

PARTNERSHIP BOARD VACANCY

The Tayside and Central Scotland Transport Partnership (Tactran) is one of seven statutory Regional Transport Partnerships established under the Transport (Scotland) Act 2005 to take a regional approach to transport planning and delivery. Lying at the heart of Scotland's strategic transport network, Tactran covers the Angus, Dundee City, Perth & Kinross and Stirling Council areas.

The Partnership's principal duty and responsibility is developing and overseeing the delivery of a statutory Regional Transport Strategy, which sets out a vision, objectives and proposed actions for how transport will support and promote economic prosperity; connect communities and reduce social exclusion; and improve environmental sustainability, health and wellbeing. Tactran is also a statutory Community Planning agency and active partner in the 4 Community Planning Partnerships which cover our constituent Council areas, and is a statutory Key Agency in the Development Planning process working closely with the 7 Development Planning Authorities covering the region.

The Partnership Board consists of 10 Councillor members, who are nominated by our constituent Councils, and 5 non-Councillor members. A vacancy has now arisen for a non-Councillor Board member and applications are invited from all interested individuals who have the necessary flair, experience and ability to help guide and shape the future development of transport strategy and delivery at a regional level. Applicants are expected to have operational expertise and/or knowledge of working at Board or strategic level in the business, public or voluntary sectors. Knowledge of transport issues and financial awareness are also desirable.

As a listed public authority, with general and specific duties under the Equality Act 2010, Tactran is committed to promoting equal opportunities, greater diversity and gender representation in the membership of Public Boards.

Board membership is not paid but certain expenses are met. The successful candidate will be expected to attend up to 6 meetings a year, with appointment initially for a fixed term of two years.

More information on TACTRAN and an application pack can be obtained at www.tactran.gov.uk or for an informal discussion contact Eric Guthrie, Partnership Director, TACTRAN on 01738 475775.

Closing date for applications: 28 August 2017





CHECKLIST

POST: Member of the Tayside and Central Scotland Transport Partnership

**TO BE RETURNED TO: Gillian Taylor
The Secretary
TACTRAN
2 High Street
Perth, PH1 5PH**

NO LATER THAN: 28 AUGUST 2017

WHEN RETURNING YOUR APPLICATION FORM PLEASE ENSURE IT HAS THE CORRECT POSTAGE VALUE AS FAILURE TO DO SO MAY CAUSE ROYAL MAIL TO DELAY YOUR APPLICATION THUS CAUSING YOU TO MISS THE CLOSING DATE. LATE APPLICATIONS WILL NOT BE CONSIDERED.

HINTS FOR COMPLETING YOUR APPLICATION FORM

- ◆ **Candidates must complete their application form to match their skills and knowledge against the specified criteria.**
- ◆ **Remember to use specific examples which you think relate to the post to support how your knowledge and skills meet the criteria.**
- ◆ **Remember to structure your response in terms of the essential criteria.**

Before returning this application form you may find the checklist below to be of assistance. Forms returned electronically will require to be signed personally before any appointment can be made.

Application form signed and dated	
Public Appointments Monitoring form signed and dated	
Political Activity Declaration form signed and dated	
Application form has the names, addresses and telephone numbers of two referees	
Ensure that any documents you have referred to are returned with the application form. An application in the form of a CV is not acceptable.	



Please complete this form and return to:

**COMPLETED APPLICATION
TO BE RETURNED BY:
28 AUGUST 2017**

**Tactran Appointments
Gillian Taylor
The Secretary
TACTRAN
2 High Street
Perth, PH1 5PH**

Please complete this form using BLOCK CAPITALS; ensure it is signed and dated and all enclosures are attached. You should fill in the form as completely and as clearly as possible. Please do not substitute your Curriculum Vitae for a completed form since this will not be considered. This is to enable us to consider applications on an equal basis.

APPOINTMENT: MEMBER OF THE TAYSIDE AND CENTRAL SCOTLAND TRANSPORT PARTNERSHIP

NAME AND ADDRESS

Surname

Title

Forenames

Permanent Address

Post Code

Telephone Number
(including area code)

Email address

Professional Qualifications (if any)

Occupation

Address for correspondence (if different from above)

Post Code

Telephone Number
(including area code)

SUITABILITY FOR APPOINTMENT

Drawing on either your working life or personal life, please describe how your skills and knowledge meet the criteria set out below.

