

**Scottish Courts and Tribunals Service  
Framework Document**

**Agreement Between  
the Scottish Ministers  
and  
the Scottish Courts and Tribunals Service**

**April 2015**

# CONTENTS

## Chapter

1. INTRODUCTION
  - Functions of the SCTS
2. SHARED PRINCIPLES
3. THE SCOTTISH COURTS AND TRIBUNALS SERVICE BOARD
  - Members of the SCTS Board
  - Standing Orders and Declarations of interest
  - Role of Members of the SCTS
  - The Chair of the SCTS
  - The Chief Executive
  - Performance Management
  - The Director General for Learning and Justice
  - Non-Judicial / Non-Legal Members
  - Reporting responsibilities of the SCTS
  - Accountability of Members of the SCTS
  - Staff of the SCTS
  - Employee learning
  - Employee relations
  - Health and Safety
4. SCTS AND THE SCOTTISH PARLIAMENT
  - Relationship
  - Parliamentary Questions
  - Correspondence from Members of the Scottish Parliament
5. FINANCE AND RESOURCE ALLOCATION
  - Budgetary Responsibilities
  - Relationship with Scottish Government
  - Court and Tribunal Fees
  - Budget Authority
  - Annual Report and Accounts
  - Internal Audit
  - External Audit
  - Procurement and Shared Services
6. POLICY
  - SCTS Internal Policy
  - Government Policy
7. INFORMATION MANAGEMENT
8. REVIEW AND INTERPRETATION

## **1. INTRODUCTION**

1.1 The Scottish Courts and Tribunals Service (SCTS), established by section 60(1) of the Judiciary and Courts (Scotland) Act 2008 (the 2008 Act), is a body corporate, which is part of the Scottish Administration but not part of the Scottish Government. The change in status of the Scottish Courts and Tribunals Service from an Agency of the Scottish Government to a body corporate confirmed and strengthened the principles of judicial independence.

1.2 This Framework Document sets out the terms of an agreement between the SCTS and the Scottish Ministers in relation to the governance, financing and operation of the functions of the SCTS. The Framework Document is a statement of intent, agreed jointly. It does not create legal obligations.

### **Functions of the SCTS**

1.3 The 2008 Act introduced changes to the arrangements for Scotland's judiciary and to the way in which its courts are administered. The intention of the Act was to modernise the arrangements for the judiciary and the management of the court system, thereby strengthening the independence of the judiciary and bringing about improvements for those who use and come into contact with the courts.

1.4 Under the 2008 Act, the functions of running the court service transferred to the Scottish Court Service with effect from 1 April 2010 and the functions of providing administration to relevant tribunals transferred to the SCTS with effect from 1 April 2015. The functions of the SCTS are set out in sections 61 to 64 of the 2008 Act, which require it to provide, or ensure the provision of:

- the property, services, officers and other staff required for the purposes of the:
  - Court of Session;
  - High Court of Justiciary;
  - court for hearing appeals under section 57(1)(b) of the Representation of the People Act 1983 and the election court for Scotland under that Act;
  - Lands Valuation Appeal Court;
  - Sheriff Appeal Court
  - sheriff courts;
  - justice of the peace courts;
  - the judiciary of those courts; and,
  - the Scottish Tribunals
  
- the property, services and staff required for the purposes of:
  - the Lord President in carrying out functions as Head of the Scottish Judiciary (defined in section 2(2) of the Act) and other non-judicial functions;
  - the Lord President in carrying out functions as Head of the Scottish Tribunals (defined in section 2 of the Tribunals (Scotland) Act 2014);
  - any judicial office holder in carrying out of functions delegated to the office holder by the Lord President;
  - the sheriffs principal in carrying out their statutory functions;

- the President of the Sheriff Appeal Court in carrying out the responsibilities of that role (defined in section 56 of the Courts Reform (Scotland) Act 2014).
- the President of the Scottish Tribunals in the carrying out of functions delegated to the President of the Scottish Tribunals by the Lord President as Head of the Scottish Tribunals and other non-judicial functions of the President of the Scottish Tribunals;
- the Public Guardian; and,
- the Scottish Civil Justice Council and the Criminal Courts Rules Council.

1.5 The SCTS provides leadership and broad direction to the staff it employs and holds the Chief Executive (CEO) to account for the performance of the SCTS. The CEO is responsible for the day-to-day running of the SCTS. The staff of the SCTS are civil servants, appointed by and accountable to the SCTS.

