

Crofting Commission Area Representative

Application Pack 2023

Background

Crofting Commission Assessors have played an important role between the Commission and local crofting since 1955. During this time the role has changed significantly and as such the working title of the role has been changed this year to Crofting Commission Area Representatives to better reflect its function. The legal basis remains schedule 1 of the Crofters (Scotland) Act 1993, paragraph 16, which states that assessors can be appointed “for the purpose of assisting the Commission in the local exercise of their functions”A detailed role description is found on page 3.

It is hoped that the Crofting Commission Area Representatives appointed for this initial 3 year term 2023- 2026 will act as effective links between the Commission and their local crofting communities.

The Crofting Commission Development Team will be the main point of contact for CC Area Representatives although there may be the opportunity to work with the other teams within the Commission

Appointment Method

The number of CC Area Representatives in an area will be representative of the number of crofts in that area. The table below details the percentage of the total number of crofts in each area and how that will look in terms of Representatives per area.

Area	% of Crofts	Number
Argyll	9.20%	3
East Mainland	11.20%	3
Skye	11.10%	3
Uist & Barra	9.33%	3
Lewis & Harris	21.14%	6
West Mainland	12.11%	4
Caithness & Orkney	11.30%	3
Shetland	15.10%	5
	100%	30

Applicants are required to complete the application form enclosed and, having regard to the role description, provide details of how they meet essential and desirable criteria.

The closing date for applications is **31st March 2023**. The applications will then be reviewed and applications that are assessed as providing the strongest evidence, and which most closely meet the requirements of the role will be appointed, taking account also of their location.

Reimbursement of expenses

Non-salaried Crofting Commission Area Representatives will be eligible for reimbursement of expenses where there is a genuine loss in earnings resulting from carrying out the role. Reimbursement will be made at rates approved by the Scottish Government. All Crofting Commission Area Representatives will be eligible to claim back expenses and mileage incurred while carrying out their role.

Training

Full training will be provided to all Area Representatives following appointment. This will include training on the Commission as an organisation and the work of each of the teams. Training will also be provided on the decision-making process in regulatory applications. Mandatory training will be provided as required.

Equality and Diversity

Crofting Commission particularly welcome applications from people from protected groups, including women, disabled people, those from minority ethnic communities and people aged under 50.

If you require a reasonable adjustment at any stage of the application process, for example the application pack documentation in an alternative format such as plain text, Braille or large print please get in touch.

Further Information

If you feel you require any further information, please contact the Commission Development Team via development@crofting.gov.scot

Crofting Commission Area Representatives – Volunteer Role Description

Area Representatives provide a highly valued link between the Crofting Commission and local crofting communities. Area Representatives should have relevant experience of land-based activity within a crofting community, for example, as a crofter, a crofting landlord or a member of a grazings committee.

As a Crofting Commission Area Representative you may be asked to:

- Retain an interest in the state of crofting within their area, assisting the Commission on any matters as appropriate.
- Respond to requests for information from the Commission.
- Encourage and assist in the establishment and operation of grazings committees.
- Assist the Commission by promoting the completion and return of the Crofting Census forms within their area.
- Provide relevant assistance and information to individuals who are new to crofting and provide an initial source of contact.
- Signpost Crofters to relevant Commission website guidance, information and factsheets where appropriate.
- Share information on matters of interest to crofting in the local area from the Commission.
- Co-operate with relevant stakeholder organisations when engaged on Crofting Commission business.
- Bring to the notice of the Crofting Commission any relevant local matter concerning crofting, which you consider the Commission should be aware of.
- Assist the Commission in implementing any current initiatives.
- Attend Area Representatives meetings.
- Participate in training sessions.
- Adhere to the Assessor's Code of Conduct and other standards as required of Commission appointees.

Skills/Knowledge

Essential

- Experience of active crofting
- Engaged in a crofting township/community.
- Understanding/awareness of crofting system and/or local crofting culture
- Experience/awareness of land-based activities and associated issues
- IT and email proficiency with internet connectivity
- Driver's Licence

Desirable

- Current or previous involvement in Common Grazings Committees
- Excellent communication skills
- Gaelic speaker

Crofting Commission Area Representatives – Code of Conduct

As Crofting Commission Area Representative, you are appointed on merit and you are expected to carry out your role with dedication and a commitment to the Crofting Commission and its core values:

- Caring for crofting communities and the environment
- Positive Teamwork
- Commitment to service quality and improvements
- Encouraging staff and commissioner development
- Being fair and impartial

These core values support good governance and ensure the achievement of the highest standards in all that the Crofting Commission does. This in turn helps the Commission retain the respect of Ministers, Parliament, the public and crofting communities.

