

INFORMATION FOR CANDIDATES

Independent (non-executive) member of the People Committee

The Organisation

The Scottish Courts & Tribunals Service (SCTS) is a corporate body established in 2010 by the Judiciary and Courts (Scotland) Act 2008. The function of the SCTS is to support:

- the Scottish Courts and the judiciary of those courts;
 - the Lord President or his delegates in respect of his functions as Head of the Judiciary;
 - the Sheriffs Principal in respect of their functions under the relevant provisions of the Sheriff Courts (Scotland) Act 1971;
 - the Office of the Public Guardian and Accountant of Court (OPG); and
 - the Scottish Civil Justice Council and Criminal Courts Rules Council.
- Tribunals

The Scottish Courts Service (SCS) merged with the Scottish Tribunal Service (STS) on 1 April 2015 and became the Scottish Courts and Tribunal Service (SCTS), taking over responsibility for the administration of a number of Tribunals operating in Scotland.

SCTS Purpose, Vision & Values

The **purpose** of the SCTS is **supporting justice**. We fulfil that purpose by providing the people, buildings and services needed to support the judiciary, the courts the tribunals and the OPG. The courts are geographically dispersed across Scotland, dealing with a mixture of civil and criminal business. We have approximately 1,700 staff whose motivation and skill is critical to the success of the organisation.

The SCTS also supports the Office of the Public Guardian (OPG) and Accountant of Court. The OPG is based in Falkirk and provides guidance and undertakes investigations to protect vulnerable people under the terms of the Adults with Incapacity Act 2000. The Public Guardian is also the Accountant of Court.

Our **vision** is to **build a stronger Courts and Tribunals Service** focused on improving access to justice, reducing delay and cost within the justice system and maximising the use of technology to improve our services. The way in which we deliver our purpose and vision is vital to our success. Our approach is based on core **values** that we observe and seek to promote in others:

- commitment and professionalism
- providing a high quality service
- integrity and impartiality
- working to improve the justice system
- using resources effectively.

Current Priorities

In addition to delivering effective administration to Scotland's courts, tribunals and the office of the Public Guardian during 2016-2017 the organisation has set out a range of reform and improvement initiatives designed to improve customer service, efficiency and collaborative working with partners across the justice system.

For further information on our current work please visit either the SCTS website (www.scotcourts.gov.uk) or the dedicated recruitment site (www.ljg-jobs.com/SCTS/) where you will be able to access information on current governance, publications and policies including SCTS's Corporate Plan 2014 – 2017, its 2016-2017 Business Plan and 2015 – 2106 Annual Report and Accounts.

Your Role

The Scottish Courts and Tribunals Service (SCTS) is an independent body corporate established by the Judiciary and Courts (Scotland) Act 2008.

Its function is to provide administrative support to Scottish Courts and Tribunals and to the Judiciary of Courts, including the High Court of Justiciary, Court of Session, Sheriff Courts and Justice of the Peace Courts, and to the Office of the Public Guardian and Accountant of Court.

The SCTS Board is chaired by the Lord President (The Rt Hon Lord Carloway), the most senior judge in Scotland.

The People Committee acts on behalf of the SCTS Board to ensure that SCTS staff have the skills, support and motivation, now and in the future, to fulfil the organisation's core functions as set out in the Judiciary and Courts (Scotland) Act 2008 and to meet its statutory and other obligations as an employer.

A person specification summarising the essential and desirable skills for this role is appended. ([Appendix A – Person Specification](#))

Ineligibility for Committee Membership

You are ineligible for appointment 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 in Edinburgh.

Members receive £306 per 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 SCTS travel & subsistence rules.

Further Information

The closing date for applications is **Monday 16th January 2017**. We regret that late applications cannot be accepted.

If you have difficulty accessing any documents, would like them in alternative formats or have any queries about the appointment process, please contact our recruitment advisors Livingston James on 0131 220 2209 or email douglasadam@livingtonjames.com

Applications should be submitted electronically to douglasadam@livingtonjames.com

If you are unable to submit your application electronically it can be posted (marked "Confidential") to Douglas Adam, Director, Livingston James, 69a George Street, Edinburgh, Eh2 2JG to be received by the closing date.

Initial discussions will be held with Livingston James, with formal interviews being held in Edinburgh in February. The interview will be conducted by a panel consisting of two current People Committee members and the HR Director of the SCTS.

You may be asked to make a short presentation to the panel, details of which will be included with the invitation to attend interview.

Appendix A

Scottish Courts & Tribunals Service

PERSON SPECIFICATION

Independent Member of the Scottish Courts & Tribunals Service People Committee

SKILLS	Requirements	Essential/ Desirable
Leadership	Ability to contribute to the strategic direction of a large and complex organisation (e.g. understands the external political environment, statutory responsibilities and stakeholder expectations; analyses and reviews complex issues; builds commitment to change).	Essential
Influence/Representation/ Communication	Ability to challenge the financial and internal control environment, influence and communicate effectively across a range of stakeholders, externally and internally.	Essential
Governance	Experience of the corporate governance agenda and the ability to work effectively as a committee member (e.g. works well as part of a strategic team; contributes experience and ideas; works constructively towards identifying priorities and solutions).	Essential
KNOWLEDGE		
Sector	Demonstrates knowledge of and interest in the administration of justice in Scotland.	Desirable
HR & People Management	Professionally CIPD or equivalent qualification. At least 5 years in a senior role in a large organisation, with experience in management.	Desirable Essential
PERSONAL QUALITIES	Demonstrates evidence of commitment to the principles of public life, of a non-representational sort and the requirements of effective corporate governance.	Essential