Personal and/or operational expertise and demonstrable knowledge from working at board/strategic level in business, the public sector or the voluntary sector

Detachment from local and national politics

Transport knowledge (this could be knowledge of the transport issues pertinent to one or more sector e.g. business, healthcare, the environment, economic development etc)

Regional rather than local perspective

Political and media awareness

Financial awareness

Communication skills

PRESENT AND PREVIOUS PUBLIC APPOINTMENTS

Do you hold or have you held an appointment in a public, voluntary or community organisation?

Yes No

If 'Yes', please list below the organisations, length of time, positions held and any remuneration received. Please state the type of organisation in which you held the appointment, continuing on a separate sheet if necessary.

Name of Public Body	Period of Appointment From To		Position (e.g. Chair, Member)	Remuneration received for current posts

If you are currently holding, or have held, a public appointment we may take up a reference from the Chair.

DECLARATION OF INTERESTS

Are you aware of any possible conflict of interest which might arise, either personally, in relation to your employment or in relation to your connections with any individuals or organisations should you be appointed? Conflicts of interest are not normally a barrier to appointment as long as they are appropriately managed and/or resolved and this will be explored at interview.

e.g.:

- ◆ Perception of rewards for past contributions or favours;
- ◆ Relevant pecuniary or other interests outside the organisation;

Yes No

If 'Yes' please give details

ADVERTISING & PUBLICITY

From which publication, or other source, did you learn of this vacancy?

If nominated, please state name of nominating body _____

(A nominating body is an organisation which is invited to put forward suggested names for consideration. Nominees go through the same selection process as candidates applying through open advertisement.)

REFEREES

Please provide details of two referees whom we can approach about your application for appointment if you are selected for interview.

Name	Name
Position	Position
Address	Address
Telephone No. (including area code)	Telephone No. (including area code)

DECLARATION

I declare that the information I have given in support of my application is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified.

Under the terms of the Data Protection Act 1998, I agree that the information given in the application and monitoring forms may be processed to provide management information for appointment and equal opportunities monitoring purposes.

Signature_____ Date_____

Notes:

If you are submitting this form electronically please leave the signature line blank.
If you are shortlisted for interview you will be asked to sign the declaration before the interview takes place.
The personal information provided by you will not be disclosed by TACTRAN or the Scottish Government to third parties. We may however publish statistical information relating to public appointments which will be based on information gathered from these forms but will not identify any individuals.

POLITICAL ACTIVITY

All applicants for a public appointment should complete the question below. This question is asked as it enables the monitoring of political activity of candidates for a public appointment in so far as it is already in the public domain. Neither activity nor affiliation is a criterion for appointment (except where statute dictates specific representation).

If you are successful, the information provided will be published with the announcement of your appointment.

Please indicate which of the following activities you have undertaken during the past 5 years by ticking the appropriate box and by providing details of your involvement. Name the party or body for which you have been active. If you have been or are an Independent or have sought or obtained office as a representative of a particular interest group, you should state this. You should tick all relevant categories.

- a. Obtained office as a local councillor, MSP, MP, MEP etc.
 Stood as a candidate for one of the above offices
 Spoken on behalf of a party or candidate
- b. Acted as a political agent
 Held office such as Chair, Treasurer or Secretary of a local branch of a party
 Canvassed on behalf of a party or helped at elections
 Undertaken any other political activity which you consider relevant
- c. Made a recordable donation to a political party¹
- d. None of the above activities apply

Name of Party for which activity undertaken

Details of involvement:

Name _____ Signature _____

Date _____

Note: This form is for monitoring purposes only and therefore will be detached from your application and will not be seen by any selection panels. However, it is appreciated that such activities may have given you relevant skills, including experience gained from committee work, collective decision-making, resolving conflict and public speaking. If, therefore, you have had such experience and you consider it relevant to your application for this post, you should include it separately in the main body of your application form.

¹The Political Parties, Elections and Referendums Act 2000 requires the Electoral Commission to publish a register of recordable donations (donations from any individual totalling more than £5,000 in any calendar year, or more than £1,000 if made to a subsidiary accounting unit such as a constituency association, local branch, women's or youth organisation). These provisions became effective from 16 February 2001.

