

DRIVING FORWARD PROFESSIONAL
STANDARDS FOR TEACHERS



The General Teaching Council for Scotland Appointments Scheme 2014

11 June 2014

1 Introduction

Purpose and Reference

- 1.1 This Scheme is made by the General Teaching Council for Scotland (“GTC Scotland”) in accordance with its duty in terms of the Public Services Reform (General Teaching Council for Scotland) Order 2011 (as may be varied, updated, substituted or replaced from time to time) (the “Order”) to make an appointments scheme relating to the appointment of appointed members of its Council.

This Scheme is also made to apply when appointing non-Council members to GTC Scotland committees, panels and sub-committees (together referred to as the “Panels”) where the Council’s Committee Scheme requires it.

- 1.2 This Scheme may be referred to as The General Teaching Council for Scotland Appointments Scheme 2014 and will come into force on 11 June 2014.
- 1.3 This Scheme sets out the principles on which appointments will be made to ensure a fair, open and transparent appointments process which produces a quality outcome and commands public confidence. With this in mind, the Scheme is supported by detailed Appointments Process Guidelines which stipulate the procedures that must be followed when appointments are made.
- 1.4 This Scheme will be interpreted and applied in conjunction with the Order as well as GTC Scotland’s Code of Conduct and Membership Scheme (the “Membership Scheme”) and Committee Scheme.
- 1.5 The General Teaching Council for Scotland Appointments Scheme 2011 is revoked and replaced by this Scheme.

Responsibility and Membership of the Appointments Committee (AC)

- 1.6 The AC is responsible for:
- (a) recruiting and overseeing the appointments falling within its remit.
 - (b) screening applications, interviewing, recommending for appointment or appointing, as appropriate, individuals to fill those appointments falling within its remit. The AC will have oversight of the entire appointment process.
 - (c) overseeing a fair and open recruitment process that meets the principles set out in paragraph 4 below.
- 1.7 The quorum of the AC will be 3 members, including a registrant and a lay member. Such a lay member must:
- meet the criteria set out at paragraphs 3.1(a) and 3.1(c) below; and
 - at the time of appointment, be independent of the Council with no previous or current link to the Council (including as a member or employee of the Council).

One such lay member will, in addition to making decisions as part of the AC, fulfil the role of an independent scrutineer, similar or equivalent to that of an assessor appointed by the Office of the Commissioner for Public Appointments in Scotland (“OCPAS”)(or its replacement or equivalent). As such, that lay member will be required to provide a signed statement that the appointment round concerned conformed with this Scheme and the Appointments Process Guidelines.

The AC will be an independent committee and, subject to the terms of this Scheme and the Appointments Guidelines, may operate as it sees fit. The AC will be accountable to the Council for all appointments falling within its remit.

Appointment of the Appointments Committee

- 1.8 In order to appoint the Appointments Committee, an Appointments Panel will be formed by the Council consisting of the Council Convener and two lay members. The lay members will meet the criteria described in paragraph 1.6 above and one such lay member will fulfil the role described in that same paragraph. In the event of the absence or inability to act of the Council Convener, the Council may appoint a suitable deputy.
- 1.9 The Appointments Panel will appoint the Appointments Committee in accordance with the relevant provisions set out in this Scheme and the Appointments Guidelines. The AC will be appointed to seek to ensure that it is composed of an appropriately balanced, skilled membership that will deliver quality outcomes and be in a position to fairly and competently carry out appointments procedures. The term of office of each member appointed to the Appointments Committee, and the cap on the number of terms that may be served, will be determined and applied in accordance with the Membership Scheme.

2 Appointments and Term of Office

Members of Council

- 2.1 The number of members of the Council to be appointed is set down in the Order.
- 2.2 The term of office for each appointed member of Council, and the cap on the number of terms that may be served, will be determined and applied in accordance with the Order as well as the Membership Scheme.

(Non-Council) Members of Panels

- 2.4 The number of non-Council members to be appointed to Panels will be determined by the Council with appropriate reference to its Committee Scheme.
- 2.5 The term of office for each appointed member of a Panel, and the cap on the number of terms that may be served, will be determined and applied in accordance with the Membership Scheme.

Interim Vacancies

- 2.6 An interim vacancy will be created where an appointed member vacates or is removed from his/her seat on the Council or on any Panel before the applicable period of office has expired.
- 2.7 Steps will be taken to fill an interim vacancy by appointing a replacement member in accordance with this Scheme.

