

## 2 BACKGROUND

### 2.1 The Commission for Ethical Standards in Public Life

The Commission for Ethical Standards in Public Life in Scotland brings together the functions of the Chief Investigating Officer, the Commissioner for Public Appointments in Scotland, and the Scottish Parliamentary Standards Commissioner.

We work to make a visible, valued and lasting contribution to ethical standards in public life, thereby strengthening public trust and confidence in elected and appointed office-holders.

The Commission was set up by the Scottish Parliamentary Commissions and Commissioners etc. Act 2010. Its function is to support the offices of (a) the Public Standards Commissioner for Scotland and (b) the Public Appointments Commissioner for Scotland.

### 2.2 The Public Appointments Commissioner for Scotland

The Public Appointments Commissioner regulates the way appointments are made to the boards of Scotland's public bodies. The Commissioner:

- publishes a code of practice to be followed when making non-executive appointments to the boards of public bodies
- examines the practices used during appointment rounds to ensure they comply with the code of practice
- investigates complaints about the public appointments process
- ensures that appointments are made fairly and openly and that everyone who may be interested in an appointment has the opportunity to apply.

Visit our website:

[www.publicappointments.org](http://www.publicappointments.org)

## 2.3 Public Appointment Assessors

Public Appointments Assessors oversee regulated public appointments on behalf of the Commissioner. The extent of the scrutiny required in each case will be determined by the level of risk associated with the particular appointment.

### **Requirements of the role -**

The nature of the Assessor role is to provide proportionate external scrutiny of the appointments process on behalf of the Public Appointments Commissioner for Scotland. Activities will be varied but may include the following (which is not an exhaustive list):

- Attending planning meetings and assessing if appointment panels are constituted in a manner reflecting the requirements of the Code of Practice and if the decisions taken by appointment panels reflect the requirements of the said code.
- Reviewing and auditing paper trails relevant to the appointment process.
- Attending other meetings as required as part of the appointments process.
- Providing concise reports to the Commissioner on findings.
- Sharing examples of good practice and alerting the Commissioner to evidence of non-compliance.

Successful Assessors will have the following:

- The Assessor will have well developed communication skills and will be confident dealing with people from all walks of life.
- The Appointments Process has been developed to ensure equality and promote diversity. Assessors must demonstrate their knowledge and abilities in this area if they are to be able to interpret and apply the Code effectively
- Ability to respond urgently on occasion is required.

## **3 SCOPE AND SCALE OF ROLE**

### 3.1 Scope

The number of appointment rounds in any one year is determined by Scottish Ministers. In the year 2010/11 there were 70 rounds each overseen by one of our 13 Assessors. Our Assessors are invited to act on a 'taxi-rank' basis to ensure fair distribution of the rounds. If an Assessor has to refuse an assignment for any reason it is offered to the next Assessor on the list. Any assessor who accepts a round moves to the back of the list for his or her next allocation.

An Assessor may expect to be involved in 3 or more rounds per year. If no or a limited number of appointment rounds are instructed by Scottish Ministers in a year then Assessor input will be less or may not be required.

### 3.2 Scale

The complexity of each appointment round differs. The code requires that each round is awarded a risk rating and this determines the level of oversight required by an assessor. Information about the risk framework can be found on our a website at

<http://www.publicappointments.org/publications/publication/107/draft-risk-framework>

## 4 GENERAL REQUIREMENTS

### 4.1 Travel

Assessors will be required to travel to and attend meetings which will generally be held in the offices of public sector organisations across Scotland (predominantly in Edinburgh & Glasgow). All reasonable travel expenses will be reimbursed in line with the CESPLS expenses policy.

### 4.2 Information Technology

Assessors will be expected to have access to IT systems to enable the review and completion of MS Word documents and the sending and receipt of emails.

### 4.3 Applicable Policies

As specified in the Service Level Agreement (Annex 1) that successful tenderers are required to sign, Assessors are required to work to the policies of the Commission. These include the Code of Conduct and Equal Opportunities Policies. Copies of all relevant policies are available on request. Assessors are welcome to work to their own policies if these equal or better the content of the Commissions policies. Evidence of such policies would be requested at interview.

### 4.4 Point of contact

The preliminary contact at the Commission will be the Compliance Manager. Other members of the Commission team will instruct work on occasion.

### 4.5 Sub-contracting

Tenderers should note that the use of sub-contractors will not be possible.

## **5 TECHNICAL REQUIREMENTS**

The Commissioner's office use MS Office software. Assessors will not be supplied with hardware or software and will be expected to have access to secure systems that will enable communication with the office.

## **6 COST INFORMATION REQUIRED**

Assessors will be paid a VAT inclusive daily rate of £275 per day or a proportion for part thereof and all reasonable expenses incurred will be reimbursed.

**END**