



Information pack for applicants for the position of:

Chair of the Community Learning and
Development (CLD) Standards Council
Scotland

Publication date: 19 January 2026

Closing date: 20 February 2026 @ 23:59

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About the CLD Standards Council Scotland

The CLD Standards Council is the professional body for people who work or volunteer in Community Learning and Development. It is focused on contributing to the delivery of Scottish Government strategies for education, lifelong learning and community empowerment, .

The CLD Standards Council was established in 2008 and directed to support quality and improvement in Community Learning and Development (CLD). It is currently hosted as a semi-autonomous organisation within Education Scotland, with a recommendation made in the Still report that the organisation should be supported to transition to an independent status. The organisation is peer-led with the Executive and Standing Committee members making voluntary contributions to the organisation.

The CLD Standards Council maintains a distinct identity, responsible for its own programme of work in line with the key strategic objectives:

1. Ensure the learning offered across our approved learning institutions is fit for the future needs of the profession.
2. Develop and implement an inclusive and progressive tiered practitioner registration system.
3. Establish baseline Professional Learning (PL) requirements for registered practitioners.
4. Consolidate a sector-wide leadership role in relation to CLD workforce learning, practice standards and qualifications.
5. Develop our organisational governance and capability to transition towards a revised governance, funding and operating model.

The CLD Standards Council works with partners across Scotland to deliver the following services:

- **Approvals** of all CLD training from work-based learning to college and university courses and programmes.
- **Registration** – has established, and maintains, the register of professional CLD practitioners.
- **Support** and setting frameworks for professional learning
- **I-develop** – maintain and develop the CLD on-line learning platform
- **CLD Area Networks** – grant support to regional CLD professional learning networks
- **Members' Conference and Events**
- **Workforce Planning** – National Occupational Standards and Modern Apprenticeships for CLD; workforce research.
- **International** – mutual recognition arrangements and supporting development of CLD competences and standards within and out with the United Kingdom

With a team of 7 full time and 1 part time staff members and more than 3250 members active across the country in communities, schools, colleges, universities, public organisations and third sector locations, the CLD Standards Council is passionate about the developing the capacity of CLD and its contribution to a modern, innovative and prosperous Scottish society.

Working with national CLD stakeholders, CLD employers, committee members and others, the CLD Standards Council strives to ensure that CLD practitioners have the knowledge, skills and confidence to support the learners and communities in Scotland to achieve their full potential.

Further information about the CLD Standards Council can be obtained at
<http://cldstandardscouncil.org.uk/>

Useful links to CLD related legislation and Scottish Government strategies :

- [Learning: For All. For Life. A report from the Independent Review of Community Learning and Development \(CLD\) - gov.scot](#)
- [Strategic Guidance for Community Planning partnerships: Community learning and development \(Scottish Government, 2012\)](#)
- [Requirements for Community Learning and Development \(Scotland\) Regulations 2013](#)
- [Supporting documents - Community learning and development: guidance for 2024 to 2027 - gov.scot](#)
- [Adult learning strategy 2022 to 2027 - gov.scot](#)
- [The Community Empowerment \(Scotland\) Act 2015](#)
- [Our ambitions for improving the life chances of young people in Scotland – National Youth Work Strategy, 2014-2019 \(Scottish Government, 2014\)](#)
- [National Performance Framework](#)
- [The Christie Commission Report](#)
- [National Standards for Community Engagement](#)

About the CLD Standards Council Chair and Executive Committee

The Chair of the Standards Council is formally appointed by the Accountable Officer of the host agency (Chief Executive of Education Scotland).

The Chair of the CLD Standards Council has responsibility for the proper conduct of CLD Standards Council business, reporting on the organisation's strategic plan and to act as an advocate for the value and impact of professional CLD practice.

Members of the Executive Committee support the Chair in carrying out these responsibilities. Committee members are not appointed as a representative of an organisation but as individuals and are expected to use their own professional CLD experience and knowledge when contributing to the work of the CLD Standards Council.

