

FA/SME

Date as postmark

Dear Applicant

Angus Children's Panel Recruitment 2009

Thank you for your enquiry about becoming a member of the Children's Panel.

I enclose leaflets "A Brief Background" and "Panel Member Training", together with an application form, which, if you wish to be considered for membership, you should complete and return to me at the above address by **Friday 16 October 2009**. Please also complete and return the availability form and the ethnic monitoring form.

Also enclosed is a leaflet for employers which, if you are employed, you may find beneficial to give to your employer when clarifying if you will be permitted time off work to attend Hearings, together with a leaflet entitled "Time off Work" which you may find useful.

The following is a guide to the interview process:-

Saturday 7 November 2009 – Angus House, Orcharbank Business Park, Forfar

9.00am – 9.15am

Tea and Coffee on arrival

9.15am – 10.00am

Information Session

If you have not submitted an application form but are interested in finding out more, you are still welcome to attend and if you wish, complete an application form that day.

10.00am – onwards

First Stage Interviews

Interviews will last approximately 20 minutes and following your interview you will be free to go.

Saturday 28 November 2009 – Angus House, Orcharbank Business Park, Forfar

9.00am – 9.15am

Tea and Coffee on arrival

9.15am - 2.00pm (approx)

Second Stage Interviews and Group Discussions with other applicants

Lunch will be provided.

Please note that if you are unable to attend on Saturday 28 November, no alternative date can be arranged in view of the requirement to have group discussions with other applicants.

I certainly hope that you will find the information helpful and look forward to receiving your completed application; should you have any queries please do not hesitate to phone either myself on (01307) 476266 or Alan Doig on (01307) 476264, email andersonf@angus.gov.uk or doigja@angus.gov.uk.

Yours faithfully

Fiona Anderson.

Fiona Anderson
for Clerk to the CPAC

Enc.

NOTES FOR APPLICANTS TO JOIN THE CHILDREN'S PANEL

1. The information provided by applicants is treated as confidential and will be made available only to those concerned with the selection process and to the Scottish Ministers.

The applicants chosen for nomination to the Scottish Ministers will be drawn from people who have a wide range of experience, background and knowledge. Where an applicant is invited for interview, all factors which may affect his/her ability to serve on a Hearing will be discussed.

2. Membership of the Panel imposes a duty to attend Hearings to which members are called, unless absence is unavoidable through illness or some other serious reason. Duty rosters are drawn up only after due consultation with members and give three months' notice of duties. Membership also requires attendance at pre-service and in-service training sessions. Full details of training requirements will be provided to applicants.
3. Initial appointment as a Panel member is for a period of three years; members may be re-appointed for a further term or terms which may be of a longer duration, if they have indicated their willingness to be considered for re-appointment.
4. The selection procedure may involve applicants in one or two interviews and inevitably some time will elapse before applicants will be advised of the final outcome of their application. In the normal course of events, the Scottish Ministers makes appointments towards the end of December from those who have been nominated by the Angus Children's Panel Advisory Committee as prospective members of the Panel.
5. Applicants should consider availability most carefully before answering the question and should indicate clearly when they would normally be able to attend Hearings. Day time availability is desirable if the workload of the Panel is to be evenly distributed. It is suggested that, where appropriate, an applicant should discuss with his/her employer the question of time off during the day.
6. Panel members are reimbursed for loss of earnings (up to a maximum of £27.21 up to four hours and £54.43 over four hours). Travelling costs and other out-of-pocket expenses are also paid.

Candidate's name

AVAILABILITY

Please tick the **TIMES** when you would be available to attend hearings. Note that Panel Members may be required to attend a Hearing every 2nd or 3rd week.

(Hearings are held in Merrin House, 50 East Abbey Street, Arbroath on a Monday, Tuesday, Wednesday and Thursday.