**PUBLIC APPOINTMENTS MONITORING FORM
IN CONFIDENCE WHEN COMPLETED**

Scottish Government wants those appointed to public bodies to reflect the diverse Scottish population, thus it is important that opportunities to serve on boards are open to all. To help achieve this, it is important that we obtain accurate and complete data from every applicant relating to gender, ethnicity, religion/faith, disability and other relevant details.

For each question on this form, you should only select one box (except for Question 4 which requires you to select any that apply to you).

Question 1 – What is your gender?

- Male
- Female
- Prefer not to say

Question 2 – What is your year of birth? (Please enter in the format xxxx e.g. 1963)

Please write in:

- Prefer not to say

Question 3 – What is your ethnic group?

Please choose **ONE** section from **A to F** which best describes your ethnic group or background, then select **ONE** box from within that section.

A. White

- Scottish
- Other British
- Irish
- Gypsy/Traveller
- Polish
- Other white ethnic group, please write in:

B. Mixed or multiple ethnic groups

- Any mixed or multiple ethnic groups, please write in:

C. Asian, Asian Scottish or Asian British

- Pakistani, Pakistani Scottish or Pakistani British
- Indian, Indian Scottish or Indian British
- Bangladeshi, Bangladeshi Scottish or Bangladeshi British
- Chinese, Chinese Scottish or Chinese British
- Other, please write in:

IN CONFIDENCE WHEN COMPLETED

D. African, Caribbean or Black

- African, African Scottish or African British
- Caribbean, Caribbean Scottish or Caribbean British
- Black, Black Scottish or Black British
- Other, please write in:

E. Other ethnic group

- Arab, Arab Scottish or Arab British
- Other, please write in:

F. Prefer not to say

- Prefer not to say

Question 4 - The Equality Act 2010 protects disabled people. The Act defines a person as disabled if they have a physical or mental impairment, which is substantial and long term (i.e. has lasted or is expected to last at least 12 months) and has an adverse effect on the person's ability to carry out normal day-to-day activities.

Do you have any of the following conditions which have lasted, or are expected to last, at least 12 months?

Please select all that apply

- Deafness or severe hearing impairment
- Visual impairment
- A physical disability (a condition that substantially limits one or more basic physical activities such as walking, climbing stairs, lifting or carrying)
- A learning disability (such as Down's syndrome)
- A learning difficulty (such as dyslexia or dyspraxia)
- A mental health condition (such as depression or schizophrenia)
- A chronic illness (such as cancer, HIV, diabetes, heart disease or epilepsy)
- Other condition, please write in:

- No
- Prefer not to say

IN CONFIDENCE WHEN COMPLETED

Question 5 – What religion, religious denomination or body do you belong to?

- None
- Church of Scotland
- Roman Catholic
- Other Christian, please write in:

- Muslim
- Buddhist
- Sikh
- Jewish
- Hindu
- Another religion, please write in:

- Prefer not to say

Question 6 – How would you describe your sexual orientation?

- Bi-sexual
- Gay man
- Gay woman/lesbian
- Heterosexual/straight
- Other

- Prefer not to say

Question 7 - What best describes your current employment status?

◆ **Please select the one that best applies**

- Working as an employee
 - Up to 30 hours
 - 30+ hours
- Self employed or freelance
- Retired (whether receiving a pension or not)
- Full Time Student
- Looking after home or family full time
- Long term sick or disabled
- Doing any other kind of paid work. Please specify if you wish:
- None of the above. Please specify if you wish:

- Prefer not to say

IN CONFIDENCE WHEN COMPLETED

Question 8 - Which sector do you currently work in (or have most recently worked in if currently not in paid employment?)

- Public
- Private
- Voluntary
- Other, please write in:
- Prefer not to say

Question 9 - Where do you live?

Is your permanent address in Scotland?

- Yes
- No
- Prefer not to say

If yes, please let us know the name of your local council (e.g. Aberdeen City, Fife, West Lothian).