## **2. SHARED PRINCIPLES**

2.1 The SCTS and Scottish Government acknowledge the following shared principles:

- The SCTS and the Scottish Ministers are committed to the aim of good communications with each other, and especially where the work of one has bearing upon the responsibilities of the other. The primary aim is not to constrain the discretion of either the SCTS or Scottish Ministers but to allow them to make representations to each other in sufficient time for those representations to be fully considered.
- The SCTS and Scottish Ministers will both work in ways that support the best principles of corporate governance and financial accountability.
- The SCTS and Scottish Ministers will both work in ways that will safeguard the independence of the judiciary and promote effective access to justice.
- In line with the terms of section 61(2) of the 2008 Act, the SCTS will, in carrying out its functions, so far as is practicable and appropriate, co-operate and co-ordinate activity with other persons having functions in relation to the administration of justice.
- In line with the terms of section 65 of the Act, where the SCTS gives information or advice, or makes proposals to the Scottish Ministers on any matters relating to the functions of the SCTS, or the general administration of justice in Scotland, the Scottish Ministers must have regard to such information, advice or proposals.

### **3. THE SCOTTISH COURTS AND TRIBUNALS SERVICE BOARD**

#### **Members of the Scottish Courts and Tribunals Service Board**

3.1 The SCTS has fourteen members consisting of 8 judicial and 6 non-judicial members. Membership of the SCTS consists of the Lord President (Chair), the Lord Justice Clerk, the President of the Scottish Tribunals, the CEO of the SCTS and ten other persons of different judicial and non-judicial categories, each of whom will be appointed by the Lord President following a selection process outlined in regulations made by Scottish Ministers.

3.2 The three members who are not members of the judiciary or of the legal profession will have relevant knowledge and experience in commerce, finance or administration or otherwise have skills and experience which would contribute effectively to the work of the SCTS, such as tribunals' experience.

#### **Standing Orders and Declaration of Interests**

3.3 The SCTS operates within Standing Orders which are published on the SCTS website. The Standing Orders set out a code of conduct and provide for the circumstances in which members must declare any interest on a subject under discussion or consideration.

#### **Role of the Members of the SCTS**

3.4 The members of the SCTS are corporately responsible for the leadership and broad direction of the organisation, for ensuring that it carries out its functions effectively and efficiently, and for ensuring that it meets the aims and objectives agreed between the SCTS and the Scottish Ministers and recorded in the SCTS Corporate Plan. In particular, the members of the SCTS shall:

- establish the overall strategic direction of the SCTS;
- communicate widely the aims and objectives of the SCTS;
- ensure strong working relationships are established between the staff employed by the SCTS and the judiciary at all levels;
- provide leadership and commitment to the development and promotion of effectiveness, efficiency, economy and equality throughout the SCTS;
- delegate execution of the functions of the SCTS to committees and the CEO as appropriate;
- comply with any statutory or administrative requirements specified in the Scottish Public Finance Manual (SPFM), for the use of public funds;
- ensure that all legal responsibilities are complied with; and,
- protect and enhance public confidence in the SCTS.

3.5 If legal proceedings are brought against any member of the SCTS by a third party, the SCTS will meet any civil liability which is incurred by that member in the execution of their functions, provided they have acted honestly and in good faith.

## **The Chair of the SCTS**

3.6 The primary duty of the Lord President as Chair of the SCTS is to lead the SCTS in the successful performance of its functions. In doing so, the Lord President will exercise particular leadership responsibilities on the following matters:

- formulating the SCTS strategy and direction;
- ensuring that, in reaching decisions, members of the SCTS have due regard to all appropriate information and guidance;
- ensuring that actions and decisions taken by the SCTS are in accordance with its statutory obligations and are consistent with its aims and objectives;
- encouraging high standards of propriety and regularity across members and staff of the SCTS; and
- building relationships with, and representing the views of the SCTS, to Scottish and United Kingdom Ministers, Scottish and United Kingdom Parliaments and others having functions or relevant interests in the administration of justice.

3.7 The Lord President, as Chair of the SCTS, shall also:

- ensure that all members of the SCTS, when taking up office, are fully briefed on the terms of their appointment and on their duties, rights and responsibilities, and receive appropriate induction and ongoing training, including on the financial management and reporting requirements of public sector bodies; and,
- ensure that there are adequate arrangements in place for the ongoing review of members' contribution to the SCTS.