You will carry out your role as laid out in the Volunteer Role Description with care and diligence in accordance with the Code of Conduct. Crofting Commission Area Representatives are expected to carry out their role in accordance with the following standards of behavior:

Integrity

When undertaking your role as a Crofting Commission Area Representatives you must

- Act in a responsible way that deserves and retains the confidence of all those with whom you engage.
- Not use your official position or information acquired to further your private interests.
- Not accept gifts, hospitality or other benefits from anyone which might reasonably be seen to compromise your judgement.

Honesty

- set out the facts and relevant issues truthfully and correct any errors as soon as possible.
- use resources only for the authorised public purposes for which they are provided.

Objectivity

- You must provide information and guidance on the basis of evidence and accurately present the options and facts.
- Take due account of Commission Staff guidance.
- Respect the integrity of the policies agreed by the Crofting Commission and decisions taken by the Commission.
- You must not ignore relevant considerations when providing guidance or frustrate the implementation of policies once decisions are taken

Impartiality

- You must carry out your role in a way that is fair, just and equitable and reflects the Crofting Commission's commitment to equality and diversity.
- You must not act in a way that unjustifiably favours or discriminates against particular individuals or interests.

Declaration of Interests

- You must declare if you have an interest in a matter, which may be perceived to affect your ability to act impartially.
- You must regard yourself as having a personal interest in any matter, if that matter relates to any of the following:
 - (a) Employment or business you are involved in
 - (b) Posts you hold (whether remunerated or not)
 - (c) Property, including land, you own or tenant
 - (d) Associations or bodies you are a member of

Confidentiality

- During and after your term of appointment you will be subject to the obligation of confidentiality in relation to any information of a confidential nature which has come to your knowledge as a result of your appointment.
- You must ensure that any information collected on behalf of the Commission is at all times managed sensitively and that no sensitive information is wrongly passed to a third party.
- Any paperwork or electronic mail and data must be stored securely.

Breaches and Complaints

When carrying out your duties you will be in regular contact with crofters, other government officials and members of the public. Failure to adhere to this Code of Conduct may result in your removal as Crofting Commission Area Representatives

Any complaints received by the Commission regarding your conduct will be treated seriously and investigated. If the Commission are satisfied, after making such inquiry, if any, as they may deem necessary, that any Area Representatives are not adhering to the Commissions standards of behaviour and core values as detailed above the Commission may remove Area Representatives from their position and may appoint or provide for the appointment of other persons in their place.

Privacy Notice

The Crofting Commission acts as the 'Controller' of the personal data you provide us with when you complete an application to be a Crofting Commission Area Representative. Under the Crofters (Scotland) Act 1993 we are obliged to collect this information to facilitate the processing of the appointment.

Your information will be stored in the format received and electronically on our data cloud. If successfully appointed, your name, email address & the crofting region you represent will be published on our website. We will not keep your personal data for any longer than is necessary to complete the relevant processing of your application/term of your appointment and in line with our Retention Policy. We will only retain your personal data for as long as is necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

If at any point you believe the data we process on you is not accurate, you can request to see it and have it corrected or deleted. If you wish to raise a complaint about how we have handled your personal data, you can contact our Data Protection Officer who will investigate the matter. Our Data Protection Officer can be contacted by emailing DataProtection@crofting.gov.scot . Further details on the Crofting Commission's Data Protection Policy and full Privacy Policy can be found at www.crofting.scotland.gov.uk/data-protection-act .

For details of how to complain to the Information Commissioner, please visit www.ico.org.uk.

CROFTING COMMISSION AREA REPRESENTATIVE APPLICATION FORM



RETURN TO:
Crofting Commission
Great Glen House
Leachkin Road
Inverness
IV3 8NW

development@crofting.gov.scot

1. Applicant Details

Name:

Address:

Postcode:

Telephone No:

E-mail Address:

Parish/Area you
wish to cover:

Please provide details of how you meet the essential and desirable criteria detailed below.

Essential

- Experience of active crofting
- Engaged in a crofting township/community
- Understanding/awareness of crofting system and/or local crofting culture.
- Experience/awareness of land-based activities and associated issues
- IT and email proficiency with internet connectivity.
- Driver's Licence

Desirable

- Current or previous involvement in Common Grazings Committees
- Excellent communication skills
- Gaelic speaker.

Please provide any other information that you feel is relevant to your application.

Declaration of Interests

You must declare if you have an interest in a matter which may be perceived to affect your ability to act impartially. You must regard yourself as having a personal interest in any matter, if that matter relates to any of the following:

- (a) Employment or business you are involved in
- (b) Posts you hold (whether remunerated or not)
- (c) Property, including land, you own or tenant
- (d) Associations or bodies you are a member of

Please detail any such involvement below:

2. Applicant Declaration:

By signing the following, I confirm:

- a) that the above information is correct to the best of my knowledge
- b) that should I become an Area Representatives, I give permission for my contact details (name, email address & telephone number) to be displayed on the Crofting Commission website.

Signature		Date	
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