Monday	Tuesday	Wednesday	Thursday
1.30 pm <input type="checkbox"/>	1.30 pm <input type="checkbox"/>	10.00 am <input type="checkbox"/>	9.30 am <input type="checkbox"/>

TRAINING COMMITMENT

Residential Session	Friday evening 15 January & Saturday 16 January 2010
Session 2	Saturday 30 January 2010
Session 3	Saturday 13 February 2010
Evening Session 1	Tuesday 23 February 2010
Session 4	Saturday 27 February 2010
Session 5	Saturday 13 March 2010
Evening Session 2	Tuesday 23 March 2010
Session 6	Saturday 27 March 2010
Session 7	Saturday 24 April 2010

Evening sessions are held in Bruce House, Arbroath starting at 6.15 pm and finish at 8.45 pm with the provision of sandwiches etc. from 5.30 pm.

All Saturday training is from 9.15 am - 4pm in Dundee. The residential session along with the other Saturday sessions will be held in either the Apex Hotel, or the Hilton Hotel, Dundee.

Trainees will also be asked to observe a minimum of three hearings and visit local children's resources.



Children's Hearings Scotland

CONFIDENTIAL

APPLICATION FOR MEMBERSHIP OF ANGUS CHILDREN'S PANEL

Please complete this form in black ink and block letters or typescript and return it to the Clerk to the Children's Panel Advisory Committee (CPAC) in the stamped addressed envelope provided. The closing date for applications is Friday 16 October 2009.

PERSONAL DETAILS		
TITLE	FORENAME(S)	SURNAME
MALE/FEMALE	DATE OF BIRTH	
PERMANENT ADDRESS (including postcode)	CONTACT DETAILS	
	Home Tel. No.	
	Business Tel. No.	
	Mobile Tel. No.	
	Email	

EMPLOYMENT DETAILS	
Please tick the box that most accurately describes your current occupation or status. If retired or seeking work, please state previous occupation.	
Are you:	
Employed Full-time <input type="checkbox"/>	Retired <input type="checkbox"/>
Employed Part-time <input type="checkbox"/>	At home parent/carer <input type="checkbox"/>
Self-employed <input type="checkbox"/>	Student <input type="checkbox"/>
Jobseeker <input type="checkbox"/>	
State current occupation or, if none, previous occupation (if any).	Name of employer and work address.
Current.....	
Previous.....	

For official use only by CPAC		
Disclosure Scotland	Reference Requested	Reference Received
YES	1	1
NO	2	2

RIGHT TO WORK IN THE UK

Only individuals who have a right to work in the United Kingdom are eligible for public appointments, including membership of the children's panel. Please note that if there is any doubt regarding your status, we may need to check your details with other agencies.

Are you eligible to work in the United Kingdom? YES NO

TIME OFF WORK

Under Section 50 of the Employment Rights Act 1996, an employer shall, with certain exceptions, permit an employee who is a member of a children's panel to take reasonable time off for the purpose of attending hearings.

Have you discussed time off with your employer? YES NO

NOT APPLICABLE

(You may find it helpful to pass on to your employer the Information for Employers leaflet contained in your information pack.)

CONFLICTS OF INTEREST

Some people are likely to be excluded from membership of the children's panel because of potential conflicts of interest. Examples include: police officers and special constables; justices of the peace who serve in the District Court; social workers working with children and families in Angus; foster carers looking after children from Angus; individuals who are involved in referrals to hearings; parents of children who are presently the subject of a supervision requirement.

Are you aware of any possible conflict of interest which might arise, should you be appointed, either personally in relation to your employment or in connection with any individuals or organisations?

YES NO

IF YES, please provide details

CONNECTIONS WITH ANGUS

How many years have you worked and/or lived in Angus? How well do you consider you know the area?

CRIMINAL CONVICTIONS

A Please note that the Protection of Children (Scotland) Act 2003 makes it an offence to apply to become a member of the children's panel if your name is included on the list of those disqualified from working with children under the terms of the Act.

I confirm I am not on the list of those disqualified from working with children under the Protection of Children (Scotland) Act 2003 (as amended).

Signature.....

Date.....

B All applicants for panel membership will undergo an Enhanced Disclosure check by Disclosure Scotland. The Disclosure will detail all previous convictions (and cautions) held on central records, both spent and unspent. It may also contain non-conviction information that a Chief Officer chooses to disclose because he/she feels it is relevant to children's panel membership.