## **The Chief Executive**

3.8 In executing responsibility for the day-to-day operation of the functions of the SCTS and the leadership of the staff it employs, the CEO works under the general direction of the SCTS and in accordance with this Framework Document. The CEO is held to account by the SCTS, in particular, for the management of the SCTS budget and business plans and the efficient and effective delivery of SCTS business.

3.9 The CEO is designated as the Accountable Officer by the Principal Accountable Officer for the Scottish Administration (in accordance with sections 14 and 15 of the Public Finance and Accountability (Scotland) Act 2000) and is personally responsible for safeguarding the public funds for which he or she has charge and for ensuring propriety and regularity in the handling of those public funds.

3.10 The CEO should act and take steps necessary to ensure that the SCTS corporately acts in accordance with the terms of relevant guidance in the Scottish Public Finance Manual and other financial instructions and guidance issued by the Scottish Ministers.

3.11 The CEO may delegate the day-to-day administration of the Accountable Officer responsibilities to other employees of the SCTS. The CEO shall not assign absolutely to any other person any of the responsibilities set out in this document.

3.12 The CEO is responsible for informing the Principal Accountable Officer about any complaints about the SCTS accepted by the Scottish Public Services Ombudsman for investigation and about the SCTS's proposed response to any subsequent recommendations from the Ombudsman.

3.13 The CEO's responsibilities include:

- ensuring members of the SCTS are provided with high-quality, impartial, transparent and honest advice on all areas of the SCTS's responsibilities;
- providing effective leadership to the staff employed by the SCTS;
- ensuring the efficient and cost-effective day to day management of functions of the SCTS;
- ensuring that financial considerations are made clear to the members of the SCTS at all stages in reaching and executing decisions;
- ensuring that effective human resource management policies are maintained for staff employed by the SCTS and that strategic human resource planning is related to the SCTS's objectives;
- ensuring robust systems of management and control are in place within SCTS that support the achievement of the SCTS targets, policies, aims and objectives, whilst at the same time ensuring the identification of risks to inform decisions on financial and operational planning; and
- ensuring the broad direction and particular perspective of the SCTS is conveyed to official level boards and committees of the Scottish Government.

3.14 The appointment of the CEO will be conducted in line with the Civil Service Commissioners' Recruitment Principles as they apply to Senior Civil Servants in Scotland. The CEO's remuneration is agreed in accordance with the performance and award arrangements for members of the Senior Civil Service Pay Band 2.

### **Performance Management**

3.15 It will be the responsibility of the Lord President and the SCTS Board to ensure that the performance of the Senior Civil Servants working for the SCTS is managed to meet both the needs of the business and the requirements of the Cabinet Office Strategy on Senior Civil Service performance management. Performance management should cover business, corporate and capability objectives. In the case of the CEO, the annual report will be written by the Lord President and countersigned by the Director-General for Learning and Justice.

### **The Director General for Learning & Justice**

3.16 The Director General will ensure that the CEO or, where appropriate, the Lord President, is informed about relevant issues which may affect the SCTS's functions or operations.

3.17 Taking account of the draft Corporate Plan, draft Annual Report and other information provided by or requested from the SCTS, the Director General will be responsible for advising the Scottish Ministers about the operation and performance of the SCTS.



## **Non-Judicial / Non-Legal Members**

3.18 The three non-judicial and non-legal members of the SCTS provide expertise and a perspective from outwith the justice system. One of them is the Chair of the SCTS Audit & Risk Committee.

## **Reporting responsibilities of the SCTS**

3.19 The SCTS will, before each planning period, submit to the Scottish Ministers for approval a Corporate Plan describing how it proposes to carry out its functions during the period. The plan will be in a form and contain such information as Scottish Ministers direct. Once approved by Scottish Ministers, the Corporate Plan will be laid before the Scottish Parliament.

3.20 As soon as practicable after the end of each financial year, the SCTS will prepare and publish an Annual Report on the carrying out of its functions during that year. It is for the SCTS to determine the form and content of the report and how it is published. As a matter of courtesy, the SCTS will provide Scottish Ministers with sight of the report before it is published. The SCTS will send a copy of the published report to Scottish Ministers and lay a copy before the Scottish Parliament.

