

Information pack for applicants for the position of Member of the Scottish Health Council

Publication date: Monday 3 November 2025

Closing date: Friday 5 December 2025

To apply for these vacancies, please contact our Operations Team via
his.cetcops@nhs.scot

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www.hisengage.scot

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Welcome letter from the Chair of the Scottish Health Council

Thank you for your interest in the vacancy we currently have for a Member of the Scottish Health Council.

The role of Healthcare Improvement Scotland is to support health and care providers to deliver better quality care for everyone in Scotland. The Community Engagement & Transformational Change directorate contributes to this role by strengthening community engagement in health and care services. The Scottish Health Council, which oversees the community engagement-related activities of the directorate, has the statutory responsibility for ensuring health boards and partnerships involve people and communities in planning their services and provides essential support and strategic direction.

We are looking to broaden the Scottish Health Council's membership and appoint an individual with a range of skills and experience that will enable the Council to discharge its important responsibilities.

As a Council Member you will have a key role in supporting the delivery and development of our public participation and community engagement approach, in addition to scrutinising performance and discharging governance functions.

We operate within a complex and challenging environment, but one which provides tremendous opportunities to make a real impact on the lives of the people of Scotland. Your role, if successful in your application, will be to help us to maximise those opportunities and strengthen the engagement of people and communities in the design and delivery of health and care services.

We appreciate a diversity of backgrounds, skills and experiences on the Council and will especially welcome interest from candidates who identify as disabled, part of a minority ethnic group or part of the LGBT+ community.

Further details of the roles are set out in this information pack. We are holding an online information session about the role on 12 November 2025 via MS Teams. If you would like to attend, please contact my office by emailing the Operations Team via his.cetcops@nhs.scot who will be able to provide you with a link to join the meeting. The Operations Team can also be contacted if you are unable to make the information session and would like to speak with me about the role.

I wish you the best of luck in your application, and, once again, thank you for the interest you have shown.

Suzanne Dawson
Chair, Scottish Health Council

Information about Healthcare Improvement Scotland

[Healthcare Improvement Scotland](#) is a public body and was set up under the [Public Services Reform \(Scotland\) Act 2010](#). We are the national improvement agency for health and care in Scotland. Our purpose is to drive the highest quality care for everyone in Scotland and our vision is a health and care system where:

- people can access safe, effective, person-centred care when needed
- **services are informed by the voices of people and communities** and based on evidence about what works
- those delivering care are empowered to continuously innovate and improve

Healthcare Improvement Scotland exists to lead improvement in the quality and safety of health and care for the people of Scotland using our skills and knowledge to tackle the quality challenges being faced. Our role is to be at the heart of national efforts to understand and shape the quality of health and care, and with partners, to embed quality management across the provision of health and care.

Our support for the system is underpinned by a number of statutory duties and powers, including:

- to further improve the quality of health and care
- to provide information to the public about the availability and quality of NHS services
- **to support and monitor public involvement**
- to monitor the quality of healthcare provided or secured by the health service
- to evaluate and provide advice to the health service on the clinical and cost effectiveness of new medicines and new and existing health technologies



For more information about Healthcare Improvement Scotland, including our strategy visit: www.healthcareimprovementscotland.scot

Community Engagement and Transformational Change: strategic vision 2024-28

“Delivering change through inclusive, meaningful engagement”

We are part of Healthcare Improvement Scotland, the national improvement agency for health and social care in Scotland. This vision describes how the Community Engagement and Transformational Change Directorate will contribute to the delivery of the [HIS strategy for 2023-28](#).



Our Aim

We will drive better health and care outcomes through meaningful and quality assured community engagement, innovative system redesign and sustainable improvement.

Our Priorities

1. We will engage with people in Scotland to understand their views and needs. We will:

- Empower people, communities and the public to have their say in health and care.
- Be the go-to place for best practice in engagement and for evidence from engagement.
- Influence and inform services and policies by building relevant, timely evidence from engagement.
- Fulfil our statutory duty to support, ensure and monitor NHS boards' and Integrated Joint Boards' duties to involve the public in the design, delivery and improvement of services.
- Enable people and communities to take part in our transformational change work.

2. We will deliver innovative, transformational change in priority areas in health and care. We will:

- Co-produce changes with people who use, need and provide services.
- Work in a responsive, timely way, engaging with people before identifying what needs to change.
- Work collaboratively across complex health and care systems.
- Use qualitative and quantitative data to describe the outcomes and impact of our work.

