

Additional information – Non-Executive Director

This document provides additional information for applicants who are interested in the following opportunity: Non-Executive Director Appointment

About us

Registers of Scotland (RoS) is responsible for 20 public registers relating to land and property in Scotland, the most important of which are the Land Register and the General Register of Sasines.

RoS is led by the Keeper of the Registers of Scotland who is a non-Ministerial officeholder in the Scottish Administration and is therefore directly accountable to the Scottish Parliament.

RoS provides both statutory and commercial services.

You can view our [most recent corporate plan](#) for information about our vision, purpose, values and strategic objectives.

You can also view our [2019-2020 annual report](#).

The Purpose of the RoS Board

The RoS Board's role is to provide strategic advice to the Keeper. The main focus of its work is:

- setting and communicating RoS' vision and values
- setting strategy and objectives for RoS and ensuring that the necessary financial, human, IT and physical resources are in place to deliver them
- setting a framework of prudent and effective controls that enables risk to be assessed and managed
- monitoring and improving RoS' performance

RoS NED appointment

A public appointment is, typically, a Ministerial appointment to the Board of a public body, supported by the Public Appointments Team.

As RoS is a Non Ministerial Office, a Non-Executive Director at RoS does not constitute a formal public appointment and therefore the full recruitment and selection process is administered by RoS on behalf of the Keeper.

How to apply

The application process will consist of two stages:

Online Application – CV and Covering Letter

Candidates should first submit their CV and supporting covering letter of no more than 1000 words through our online recruitment system by the deadline of 01/11/2020 at midday. You can submit these documents as by clicking “Apply Now”.

Your covering letter should clearly state how you can support RoS' needs as per the "About you" section of the advert, and be able to link this experience to the following questions in order to explain your suitability for the role:

- Why do you want to be part of the RoS Board?
- How do you believe your skills and experience can add value to addressing the current strategic challenges that RoS is facing?
- What do you hope to learn from being on the RoS Board?
- Provide an example of a situation where you have fulfilled an advisory role, similar to that which you would exercise for RoS, and describe the impact you were able to achieve via your advice.

Our online recruitment system will anonymise your CV.

For further information about these opportunities you can contact the [Resourcing Team](#).

Interview/Assessment

Assessments will take place on 11th and 13th November 2020.

Candidates whose CV and covering letter most clearly meet the selection criteria will then be asked to attend an assessment process involving an interview with the Keeper (Chair of the RoS Board), and other members of the RoS Board as well as a separate assessment exercise.

Due to the current circumstances, both parts of the assessment process shall be conducted remotely through video calls and candidates should ensure that they have suitable technology available.

Shortlisted candidates will be provided with full instructions in advance.

General conditions of the post

Location

Due to the current circumstances, remote board meetings are being held.

However, when restrictions are removed or suitably eased, Non-Executive Directors may be expected to attend meetings at our offices at Meadowbank House, Edinburgh, EH7 8AU and Saint Vincent Plaza, Glasgow, G2 5LD.

Duration of appointment

This appointment is for three years with the possibility of a three-year extension subject to satisfactory performance and the continuing need for your services on the RoS Board.

The option of a deferred appointment may be available if successful candidates have other commitments that would prevent them joining the RoS Board immediately.

Attendance

Our board meetings take place on the annual recurrence detailed below. The dates of the RoS Board meetings between 2021 and 2023 are detailed below for ease.

Successful candidates will be expected to attend all of the stated dates.

Board BAU Meeting Months	2021 Dates	2022 Dates	2023 Dates
Second Tuesday/Wednesday in March	09/10 March 2021	08/09 March 2022	14/15 March 2023
Second Tuesday in June	08 June 2021	14 June 2022	13 June 2023
Second Tuesday/Wednesday in September	14/15 September 2021	13/14 September 2022	12/13 September 2023
Second Tuesday in December	14 December 2021	13 December 2022	12 December 2023

Meetings of the Board	2021 Dates	2022 Dates	2023 Dates
Long Term Planning Workshop – Third Tuesday in January	19 January 2021	18 January 2022	17 January 2023
Risk Workshop – Fourth Tuesday in May	25 May 2021	24 May 2022	23 May 2023

In addition to the Board meeting dates, there is an expectation that our Non-Executive Directors will also have capacity to get involved in other internal and external engagement activities (up to an additional 10 days a year) in order to keep abreast of the work ongoing at RoS in between meetings.

Non-Executive Directors may also be asked to join project boards if their area of expertise is likely to add value by bringing a wider, external perspective.

[Payment Rate](#)

The current daily rate is £269 per day.

Our payment rates are aligned to that set out by the Scottish Government for public appointment of board members to the NDPBs.

Travel costs to RoS Board meetings and related expenses will be reimbursed.

[Audit and Risk Committee posts](#)

In the event that you are interviewed and we identify that your skills, knowledge and experience would be better suited for a role on our Audit and Risk Committee (which is a committee of the Board) rather than a Non-Executive Director role, we may wish to discuss your interest in these roles with you at a later date.

[Public service values](#)

All Non-Executive Directors must at all times observe the highest standards of impartiality, integrity and objectivity in relation to the advice they provide.

[Standards in public life](#)

All Non-Executive Directors must:

- follow the [seven principles of public life](#) set out by the Committee on Standards in Public Life
- comply with these principles, and ensure they understand their duties, rights and responsibilities, and that they are familiar with the function and role of RoS and any relevant statements of Government policy
- not misuse information gained in the course of their public service for personal gain or for political purpose, nor seek to use the opportunity of public service to promote their private interests or those of connected persons, firms, businesses or other organisations; and

- not hold any paid or high-profile unpaid posts in a political party, and not engage in specific political activities on matters directly affecting the work of this body.

When engaging in other political activities, Non-Executive directors should be conscious of their public role and exercise proper discretion. These restrictions do not apply to MSPs, MPs (in those cases where MSPs and MPs are eligible to be appointed), to local councillors or to peers in relation to their conduct in the House of Lords.

Successful appointments

Successful candidates will be required to provide a valid Basic Disclosure Scotland certificate dated within one year of the offer of appointment. This cost cannot be reimbursed by RoS.

Find out more about [disclosure certificates](#).

If you are successful at interview and accept the appointment, you will be invited to take part in an induction programme.

This will include the following topics:

- the role of the Non-Executive Director
- the work of the organisation
- roles and relationships with Ministers and the Scottish Parliament
- organisational structure
- role of the board, its committees and arrangements for meetings
- budget and financial information
- arrangements for remuneration and expenses

This programme will include meeting existing Non-Executive and the Executive Board members to allow them to share their knowledge and experience with you.

There will also be an on-going annual appraisal process. This will give an opportunity to discuss your performance with the Keeper and review the contribution you are making.

Once a successful applicant has been offered, and accepted, the post of Non-Executive Director, RoS will publicise this information to notify our customers and stakeholders.