## **Accountability of the SCTS members**

3.21 Individual members of the SCTS are accountable to the Chair of the SCTS for their conduct as members of the SCTS.

## **Staff of the SCTS**

3.22 Staff of the SCTS are civil servants, appointed by open competition and subject to public sector pay policy. All staff employed by the SCTS have a duty to the CEO and through the CEO to the SCTS to support the efficient and effective operation of the courts and tribunals and for the achievement of the SCTS's aims and objectives.

3.23 The extent to which staff fulfill this duty is reflected in their annual individual appraisal reports. Existing line management arrangements and terms and conditions are not affected by this Framework Document.

3.24 Whilst individual members of the judiciary do not exercise day to day management responsibilities for staff, SCTS staff are subject to the direction of the judiciary when they are supporting the judiciary in the conduct of the business of the courts in matters such as case allocation and case management in accordance with existing court processes. Such direction will, however, always be subject to administrative directions issued by either the relevant sheriff principal, the Lord President or any other judicial office holder to whom the Lord President has lawfully delegated part of his functions.

3.25 The SCTS may review the terms and conditions of service of staff in the interests of improved efficiency and effective management and the need to recruit, retain and motivate its workforce. Proposals for change to terms and conditions will take account of the requirements set out in the Scottish Government's Public Sector Pay Policy and any necessary approval by the Scottish Government Remuneration

Committee on behalf of the Scottish Ministers. The SCTS will also use its partnership agreement with the Public and Commercial Services Union to conduct negotiations and consultation, as appropriate, with staff and their representatives. Non-salary rewards must comply with the guidance in the Non-Salary Rewards section of the Scottish Public Finance Manual. The SCTS shall comply with relevant UK employment legislation.

3.26 The SCTS is responsible for ensuring that staff recruitment arrangements are fair, open and transparent in line with the Civil Service Commissioners' Recruitment Principles.

3.27 The SCTS will have appropriate workforce planning arrangements to ensure that the organisation can deliver future service requirements.

3.28 The SCTS is responsible for determining its management structure and the number and levels of staff below the level of the Senior Civil Service. The creation of Senior Civil Servant posts, and their reward, is part of a UK-wide scheme, and the SCTS will require to agree with Scottish Government the creation of these posts, the means of recruitment, and levels of reward.

3.29 All staff will be treated fairly in accordance with SCTS policies and the SCTS will ensure that there are appropriate arrangements made for staff welfare.

### **Employee learning**

3.30 The SCTS will have an appropriate training strategy which supports the delivery of the SCTS's commitment to improving the effectiveness of its work. The strategy should pay particular attention to the SCTS's own organisational priorities as set out in the corporate plan and to the development needs of individual members of staff.

### **Employee relations**

3.31 The SCTS will establish and maintain partnership arrangements with staff representatives, consistent with the requirements of the Employee Information and Consultation Regulations 2004.

### **Health and Safety**

3.32 The SCTS is responsible for ensuring that appropriate action is taken to comply with the requirements of the Health and Safety at Work Act 1974 and other legislation.

## **4. SCTS AND THE SCOTTISH PARLIAMENT**

### **Relationship**

4.1 The SCTS will be corporately accountable to the Scottish Parliament for the efficient use of public resources. The principal route of accountability to the Scottish Parliament is through the CEO as Accountable Officer. The SCTS has the right to make representations and proposals to the Scottish Parliament on matters relating to the functions of the SCTS or the administration of justice in Scotland, either at the invitation of Parliament or through the Scottish Ministers. Neither the exercise nor the non-exercise of this right precludes expression of SCTS views on these matters in correspondence with individual or representative parliamentarians.

4.2 The Scottish Parliament has the power to require the attendance of any non-judicial member or officer of the SCTS. Section 23 of the Scotland Act 1998 provides that neither the Lord President nor other members of the judiciary can be required to appear before the Scottish Parliament and this restriction applies in relation to their respective roles as members of the SCTS as well as to their judicial function.

4.3 Notwithstanding the above, the Lord President will consider invitations received from the Parliament relating to judicial members of the SCTS, and, in consultation with other judicial members of the SCTS and the relevant Committee of the Parliament will decide whether it is appropriate for a judicial member to attend, consistent with their responsibilities within the SCTS.

4.4 No member of the SCTS would expect to be asked any questions about matters which did not relate directly to their role within the SCTS. In particular, judicial members would not answer questions about the exercise of their judicial functions, for which they are constitutionally not accountable to the Scottish Parliament.