Local council name, please write in:

Extracts from “Scotland’s Transport Future: Regional Transport Partnerships – Guidance on Membership”

ROLE AND CRITERIA FOR MEMBERSHIP AS AN RTP OTHER (NON-COUNCILLOR) MEMBER

The Role

- Consensual decision-making
- Long-term strategic planning
- Budget approval and resource allocation
- Communicating policy and strategy in public
- Negotiating and influencing

The Criteria

- **Essential**
 - Personal and/or operational expertise and demonstrable knowledge from working at board/strategic level in business, the public sector or the voluntary sector
 - Detachment from local and national politics
- **Desirable**
 - Transport knowledge (this could be knowledge of the transport issues pertinent to one or more sector e.g. business, healthcare, the environment, economic development etc)
 - Regional rather than local perspective
 - Political and media awareness
 - Financial awareness
 - Communication skills

KEY ROLES AND RELATIONSHIPS

Other Members

26. Other members are appointed on a personal basis, primarily to assist in the strategic work of the RTP, and not to engage in representational activities. They should fulfil the kind of role that Non-Executive Directors make in other organisations.
27. The Order requires that around a third of the membership of RTPs to be drawn from beyond the constituent councils. These other members should bring a range of benefits to the work of the RTPs, for example:
 - Personal and/or strategic expertise and demonstrable knowledge from working at board/strategic level in business, the public sector or the voluntary sector
 - Regional rather than local perspective
 - Detachment from local and national politics
 - Political and media awareness
 - Transport knowledge (this could be knowledge of the transport issues pertinent to one or more sectors e.g. business, healthcare, the environment, economic development etc.)
 - Financial awareness
 - Communication skills.
28. Although not precluded by the legislation, there should be a presumption against one person being a member of more than one RTP.
29. The role of the other members is as important as that of the councillor members. An RTP that realises the potential of other members to benefit from a wider range of perspectives and from governance expertise gained in different organisational and operating environments.
30. Although other members might not initially have votes (this will depend on decisions by the councillor members), this should not lead to members being viewed as having first or second-class status. As few decisions should go to a vote, other members should be fully involved in the achievement of consensus. Their contribution to discussions will be as valid as those of the councillor members.
31. RTPs should aim to avoid distinctions between councillor and other members wherever possible. Although unavoidable in legislation and this guidance, and likely to be difficult to avoid in the early stages, as all RTP members get used to the new arrangements, in the longer term all RTP members should focus on their common purpose and goals and on their collective responsibility for drawing up and delivering a Regional Transport Strategy.
32. In making their appointments, RTPs (and, in the first instance, the Scottish Ministers) should aim to achieve a mixture of other members to promote a range of perspectives around the table – e.g. efforts should be made to try to ensure that where possible they are not all made or not all drawn from the

business sector. RTPs may also wish to consider recommending lay members to give a different perspective.

33. The list of potential members below is not an exhaustive list. It is intended to suggest to RTPs groups or organisations from which non-Councillor members might be drawn:

- Academics
- Business Associations and Interest Groups
- Chambers of Commerce
- Community Transport Organisations
- Environmental Groups
- Freight Interests
- Locals Enterprise Companies
- NHS Bodies
- Scottish Enterprise / Highlands and Islands Enterprise
- Tourism Groups
- User Groups
- Voluntary Groups

STATUTORY PROVISIONS

Relevant statutory provisions of the Transport (Scotland) Act 2005

Other Members

17. The first set of other members will be formally appointed by the Scottish Ministers, in line with paragraph 1(3). This ministerial role will end at the time of the Council elections in May 2007. thereafter, paragraph 1(4) requires the RTP itself to appoint other members, subject to the consent of the Scottish Ministers.
18. Any vacancies arising prior to May 2007 will be filled by other members appointed by the Scottish Ministers; after that date by the RTP.
19. Other members are appointed for 4 years unless otherwise specified at the time of their appointment – see paragraph 2(7). It would be appropriate for this to be set out clearly in their letter of appointment, for the avoidance of any doubt. The first appointments of other members, by the Scottish Ministers, will run until around 6 – 12 months after the elections in 2007. This will enable some stability and continuity of membership.
20. Like councillor members, other members may resign at any time by writing to the Secretary of the Partnership. Unlike councillor members, other members can be removed by a vote of the partnership itself. However, this can only be if one or more of the conditions set out in paragraph 2(9) are met (bankruptcy, serious illness, consistent unapproved absence, inability or unsuitability for the role).

The complete Guidance and further information on RTPs is available at:

<http://www.scotland.gov.uk/Topics/Transport/regional-partnerships>