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**From:** [REDACTED – FOISA 2002 section 38(1)(b)] On Behalf Of Cabinet Secretary for Social Security and Older People

**Sent:** 30 August 2018 17:32

**To:** [REDACTED – FOISA 2002 section 38(1)(b)]; Cabinet Secretary for Social Security and Older People

**Cc:** First Minister; Cabinet Secretary for Finance, Economy and Fair Work; Minister for Business, Fair Work and Skills; Permanent Secretary; FM Policy Team Mailbox; DG Organisational Development & Operations; Kerr S (Stephen) (Social Security Director); Richards N (Nicola); McVie A (Ann); Wallace D (David); McClintock A (Andy); Baron-Broadhurst L (Lisa); Byrne A (Alison); MacDougall A (Audrey); [REDACTED – FOISA 2002 section 38(1)(b)]; SSP : Legislation and Operational Policy; [REDACTED – FOISA 2002 section 38(1)(b)]; Social Security BMU; Communications CSSE; [REDACTED – FOISA 2002 section 38(1)(b)]; Campbell J (Jeanette)

**Subject:** RE: (URGENT) FOR ACTION: Submission - Scottish Commission on Social Security - Chair and Member Appointment Plan - 23 August 2018

[REDACTED – FOISA 2002 section 38(1)(b)]

Ms Somerville was grateful for this additional information which she has noted. The Cab Sec has confirmed that she would wish the opportunity to meet with the proposed candidates. If you can liaise with

[REDACTED – FOISA 2002 section 38(1)(b)]

in this office nearer the time to get something in the diary that would be great.

Thanks

[REDACTED – FOISA 2002 section 38(1)(b)]

The Scottish Government

St Andrews House, Regent Road, Edinburgh, EH1 3DG

[REDACTED – FOISA 2002 section 38(1)(b)]

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**From:** [REDACTED – FOISA 2002 section 38(1)(b)]

**Sent:** 29 August 2018 11:39

**To:** Cabinet Secretary for Social Security and Older People

**Cc:** First Minister; Cabinet Secretary for Finance, Economy and Fair Work <[CabSecFEFW@gov.scot](mailto:CabSecFEFW@gov.scot)>; Minister for Business, Fair Work and Skills <[MinisterBFWS@gov.scot](mailto:MinisterBFWS@gov.scot)>; Permanent Secretary <[PermanentSecretary@gov.scot](mailto:PermanentSecretary@gov.scot)>; FM Policy Team Mailbox <[fmpolicyteam@gov.scot](mailto:fmpolicyteam@gov.scot)>; DG Organisational Development & Operations <[DGODO@gov.scot](mailto:DGODO@gov.scot)>; Kerr S (Stephen) (Social Security Director) <[Stephen.Kerr@gov.scot](mailto:Stephen.Kerr@gov.scot)>; Richards N (Nicola) <[Nicola.Richards@gov.scot](mailto:Nicola.Richards@gov.scot)>; McVie A (Ann) <[Ann.McVie@gov.scot](mailto:Ann.McVie@gov.scot)>; Wallace D (David) <[David.Wallace@gov.scot](mailto:David.Wallace@gov.scot)>; McClintock A (Andy) <[Andy.McClintock@gov.scot](mailto:Andy.McClintock@gov.scot)>; Baron-Broadhurst L (Lisa) <[Lisa.Baron-broadhurst@gov.scot](mailto:Lisa.Baron-broadhurst@gov.scot)>; Byrne A (Alison) <[Alison.Byrne@gov.scot](mailto:Alison.Byrne@gov.scot)>; MacDougall A (Audrey) <[Audrey.MacDougall@gov.scot](mailto:Audrey.MacDougall@gov.scot)>; [REDACTED – FOISA 2002 section 38(1)(b)]; SSP : Legislation and Operational Policy; [REDACTED – FOISA 2002 section 38(1)(b)]; Social Security BMU <[SSDBMU@gov.scot](mailto:SSDBMU@gov.scot)>; Communications CSSE <[CommunicationsCSSE@gov.scot](mailto:CommunicationsCSSE@gov.scot)>; [REDACTED – FOISA 2002 section 38(1)(b)]

; Campbell J (Jeanette) <Jeanette.Campbell@gov.scot>

**Subject:** RE: (URGENT) FOR ACTION: Submission - Scottish Commission on Social Security - Chair and Member Appointment Plan - 23 August 2018

**[REDACTED – FOISA 2002 section 38(1)(b)]**

Thank you for relaying the Cabinet Secretary's approval to the items requested. In response to her comments, I have pulled together the following advice:

<< File: Social Security Programme - Scrutiny - SCoSS - 2nd Submission - Further ....doc >>

Note that the submission also contains a further request of the Cabinet Secretary at paragraph 8.