About the role

- The Chair will lead the CLD Standards Council in considering and deciding on the policies put forward by the Executive Committee
- The main duties are to:
 - develop productive strategic, and responsive, relationships with Scottish Ministers, members, and stakeholders, ensuring that the CLD Standards Council's policies and actions support wider CLD strategic priorities and outcomes. In order to maximise opportunities for system-wide improvements in education, lifelong learning and community empowerment in Scotland;
 - ensure that CLD Standards Council delivers, to a high standard, its portfolio of activities;
 - promote positive organisational behaviours which reflect the changing world of work (fair work, diversity, equality) across CLD partners and within the CLD Standards Council;
 - promote the highest standards of governance, propriety and conduct in CLD Standards Council business;
 - maintain a strong collective sense of delivery, accountability and challenge in the investment of public funds;
 - lead the CLD Standards Council in making decisions, developing its capacity to do so; direct corporate vision, purpose, strategic outcomes and goals, and communicate these in representing CLD Standards Council to Scottish Government and stakeholders more widely;
 - work in close and constructive partnership with other bodies engaged in CLD both in and outside Scotland.

The successful candidate will promote the efficient and effective use of CLD Standards Council Committees, staff and other resources, in accordance with the principles of Best Value, ensuring that the Council's affairs are conducted with probity. The Chair will also contribute to the annual review of the performance of, and the setting of objectives for, the Director of the CLD Standards Council.

Training and Development

The successful candidate will be provided with appropriate training and induction designed to support you to perform effectively in your role.

Term of appointment

The appointment will be for four years from the date of appointment.

On the expiry of the appointment, the successful candidate is eligible for reappointment, for a second 4 year term, subject to evidence of effective performance, satisfying the requirements of the person specification for the role at the time of reappointment and the recommendation of the Chief Executive of the host organisation..

Termination of appointment

The appointment may be terminated, by the Chief Executive of Education Scotland in their capacity as accountable officer, prior to the expiry of the period of appointment should the postholder not meet the requirements of the role.

The appointed postholder is entitled to resign their position as Chair of the CLD Standards Council by giving three months' notice in writing.

Time commitment

The Chair of the CLD Standards Council will be expected to devote an average of three days per month to CLD Standards Council matters.

Other commitments will be for discussion with the Executive Committee and may include sitting on committee/advisory groups of CLD Standards Council and on joint committees of other bodies. Meetings may be held at different locations throughout Scotland and online.

Location

CLD Standards Council, Floor 9, The Optima, 58 Robertson Street, Glasgow, Glasgow, G2 8DU. The Chair does not have an office in this building though has the opportunity to use a hot desk if required.

Remuneration and allowances

The daily remuneration rate for this position is £285 per day capped at a maximum, of 3 days per month. Reasonable expenses incurred as a result of carrying out the duties of the appointment including travel and subsistence, and dependant carer and childcare expenses will be reimbursed subject to Scottish Government policies.

The appointment is not pensionable.

Fit and Proper Persons Test

In the context of public appointments a Fit and Proper Person is an individual who is suitable for appointment because they meet the requirements of the role, and their past or present activities (and/or behaviours) mean that they are suitable to be appointed.

The fit and proper person test is an on-going process with checks built into different stages of the appointment round. These are designed to collect the necessary information and evidence. The time commitment involved for the role is given above. If you are invited to interview you will be asked whether you can meet this commitment.

PERSON SPECIFICATION

Essential Skills, Knowledge and Experience

In applying for this role you will be given up to **1,000 words** to produce an over-arching statement and examples that demonstrate how you meet the following 3 essential criteria:

- **Leadership**
- **Communicating and Influencing**
- **Seeing the Bigger Picture**

In addition to your statement you will be asked to provide a personal statement of no more than **two sides of an A4 page**, of your previous career/life history/experience to help support your application. We are particularly keen to learn more about your experience of engaging and working with politicians at central and local government levels, how you approach stakeholder engagement and your experience of public speaking.

Please note: the middle column is a set of indicators to assist you in completing your application. You are expected to demonstrate some of these indicators in your application and at interview. There is no requirement to cover all the indicators.

Essential Requirements	Details of what the panel are looking for	How will this be tested
Leadership Show pride and passion for public service. Create and engage others in delivering a shared vision. Value difference, diversity and inclusion, ensuring fairness and opportunity for all.	<ul style="list-style-type: none">• Actively develop and protect the reputation of the CLD Standards Council, creating a sense of pride and passion for membership and professional CLD practice.• Present a clear and focused strategy with direction for the future.• Act in ways that are highly visible, inspirational and credible at the most senior levels.• Experience as a chair or member of a board of an organisation that has demonstrated strong corporate governance.	<p>At application you will be asked to provide a statement that provides evidence against this criterion.</p> <p>At interview, you will be asked to provide specific examples that best demonstrate your experience in this area.</p>

