

What are Scottish Government Public Appointments?



What is a public appointment?



A public appointment is when a Scottish Government Minister appoints someone to the Board of a public body.



A Board is a group of people who look very carefully at an organisation to see how well things are being done.



A public body is an organisation set up by the Scottish Government.
It gets all or most of its money from the Scottish Government.



Public bodies deliver services for the Government.



They give advice to Government Ministers.

What does being on a Board mean?



What you are asked to do will depend on the public body.



You will talk about things and make decisions.



You will need to be available for one to three days each month.



Some things may take more time.



You may be asked to:

- be a good leader and decide what needs to be done.



- plan how the organisation will do things.



- make sure staff and managers are doing what they are meant to.



- make sure staff and managers are following the plan and are using money well.



- be at Board meetings.



- be prepared and read the information you are given before the meeting.



- tell other organisations and the public about what you are doing.



- get support and advice from other organisations.



Board members do not do the daily tasks of a public body.

This is done by the chief executive and senior management team.



Some public appointments are paid.
Some are not paid.



There will be information about this in the application pack.



You may be able to get expenses.



Expenses is money back for things you have needed to do your job well, for example childcare or support.

What skills will I need?



Boards need people from all kinds of backgrounds with different skills and experience.



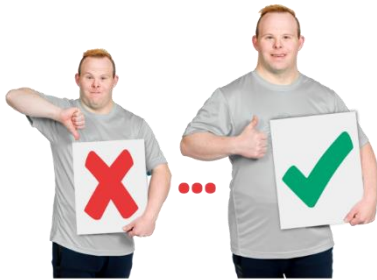
You do not need to have worked in a public organisation or on a Board before.



We want people who are good at listening, asking questions and communicating.



We want people who can make good decisions and are honest.



We want people who can make public bodies better for the people of Scotland.

How to apply.



Your application is very important. There will be different ways to apply for each organisation. Usually there will be an online application form.



You must show you have the skills that are needed.



The application is checked and a shortlist is made.

A shortlist are the people who have the skills that fit the public appointment in the best way.



Shortlisted candidates are then interviewed usually by a panel of three people.



The panel give information to the Minister responsible for the public body.

The Minister makes the final decision.



For more information about public appointments and how to apply please look online at the [public appointments website](#).