3. We will take a people-led approach to support sustainable improvement at scale. We will:

- Support people to achieve best practice in engagement, redesign, improvement, volunteering, and equalities and human rights.
- Provide learning systems that support people to learn, develop and improve. We will showcase best practice, host networks, provide workshops, develop training and share resources.
- Be committed to continuous improvement and learning. We will freely share our tools, approaches, knowledge and learning across Scotland.

Our Principles and Values

- ✓ We put people at the centre of everything we do. We champion equity and inclusivity. We take a human rights-based and person-centred approach to safe care.
- ✓ We ensure our work is relevant, timely and addresses national priorities.
- ✓ We work with people to build local capacity for engagement, redesign and improvement.
- ✓ We ensure our work is evidence-based.
- ✓ We measure and report on the impact and outcomes of our work.
- ✓ We are forward-thinking and ambitious, continually developing our expertise in engagement led change.
- ✓ We collaborate with partners and local communities, building trust and acting with compassion and kindness.

About the role

What's the role of a Scottish Health Council Member?

The Scottish Health Council is a statutory governance committee of Healthcare Improvement Scotland. Our Council Members work with the Chair of the Scottish Health Council to:

- Guide the delivery of Healthcare Improvement Scotland's community engagement strategic priorities
- Gain assurance that all Healthcare Improvement Scotland's work programmes are being consistently informed by appropriate and high-quality public participation and community engagement
- Monitor and track how Healthcare Improvement Scotland's community engagement functions are delivering their priorities and using their resources effectively and responsibly
- Provide scrutiny, innovation and assurance on the decisions Healthcare Improvement Scotland makes, ensuring the right systems are in place to hold executives and senior managers to account on their performance relating to public participation and community engagement
- Ensure that governance arrangements are robust and effective
- Uphold the highest ethical standards of integrity and probity - being honest and trustworthy - and comply with the Healthcare Improvement Scotland Board's Code of Conduct (which can be accessed via this link: [HIS Code of Conduct](#)); and
- Participate in and chair sub-committees or working groups as requested by the Chair of the Scottish Health Council, providing good governance.

What's involved in good governance?

Good governance in public participation and community engagement sits at the heart of the Council Member's role. Good governance involves:

- Ensuring continuous improvement in public participation throughout the organisation (Improvement)
- Providing assurance of community engagement activities across health and care services to the public (Assurance); and
- Ensuring that where community engagement activities have not met expectations, learning is identified and appropriate action taken (Remediation).

What kind of person are we looking for?

Our Council Members are expected to:

- Be impartial - not act for any individual or group - and uphold collective decisions made by the Council
- Question and challenge information constructively
- Be sensitive to the views of others inside and outside the Council meeting
- Promote a positive culture which includes upholding and promoting Healthcare Improvement Scotland's vision and values
- Be an ambassador of the Council representing it honestly and positively
- Communicate and engage with a wide range of organisations and individuals; and

- Analyse and review complex issues, weigh up conflicting opinions and reach sound and reasoned decisions.

Do I need to be an expert in health and / or social care?

No. We are looking for people with common sense and a wide range of skills and backgrounds, who are sensitive to the diverse needs of the people of Scotland, and believe in the importance of supporting people and communities to shape health and care services.

I've not undertaken such a role before – does this matter?

No. We are looking for people who can contribute effectively to the Council and the skills you bring may have been developed in quite different contexts.

Will I be provided with training and support?

Yes. We will give you the time and opportunity on an ongoing basis to learn the skills you may require. You will be working as part of a team and will be able to get expert advice on difficult or complex issues. You will be provided with induction tailored to suit your own particular needs.

What would I be paid?

Council Members are remunerated at the rate of £276.00 per day, which is non-pensionable. You would also receive allowances at rates set centrally for relevant travel and subsistence costs. All reasonable receipted dependant-carer expenses, including childcare, and for support required to help you carry out your duties effectively will also be reimbursed where applicable.

What would my time commitment be?

You must be able to make a firm commitment to spend 2 days per month on Council business. This time will be a mix of daytime Council and sub-committee / working group meetings, development and strategy days, preparation for meetings and reading documents. There are normally five Scottish Health Council meetings per year and Members will be expected to join at least one additional sub-committee or working group with meeting schedules agreed by participants.