	<ul style="list-style-type: none"> • Engage positively in debate and resolve ambiguities, gaining the best possible outcomes for the CLD Standards Council and the membership. • Take account of what is happening within the broader CLD sector and demonstrate awareness of any political implications • Keep up to date with developments which may be relevant to, or affect the, CLD Standards Council, its members and/or its ability to meet its objectives and review the implications from a strategic perspective 	<p>At interview, you may be provided in advance with an Executive Committee Paper.</p> <p>You will be asked to acquaint yourself with the paper and explain to the Selection Panel what questions and points you would raise about the paper as Chair of the CLD Standards Council.</p> <p>Further details will be provided in the invitation to interview.</p>
Essential Requirements	Details of what the panel are looking for	How will this be tested
<p>Communicating and Influencing.</p> <p>Communicate purpose and direction with clarity, integrity and enthusiasm.</p> <p>Respect the needs, responses and opinions of others.</p>	<ul style="list-style-type: none"> • Demonstrate and promote communicating with honesty, impartiality and objectivity. • Use of your influence to make a positive difference across the CLD sector in Scotland. • Direct responsibility for successfully implementing positive directional change within a large department / function or organisation • Substantial involvement in defining successful change programmes or activities • An in-depth understanding of why culture change could be important 	<p>At application you will be asked to provide a statement, that provides evidence against this criterion.</p> <p>At interview, you will also likely be asked to provide a specific example that best demonstrates your experience in this area.</p>

Essential Requirements	Details of what the panel are looking for	How will this be tested
<p>Seeing the Bigger Picture. Understand how your role fits with and supports organisational objectives. Recognise the wider lifelong learning priorities and ensure work is in the interest of our members and the CLD sector as a whole.</p>	<ul style="list-style-type: none"> Ability to engage positively with senior politicians and leaders from across central and local government to support strategic decision making and policy implementation. Strong understanding of political, economic and social impact at local, national and U.K. levels. An in-depth insight in the dynamics and issues surrounding the CLD workforce and ensuring high standards of professional practice. Knowledge of the challenges and opportunities in relation to education, lifelong learning and community empowerment in Scotland; Skills and experience that can contribute to the work of the CLD Standards Council; Working knowledge of the education, lifelong learning and community empowerment partnership landscape and how to engage with partners/networks, to break down barriers to achieve better outcomes. Working knowledge of relevant developments in professional learning and regulation and of related professional and regulatory bodies. Experience of workforce development and planning. Demonstration of commitment to the need to enhance the role of community learning and development as part of the government's broader ambitions. 	<p>At application you will be asked to provide a statement that provides evidence against this criterion.</p> <p>In preparation for interview we will be asking you to prepare a short presentation on a question set by the selection panel which will test this criterion further.</p>

On the basis of this, a shortlist of applicants will be invited to interview.

If invited to interview you will be asked to provide specific examples on each of the criteria above and the following additional criteria :

- Political acumen
- Working together
- Making effective decisions

where you will need to:

- Explain what you did and how you did it – use “I” not “we”.
- Give the outcome – what happened? How effective was the result? How influential were your role, actions and interventions?
- Where knowledge, understanding or experience is required, describe how you gained and/or used this. You may also set out the breadth/depth of your knowledge/experience and any situations where you demonstrated it.

Essential Requirements	Details of what the panel are looking for	How will this be tested
Effective Governance Direct experience of ensuring effective governance at senior management or board level	<ul style="list-style-type: none"> • Holding to account the executive management team of an organisation. • Reviewing organisational performance. • Applying the principles of good governance. • Assessing and responding to risks facing the organisation. • Ensuring that all the organisation’s resources are used effectively and responsibly to support local priorities and strategic objectives. • Committed to equality of opportunity and to developing and maintaining a diverse Executive Committee. • Leading the Executive Committee in making decisions, and developing its capability and capacity to do so. • Ensuring that core values of honesty, integrity and trust are maintained within an organisation and in its relations with partners and stakeholders. 	At interview, you will be asked specific questions relating to this and will be asked to provide a specific example, which demonstrates this criterion. At interview, you may be provided in advance with an Executive Committee Paper. You will be asked to acquaint yourself with the paper and explain to the Selection Panel what questions and points you would raise about the paper as Chair of the CLD Standards Council. Further details will be provided in the invitation to interview.