Do let me know if the Cabinet Secretary requires any further information. Otherwise, officials await her response.

Kind regards,

**[REDACTED – FOISA 2002 section 38(1)(b)]**

[REDACTED – FOISA 2002 section 38(1)(b)]  
 Social Security Policy Division  
 Social Security Directorate  
 29 August 2018

Cabinet Secretary for Social Security and Older People

## SCOTTISH COMMISSION ON SOCIAL SECURITY – CHAIR AND MEMBERS APPOINTMENTS – FURTHER ADVICE

### Purpose

1. Following my submission of 23 August 2018, you were content to:
  - Approve the Attraction Strategy;
  - Approve the appointment timetable;
  - Approve the application and assessment methods, including the fit and proper person tests;
  - Approve the advertisement flyer;
  - Approve the welcome letter for the Applicant Pack, to which her electronic signature will be affixed; and
  - Approve the Person Specifications.
2. Officials will now proceed to advertise the posts from 31 August.
3. You did, however, have three additional comments. Responses to these are provided below.

### Priority

4. **Routine.**

### Attraction Strategy

5. Your comment: *'Content but also suggest that Equalities Unit provide, or forward on themselves, to key stakeholders amongst women groups, older people, disabled groups, LGBTI etc'*
6. Officials' advice: The Public Appointments Team use a stakeholder network provided by the Equalities Unit when advertising all public appointments. This will include reaching the stakeholder groups listed above.

### Appointment Timetable

7. Your comment: *'In previous role Cab Sec always met with proposed chairs etc before formal decision was made. Ms Somerville would like to do something similar with those who the panel advises be appointed?'*
8. Officials' advice: It is usual procedure that the you would meet with candidates recommended for the Chair and I apologise for this not being clear in the original advice. Officials will liaise with Private Office to hold slots in the diary for this in early December.

However, would you be able to indicate whether or not you would like to meet with proposed candidates for the Members as well?

### Application and Assessment Methods (including Fit and Proper Person Tests)

9. Your comment: 'Would like reassurance that the attitude towards dignity and respect are integral to process. A person may meet criteria but they need to have the right attitude.'

10. Officials' advice: This is effectively the purpose of the fit and proper person test, which is assessed at both Application and Interview stage. The selection panel will make sure that the applicants understand the work of the SCoSS and the nature of the appointment, which includes the ethos of the social security system they will be expected to scrutinise.

### Recommendation

11. **That you:**

- **Note the advice provided;**
- **Respond to the query at paragraph 8 above (in bold).**

[REDACTED – FOISA 2002 section 38(1)(b)]

Copy List:	For Action	For Comments	For Information		
			Portfolio Interest	Constit Interest	General Awareness
First Minister					X
Cabinet Secretary for Finance, Economy and Fair Work					X
Minister for Business, Fair Work and Skills					X
Permanent Secretary FM Policy Team DG Organisational Development & Operations Stephen Kerr Nicola Richards Ann McVie David Wallace Andy McClintock Lisa Baron-Broadhurst Alison Byrne Audrey MacDougall [REDACTED – FOISA 2002 section 38(1)(b)] [REDACTED – FOISA 2002 section 38(1)(b)] [REDACTED – FOISA 2002 section 38(1)(b)] [REDACTED – FOISA 2002 section 38(1)(b)] [REDACTED – FOISA 2002 section 38(1)(b)] [REDACTED – FOISA 2002 section 38(1)(b)] [REDACTED – FOISA 2002 section 38(1)(b)] SSP : Legislation and Operational Policy [REDACTED – FOISA 2002 section 38(1)(b)]					

SSD Business Management Unit

Communications CSSE

[REDACTED – FOISA 2002 section 38(1)(b)]

[REDACTED – FOISA 2002 section 38(1)(b)]