How long will my appointment be for?

The term of appointment will be for up to four years. When a term comes to an end, the skills the Council requires will be reassessed. If you satisfy the requirements of the new person specification at that time, and there is evidence of your effective performance, Healthcare Improvement Scotland may consider reappointing you for a further term. A Council Member's total period of appointment will not exceed eight years.

Where would I be based?

The Scottish Health Council's meetings are normally held online via MS Teams. Occasionally, in-person meetings in Healthcare Improvement Scotland's Glasgow office are required.

Is there anything that could disqualify me from being appointed?

Appointments to the Scottish Health Council are not public appointments (i.e. those made by Scottish Ministers to non-executive director roles within NHS bodies). However, in order to ensure consistent practice is followed, Healthcare Improvement Scotland follows the same principles in making Member appointments to the Scottish Health Council.

There is a specific disqualification related to Healthcare Improvement Scotland which means that members, employees or contractors of any organisation which is the subject of Healthcare Improvement Scotland's scrutiny and assurance process are disqualified from appointments to the Healthcare Improvement Scotland Board, and therefore also to the Scottish Health Council.

Further information is provided in Appendix A and any conflicts of interest should be recorded in the relevant section on page 6 to 7 of the application form.

What else do I need to know about being a Council Member?

- In the event of an appointment being terminated early by Healthcare Improvement Scotland in accordance with the provisions of the regulations, there will be no entitlement to any compensation in respect of the unexpired portion of the appointment.
- Council Members do not have the status, immunity or privileges of the Crown. The Chair of the Scottish Health Council and Council Members are, however, not personally liable for the actions of Healthcare Improvement Scotland.
- Appointments shall not be construed as in any way constituting a contract of service or for services between appointees and Healthcare Improvement Scotland.
- Any Council Member who is considering standing for election to the Scottish or UK Parliaments (or in any other election) should consider the relevant election rules regarding that person's membership of the Scottish Health Council. Election rules on standing for the Scottish and UK Parliaments are made by the UK Government and any guidance on them should be consulted. If a Council Member is in any doubt about election rules they should seek independent legal advice.
- On matters affecting the work of Healthcare Improvement Scotland, it is not expected that the Chair of the Scottish Health Council and Council Members will engage in party political activities. In cases of doubt, the guidance of the Corporate Office of Healthcare Improvement Scotland should be sought.

Person specification

We are looking for one new Member to join the Scottish Health Council, a governance committee of Healthcare Improvement Scotland. It is important that the Council has members with a variety of different skills and experience in order to work effectively. The tables overleaf through pages 11 to 14 list the skills, knowledge and experience we are seeking for this post and indicate how and at which stage in the process each of the criteria will be tested.

We are seeking a person who can bring some very specific skills and experience to the Council, and these will take priority during the appointment process – these are listed in the ‘Priority skills/experience’ section on page 11 and we have explained what we will be looking for and how they will be tested. **The specific skill we are seeking is practical experience of community engagement.**

All Council Members also need to have some general skills which will enable them to make a full contribution to the work of the Council. These may have been gained through the work that you do, or you may just have a natural aptitude in these areas gained through being active in your community, in a voluntary capacity or just through your own personal life experience – these are listed in the ‘NHS Scotland Values and General skills’ section on pages 12 to 14 and, again, we have explained exactly what we will be looking for and how they will be tested.

These are also essential for this role, but **the priority criterion (community engagement) is weighted over the others**, and the candidate or candidates who provide the strongest evidence against the priority criterion will be considered most able to fulfil the role. In the event that candidates provide evidence of equal merit against the priority criterion, the panel will then take into account the strength of the evidence presented against the general criteria in determining the candidate(s) most able to fulfil the role.

NHS Scotland’s values are at the heart of everything that we do. These values, as outlined in the [NHS Scotland Workforce Strategy](#) guide the work of the Council in all that it does. As a member of the Council, you will not only need to have the right skills, knowledge and experience for the role, but also be able to demonstrate behaviour aligned to these values, which are: care and compassion; dignity and respect; openness, honesty and responsibility; and quality and teamwork.

As a Member of the Scottish Health Council, you will not only need to have the right skills, knowledge and experience for the role, but also be able to demonstrate behaviour aligned to these values.

