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**SCTS AUDIT & RISK COMMITTEE VACANCY – INFORMATION FOR CANDIDATES**

**The Organisation**

The Scottish Courts and Tribunals Service (SCTS) is a non-ministerial department established by the Judiciary and Courts (Scotland) Act 2008. Its statutory function is to provide administrative support to the Scottish courts, devolved tribunals and the Office of the Public Guardian (OPG). SCTS has a presence in communities across Scotland. Court and tribunal business is conducted daily across the country in over 40 locations and, in the case of tribunal business, some 70 further remote locations.

In addition to administering Scotland’s courts and tribunals SCTS supports the Office of the Public Guardian and Accountant of Court. The OPG provides guidance and undertakes investigations to protect vulnerable people under the terms of the Adults with Incapacity (Scotland) Act 2000. The Public Guardian is also the Accountant of Court.

SCTS also provides the staff and administrative support to:

* the Scottish Civil Justice Council, which drafts rules of procedure for the civil courts and advises the Lord President on the development of the civil justice system;
* the Scottish Sentencing Council, responsible for preparing sentencing guidelines, publishing guideline judgments and information about sentences imposed by the courts in Scotland.

Our purpose is Supporting Justice. We achieve that by providing and developing the people, systems and premises required to manage our business, focusing on innovation and the use of technology to improve our services. Scotland’s courts and tribunals have a long and proud tradition of supporting justice and, whilst it can be easy to take this for granted, it is a function that every strong, successful, democratic nation needs to value and uphold.

The core values we observe and seek to promote in others are **respect, service** and **excellence.**

**SCTS Priorities**

The SCTS Board’s strategic vision is to “Build a Stronger Courts and Tribunals Service” within the context of constrained public finances and significant reform to the justice system.

To deliver the vision, the SCTS’s has set 7 strategic priorities:

* a well-supported judiciary;
* satisfied court and tribunal users;
* skilled and motivated people;
* a well-managed estate;
* efficiency and best value;
* digital innovation;
* purposeful collaboration with other justice organisations.

The SCTS is currently leading on a number of reform projects in the areas of criminal justice, civil justice, tribunals and corporate development/improvement. It has approximately 1,800 staff whose motivation and skill are critical to the success of the organisation. Our [Business Plan for 2019-20](http://www.scotcourts.gov.uk/docs/default-source/aboutscs/reports-and-data/publications/scts-business-plan-2019-20.pdf?sfvrsn=2) sets out the main priorities we are focusing on over the course of this year. Further information on the work of the organisation can be found in our most recent [Annual Report and Accounts](http://www.scotcourts.gov.uk/docs/default-source/aboutscs/reports-and-data/publications/scts-annual-report-accounts-2018-19.pdf?sfvrsn=2).

The SCTS takes seriously its responsibilities to the community and is committed to engaging with court users, both professional and public. The organisation has taken significant steps to reduce its carbon footprint and achieved the Carbon Trust Triple Standard Accreditation in 2019.

**Your Role**

The successful applicant will be a member of the SCTS Audit & Risk Committee which supports the Board in discharging its responsibilities in relation to issues of risk, control and governance by reviewing and challenging the comprehensiveness, reliability and integrity of assurance provided to them by the SCTS Chief Executive (Accountable Officer).

The remit of the Audit & Risk Committee and minutes of recent meetings can be accessed [on our website.](http://www.scotcourts.gov.uk/about-the-scottish-court-service/the-scottish-court-service-board/scs-audit-committee) A person specification summarising the essential and desirable skills for this role is appended.

**Ineligibility for Board Membership**

You are ineligible for appointment and from holding office as a member of the SCTS, if you are or become:

a member of the House of Commons,

a member of the Scottish Parliament,

a member of the 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 Government.

**Terms of Appointment**

Appointments are for a three year term, provided performance is satisfactory, with the possibility of re-appointment which may be for a shorter period, but not greater than a further 3 years. The formal time commitment relates to the preparation for and attendance at 4 meetings a year. Meetings generally take up to half a day and are normally held on a Monday in Edinburgh.

Members receive £324 per meeting day, unless otherwise remunerated from the public purse. Payment is made on the basis of 4 meetings per year (with the day rate expected to cover preparation, reading Committee papers and any induction or development activity). Reasonable travel expenses are also payable in line with the SCTS travel & subsistence policy.

**Further Information**

***Application***

All applicants should complete all sections of the application form. The closing date for receipt of applications is **midnight on Wednesday 5th February 2020**.

If you have any difficulty accessing any documents, would like them in alternative formats or have any queries about this appointment process, please contact us by email at [gbattison@scotcourts.gov.uk](mailto:gbattison@scotcourts.gov.uk) or by telephone to 0131 248 1820.

Please complete your application electronically and submit it by email to [gbattison@scotcourts.gov.uk](mailto:gbattison@scotcourts.gov.uk)

Alternatively, applications may be posted in an envelope marked “Confidential” to Gillian Battison, Head of Financial Governance, Scottish Courts and Tribunals Service, Spur N1, Saughton House, Broomhouse Drive, Edinburgh EH11 3XD to be received by the closing date.

***Sift of Applications***

The selection panel will meet to carry out a sift of applications and agree a short list of candidates to be interviewed. All candidates will be advised of the outcome of their written application following the sift.

***Interviews***

**Interviews will be held in Edinburgh in late February/early March 2020.** **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 two Committee members and the Chief Finance Officer:

* Joe Al-Gharabally
* Simon Catto
* Richard Maconachie.

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

Scottish Courts and Tribunals Service

January 2020