

Scotland's Climate Assembly – Appointment of Conveners

The following process was followed in the appointment of Conveners.

Role Description and Agreement of Long-List

1. Secretariat to draft role description for Conveners based on statutory requirements.
2. Secretariat to gain agreement from the Stewarding Group on the role of the Conveners, remuneration and criteria used to select candidates.
3. Secretariat to draft long-list of potential candidates and request for input from the Stewarding Group and Scottish Government sponsor team and any others as appropriate.
4. Scottish Government sponsor team to consult internally on long list for suggested amendments for secretariat to consider.

Short-Listing of Candidates

5. Secretariat to approach potential candidates for informal discussion on the role and confirm whether candidates would like to be considered.
6. Where requested, potential candidates to arrange further informal discussion with a senior Scottish Government official to answer further questions.
7. Candidates who have agreed to be considered will then be sifted and scored against agreed criteria. Sifting and scoring will be undertaken by the Secretariat.
8. Two male and two female candidates will then be short-listed and the Secretariat will write to Scottish Ministers with their recommendation in order for the Cabinet Secretary to make a final decision.
9. Cabinet Secretary ECCLR may seek policy advice from SG sponsor team as appropriate.

Recommendation & Selection of Candidates

10. Meetings will be arranged with the Cabinet Secretary and the four agreed short-listed candidates.
11. The Cabinet Secretary will meet with each short-listed candidate.
12. Following the four meetings, the Cabinet Secretary will make the final decision on who the two proposed Conveners should be and will inform Scottish Government officials.
13. Officials will carry out a 'pre-appointment check' on the proposed Conveners (for example a disclosure check, social media check or checking the veracity of credentials).
14. Scottish Government officials to commence the appointment process.
15. Cabinet Secretary will write to stewarding group to confirm decision.

Appointment of Selected Candidates

16. Scottish Government sponsor team to draft a letter of appointment for the successful candidates including details of remuneration and the terms of reference. This will include a need for a basic disclosure as well as a declaration of interests.
17. Scottish Government sponsor team to clear the draft letter of appointment with Scottish Ministers.
18. Scottish Government sponsor team to issue the letter of appointment and terms of reference to the successful candidates on behalf of Scottish Ministers.

Induction

19. A formal induction should be prepared by the Secretariat following return of the letter of appointment, disclosure checks and declaration of interests.