Priority criterion

(you will need to demonstrate this)

Priority skills / experience	What does this mean?	How will this be tested?
Community engagement	<ul style="list-style-type: none">• Focused experience of working in the field of people and community engagement, for example, by working in a related post in the public sector, local authority, Third Sector or a voluntary organisation <p>AND / OR</p> <ul style="list-style-type: none">• Experience of engaging with seldom heard groups and reflecting their views and needs within decision-making processes <p>AND / OR</p> <ul style="list-style-type: none">• Understanding of best practice in meaningfully engaging people and communities to impact the service they receive	We want you to tell us in your written application how you meet this criterion, providing details of your career history and / or relevant experience. We will also have a follow-up discussion with you at the interview.

NHS Scotland values and general skills

(we will want all applicants to demonstrate these)

NHS Scotland values	What does this mean?	How will this be tested?
<p>The values that are shared across NHS Scotland are outlined here. These are:</p> <ul style="list-style-type: none"> • care and compassion • dignity and respect • openness, honesty and responsibility • quality and teamwork 	<p>Embedding these values in everything we do. In practice this means:</p> <ul style="list-style-type: none"> • demonstrating our values in the way we work and treat each other • using our values to guide the decisions we take • identifying and dealing with behaviours that do not live up to our expectations • being responsible for the way we work and not just the work we do 	<p>These values will also be assessed during the interview discussion.</p> <p>When assessing evidence of the other requirements, the panel will be looking for you to demonstrate how your behaviours have aligned with these values. By way of illustration, if you were providing evidence of “longer term planning / seeing the bigger picture”, did you, for example, successfully challenge whilst showing respect for all colleagues, listening effectively and responding empathetically?</p>

General skills / experience	What does this mean?	How will this be tested?
<p>Communication and influencing</p>	<ul style="list-style-type: none"> • Being focused and succinct in your communication, with active listening skills – showing you are taking into account what is being said • Confident in expressing views and opinions in a group setting • Being engaging and enthusiastic • Able to adapt your style appropriately for different situations • Satisfactory written skills 	<p>From the completion of your written application and through discussion with you at the interview.</p>
<p>Working co-operatively and collaboratively</p>	<ul style="list-style-type: none"> • Appreciating the knowledge and skills of colleagues • Building relationships with others in order to deliver shared objectives 	<p>Through discussion with you at the interview.</p>

General skills / experience	What does this mean?	How will this be tested?
	<ul style="list-style-type: none"> • Actively seeking out the views of others • Showing respect for others who may hold a different viewpoint • Striving to achieve a workable solution 	
Longer term planning / seeing the 'bigger picture'	<ul style="list-style-type: none"> • Being able to see the “bigger picture” when considering issues and topics • Identifying relevant implications from what is being considered and identifying challenges and risks where appropriate • Seeing beyond your own personal experience and giving consideration to other information and views • Looking ahead and understanding the importance of the design and achievement of strategic plans 	Through discussion with you at the interview.
Constructive and supportive challenge	<ul style="list-style-type: none"> • Being confident in questioning proposals and debating issues • Putting forward their views in an objective way, not being too dogmatic about their own perspective • Helping others to consider their own position in a non-confrontational way 	Through discussion with you at the interview.
Analysis and decision making	<ul style="list-style-type: none"> • Comparing information from different sources to gain a wider understanding • Being able to identify key points of detail which are critical to decision making • Being able to balance a number of different considerations 	Through discussion with you at the interview.

General skills / experience	What does this mean?	How will this be tested?
	<ul style="list-style-type: none"> • Experience of using evidence from different sources to inform decision making • Recognising when information is limited and when more information might be needed • Identifying some of the implications associated with what you are considering, such as priorities, risks, opportunities etc 	

How to apply

An electronic (Microsoft Word) version of the application form can be requested by emailing the Operations Team via his.cetcops@nhs.scot – please also contact the Operations Team if you would like to discuss an alternative means to receive the application form.

Completed electronic application forms should also be emailed to his.cetcops@nhs.scot

The closing date for applications is Friday 5 December 2025.