You **must** provide all information on criminal convictions regardless of where or when the offence was committed. This covers the following:

- (i) Panel member appointments fall within The Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003 (as amended). Offences 'spent' under the Rehabilitation of Offenders Act 1974 may be identified by Disclosure checks and you should, therefore, declare them;
- (ii) Offences committed outside Scotland or while in the armed forces;
- (iii) Motoring offences;
- (iv) Cautions.

Policy on recruitment of ex-offenders:

Scottish Ministers - and Children's Panel Advisory Committees on their behalf - will consider an applicant's suitability for panel membership as a whole in light of all of the information available. We undertake to treat all applicants fairly and not to discriminate against the subject of a Disclosure on the basis of conviction or other information revealed. Consequently, previous convictions will not necessarily prevent you from becoming a panel member.

Have you ever been convicted of an offence (including motoring offences)? YES NO

Do you have a court appearance pending? YES NO

If you have answered YES to either of the above, please supply details:

Date	Court	Offence	Sentence/ Disposal

Please continue on separate sheet if necessary.

PANEL MEMBERSHIP

Have you applied before for membership or been a member of a children's panel? YES NO

Have you also applied to become a member of a children's panel in another area this year? YES NO

If you have answered YES to either of the above, please give details:

AVAILABILITY FOR TRAINING

Panel members will require to undertake training as well as attend panel meetings and children's hearings. Details of the pre-service training course are listed on a separate sheet in your information pack. Your appointment is subject to satisfactory completion of training.

If appointed, will you be able to attend these training dates? YES NO

If one date is problematic it may be possible to offer an alternative and this can be discussed at interview.

Which date is unsuitable?

AVAILABILITY FOR HEARINGS

Children's hearings are mostly held during the day and occasionally in the evening. The hearings rota is made up some weeks in advance and the expectation regarding your availability for hearings is detailed on a separate sheet in your information pack.

Please indicate your availability on the attached form.

EQUAL OPPORTUNITIES

Appointments to children's panels are made by Scottish Ministers, who value diversity and welcome applications from all sections of the community. Children's hearings, training sessions and meetings are held in a variety of locations. If you feel you may require any reasonable adjustments to enable you to attend for interview or to undertake your duties as a children's panel member, please provide details in order to allow us to make arrangements.

What adjustments do you require?

BACKGROUND INFORMATION IN SUPPORT OF YOUR APPLICATION

Why do you want to join the children's panel?

Please provide as much information as possible which you feel is relevant to your application. Please explain what qualities and experience you have and why you want to be considered for panel membership. For example, this may include:-

- ability to relate to children, young people and their families;
- work related/voluntary/community activities;
- spare time activities.

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REFERENCES

Please give the names and addresses of two persons to whom you are well known personally (normally for at least 2 years) and who will provide a reference as to your suitability to carry out the duties of a panel member. These persons should not be a partner or related to you.

NAME	FIRST REFEREE	SECOND REFEREE
ADDRESS		
OCCUPATION		
HOW LONG KNOWN TO YOU?		

ADVERTISING

Please indicate where you first heard about this year’s recruitment campaign – *please state which newspaper or radio station if known.*

RADIO	(which station?)
TELEVISION	(which programme?)
NEWSPAPER	(which publication?)
OTHER SOURCE	(please specify)

DECLARATION

The Data Protection Act 1998 requires the CPAC to inform you that this form, when completed, will include information about you which can be designated “personal data” under the Act. The CPAC will process and may share the data for the purposes of recruitment only. The CPAC may disclose this data to Scottish Ministers and the Scottish Executive for the purposes for which it is collected. As a “data subject” under the Act, you have a right to ask for a copy of any personal data held regarding you and to ask for any inaccurate data to be corrected.

Please ensure you sign and date this statement, otherwise your application cannot be processed.

I declare that the information provided is, to the best of my knowledge, correct and I consent to it being used and verified for the purposes set out above. I understand that if it is subsequently discovered that any statement is false or misleading or I have withheld relevant information, my application may be disqualified. I also consent to any subsequent information provided by Disclosure Scotland being shared with the Scottish Executive for the purpose for which it is collected.

Signed

Date.....

Please now ensure you have completed all sections of this form and return it to:-

Clerk to the CPAC
Angus House
Orchardbank Business Park
Forfar
DD8 1AN