



The Scottish Parliament  
Pàrlamaid na h-Alba

## AUDIT SCOTLAND BOARD – CHAIR

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### **Information for Applicants**

To apply for this appointment, you should read the information below and complete and return your application form by **12 noon on 19 August 2024**.

### **Context**

Professor Alan Alexander, the current Chair of Audit Scotland demits office on 3 October 2024.

The Scottish Commission for Public Audit (SCPA) is undertaking an open recruitment process to find his successor.

### **Statutory framework**

The Public Finance and Accountability (Scotland) Act 2000 makes provision for there to be a body corporate to be known as Audit Scotland with the functions conferred on it by virtue of the 2000 Act and any other enactments.

Audit Scotland, the body corporate, is from here on, referred to as '*Audit Scotland Board*' to distinguish it from the organisation which supports the Auditor General and the Accounts Commission called '*Audit Scotland*'.

The membership of Audit Scotland's Board is the Auditor General for Scotland, the Chair of the Accounts Commission and 3 non-executive members appointed by the SCPA.

The current members of Audit Scotland's Board are-

- Stephen Boyle, the Auditor General for Scotland,
- Jo Armstrong, the Chair of the Accounts Commission,
- Professor Alan Alexander, Chair,
- Colin Crosby, Member, and
- Jackie Mann, Member.

Audit Scotland was established under the Public Finance and Accountability (Scotland) Act 2000.

Audit Scotland provides the Auditor General for Scotland and the Accounts Commission with the services needed to carry out their duties.

Audit Scotland ensures that the Scottish Government and public-sector bodies throughout Scotland are held to account for the proper, efficient and effective use of approximately £59 billion of public money.

Public audit gives independent assurance to the people of Scotland that public money is spent properly, efficiently and effectively and plays a key role in helping the Scottish Parliament and policymakers understand the key issues facing the public sector and how public money is spent.

Audit Scotland fulfils its duties by carrying out relevant and timely audits on the way the public sector manages and spends money, reporting findings and conclusions in public, identifying risks, and making clear and relevant recommendations.

Further information about Audit Scotland can be found at [Home | Audit Scotland](#)

## **Finance and staffing**

Under S18 of the 2000 Act, the SCPA has designated the Auditor General as the Accountable Officer for Audit Scotland.

As part of the annual budget process, the SCPA examines Audit Scotland's budget proposals and reports on them to the Parliament.

Audit Scotland's budget for 2024/25 is £37,617k made up of £24,526k from income from fees and £13,229k from the Scottish Consolidated Fund.

Audit Scotland employs 340 members of staff.

## **Key responsibilities and duties of the Chair**

The role of the Chair is to

- lead, motivate and work closely with the other members of Audit Scotland's Board and its staff to set the strategic direction of Audit Scotland.
- monitor the delivery of the strategy.
- oversee the systems of governance and internal controls and ensure that they are working well and are consistent with best practice.
- support the Accountable Officer and the Chief Operating Officer in the exercise of their functions including submitting jointly with the Accountable Officer, Audit Scotland's strategy and resource bid to the SCPA; and
- evaluate the two non-executive members annually.

## Person Specification

The successful candidate will be able to demonstrate that they have -

- the ability to think strategically to challenge and influence decision making
- experience of governance issues at a senior level
- significant experience of successfully chairing meetings, committees, boards etc
- excellent interpersonal skills to facilitate team working
- an understanding of audit; and
- an awareness of the issues facing public bodies in Scotland.

## Application and selection process

All applicants must complete an application form.

An on-screen version of the application form can be found on our website at

<https://www.parliament.scot/about/how-parliament-works/parliament-organisations-groups-and-people/officeholders/audit-scotland-board-chair>

The application form is split into two sections to ensure anonymity during short-listing. Part A contains personal information, such as your name and address - this is not seen by the selection panel. Part B is the only part of your application the selection panel will receive.

Each application is assessed in the same way, against the same agreed criteria for the appointment in question. "Criteria" means the key skills and knowledge we think you need to be able to do the job. The evidence and examples that you provide in Part B of your application form, are the only information we will use in deciding whether to shortlist you for interview.

Please do not send us your Curriculum Vitae or any supporting documents as they will not be considered. This is to ensure that all application forms are assessed equally.

Before filling in part B of the application form you should read the information provided above under the headings '*Key responsibilities and duties*' and the 'Person Specification'. This is to make sure that you know what the appointment involves and the criteria that will be used to assess the applications.

## **Completing Part B of the Application Form**

Part B of the application form is your chance to demonstrate that you have the skills, experience and knowledge required. Please address each criterion by providing specific examples to support your statements. You must provide evidence of what you did, the reasons for your action, what happened, what you took into account and the outcome.

The selection panel will not make any assumptions about your skills and abilities, for instance through a job title.