Guidance for completing your application

Your application

Your application is the key document which will determine whether or not you will be called for interview. You must, therefore, be able to demonstrate within your application how you meet the skills, knowledge and experience required, as laid out in the Person Specification. **CVs will not be accepted as an application for the role.**

Applications are welcomed from candidates from all protected characteristics as outlined in the Equalities Act 2010. If you require any reasonable adjustments to support you through the application and selection process, you should contact us via the Operations Team – his.cetcops@nhs.scot

Important note about the selection criteria

When completing your application, please be aware that the **priority criterion** for this appointment is **community engagement experience**. This means that the selection panel will give greatest weight to the evidence you provide against this criterion when deciding who to invite for interview. Applicants who demonstrate the strongest evidence of community engagement experience will be considered most able to fulfil the role. Evidence against the general criteria (NHS Scotland values and wider skills) will also be considered, but only after the priority criterion has been assessed.

Completing your application

There are three sections to the application form, as follows:

1. Application Form
2. Conflict of Interest and other Public Appointments held
3. Equalities Monitoring Form

Application form

The application form seeks information about you and the skills, knowledge and experience you have that are relevant to the roles. The Person Specification details the skills, knowledge and experience we are seeking for these roles and indicate how and at which stage in the process each of the criteria will be tested.

You should provide clear and succinct information about yourself and how you meet the criteria that are being assessed at this application stage. When being asked to demonstrate a skill, you should give specific examples which best demonstrate to the selection panel what it is you did, the reasons for your actions, the skills you used and what specifically about your approach affected the outcome. When being asked to demonstrate knowledge, understanding or experience, you should describe how you gained this, the breadth and depth of this knowledge, understanding or experience and any situations where you have used this.

The selection panel will not make assumptions about your evidence 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. Be clear and succinct in your answers, which will help the selection panel to consider your ability to communicate effectively. You may be asked to expand on your answers if you are invited to interview, so it is good idea to retain a copy of your application form.

The application also has a declaration statement, and by virtue of submitting your form, you are declaring that the information you have provided is true and complete and that you confirm:

- That you understand the work of Healthcare Improvement Scotland and the nature of the appointment and that you are not aware of having committed any offence or performed any act incompatible with the position for which you are applying
- That you are not disqualified on any grounds from being appointed to the Scottish Health Council, which is a governance committee of Healthcare Improvement Scotland (details on disqualifications are contained in this information pack); and
- That you have read the Members Code of Conduct for Healthcare Improvement Scotland, that you understand this Code and that you agree to be bound by it in the event that you are appointed (details on how to access this document are contained in this information pack).

Conflict of interest and Public Appointments held

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

Equalities monitoring form

Healthcare Improvement Scotland is committed to selection on merit, diversity and equality for all its appointments. **The equalities monitoring information is not provided to the selection panel.**

The information gathered from equalities monitoring is very important and helps to inform 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, sexual orientation or any other factor. All 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

Please note that the Personal Information section of your application will be made available to the Selection Panel. On this occasion, anonymity has been lifted from the initial stage as we are asking you to provide evidence in support of your application which could enable you to be identified. To uphold transparency and ensure the appointment is on merit, members of the Panel must declare if an applicant is known to them.

Assessment will happen in two stages.

Firstly, the selection panel will assess your application against the **priority criterion** for this appointment which is **community engagement experience**. This means that the selection panel will give greatest weight to the evidence you provide against this criterion when deciding who to invite for interview. Applicants who demonstrate the strongest evidence of community engagement experience will be considered most able to fulfil the role. Evidence against the general criteria (NHS Scotland values and wider skills) will also be considered, but only after the priority criterion has been assessed.

In addition, your application will be assessed within the context of the blend of skills and experience of Members already within the Council.

The applicants who most closely meet these requirements will be invited to attend for interview. You will be advised by email, telephone or post whether or not your application will progress to this stage.

If invited for interview and you have a disability, you should advise us by contacting the Operations Team via his.cetcops@nhs.scot who will make reasonable adjustments to enable you to attend the interview.

The final stage of assessment will be held in Glasgow. This will take the form of a panel interview. During the interview, the selection panel will ask questions in order to allow you the opportunity to demonstrate that you have the skills, knowledge and experience required. Full details will be provided to those who are invited to the final assessment stage.

All candidates interviewed will be advised in writing of the outcome of the interview and feedback will be offered.

Telling you about progress

Applicants who are not shortlisted will be advised of the outcome of their applications in writing.