Essential Requirements	Details of what the panel are looking for	How will this be tested
Working with Others Ability to engage effectively and successfully influence a wide range of stakeholders	<ul style="list-style-type: none"> Influencing people from different organisations to commit to delivering a task together. Building and maintaining an effective team. Promoting collaborative working, working openly and inclusively with others to deliver smarter shared outcomes. Able to stand back, set aside personal views and listen objectively to others. Appreciates the need to be challenged and to take account of alternative views in the decisions being taken. 	In preparation for interview we will be asking you to prepare a short presentation on a question set by the selection panel which will test this criterion further. At interview, you will be asked specific questions relating to this and will be asked to provide a specific example which demonstrates this criterion.
Equality and Diversity	<ul style="list-style-type: none"> An understanding of equality, diversity and inclusion and how those issues relate to education, lifelong learning and community empowerment in Scotland. 	You will be asked in the application to provide evidence of how you meet this criterion. The interview panel will ask questions at interview to assess your understanding.

Essential Requirements	Details of what the panel are looking for	How will this be tested
Effective Communication and Engagement Skills	<ul style="list-style-type: none"> Developing effective communications across a range of audiences. Building influential networks to communicate and engage with others effectively in a wide range of settings. Evidence of effectively representing / promoting the organisation to a wide range of stakeholders, including politicians and the media – being an ambassador. Ability to demonstrate where you have successfully influenced senior level colleagues and stakeholders. Highly persuasive within a senior group or in selling the objectives / benefits to a wide range of stakeholders. 	This Criterion will be tested during all assessment stages

HOW TO APPLY

- Provide a statement (no more than 1,000 words) which describe how you meet the essential criteria set out in the person specification on pages 8-10.
- Provide a personal statement of previous experience (no more than 2 pages)
- Provide a copy of your CV (which should include references)
- Provide details of any conflict of interest and other public appointments held

Application is via a covering letter / personal statement and CV which should be emailed to chair@cldstandardscouncil.org.uk

If you experience any difficulties, please contact the CLD Standards Council on (0131) 244 3444 or via email at contact@cldstandardscouncil.org.uk or by writing to CLD Standards Council, 9th Floor, The Optima, 58 Robertson Street, Glasgow G2 8DU

If you're returning your application by post, please ensure it bears the correct value of postage. If you don't this may mean that your application is delayed and could miss the closing date.

Closing date: **Friday 20 February 2026** at 23:59.

We can't consider late applications.

APPLICATION AND ASSESSMENT INFORMATION

Your application is the key document which will determine whether or not you will be called for interview for the role of Chair of the CLD Standards Council. You must, therefore, be able to demonstrate how you meet the skills as laid out in the Person Specification.

The Application Process

The application process is as follows:-

1. Covering Letter / Personal Statement
2. CV (including referees)
3. Conflict of Interest
4. Equalities Monitoring

The Person Specification details the skills and experience required. Your covering letter / personal statement should be no longer than 1000 words and should demonstrate how you meet the essential criteria. Your CV should provide a brief Career History setting out the roles and responsibilities you have undertaken which demonstrates your knowledge, skills, abilities and experience relevant to the role as set out in the Person Specification. **This should be no more than two A4 pages.**

The interview panel will not make assumptions about the information you provide so it is important that you take the time to ensure that you are comfortable with the information you are providing in respect of your application. You may be asked to expand on any of the information you provide if you are invited to interview so it is good idea to retain a copy of your application.

References

Your CV should include details of an individual(s) whom we may approach to verify the information you have provided within your application. Please select someone who will be in the best position to verify the evidence presented – for example in relation to particular roles highlighted and activities undertaken. References will only be taken up for the candidates that are selected for appointment and after you have given us your permission to do so.

Conflict of Interest and Other Public Appointments Held

You are asked to provide details of any other involvement in public life or potential conflicts of interest, which will be explored further with you at interview or checked as part of the final assessment.

If you want to know before applying if you have a conflict that would bar you from being a member of the CLD Standards Council please contact Dr Marion Allison, Head of the CLD Standards Council on marion.allison@cldstandardscouncil.org.uk or (0131) 244 2998

Equalities monitoring

The Scottish Government is committed to appointment on merit and is committed to improving the diversity of public appointments. The Equalities Monitoring information is not provided to the interview panel.

The information gathered from equalities monitoring is very important and helps to determine public policy in how we embed a culture of equality and diversity, ensuring that everyone is treated fairly, without discrimination because of age, disability, gender reassignment, marriage or civil partnership status, pregnancy and maternity, race, religion or belief, sex, or sexual orientation. Any equalities questions are optional. You are not obliged to answer any of these questions but the more information you supply, the more effective our policy development will be.

All information supplied will be non-attributable, completely anonymous and will be treated in the strictest confidence, in line with the principles of GDPR Article 9 (2) (b). It will not be placed on your personal file.

