

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 administrative areas of Angus, Dundee City, Perth & Kinross and Stirling Councils.

The Partnership is responsible for developing and overseeing the delivery of the statutory Regional Transport Strategy, which sets out a vision, objectives and proposed actions for transport to promote and support 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 covering our constituent Council areas and a statutory Key Agency in the Development Planning process, working closely with the 7 Strategic and Local 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. 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.

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: 29 August 2014



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: 29 AUGUST 2014

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 some 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:

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

**COMPLETED APPLICATION
TO BE RETURNED BY:
29 AUGUST 2014**

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

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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 Executive 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

From time to time we are asked to provide information, in summary form only, on age, gender, ethnic origin and disability in response to Parliamentary Questions and other public enquiries. The Data Protection Act 1998 requires that those providing the information must be informed and their consent given.

AGE AND GENDER

Male

Female

Date of Birth: _____

ETHNIC ORIGIN & NATIONALITY

Please indicate ethnic origin and nationality (either by ticking the relevant box, or in your own words):

A White

Scottish

English Welsh Irish

Other White Background,
Please specify _____

B Mixed

Any Mixed Background,
Please specify _____

C Asian - Asian Scottish, Asian English, Asian Welsh or other Asian British

Indian Pakistani Bangladeshi Chinese

Other Asian Background
Please specify _____

D Black - Black Scottish, Black English, Black Welsh or other Black British

Caribbean

African

Other Black Background
Please specify _____

E Other Ethnic Background

Other Background Please specify _____

DISABILITY

Are you disabled? Yes No

Do you consent to the information you have provided above being made publicly available (in a summarised format)?

Yes

No

If you prefer not to answer any of the monitoring questions detailed on the previous page, please tick here

I confirm that I would like to be considered for the specified public appointment and that the information given on this form is complete and correct and may be processed accordingly.

Signature _____

Print Name _____

Date _____

Please Note:

- The information on ethnic origin does not form part of the selection process (see accompanying letter).
- If you have indicated that you are disabled, please see the enclosed details of the guaranteed interview scheme for disabled candidates.

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>