You should use no more than 250 words per criterion.

## **Political Activity Form**

The information provided in the political activity form will remain confidential until the panel has agreed who it wishes to nominate. At this time, the information will be released to panel members to make them aware of any activity.

The information provided by applicants regarding their political activity **is not** a determining factor in the selection process.

## **Additional Information**

Please indicate if you have ever been convicted of any offence (other than minor motoring offences) which are not spent in accordance with the Rehabilitation of Offenders Act 1974 or if any charges are outstanding; been adjudged bankrupt or made a composition or arrangement with your creditors over the past 10 years; been dismissed from any office or employment over the past 10 years; ever been disqualified from acting as a company director or in the conduct of a Company; ever been a director, partner or manager of a company which has gone into liquidation, receivership or administration; any other facts to declare which you feel might be raised in public in future in relation to your suitability to hold appointment for which you are being considered, for example, because they could be presented as a conflict of interest.

## **Equal Opportunities**

We are committed to promoting equality of opportunity and treatment and to eliminating unfair discrimination in our appointment practices.

If you require any of the documentation in an alternative format, or you have any queries about the post or the selection process, please contact Janice Crerar, The Scottish Parliament, Edinburgh EH99 1SP (telephone 1013 348 6851) or at [janice.crerar@parliament.scot](mailto:janice.crerar@parliament.scot)

## **The Panel**

Members of the Scottish Commission for Public Audit will sit as the panel. The SPCB's Independent Assessor, Louise Rose will oversee the process and be present at the

sift meeting and the interviews, to ensure the appointment process conforms to good practice.

### **Selection Process**

Short listing will take place on 27 August 2024.

The applicants who appear from the evidence they provide in Part B of their application form to have the best skills and knowledge for the post, will be invited to interview.

Applicants selected for interview may be required to make an oral presentation to the panel.

Interviews will be held on **Monday 9 September 2024** at the Scottish Parliament.

**Please note** we do not reimburse travel or other expenses to attend interview, but we would be happy to explore alternative arrangements if this causes you difficulty.

Pre-appointment checks will be undertaken prior to the successful candidate being appointed.

### **Submitting your application**

Please ensure you complete and return all the necessary documentation-

- Parts A and B of the Application Form
- the Equal Opportunities Monitoring Form (this is voluntary)
- the Political Activity Form
- any additional information.

Applications can be e-mailed to:

[officeholder.applications@parliament.scot](mailto:officeholder.applications@parliament.scot)

**If you submit your application via e-mail, please ensure that you receive an e-mail acknowledgement from us.**

Completed application forms can be posted to

The Scottish Parliament  
Officeholder Services  
Room Q2.03  
Edinburgh  
EH99 1SP

The closing date for applications is **12 noon on 19 August 2024.**

Late applications will not be accepted.

## **Annex A: Terms and Conditions of Appointment**

### Appointment

The SCPA has determined that the initial term of appointment will be for three years.

Appointment for a single further term is possible but is subject to satisfactory performance and being considered suitable for reappointment by the SCPA.

### Daily Rate

The daily rate for this post is £451.44. You will be paid one twelfth of 32 days' pay monthly in arrears by credit transfer to a bank or building society on the 28<sup>th</sup> of each month or an earlier date if the 28<sup>th</sup> is a non-working day.

The fee rate may be reviewed by the SCPA.

The post is not pensionable.

### Time Commitment

The Chair must be able to make a firm commitment to spend at least 32 days per annum on Audit Scotland Board business, which may occasionally be outwith normal office hours in the evenings and at weekends. Members may also be required to travel within Scotland and occasionally within the UK.

### Location of office

Audit Scotland's headquarters are at 102 West Port Edinburgh. Board meetings are generally held on a Monday in Edinburgh.

### Expenses

Expenses that you actually and necessarily incur, in connection with your official duties, will be reimbursed e.g.-

- travel to and from home to Audit Scotland Board's meeting venue/s.

Reimbursement of expenses will be in line with Audit Scotland's travel and expenses policies.

### Evaluation

Your performance will be assessed annually an Independent Assessor who will prepare a report for the SCPA.

### Other Appointments

You must seek approval from the SCPA before accepting any additional office, employment or appointment or engaging in any other occupation.

### Audit Scotland's Code of Conduct

You must abide by Audit Scotland's Code of Conduct. Failure to do so could be deemed a breach of your terms and conditions of appointment and the SCPA could remove you from office.

### Conflicts of Interest

You may not hold any other office, employment or appointment or engage in any other occupation which would conflict with your responsibilities and duties as a member of Audit Scotland Board.

### Professional and Business Activities

The SCPA cannot appoint anyone employed in -

- i. an executive capacity in any of the public bodies audited by Audit Scotland, or
- ii. a private firm appointed by Audit Scotland to undertake audits on its behalf.