**SCTS BOARD VACANCY – INFORMATION FOR CANDIDATES**

**Appointment of a Non-Executive Member**

(who is not a judicial office holder or practicing as a solicitor or advocate)

**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.

**Board Members**

Appointments to the Scottish Courts and Tribunals Service (SCTS) are made by the Lord President in terms of regulations made by Scottish Ministers. The Judiciary and Courts (Scotland) Act 2008 as amended, provides for the Lord President to appoint members of the SCTS (other than the Lord Justice Clerk, the President of Scottish Tribunals and the Chief Executive). There are 14 members, 8 judicial and 6 non-judicial members:

The judicial members are:

* the Lord President (Chair)
* the Lord Justice Clerk
* the President of the Scottish Tribunals
* one person holding the office of Sheriff Principal
* two persons holding the office of Sheriff
* (f)one person holding the office of Justice of the Peace
* one person holding the office of President of a First Tier Tribunal.

(3)The non-judicial members are:

* an advocate practising in Scotland
* (b)a solicitor practising in Scotland
* the Chief Executive of the SCTS
* three other people not qualified for appointment as a judicial member or as an advocate or solicitor practising in Scotland.

**Your Role**

The Lord President is seeking to appoint a new member to the Board who is not otherwise qualified for appointment as a judicial member or as an advocate or solicitor practising in Scotland.

Together with other Board members, you will be corporately responsible for the strategic leadership and broad direction of the SCTS, ensuring that it carries out its functions effectively, efficiently and economically, and that it meets the aims and objectives agreed between the SCTS and the Scottish Ministers and recorded in its Corporate Plan. In discharging these strategic responsibilities you will need to ensure that the SCTS:

* takes account of the needs of members of the public and those involved in proceedings in the Scottish courts and tribunals;
* co-ordinates its activity with other justice organisations;
* protects and enhances public confidence in the SCTS and the Scottish justice system.

You will therefore have and demonstrate the personal skills to support and appropriately challenge the development of organisational strategy and policy development and monitor current performance effectively. Your background could be in commercial, public sector or voluntary organisations. Experience of a corporate function such as Digital Services, Human Resources, Finance, Strategic Management or Operational Delivery at a senior level will help you to discharge the role effectively.

You will be required to work collegiately and selflessly in the best interests of the SCTS and the people that it serves. Through your membership of other organisations and professional experience you may bring particular insights and knowledge to the work of the Board. There is no requirement for any background in the justice system but you should be able to demonstrate an interest in it and be committed to upholding the Principles of Public Life in Scotland; namely, duty, selflessness, integrity, objectivity, accountability and stewardship, openness, honesty, leadership and respect. The [Board’s Standing Orders and Members’ Code of Conduct](http://www.scotcourts.gov.uk/docs/default-source/default-document-library/scts-standing-orders---updated-june-2019.pdf?sfvrsn=0) provide more information on its formal operation and the standards required of Board members.

**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 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 6 Board meetings a year and includes preparation time and participation in any induction and development activity. Members are also expected to participate in the work of one of the three standing Committees, (Audit & Risk, People or Estates, Health & Safety, Fire and Security) and occasional short life working groups. The total time commitment is likely to be around 10 days a year. Meetings generally take up to half a day and are normally held on a Monday in Edinburgh.

Members can receive a fee of £324 per day should they wish to claim it, unless otherwise remunerated from the public purse. On the basis of 10 days engagement £3,240 per annum is paid in 12 equal monthly payments to relevant members. Travel and subsistence is also available for expenses incurred in the course of work related to Board membership in accordance with the scheme for SCTS staff.

**Further Information**

***Application***

All applicants should complete all sections of the application form. The closing date for receipt of applications is **midnight on Tuesday 21 January 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 NonExecRecruitment@scotcourts.gov.uk or by telephone to 0131 444 3301.

Please complete your application electronically and submit it by email to NonExecRecruitment@scotcourts.gov.uk

Alternatively, applications may be posted in an envelope marked “Confidential” to SCTS Secretariat, Scottish Courts and Tribunals Service, Level -2, Parliament House Edinburgh EH1 1RQ to be received by the closing date.

***Sift of Applications***

The selection panel will meet before Friday 7 February 2020 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 on Wednesday 19 February 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 three Board members:

* Sheriff Aisha Anwar (panel chair)
* Colonel David McIlroy
* Eric McQueen.

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.

Following the interview process, the panel will make its recommendations to the Lord President, who will make the final decision on whom to appoint.

Scottish Courts and Tribunals Service

December 2019