

SCTS BOARD – NON-EXECUTIVE BOARD MEMBER AND CHAIR OF THE AUDIT AND RISK COMMITTEE - 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 Audit and Risk Committee (ARC)

The Audit and Risk Committee was established to support the SCTS Board in its responsibilities in relation to issues of risk, control, governance and best value by reviewing and challenging the comprehensiveness, reliability and integrity of assurances provided to them by the SCTS Chief Executive (Accountable Officer). In regard to risk management the SCTS Board has the responsibility for setting the overall risk framework. The ARC provides more specific scrutiny of the arrangements for strategic risk management. The Committee also provides advice and support to the Accountable Officer in his responsibility for maintaining a sound internal control regime.

Further details about the SCTS Audit and Risk Committee, including its terms of reference and minutes of previous meetings, can be found on [here](#).

The Scottish Government's guidance on the principles and best practice for the organisation of Audit and Assurance committees can be found [here](#).

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.

Board Members

Appointments to the SCTS Board are made by the Lord President in accordance with 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:

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 or Summary Sheriff
- one person holding the office of Justice of the Peace
- one person holding the office of President of a First Tier Tribunal.

The non-judicial members are:

- an advocate practising in Scotland
- 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 Non-Executive Board Member and Chair of the Audit and Risk Committee to the Board. To be eligible for appointment you must not otherwise be qualified for appointment as a judicial member or as an advocate or solicitor practising in Scotland. Together with other Board members, you will be responsible for the strategic leadership and direction of the SCTS, ensuring that it carries out its functions effectively and efficiently and that it meets the aims and objectives agreed between the SCTS and the Scottish Ministers recorded in the [Corporate Plan 2020-23](#).

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; and
- protects and enhances public confidence in the SCTS and the Scottish justice system.

As Chair of the Audit and Risk Committee, you will support the SCTS Board in its responsibilities in relation to issues of risk, control, governance and best value by reviewing and challenging the comprehensiveness, reliability and integrity of assurances provided to them by the SCTS Chief Executive (Accountable Officer).

You will therefore demonstrate the personal skills to support the development of organisational strategy and policy 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. The [Board's Standing Orders and Members' Code of Conduct](#) provide more information on its formal operation and the standards required of Board members.

Personal Qualities

The qualities sought in a member of the SCTS board are as follows:

- **Leadership** – the ability to contribute to the vision, strategic direction and planning of a large and complex organisation, understanding the wider political environment;
- **Influence & Communication** – the ability to communicate, challenge and influence at Board 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** – You should be an excellent communicator with the skills to influence the strategic direction of the SCTS and be effective in building relationships with the organisation's staff. In addition, you will have significant professional experience overseeing one or more of statutory audit, internal audit, or organisational risk management of relatively complex, customer focused organisations, having worked at a senior level in a public sector, commercial or voluntary organisation and will demonstrate the ability to work effectively as a Board member and to lead and contribute to the work of the Audit Committee of a public sector organisation.

Ineligibility for Board Membership

You are ineligible from holding office as a member 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 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 Committees) and occasional short life working groups. The total time commitment is likely to be around 10 days a year. Board meetings generally take up to half a day and are normally held on a Monday in Edinburgh, or via WebEx video conference.

Members receive £335 per day, unless otherwise remunerated from the public purse, on the basis of 10 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 Board membership.

Application

Applicants should complete the application form by **20 March 2022**.

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 boardrecruitment@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 1 April 2022. 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:

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

Scottish Courts and Tribunals Service
March 2022