[REDACTED – FOISA 2002 section 38(1)(b)]

[REDACTED – FOISA 2002 section 38(1)(b)]

Jeanette Campbell

**From:** [REDACTED – FOISA 2002 section 38(1)(b)]

**On Behalf Of** Cabinet Secretary for Social Security and Older People

**Sent:** 28 August 2018 14:00

**To:** [REDACTED – FOISA 2002 section 38(1)(b)]; Cabinet Secretary for Social Security and Older People <CabSecSSOP@gov.scot>

**Cc:** First Minister <firstminister@gov.scot>; Cabinet Secretary for Finance, Economy and Fair Work <CabSecFEFW@gov.scot>; Minister for Business, Fair Work and Skills <MinisterBFWs@gov.scot>; Permanent Secretary <PermanentSecretary@gov.scot>; FM Policy Team Mailbox <fmpolicyteam@gov.scot>; DG Organisational Development & Operations <DGODO@gov.scot>; Kerr S (Stephen) (Social Security Director) <Stephen.Kerr@gov.scot>; Richards N (Nicola) <Nicola.Richards@gov.scot>; McVie A (Ann) <Ann.McVie@gov.scot>; Wallace D (David) <David.Wallace@gov.scot>; McClintock A (Andy) <Andy.McClintock@gov.scot>; Baron-Broadhurst L (Lisa) <Lisa.Baron-broadhurst@gov.scot>; Byrne A (Alison) <Alison.Byrne@gov.scot>; MacDougall A (Audrey) <Audrey.MacDougall@gov.scot>; [REDACTED – FOISA 2002 section 38(1)(b)]

; SSP : Legislation and Operational Policy; [REDACTED – FOISA 2002 section 38(1)(b)]

Social Security BMU; Communications CSSE; [REDACTED – FOISA 2002 section 38(1)(b)] Campbell J (Jeanette) <Jeanette.Campbell@gov.scot>

**Subject:** RE: (URGENT) FOR ACTION: Submission - Scottish Commission on Social Security - Chair and Member Appointment Plan - 23 August 2018

[REDACTED – FOISA 2002 section 38(1)(b)]

Ms Somerville has considered your note and is content to:

- **Approve the Attraction Strategy (Annex A) – see comments below;**
- **Approve the appointment timetable (Annex B) - see comments below ;**
- **Approve the application and assessment methods, including the fit and proper person tests (Annex C) - see comments below;**
- **Approve the advertisement flyer (Annex D);**
- **Approve the welcome letter for the Applicant Pack, to which her electronic signature will be affixed (Annex E); and**
- **Approve the Person Specifications (Annex F);**

#### Annex A

Content but also suggest that Equalities Unit provide, or forward on themselves, to key stakeholders amongst women groups, older people, disabled groups, LGBTI etc

#### Annex B

In previous role Cab Sec always met with proposed chairs etc before formal decision was made. Ms Somerville would like to do something similar with those who the panel advises be appointed?

#### Annex C

Wold like reassurance that the attitude towards dignity and respect are integral to process. A person may meet criterial but they need to have the right attitude.

Many thanks.

[REDACTED – FOISA 2002 section 38(1)(b)]

The Scottish Government

**[REDACTED – FOISA 2002 section 38(1)(b)]**

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**From:** [REDACTED – FOISA 2002 section 38(1)(b)]