### **Parliamentary Questions**

4.5 Scottish Ministers will not be accountable through Parliamentary Questions (PQs) for the operations of the SCTS.

4.6 PQs to Ministers may, however, seek information from Ministers about matters for which the Scottish Government has a general responsibility, which Ministers cannot provide without assistance from the SCTS. In particular, PQs may seek statistical information from the Scottish Ministers about the performance of the justice system, and Ministers may seek information from the SCTS to enable them to respond to such questions. Section 68 of the Act requires the SCTS to provide the Scottish Ministers with such information. As far as is practicable, the SCTS will seek to provide such information timeously.

4.7 The Scottish Parliament can also ask Ministers about their own relations with the SCTS, e.g. about what Ministers have specified should be included in the SCTS Corporate Plan, what guidance Ministers have issued to the SCTS, and whether Ministers are considering using their default power to take back the functions of the SCTS.

## **Correspondence from Members of the Scottish Parliament**

4.8 When Members of the Scottish Parliament (MSPs) seek information from the SCTS on matters for which it is responsible, such correspondence will be responded to by the CEO or a senior officer acting on his or her behalf, normally within 20 working days of receipt.

4.9 Responses will be made publicly available on the SCTS website except where inappropriate e.g. in relation to confidential matters such as correspondence which includes private information about constituents and their dealings with the courts or tribunals or where otherwise publication would be precluded under data protection legislation. The respondent will decide whether a response should be made publicly available taking account of the views of the correspondent and the requirements of the Freedom of Information (Scotland) Act 2002 and the Data Protection Act 1998.

4.10 Similar arrangements will apply to the handling of questions from members of the UK Parliament.

4.11 Statistics related to the number of questions received from MSPs, the time taken for responses to issue, and performance against any target for handling times will also be published on the SCTS website.

## **5. FINANCE AND RESOURCE ALLOCATION**

### **Budgetary Responsibilities**

5.1 The SCTS is responsible for preparing a budget for each financial year which enables the SCTS to meet its statutory obligations and for ensuring that expenditure is in line with the budget.

5.2 The agreed net cost of running the SCTS will be funded by the Scottish Parliament and covered by a separate line in the annual Budget Act. Its budget will be regarded as programme expenditure<sup>1</sup>.

### **Relationship with the Scottish Government**

5.3 The SCTS as a non-Ministerial entity will have a separate budget distinct from the Justice portfolio budget which will appear separately in the Budget Bill. It is for Scottish Ministers to determine the budget proposals to be submitted to Parliament within the Budget Bill, including the proposed budget for the SCTS. The Scottish Government will liaise with the SCTS to identify its budgetary requirements that will be reflected in the Budget Bill which Ministers present to the Scottish Parliament.

5.4 When setting budgets in a Spending Review the SCTS will be invited, along with other justice system organisations, to identify its resource needs. The Scottish Ministers will consider the SCTS's resource needs alongside those of the rest of the justice system and consider how to allocate resources in order to ensure the SCTS has sufficient resources to meet its statutory obligations.

5.5 Where agreement for the budget for the SCTS cannot be reached between the parties, there will be a right of representation. In the first instance, this will be between the CEO, as Accountable Officer, and the Director-General Learning and Justice. Failing agreement being reached at official level, there will be a right of representation between the Lord President and the Cabinet Secretary for Finance. Every effort will be made by both parties to ensure agreement. It will ultimately be for Scottish Ministers to determine the budget allocations within the Budget Bill.

5.6 The SCTS will provide budgetary and monitoring information on the SCTS expenditure to the Justice Finance Programme Management team as requested.

### **Court and Tribunal Fees**

5.7 Court fees and fees for services offered by the Office of the Public Guardian (OPG) are prescribed by Scottish Ministers under statutory powers conferred by the Court Reform (Scotland) Act 2014. Tribunal fees may be prescribed by Scottish Ministers under statutory powers and in particular by making regulations under the Tribunals (Scotland) Act. The SCTS will provide to the Scottish Ministers such information as they require on this issue. The Scottish Ministers will take account of that information in proposing any change to the level of court fees, tribunal fees or fees for services offered by the Office of the Public Guardian.

---

<sup>1</sup> The Scottish Public Finance Manual describes "programme expenditure" as expenditure other than on central administrative costs.

## **Budget Authority**

5.8 Subject to the limits imposed by the budget allocated to the SCTS and other applicable guidance issued by the Scottish Ministers to the SCTS, the SCTS has full authority to incur expenditure on individual items.

