

**SCTS ESTATES, HEALTH AND SAFETY, FIRE AND SECURITY COMMITTEE  
– NON-EXECUTIVE COMMITTEE MEMBER - INFORMATION FOR APPLICANTS**

**The Organisation**

The Scottish Courts and Tribunals Service (SCTS) is a Non-Ministerial office established on 1 April 2010 as the Scottish Court Service, by the Judiciary and Courts (Scotland) Act 2008. Following enactment of provisions of the Courts Reform (Scotland) Act 2014, the organisation merged with the Scottish Tribunals Service and was renamed.

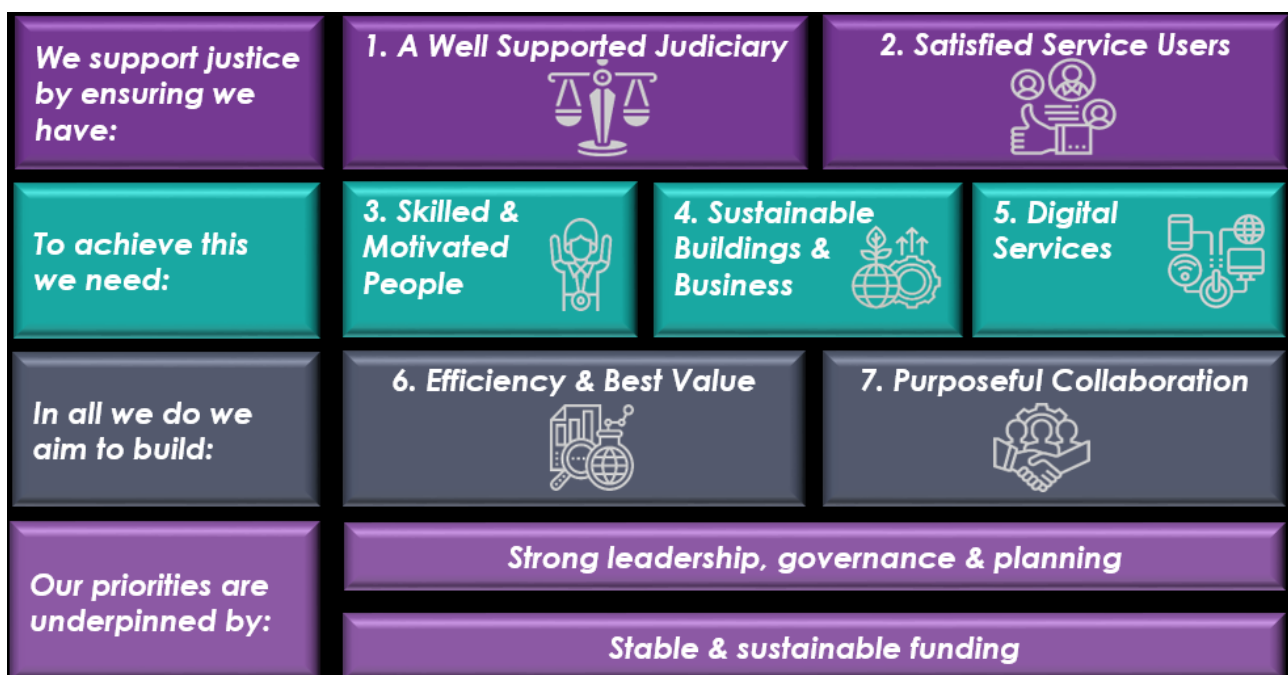
The functions of the SCTS are to support the:

- Scottish courts and the judiciary of those courts;
- Scottish tribunals and the members of those tribunals;
- Lord President or his delegates in respect of his functions as Head of the Scottish Judiciary and other non-judicial functions;
- Sheriffs Principal in respect of their functions under the relevant provisions of the Courts Reform (Scotland) Act 2014;
- Office of the Public Guardian and Accountant of Court (OPG); and
- Criminal Courts Rules Council, Scottish Civil Justice Council and the Scottish Sentencing Council.

Information on the current structure and priorities of the SCTS can be found in the SCTS [Corporate Plan for 2020-23](#) and the most recent [Annual Report and Accounts](#). Further information on the organisation can be accessed from the SCTS [website](#).