**Sent:** 23 August 2018 15:10

**To:** Cabinet Secretary for Social Security and Older People <[CabSecSSOP@gov.scot](mailto:CabSecSSOP@gov.scot)>

**Cc:** First Minister <[firstminister@gov.scot](mailto:firstminister@gov.scot)>; Cabinet Secretary for Finance, Economy and Fair Work <[CabSecFEFW@gov.scot](mailto:CabSecFEFW@gov.scot)>; Minister for Business, Fair Work and Skills <[MinisterBFWS@gov.scot](mailto:MinisterBFWS@gov.scot)>; Permanent Secretary <[PermanentSecretary@gov.scot](mailto:PermanentSecretary@gov.scot)>; FM Policy Team Mailbox <[fmpolicyteam@gov.scot](mailto:fmpolicyteam@gov.scot)>; DG Organisational Development & Operations <[DGODO@gov.scot](mailto:DGODO@gov.scot)>; Kerr S (Stephen) (Social Security Director) <[Stephen.Kerr@gov.scot](mailto:Stephen.Kerr@gov.scot)>; Richards N (Nicola) <[Nicola.Richards@gov.scot](mailto:Nicola.Richards@gov.scot)>; McVie A (Ann) <[Ann.McVie@gov.scot](mailto:Ann.McVie@gov.scot)>; Wallace D (David) <[David.Wallace@gov.scot](mailto:David.Wallace@gov.scot)>; McClintock A (Andy) <[Andy.McClintock@gov.scot](mailto:Andy.McClintock@gov.scot)>; Baron-Broadhurst L (Lisa) <[Lisa.Baron-broadhurst@gov.scot](mailto:Lisa.Baron-broadhurst@gov.scot)>; Byrne A (Alison) <[Alison.Byrne@gov.scot](mailto:Alison.Byrne@gov.scot)>; MacDougall A (Audrey) <[Audrey.MacDougall@gov.scot](mailto:Audrey.MacDougall@gov.scot)>; [REDACTED – FOISA 2002 section 38(1)(b)]

SSP : Legislation and Operational Policy [REDACTED – FOISA 2002 section 38(1)(b)]

; Social Security BMU; Communications CSSE; [REDACTED – FOISA 2002 section 38(1)(b)]

Campbell J (Jeanette) <[Jeanette.Campbell@gov.scot](mailto:Jeanette.Campbell@gov.scot)>

**Subject:** (URGENT) FOR ACTION: Submission - Scottish Commission on Social Security - Chair and Member Appointment Plan - 23 August 2018

PS/Cabinet Secretary for Social Security and Older People,

Please see the attached submission and separate Annex D for the Cabinet Secretary to approve the appointment plan that the selection panel has agreed to identify candidate's for the Chair and initial Members of the Scottish Commission on Social Security (SCoSS):

<< File: Social Security Programme - Scrutiny - SCoSS - Chair & Members - 2nd Sub....doc >> << File: Social Security Programme - Scrutiny - SCoSS - Chair & Members - 2nd Sub....docx >>

You will note that this has been flagged as 'urgent'. The reasoning behind this is set out at paragraph 2. While a final response has been asked for by 29 August (which would normally be 'routine'), should the Cabinet Secretary have any comments that require officials to return the material to the selection panel, we would ask to receive this sooner (within three days, as defined in the Cabinet Secretary's preferences).

For printing purposes, please be aware that the last 7 pages are in landscape orientation. Annex D should be printed off in colour.

Do let me know if there are any queries. Otherwise, I await the Cabinet Secretary's return.

Kind regards,

[REDACTED – FOISA 2002 section 38(1)(b)]

[REDACTED – FOISA 2002 section 38(1)(b)]  
 Social Security Policy Division  
 Social Security Directorate  
 23 August 2018

Cabinet Secretary for Social Security and Older People

## SCOTTISH COMMISSION ON SOCIAL SECURITY – CHAIR AND MEMBERS APPOINTMENTS

### Purpose

1. To seek your approval of the appointment plan the selection panel has agreed to identify candidate's for the Chair and initial Members of the Scottish Commission on Social Security (SCoSS).

### Priority

2. **Urgent.** To allow us to proceed to publicise the appointments on 31 August 2018, it would be very helpful to have comments and/or approval by **Wednesday 29 August 2018** at the latest. However, this would need to be earlier if there are changes to make that require the input of the selection panel.

### Background

3. Following the submission of 6 July 2018, you:

- Approved the composition of the selection panel;
- Confirmed you were content to delegate all the fit and proper person tests to the selection panel;
- Provided no comments on the draft person specifications for the Chair and Member roles; and
- Confirmed you were content to proceed without a choice of candidates (i.e. there is only a single candidate recommended by the panel for each advertised position) should the outcome of the appointment round result in this, subject to the principles of 'merit and most able' set out in the Code of Practice for Ministerial Appointments to Public Bodies in Scotland.

4. You might note that, since my last update, the Scottish Government's Remuneration Group has approved daily fees of £306 for the Chair and £225 for the Members (powers are delegated to the Remuneration Group to make these decisions on behalf of Scottish Ministers). This was supported by Finance Pay Policy and is within the estimated annual costs of the SCoSS as published in the Supplementary Financial Memorandum. They are also comparable to similar positions in other public bodies.