3 Applicant Eligibility

Appointed Members of Council and Lay Members of Panels

- 3.1 An individual may be considered as an applicant for an appointed member vacancy on the Council or any lay member vacancy on any Panel only if:
- (a) in accordance with the terms of the Order, he/she is not, has not been and is not eligible to be a registrant and has not obtained a recognised teaching qualification;
 - (b) he/she is not a member of the AC;
 - (c) where the appointment is to a Panel, will not be a member of Council at commencement of the term of office; and
 - (d) he/she is not disqualified from being appointed in terms of the Membership Scheme.

Registrant Members of Panels

- 3.2 A registrant may be considered as an applicant for any registrant member vacancy on any Panel only if he/she:
- (a) has paid the GTC Scotland registration fee required in order to maintain his/her registration;
 - (b) is not a member of the AC;
 - (c) will not be a member of Council at commencement of the term of office; and
 - (d) is not disqualified from being appointed in terms of the Membership Scheme.

4 Appointments Process Principles

- 4.1 The appointments process is designed to achieve four key outcomes:
- (a) to attract the widest range of people with due regard to diversity and to promote and demonstrate equality of opportunity and treatment of all applicants at every stage;
 - (b) to enable the selection process to deliver a quality outcome;
 - (c) to demonstrate openness and transparency; and
 - (d) to be able to answer challenges to any appointment.
- 4.2 These outcomes are underpinned by the 9 Principles of Public Life and the core Code of Practice principles of the Commission for Ethical Standards in Public Life in Scotland, or OCPAS, as set out below.

Merit

- 4.3 All appointments within the AC remit will be governed by the overriding principle of selection based on merit. The abilities, experience and qualities of the appointees should match the needs of the GTC Scotland function in question.

Equality and Diversity

- 4.4 The Appointments Process Guidelines will enable the development of systems and processes to encourage and attract the widest range of people to put themselves forward for consideration and to ensure applicants experience equality of opportunity and treatment according to their specific needs.

Probity and Respect

- 4.5 Those appointed for GTC Scotland functions within the remit of the AC will require to be of good character and conduct and to commit themselves to perform their duties ethically, honestly and with integrity and respect for others. These criteria will be included as key requirements in all appointments processes.

Independent Scrutiny

- 4.6 An independent lay member will be involved at each stage of the selection and appointments process and must confirm that this Scheme has been followed before an appointment can be made.

Openness and Transparency

- 4.7 The practices at every stage in an appointment round shall be open and transparent to ensure full confidence in the method of selection and appointment.

Proportionality

- 4.8 The appointments procedures used by the AC will be appropriate for the nature of its role and its responsibilities.

5 Quality Assurance

Reports to Council

- 5.1 At the conclusion of each appointment round, the Appointment Committee concerned will report to the Council on the recruitment exercise.

Openness and Transparency

- 5.2 All stages of the process, including relevant conversations, should be documented and the information be readily available for audit. However:
- (a) personal information about applicants and panel members must remain confidential to GTC Scotland, unless the individual concerned gives permission for its release;
 - (b) data protection legislation must be observed in relation to all recorded information.

Retention of Documents

- 5.3 To facilitate the work of the AC, GTC Scotland staff should ensure a full and complete audit trail of records is readily available. All documentation, sift and interview evaluation forms should be held by GTC Scotland for safekeeping for at least two years.
- 5.4 Annually, one recruitment exercise will be selected by the Council for review to identify whether procedures and processes have worked as intended and if any revisions are required to be made.

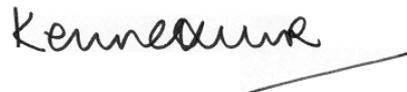
6 Complaints

- 6.1 The Council will deal with complaints relating to the appointments process as required and in accordance with its published procedure.
- 6.2 Other than in exceptional circumstances, the Council will only deal with complaints relating to an appointment made within one year from the closing date for applications of the appointment concerned.
- 6.3 The Council will investigate complaints relating to non-selection or non-reappointment if such complaints provide evidence from one or more source that the selection process has breached this Scheme.



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GTC Scotland aims to promote equality and diversity in all its activities

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Probation site for teachers:
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Registration department:
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