



Ms Jane O'Donnell
Policy Manager
Convention of Scottish Local Authorities
Verity House
19 Haymarket Yards
EDINBURGH
EH12 5BH

20 June 2017

Dear Ms O'Donnell

General Teaching Council for Scotland – Nomination of Members to Serve on Council

I write with reference to the three seats on the fully independent GTC Scotland Council allocated to individuals nominated by the Convention of Scottish Local Authorities (COSLA) (following consultation with the Association of Directors of Education in Scotland (ADES)) in line with the Public Services Reform (General Teaching Council for Scotland) Order 2011. Two of these three seats will become vacant with effect from 2 April 2018 and will require to be filled for a four year term as part of a rolling programme of elections, nominations and appointments for half of the Council members every two years.

In line with the 2011 Order, I invite you to make arrangements to nominate two individuals to take up these seats on the GTC Scotland Council.

Who should be nominated?

- The resignations of Councillor Nimmo and Councillor Loughran from the membership of GTC Scotland's Council have resulted in interim vacancies arising for the remaining period of their terms of office until 1 April 2018. We would welcome nominations for these vacancies as a matter of urgency.
- As of 2 April 2018, the same 2 seats will require to be filled for a four year term until 1 April 2022. We would welcome nominations for these seats by Friday 1 December 2017.

It is open to COSLA (following consultation with ADES) to confirm other nominees for both seats with their respective terms of office.

The term of office of the seat held by your existing third nominated member of Council – Helen Budge (ADES) - continues until 1 April 2020 and does not require to be filled at the present time.

I enclose for your information a paper giving details of the role, skills, experience and commitment required of a Council member. The paper sets out a number of criteria that could impact on the eligibility of an individual to take up office as a nominated member of the Council (paragraph 8). GTC Scotland's Council agreed that all new Council members will require to have satisfactory membership of Scotland's Protecting Vulnerable Groups Scheme. We will take this forward in due course with nominees and GTC Scotland will bear the related cost.



Council members are also required to maintain a satisfactory level of attendance (as described at paragraph 6 of the paper). In this regard I am sure that COSLA, in consultation with ADES, will naturally wish to nominate those who have the capacity to fulfil the commitment required by their role on Council.

As mentioned above, the 2011 Order requires that these nominations to the GTC Scotland Council be made by COSLA following consultation with ADES. I endorse this provision and encourage you to ensure that a strong professional involvement of directors is maintained within the COSLA nominations to the GTC Scotland Council.

We are keen to attract registered teachers and others with an interest in Scottish education who are enthusiastic about bringing their experience, talent and skills to our work. Members of Council are involved in decision making at the highest level. They set the strategic direction of GTC Scotland and monitor its performance. They also play an important role in the development and delivery of strategic advice on matters that impact on the standards of teaching and professionalism in Scottish education.

Those nominated to serve on Council from 2 April 2018 will have a significant opportunity to build on the work of the current Council in:

- ensuring that GTC Scotland continues to maintain high standards in the regulation of the teaching profession;
- supporting and enhancing professionalism in Scottish education; and
- contributing to the development of policy in relation to ongoing national issues and indeed the planning of the future direction of travel for GTC Scotland.

How can you help?

I would be grateful if you could let me have details of your nominees for the above two Council seats by **Monday 17 July 2017 at the latest** (including name, contact address, telephone number and email address).

I hope that this information on the nomination process is helpful. If you have any queries, please do let me know.

Yours sincerely



Lisa Dobie
Council and Panel Support Officer

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Key Nomination Dates:

• Friday 1 December 2017	Closing date for receipt of nominations to serve on the Council
• Wednesday 14 and Thursday 15 March 2018	Induction meetings of the new Council
• Monday 2 April 2018	New Council members take up office



Role and Commitment Required of a GTC Scotland Council Member

1 About the General Teaching Council for Scotland

The General Teaching Council for Scotland (GTC Scotland) is the independent professional body which maintains and improves teachers' professional standards and contributes to improving the quality of teaching and learning in Scotland. We strive to be a world leader in professional education issues.

Established in 1965, GTC Scotland was the first such professional body for teaching and teachers in the United Kingdom and one of the first teaching councils in the world. The legislation that established GTC Scotland in 1965 was replaced by The Public Services Reform (General Teaching Council for Scotland) Order 2011 (the Order) which passed into law in March 2011. On 2 April 2012 the Order conferred independent status on GTC Scotland, with enhanced powers and greater flexibility of operation. As a result GTC Scotland is the world's first independent, self-regulating professional body for teaching.

Further information about GTC Scotland and its functions is available at:
<http://www.gtcs.org.uk/about-gtcs/about-gtcs.aspx>

2 Membership of the Council

GTC Scotland is governed by a Council of 37 members comprised of the following:

- 19 elected registered teachers;
- 11 educational stakeholder nominees;
- 7 lay members appointed by an independent Appointments Committee.

3 Term of Office and Rolling Programme of Elections, Nominations and Appointments to the Council

Council membership:

- is based on a four year term of office; and
- follows a rolling programme, with election, nomination and appointments processes taking place every two years and half of the members stepping down at the end of each two year period.