Management of your Application and the Assessment Process

Assessment for this Appointment

Assessment will happen in two stages. Firstly, the selection panel will assess your written application which will cover the three priority criteria. Those applicants who most closely meet the requirements will be invited to attend the final stage of assessment where ALL the criteria listed in the person specification will be tested. As part of the interview process you will be asked in advance to prepare a short presentation on a question set by the selection panel. More information will be provided on these assessments, if invited to interview.

Anonymity at short-listing stages is used to ensure that the key principles of merit, equality, openness and transparency are upheld. This ensures all applications are

treated the same. Your Personal Information will not be seen by the selection panel and they are not used to assess your suitability for appointment. The remaining parts of your application form are made available to those involved in the sift/short-list and selection for interview stages. The selection panel will only be informed of candidates' names after they have made their decisions about whom to invite for interview. Please do not worry about referring to named events/activities and employment in your application. It is accepted that there will be situations where the applicant considers this necessary. It is left to the individual's judgement and disclosure of such information will not count against you.

For the candidate being recommended for appointment, the selection panel will provide the Accountable Officer with a summary of the evidence gathered throughout the process. The Accountable Officer may choose to meet the applicant prior to making a decision.

Interview Arrangements.

The formal interview panel will consist of the following:

- David Gregory, Strategic Director, Education Scotland
- Gill Ritchie, HMIE
- Lindsey Johnson, Vice-Chair, CLD Standards Council
- Susan Paxton, CEO Scottish Community Development Centre

Present at both the shortlisting, and at interview will be a member of the Human Resources Team from Education Scotland along with the CLD Standards Council Director. Neither will be in a position to influence the overall decision, but will be available to answer any questions the panel members may have that have been raised by candidates, or as a result of answers to the questions posed by the panel.

To make sure that the process is transparent, and the appointment is made on merit, the selection panel will declare if they know anyone who has applied for these appointments. You will also be asked to declare in your application if you know any members of the selection panel.

Telling you about progress

Applicants who are not shortlisted will be advised of the outcome of their applications in writing. See "Key dates in this competition".

If you're invited to interview you'll be offered feedback. It will be based on:

- the assessment of your merit in relation to the skills, knowledge and abilities required by the person specification and;
- where appropriate, the outcome of the fit and proper person test.

Key Dates for these Appointments

What happens	When
Date appointment publicised	19 January 2026
Closing date for completed applications	20 February 2026
Date of shortlisting meeting to select applicants for next stage	4 March 2026
Date outcome of shortlisting meeting will be relayed to applicants	13 March 2026
Dates for interviews	20 March 2026.
Date by which applicants will be informed	27 March 2026
Start date	1 May 2025

Interviews will be held in Glasgow. Please note that you must be available for interview on Friday 20 March 2026 as no alternative dates can be offered.

Expenses for attending interviews

If you're invited for an interview you can claim for reasonable expenses involved in attending. This includes dependent carer expenses. We expect you to use the most efficient and economical means of travel, and the amount we reimburse will normally be restricted to this. If you need to stay overnight please contact the CLD Standards Council Team in advance for confirmation of current subsistence rates (0131 244 3444). If you're invited for interview these rates, and a claim form, will be included in the invitation letter. You must provide receipts to support all claims.

Potential effect on benefits

Taking up a remunerated public appointment may affect any benefits you receive. This will depend on your individual circumstances so you should ask advice from the office that pays your benefit. Information can be found at: www.gov.uk/browse/benefits

Valuing Diversity

The Scottish Government are committed to diversity and equality.

We value very highly the benefits of having different points of view and experiences on our public boards. Accordingly, we hope to receive applications from a wide range of talented people irrespective of their religion or belief, gender, age, gender identity, disability, sexual orientation, ethnic origin, political belief, relationship status or caring responsibilities.

Accordingly, the appointments process promotes, demonstrates and upholds equality of opportunity for all applicants. The Scottish Government will always give consideration to disability-related reasonable adjustments that an applicant might request to enable them to demonstrate their merit and participate fully in the selection process. If you require any information in an alternative format, please contact marion.allison@cldstandardscouncil.org.uk

You should also contact the CLD Standards Council if you are invited to interview and require any adjustments to be made.

We particularly welcome applications from groups currently under-represented on Scotland's public bodies, such as women, disabled people, people aged under 50 and people from ethnic minority communities. Please do complete our monitoring form when you apply as this helps us to ensure that the appointments process is accessible to everyone.

