

## Process and appointments for Committee Membership of the CLD Standards Council for Scotland

- Applications from Members will be accepted for committee membership of the CLD Standards Council.
- Recruitment will be promoted to Members of CLD Standards Council via i Develop and the CLD Standards Council website and other partner organisations.
- Those wishing to be part of the CLD Standards Council Committees will forward a general application and will be allocated to the relevant committee.
- A committee members appointing group will be established.
- Applicants will be required to submit an application stating their interest in the CLD Standards Council and the skills and experience they bring.

### Committee Members Appointing Group

CLD Standards Council will set up an Committee Member Appointing Group with a minimum of three existing committee members, one each from across the 3 committees (Approvals, Professional Learning and Registration) including one Chair from those Committees and a CLD Standards Council officer.

### Scoring of Applications

A scoring sheet for making decisions on applications will be developed to aid decision making. This will include scoring on the geographic location of the applicant as it will be necessary to ensure a geographic spread of members of committees. There will also be scoring of the skills and experience the person has and the sector they currently work in. Given the fact that decisions and approaches decided on at committee need to be up to date and in line with current practice it will be a necessary criterion that the applicant currently works or volunteers in the CLD Sector. It will be the duty of the individual committee members to act honestly. Committee Members must be prepared to declare any private interests relating to their public duties and take steps to resolve any conflicts arising in a way that protects the public interest.

### Announcement of Appointments

New appointments to the CLD Standards Council will be announced on the CLD Standards Council website and through i Develop.

### Duration of Appointments

All appointments will be made for an initial 3 year period. There may be times when those who have served the 3 years are requested to continue in order to complete ongoing projects or to allow for continuity of knowledge.

### Meeting Attendance

It is the responsibility of Committee Members to:

- take note and ring fence meeting dates in their own calendar.
- Confirm attendance or submit apologies in a timely fashion
- If regular attendance and contribution\* becomes problematic you should discuss this with the Chair of the Committee and/or the relevant Officer.

If a member is unable to contribute to three consecutive meetings they will forgo their membership of the committee but will be able to reapply in the future.

### Appeals Process

Any unsuccessful applicant will have the right to lodge an appeal. The appeal will be heard by an Appeals Panel comprising of 3 people drawn from the CLD Standards Council Executive Committee. The decision of the Appeals Panel will be final and binding.

An appeal can be lodged with the CLD Standards Council within 14 days of notification of the recruitment decision.

The Appeals Panel will be convened within 28 days of an appeal being received.

*\* Contribution could be attendance for all or part of a meeting using video or tele conferencing facilities and/or by submitting comments/papers in relation to agenda items to be shared via the Officer or the Chair of the Committee.*