**SCTS Priorities**

The purpose of the SCTS is “Supporting Justice”. By focussing on seven key priorities, detailed below, we ensure that everything we do is of benefit to Scotland’s justice system, those who rely on it and those who work to uphold and improve it on a daily basis.



The SCTS has approximately 1,900 staff whose motivation and skill is critical to the success of the organisation. The SCTS is currently leading a number of key justice reform projects, whilst managing the significant impacts, challenges and opportunities for change and reform that have arisen as a consequence of the COVID-19 outbreak.

The SCTS takes its responsibilities to the community seriously and is committed to engaging with court users, both professional and public and to supporting the transition to a net-zero carbon Scottish economy.

## **Committee Members**

Appointments to the SCTS Estates, Health and Safety, Fire and Security Committee are delegated by the SCTS Board under the direction of the Lord President in accordance with regulations made by Scottish Ministers. There are 7 Committee members and the Committee is attended by 3 SCTS representatives – see the Estates, Health and Safety, Fire and Security Committee remit.

## **Your Role**

You will require to demonstrate the personal skills to support the Estates, Health and Safety, Fire and Security Committee and to monitor current performance.

You will be required to work collegiately and selflessly in the best interests of the SCTS and the people that it serves. You will be committed to upholding the Principles of Public Life in Scotland; namely, selflessness, integrity, objectivity, accountability, openness, honesty, duty, leadership and respect.

## **Personal Qualities**

The qualities sought in a member of the Estates, Health and Safety, Fire and Security Committee are as follows:

- **Leadership** – the ability to contribute to the vision, strategic direction and delivery of the Estates, Health and Safety, Fire and Security activity in the context of the wider political environment;
- **Influence & Communication** – the ability to communicate, challenge and influence at Committee level and to represent the vision, values and objectives of the organisation;
- **Governance and Risk** – the ability to work effectively as part of a strategic team, contributing experience and ideas. The ability to demonstrate a sound understanding of corporate governance, accountability structures and risk management;
- **Personal Qualities** - Commitment to the [principles of public life](#).
- **Broader Skills and Experience** – whilst not essential the selection panel would welcome evidence of any relevant experience you have in key areas relevant to the operation of a large & complex organisation such as SCTS. These may include previous involvement or work on – organisational policy and strategy; corporate finances; human resource management; major estates management; ICT; media & communications.

## **Ineligibility for Committee Membership**

You are ineligible from the Estates, Health and Safety, Fire and Security committee membership of the SCTS, if you are or become:

- a member of the House of Commons, Scottish Parliament or European Parliament;
- a councillor of any council constituted under section 2 of the Local Government etc. (Scotland) Act 1994 (c.39);
- a Minister of the Crown; or
- a member of the Scottish Executive.

### **Terms of Appointment**

Appointments are for a four year term, provided performance is satisfactory, with the possibility of re-appointment, which may be for a shorter period. Members will not serve for more than 2 full terms (8 years) other than in exceptional circumstances.

The formal time commitment relates to attendance at 4 committee meetings a year and includes preparation time and participation in any induction and development activity. Members are also expected to participate in occasional short life working groups. Committee meetings generally take up to half a day and are normally held on a Monday in Edinburgh, or via WebEx/Teams video conference.

Members receive £336.92 per day, unless otherwise remunerated from the public purse, on the basis of 4 days engagement per year. Payment will be made in 12 equal monthly payments. Travel and subsistence is also available for expenses incurred in the course of work related to Committee membership.

### ***Application***

Applicants should complete the application form by **7th April 2023**.

If you have any difficulty accessing any of the documents, would like them in alternative formats or have any queries about the appointment process, please feel free to contact us by sending an email to [CCadger@scotcourts.gov.uk](mailto:CCadger@scotcourts.gov.uk)

Completed applications should also be submitted to this address by the closing date.

### ***Interviews***

A sift of all written applications will be carried out to select candidates for interview.

**Interviews will be held on 02 May 2023. Please note** (before submitting an application) **that applicants must be available for interview on this date.**

The interviews will be conducted by a panel of four including one SCTS Board member.

You may be asked to make a short presentation to the panel, details of which will be advised should you be invited for interview.