ETHICAL STANDARDS

If you have concerns about the way this appointment round was conducted, in the first instance please contact edshr@educationscotland.gsi.gov.uk or write to Human Resources, Education Scotland, 9th Floor, The Optima, 58 Robertson Street, Glasgow G2 8DU

The Principles of Public Life in Scotland

If you are appointed, the Fit and Proper Person criteria involves agreeing to apply the Principles of Public Life in Scotland which are:

Duty

You have a duty to uphold the law and act in accordance with the law and the public trust placed in you. You have a duty to act in the interests of the public body of which you are a member and in accordance with the core tasks of that body.

Selflessness

You have a duty to take decisions solely in terms of public interest. You must not act in order to gain financial or other material benefit for yourself, family or friends.

Integrity

You must not place yourself under any financial, or other, obligation to any individual or organisation that might reasonably be thought to influence you in the performance of your duties.

Objectivity

You must make decisions solely on merit when carrying out public business including making appointments, awarding contracts or recommending individuals for rewards and benefits.

Accountability and Stewardship

You are accountable for your decisions and actions to the public. You have a duty to consider issues on their merits, taking account of the views of others and must ensure that the public body uses its resources prudently and in accordance with the law.

Openness

You have a duty to be as open as possible about your decisions and actions, giving reasons for your decisions and restricting information only when the wider public interest clearly demands.

Honesty

You have a duty to act honestly. You must declare any private interests relating to your public duties and take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership

You have a duty to promote and support these principles by leadership and example, to maintain and strengthen the public's trust and confidence in the integrity of the public body and its members in conducting public business.

Respect

You must respect fellow members of your public body and employees of the body and the role they play, treating them with courtesy at all times. Similarly you must respect members of the public when performing duties as a member of your public body.

THE FIT AND PROPER PERSON

Scottish Government, and the public, must feel confident that people being appointed are fit and proper persons to take up these positions. This means people who are suitable for appointment because they meet the requirements of the role, and their past or present activities (and/or behaviours) mean that they are suitable to be appointed.

The fit and proper person criteria is an on-going process with checks built into different stages of the appointment round. These are designed to collect the necessary information and evidence. For these appointments, the checks in place for the fit and proper person tests are:

Verification of relevant information provided by the applicant:

- We will test the evidence you provide in relation to the skills, knowledge and experience required in your application, and further probe it at interview. If you're invited to interview you will also be asked to prepare a presentation to the panel. Further information will be provided to those invited to interview.

Ensuring that the applicant's conduct to date has been compatible with the public appointment in question:

- We will confirm that you understand: the work of the CLD Standards Council body, the nature of the appointment and that you're not aware of having committed any offence, or performed any act, that's incompatible with the position that you're applying for. We will do this using the declaration statement on the application form. By submitting your completed application you're declaring that the information provided is, to the best of your knowledge and belief, true and complete.

Confirmation that the applicant has no inappropriate or unmanageable conflicts of interest incompatible with their appointment:

- You're asked in your application to consider potential conflicts of interest.
- If you're invited for interview, further assessment will be through questioning that you understand what is meant by a conflict of interest. We'll ask you to confirm that, to the best of your knowledge, you don't have any conflicts of interest that are incompatible/unmanageable. We'll ask for additional information if you've declared a conflict of interest in your initial application.
- You will also be asked at the application stage to declare if you've had any political activity in the past five years.

Ensuring that the applicant agrees to apply the Principles of Public Life in Scotland

- Applicants are expected to embrace the nine Principles of Public Life in Scotland. If you're invited to interview, you'll be asked to confirm your understanding of, and agreement to, applying these principles.

Establishing that the individual is able to meet the time commitment required:

- The time commitment involved for the role is given on page 7. If you are invited to interview you'll be asked whether you can meet this commitment.

Conflicts of Interest

Conflicts may relate to situations where there's a clash between your role with as chair of the CLD Standards Council and your professional or personal interests.

Also, if you and a panel member have a close relationship the panel chair must advise Education Scotland's Human Resources Team. They can advise if a panel member should not be involved in your assessment, and may ask the panel member not to take part in the appointment round.

APPOINTMENT

What happens if you're appointed?

If you are appointed, some of the information that

You have provided will be made public in a media release about your appointment. It will include:

- your name;
- a short description of the CLD Standards Council ;
- a brief summary of the skills, knowledge and abilities you bring to the role;
- how long you have been appointed for;
- any remuneration associated with the appointment;
- details of any other public appointments you hold and any related remuneration you receive for them;
- details of any political activity you declare.