## **Annual Report and Accounts**

5.9 In fulfilling its statutory duty to prepare and publish a report on the carrying out of its functions, the SCTS shall append to that report the SCTS annual accounts and will copy the report and the accounts to the Scottish Ministers and lay them in the Scottish Parliament as soon as practicable and within nine months of the end of the financial year to which the report and accounts pertain. Advance copies of the Annual Report and Accounts will be provided to the Scottish Government ahead of their publication.

5.10 To fulfil statutory obligations with regards to the Scottish Tribunals, the President of the Scottish Tribunals will prepare an annual report about the operation and business of the tribunals, giving this to the Lord President at the end of each financial year who will publish the annual report after providing a copy to the Scottish Ministers.

## **Internal Audit**

5.11 As the SCTS is part of the Scottish Administration, the Principal Accountable Officer requires that the SCTS has systems in place that give him or her assurance that Scottish Administration resources are being used properly. The SCTS will utilise the services of an independent and qualified internal auditor.

## **External Audit**

5.12 The SCTS will be subject to external audit by the Auditor General for Scotland.

## **Procurement and Shared Services**

5.13 The SCTS will adopt its own procurement policy using Scottish Government procurement guidance and other best practice principles. The policy will be regularly updated to ensure it is in line with current best practice.

5.14 In the interests of efficiency, effectiveness and economy, the SCTS and the Scottish Ministers are committed to identifying opportunities for shared services. The SCTS will continue to make use of Scottish Government negotiated contracts, where the SCTS and the Accountable Officer consider this to be the option that delivers “Best Value” in meeting the SCTS’s business requirements and statutory responsibilities. The SCTS may enter into contracts on its own behalf if that would be more efficient, effective and economical.

## **6. POLICY**

### **SCTS Internal Policy**

6.1 Under the general directions of the members of the SCTS, staff develop and implement policy in relation to any aspects of the SCTS's functions and provide guidance to operational staff. In this respect, SCTS staff consult and work with the judiciary and others involved in the justice system, where necessary and appropriate, with reference to the aims and priorities set by the SCTS Board.

### **Government Policy**

6.2 The Scottish Ministers will consult the SCTS on all policy and legislative proposals which the Scottish Government is developing that may have an operational impact on those areas for which the SCTS is responsible. Scottish Ministers will consult the SCTS in reasonable time to allow the SCTS to make representations and for those representations to be fully considered before final decisions are taken and publicised.

6.3 The Scottish Ministers will also consult the SCTS when it is engaged with the United Kingdom Government in relation to policy or legislation they may be developing domestically or internationally with other legislative bodies that may have an operational impact on those areas for which the SCTS is responsible.. In doing so, Scottish Ministers will have regard to SCTS advice (see section 65 of the Act) and will ensure that policy lines are reflective of the independent nature of the SCTS.

6.4 The SCTS will ensure that it will consult the Scottish Ministers and other relevant parties on any strategic or operational proposals that might have an impact for the wider administration of justice. SCTS will consult the Scottish Ministers and other parties in reasonable time to allow them to make representations and for those representations to be fully considered before final decisions are taken.

6.5 The above provisions do not affect the practice and procedure whereby government policy makers may consult the judiciary on legislative or other proposals.

## **7. INFORMATION MANAGEMENT**

7.1 The Scottish Government and SCTS will seek to ensure the appropriate exchange of relevant information to help fulfill their respective functions in relation to the judiciary, the courts, tribunals or the wider justice system.

7.2 As far as is practical, the SCTS will provide the Scottish Government with relevant analytical data that they hold that will assist the development, monitoring and evaluation of Government policies. Where appropriate, the exchange of analytical data will be subject to data sharing agreements between the SCTS and Scottish Government.

7.3 The SCTS and Scottish Government will share with each other, in advance, any public communications that relate to, or may have implications for, the judiciary, courts, tribunals or the wider justice system.



## 8. REVIEW AND INTERPRETATION

8.1 This Framework Document will be reviewed in consultation with the Scottish Ministers at least every 5 years.

8.2 This Framework Document may be reviewed at any other time if either the Scottish Ministers or the SCTS so wish, on the basis of arrangements that they will agree in writing at that time.

8.3 Amendments to this Framework Document will be laid before the Scottish Parliament.



*Signed on behalf of the  
Scottish Courts and Tribunals Service*

*Date: 1 April 2015*



*Signed on behalf of  
Scottish Ministers*

*Date: 1 April 2015*