4 Role of A Council Member

- Establishing and maintaining the vision, purpose and values of GTC Scotland in order to contribute to improving the quality of teaching and learning in Scotland and to maintain and improve the professional standards of teachers in Scotland
- Establishing the strategic direction of GTC Scotland and overseeing the development of strategies, plans and policies
- Monitoring the performance of GTC Scotland and ensuring appropriate corrective action is taken to address any areas of concern
- Appointing, appraising and arranging the remuneration of GTC Scotland's Chief Executive
- Holding GTC Scotland's senior executive team to account in terms of their performance
- Establishing and keeping under review a system of delegation to clarify those matters reserved to the Council, and those that have been delegated
- Establishing and maintaining an effective communications strategy
- Performing ambassadorial and advocacy roles for GTC Scotland
- Developing and maintaining relationships with GTC Scotland's stakeholders
- Ensuring that GTC Scotland acts legally and within its statutory authority
- Ensuring that GTC Scotland uses its resources properly and has effective financial monitoring, internal control and risk management frameworks in place
- Approving GTC Scotland rules and policies and seeking to ensure that these are complied with
- Ensuring that GTC Scotland meets its responsibilities as a good employer

- Convening and participating in the business of meetings of GTC Scotland's Council, panel hearings and committees as appropriate

5 Commitment Required of A Council Member

- To attend 4 meetings of full Council per year
- To serve on at least one and up to two committees and/or panels (as determined by Council)
 - Committees may meet between 4 and 6 times per year
 - Panels meet approximately on a 6-weekly basis throughout the year or as required
 - Committee/panel attendance may involve a commitment up to between 4 and 11 days per annum, in addition to attendance at Council meetings
- To allow time to read papers in preparation for and to participate actively in Council and committee/panel meetings

6 Level of Attendance

In the interests of the public, registrants and GTC Scotland, a Council member is required to maintain an appropriate level of attendance in their role as a Council member. As set out in the GTC Scotland Code of Conduct and Membership Scheme, a Council member may be removed from Council if they fail, without reasonable cause, to attend:

- 3 or more consecutive meetings that they are scheduled to attend; or
- half, or more than half, of the meetings that they are scheduled to attend within a period of 12 months.

7 Performance Indicators / Competences relating to the Role of Council Member

- A passion for education / interest in the education sector
- Intellectual flexibility and strategic thinking
- Preparation and participation
- Sound judgement and decision making
- Effective communication / assertiveness
- Relationship building / team working
- Personal integrity and fairness
- Public interest focus / involvement
- Appropriate knowledge and understanding (including of GTC Scotland rules and policies), as well as skills (appointed members – as may determined by the Council)

8 Eligibility

- Any candidate for an elected registered teacher member position
 - must be included on GTC Scotland's register of teachers, and
 - within a period of 2 years ending on the candidate qualifying date (as applicable to the relevant election process), must have been employed (on a part-time or full-time basis), in the category for which he/she is seeking to be elected.
- For a nominated member position, a person [who may be a GTC Scotland registered teacher (or eligible for registration) or a lay person] must be formally nominated by one of the educational stakeholder bodies stated in the Public Services Reform (GTC Scotland) Order 2011.
- Any candidate for an appointed lay member position
 - must not be, nor ever have been, included on GTC Scotland's register of teachers; and
 - must not be eligible to be included on GTC Scotland's register of teachers, nor hold a teaching qualification recognised by GTC Scotland.
- In addition, a person may be ineligible to be elected, nominated or appointed if any of the following apply to him/her:
 - Unspent criminal convictions or outstanding criminal charges;
 - A finding of impaired fitness to practise by any regulatory body;
 - Disqualification from a profession or as a company director;
 - Bankruptcy;
 - Removal from a position as a charity trustee, as a director of a public body or similar;

- Barred or disqualified from regulated work with children or vulnerable adults by virtue of the Protection of Vulnerable Groups (Scotland) Act 2007 (or any similar equivalent legislation).

9 Compensation Payment and Support

- Members may claim compensation of £75 for each half-day (up to 3.5 hours) and reasonable expenses related to attendance at agreed Council, committee or panel meetings or training events in accordance with the GTC Scotland Expenses and Compensation Scheme Policy and GTC Scotland/Convention of Scottish Local Authorities (COSLA) Protocol. [The compensation amount covers preparation time and is intended to be claimed where any financial loss is incurred (whether directly or indirectly) as a result of members' attendance; it is not an attendance fee.]
- Members will be provided with all papers and information as required for Council, committee and panel meetings.
- A full induction programme will be provided for new members and regular training provided for all members.

10 Member Performance Review

All members will be required to participate in the member performance review process prescribed by GTC Scotland's Council.

11 Equality and Diversity

GTC Scotland promotes equality and diversity because we respect and value difference. We want everything that we do to be fair to all individuals and groups. We apply the terms of our Equality Policy to everything that we do, including our election, nomination and appointments processes. To view our Equality Policy, please visit our website (www.gtcs.org.uk/equality-diversity).

12 Further Information

Further information can be obtained from Lisa Dobie, Council and Panel Support Officer – email: lisa.dobie@gtcs.org.uk, and from the GTC Scotland website – www.gtcs.org.uk.