### Action

5. **As is routine for such public appointment rounds, you are now asked to:**

- **Approve the Attraction Strategy (Annex A);**
- **Approve the appointment timetable (Annex B);**
- **Approve the application and assessment methods, including the fit and proper person tests (Annex C);**
- **Approve the advertisement flyer (Annex D);**
- **Approve the welcome letter for the Applicant Pack, to which her electronic signature will be affixed (Annex E); and**
- **Approve the Person Specifications (Annex F);**



6. Note that the Attraction Strategy (Annex A) suggests that you write to both the Committee and all MSPs to notify them of the appointment round. If you agree to this, officials will provide letters in due course. The Minister for Parliamentary Business and Veterans' office can assist in distribution of the MSP letter.

7. You may also wish to offer views on the areas above in relation to the appointment process. Officials are, of course, happy to discuss the issues raised in this submission if you would find this helpful.

[REDACTED – FOISA 2002 section 38(1)(b)]  
 [REDACTED – FOISA 2002 section 38(1)(b)]  
**Legislation and Operational Policy Unit**  
 [REDACTED – FOISA 2002 section 38(1)(b)]

Copy List:	For Action	For Comments	For Information		
			Portfolio Interest	Constit Interest	General Awareness
First Minister					X
Cabinet Secretary for Finance, Economy and Fair Work					X
Minister for Business, Fair Work and Skills					X
Permanent Secretary FM Policy Team DG Organisational Development & Operations Stephen Kerr Nicola Richards Ann McVie David Wallace Andy McClintock Lisa Baron-Broadhurst Alison Byrne Audrey MacDougall [REDACTED – FOISA 2002 section 38(1)(b)] [REDACTED – FOISA 2002 section 38(1)(b)] [REDACTED – FOISA 2002 section 38(1)(b)] [REDACTED – FOISA 2002 section 38(1)(b)] [REDACTED – FOISA 2002 section 38(1)(b)] [REDACTED – FOISA 2002 section 38(1)(b)] [REDACTED – FOISA 2002 section 38(1)(b)] SSP : Legislation and Operational Policy [REDACTED – FOISA 2002 section 38(1)(b)] SSD Business Management Unit Communications CSSE [REDACTED – FOISA 2002 section 38(1)(b)] [REDACTED – FOISA 2002 section 38(1)(b)] [REDACTED – FOISA 2002 section 38(1)(b)] [REDACTED – FOISA 2002 section 38(1)(b)] Jeanette Campbell					

## ATTRACTION STRATEGY

1. The selection panel has agreed that the publicity should aim to reach a wide audience and attract the most diverse applicants, while ensuring value for money and a proportionate approach.

2. The advert will appear on [www.appointed-for-scotland.org](http://www.appointed-for-scotland.org) and will be circulated to over 1500 individuals and groups who have registered on the public appointments notes of interest contact list. As well as individuals, information will go to bodies such as Age Concern Scotland; Black and Minority Ethnic Elders Group; Centre for Education for Racial Equality in Scotland; Citizens Advice Scotland; the Equality Network; the 2% Club; Women on Boards; and Changing the Chemistry. The appointments will also be publicised on the Public Appointments Twitter, Facebook and LinkedIn accounts as well as on similar accounts from the Scottish Government.

3. The Scottish Government's Social Security Directorate will promote the vacancies by the following means:-

- Creation of an advert flyer (see **Annex D**).
- Promotion on Scottish Government Social Security Twitter feed.
- Officials will distribute, by email, information to the following stakeholders who have engaged with social security advisory groups and stakeholder groups:
  - Disability and Carer Benefits Expert Advisory Group
  - Young Carer Grant Working Group
  - Carer Benefits Advisory Group
  - Funeral Payments Reference Group
  - Industrial Injuries Disablement Benefit Advisory Group
  - Best Start Grant Reference Group
  - Ill Health and Disability Benefits Stakeholder Reference Group
  - Comms and Engagement Group
  - Agency Operations Reference Group
  - Charter Development Groups
- Promotion on Social Security Scotland's social media channels (if established within the advertisement period).
- Letter from the Cabinet Secretary to the Social Security Committee (letter will be provided by officials if Cabinet Secretary agrees).
- Letter from the Cabinet Secretary to MSPs (letter will be provided by officials if Cabinet Secretary agrees).
- Promotion via academia (likely forwarding them the flyer and/or link to the advert).