Feedback will be offered to all applicants who are interviewed. Subject to the number of applicants, feedback may also be available to those who did not reach interview. Feedback will be based on the assessment of your merit in relation to the skills, knowledge and experience required by the person specification.

Key dates and other important information

What happens	When
Appointment publicised	3 November 2025
Closing date for applications	5 December 2025
Date of shortlist meeting to select applicants for interview	12 December 2025
Date by which outcome of shortlist will be relayed to applicants	18 December 2025
Date of interviews	20 January 2026
Date by which appointment decisions are made	23 January 2026
Date from which applicants may request feedback on non-selection for appointment	26 January 2026
Expected date of appointment	1 March 2026

Please note that if invited to interview, it is unlikely that we will be able to offer an alternative date.

The selection panel

The selection panel will be:

- Panel Chair: **Suzanne Dawson**, Chair of the Scottish Health Council
- **Clare Morrison**, Director of Engagement & Change / Chief Officer of the Scottish Health Council
- **Shaun Maher**, Strategic Advisor for Person Centred Care and Improvement, Scottish Government

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.

The selection panel will be supported by Tony McGowan, Associate Director of Community Engagement, who is responsible for the overall running of the recruitment process.

Nationality

If you are a non-British national you can apply for, and be appointed to, the Scottish Health Council, a governance committee of Healthcare Improvement Scotland. However, you must be legally entitled to work in the UK.

Expenses for attending interviews

If you are invited for interview you can claim for reasonable expenses incurred in attending. This includes dependent carer expenses, including childcare. We expect the most efficient and economic means of travel to be used and reimbursement will normally be restricted to that amount. When an overnight stay is necessary, you must contact us in advance via the Operations Team – his.cetcops@nhs.scot for confirmation of current subsistence rates. A copy of our travel and subsistence rates and claim form can be provided to you on request. If invited for interview, the rates

with a claim form will be included in the letter of invitation. Receipts must be provided in support of all claims.

Potential effect on benefits

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

Valuing diversity

Healthcare Improvement Scotland is committed to diversity and equality.

We value very highly the benefits of having different points of view and experiences on the Scottish Health Council. 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.

We 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 of the application pack documentation in an alternative format, please contact us via the Operations Team – his.cetcops@nhs.scot

We particularly welcome applications from groups currently under-represented on the Scottish Health Council, such as those with a disability, those from minority ethnic communities, people aged under 50 years, and people from LGBT+ communities.

Please complete our monitoring form when you apply as this helps us to ensure that the appointments process is accessible to everyone.

Conflicts of Interest

Conflicts may relate to your suitability for appointment or to the appropriateness of your being assessed by one or more of the selection panel members. Where an applicant and selection panel member have a close relationship, the selection panel chair (the Chair of the Scottish Health Council) can decide that the selection panel member should not be involved in the assessment of the applicant concerned and may ask the selection panel member to take no further part in the process. Details of the selection panel membership for this appointment round are provided on page 18.

Please let us know in your application if and how you know any of these selection panel members. This will help us to come to a view on the appropriateness of your being assessed by one or more of them. If you want to know before applying if you have a conflict that would bar you from being a Scottish Health Council Member, then you should contact the Operations Team via his.cetcops@nhs.scot who will make arrangements for a senior member of staff to make contact with you to discuss your concerns.

Appointment

What happens if you're appointed?

Should you be appointed, some of the information that you have provided will be made public in an announcement about your appointment. The announcement will include:

- Your name
- A short description of Healthcare Improvement Scotland, Healthcare Improvement Scotland's community engagement duties, and the Scottish Health Council
- A brief summary of the skills, knowledge and experience you bring to the role
- How long you have been appointed for
- Any remuneration associated with the appointment
- Details of all other public appointments you hold and any related remuneration you receive for them
- Details of any political activity declared by you

Support and development

If you are successful at interview and accept the appointment, then you will be contacted by the Chair of the Scottish Health Council for a one-to-one meeting to discuss what's expected of you and your individual role within the Council.

You will also be invited to an induction session with the Chair of the Scottish Health Council which should take place within one month of appointment and will be expected to include (but not be restricted to) the following:

- Vision and strategic alignment
- Organisational structure
- Role of the Scottish Health Council and arrangements for Council meetings
- Budget and financial information
- Arrangements for remuneration and expenses
- Arrangements for providing any support you need to carry out your duties effectively

Ideally this session will also include existing Council Members to allow them to share their knowledge and experience with you.