3. The panel considered whether it would be cost effective to advertise the posts externally given that those with the skills and experience required are likely to be involved with existing social security stakeholders and captured through other channels. The panel decided it was not viable on this occasion.

4. Professor McGoldrick, from the panel, agreed to attend the next Scottish Government-run 'Come on Board' event to help promote the SCoSS appointments. The event is currently scheduled for the 10 September in Dundee. It will be explored with the organisers what would be the most effective way of advertising the appointments via the event.

5. Potential applicants will also be given the opportunity to have an informal discussion with **[REDACTED – FOISA 2002 section 38(1)(b)]** in the Social Security Policy Division. It is recognised that this would usually be someone else who is already serving on the board, but as the SCoSS does not yet exist, it is suggested that a Scottish Government official working on the setup of the body is offered instead.

6. The panel thought that the Cabinet Secretary could advertise these positions via her own social media channels, or at any engagements she has during the advertisement period.

7. Also, the panel decided that the Cabinet Secretary may also wish to suggest the names of individuals or additional organisations to be informed of this opportunity. Any resultant applications from these attraction avenues would, of course, be treated in the same way as all other applications.

8. You are asked to approve this attraction strategy for the appointment round.

**APPOINTMENT TIMETABLE**

1. The selection panel has agreed the proposed appointment timetable, which will be published in the Applicant Pack:

<b>Stage In Process</b>	<b>Date</b>
Date appointment publicised	31 August 2018
Closing date for applications	28 September 2018
Date of shortlisting meeting to select applicants for next stage	9 October 2018
Date the outcome of shortlisting meeting will be relayed to applicants	10 – 12 October 2018
Dates for interviews	19, 22 and 25 October 2018
Date by which the Cabinet Secretary will decide whom to appoint	w/c 10 December 2018
Date when candidates will be informed of decision	w/c 10 December 2018
Latest date for candidates to request feedback	11 January 2019
Date of appointment (subject to Ministerial approval)	w/c 23 January 2019

2. You are asked to approve the appointment timetable.

## APPLICATION AND ASSESSMENT METHODS (INCLUDING FIT AND PROPER PERSON TESTS)

### Application and Assessment Methods

1. The initial approach by applicants will be by application which will test the essential criteria for the role. The completed applications will be assessed by the selection panel. They will assess the evidence presented individually, then collectively, before agreeing which candidates should be shortlisted for interview.

2. Candidates shortlisted for interview will undertake a competency based interview that will include a short presentation on a set question and a practical exercise (Chair only). Both of these will be agreed by the panel.

**3. You are asked to approve these application and assessment methods.**

### Fit and Proper Person Tests

4. You agreed previously to delegate all the fit and proper person tests to the selection panel. The fit and proper person verifications will be an on-going process that starts at the application stage and continues throughout the round. In order to provide you with sufficient information and evidence to enable you to feel confident that those being appointed are fit and proper persons, the selection panel have agreed the following actions:

- confirmation in the application form that the applicant understands the work of the body and the nature of the appointment and that they are not aware of having committed any offence or performed any act incompatible with the position that they are applying for;
- confirmation that the applicant has no inappropriate or unmanageable conflicts of interest incompatible with their appointment and asking questions about potential conflicts of interest along with details;
- further assessment of candidates shortlisted for interview that they understand what is meant by a conflict; asking them to confirm that, to the best of their belief, they do not have any conflicts that are incompatible/unmanageable; or seeking additional information if they have declared a conflict in their initial application;
- confirmation in the application form that the applicant is not disqualified from seeking appointment;
- applicants will be referred to the appropriate members' code of conduct in the application pack and asked to confirm that they understand the code and that they agree to be bound by it in the event that they are appointed; and
- confirmation from those shortlisted for interview that they can meet the time commitment for the role.

**5. You are asked to approve the fit and proper person tests.**

**ADVERTISEMENT FLYER**

[REDACTED – FOISA 2002 section 25(1)]

**WELCOME LETTER**

**[REDACTED – FOISA 2002 section 25(1)]**

**[REDACTED – FOISA 2002 section 25(1)] – 6 pages**