There will also be an ongoing appraisal process. This will give you an opportunity to discuss your performance with the Chair of the Scottish Health Council and highlight any developmental or training needs which may have been identified.

Disqualifications

Healthcare Improvement Scotland – specific disqualifications

It is essential that the public has confidence in the scrutiny and assurance roles which Healthcare Improvement Scotland undertakes across a range of organisations in the NHS and the independent healthcare sector. Accordingly, it is crucial that there can be no conflict of interest between Scottish Health Council Members and those organisations which are the subject of scrutiny and assurance processes.

This means that, if appointed to the Scottish Health Council, it would not be appropriate for you to be a member, employee or contractor of such an organisation. If you would like to discuss this further, please get in touch with Chair of the Scottish Health Council by contacting the Operations Team via his.cetcops@nhs.scot

If you are a member, employee or contractor of an organisation which is the subject of the scrutiny and assurance process, you would be required to resign from that role in order to take up this appointment.

General disqualifications

The following paragraphs give an indication of the main circumstances where an individual would normally be disqualified from appointment to any National NHS Body or territorial NHS Board. To ensure consistency of approach Healthcare Improvement Scotland follows the same principles in appointing Members to the Scottish Health Council.

- Anyone who, within a period of five years before the proposed date of appointment, has committed an offence in the British Islands for which they are sentenced to imprisonment (whether suspended or not) for three months or longer
- Anyone who has been dismissed from employment in a health service body, except by redundancy
- Anyone who has been removed from office in a health service body before the term of office expires
- Anyone who has been adjudged bankrupt and not been discharged; has had their estate sequestrated and has not been discharged; has entered in to a trust deed with their creditors and not been discharged; is the subject of a bankruptcy restrictions order, or an interim bankruptcy restrictions order, made under the Bankruptcy (Scotland) Act 1985 or the Insolvency Act 1986; or who is the subject of a bankruptcy restrictions undertaking entered into under either of those Acts
- Anyone who is or has been subject to a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986 or the Company Directors Disqualification (Northern Ireland) Order 2002
- Anyone who is or has been removed or prevented from being a trustee of, or otherwise acting for or on behalf of, a charity (or body controlled by a charity) by:
 - a charity regulator, or

- a court or tribunal in the British Islands
- Anyone who has been removed, for reasons of impairment or loss of fitness to practise, from a statutory register maintained by a regulatory body; or from a list under:
 - Parts I or II of the National Health Service (Scotland) Act 1978
 - The National Health Service Act 2016
 - The National Health Service (Wales) Act 2016, or
 - The Health and Personal Social Services (Northern Ireland) Order 1972

Supporting public participation in Scotland's health & care system

Scottish Health Council Member

Healthcare Improvement Scotland

Up to 2 days per month until 28 February 2030 (£276.00 / day + expenses)

Why?

Scotland's health and social care systems impact on everyone's lives at one time or another, and this could be your chance to get involved in improving the ways in which the public engages with these important services.

How?

The Scottish Health Council oversees the governance of the community engagement-related activities of the Healthcare Improvement Scotland, which has the responsibility for ensuring health boards and partnerships involve people and communities in planning their services. We are looking for a new Member to join the Scottish Health Council. This is a challenging, rewarding and worthwhile role that will give you the unique opportunity to help ensure future health and care services are informed and improved by meaningful engagement with the Scottish public, while also broadening your own skills and experience.

Can I apply?

Previous experience of non-executive positions is not required, nor is experience gained within health or social care. We really want to hear from people with practical experience of community engagement, who can demonstrate their understanding of the importance of engaging with people and communities in order to bring about positive developments at individual, local, regional or national levels. You also need to have a commitment to helping us improve the health and wellbeing of the Scottish people. If this is you, we would very much like to hear from you. If you are appointed, you will receive training and support to develop your skills and to learn any new skills you may require.

We particularly welcome applications from groups currently under-represented on the Scottish Health Council, such as those with a disability, those from minority ethnic communities, people aged under 50 years, and people from LGBT+ communities.

How do I find out more?

You can get more information by downloading an information pack via our website: www.hisengage.scot/vacancies

or by contacting the Operations Team via his.cetcops@nhs.scot

The closing date for applications is Friday 5 December 2025.