

# SCTS AUDIT AND RISK COMMITTEE – NON-EXECUTIVE COMMITTEE MEMBER

# 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 2023-26](https://www.scotcourts.gov.uk/media/pqnbp4po/scts-corporate-plan-2023-26.pdf), the [annual Business Plan for 2024-25](https://www.scotcourts.gov.uk/media/bq4hxibv/scts-business-plan-2024-25.pdf) and the most recent [Annual Report and Accounts](https://www.scotcourts.gov.uk/media/ogjfmlnz/scts-annual-report-and-accounts-2023-24.pdf). Further information on the organisation can be accessed from the SCTS [website](http://www.scotcourts.gov.uk/).

**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.

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The SCTS has approximately 1,950 staff whose motivation and skill is critical to the success of the organisation. Our [Corporate Plan](https://www.scotcourts.gov.uk/docs/default-source/aboutscs/reports-and-data/scts-corp-plan-2023-26.pdf?sfvrsn=c887e354_4) for 2023-26 sets out our ambitions over that 3 year period, which we are now half way through. We have made significant progress over the past eighteen months to deliver against the strategic aims detailed in the plan – building on many of the digital developments we introduced during the pandemic to improve our service. Key to this success has been sustainable funding, enabling us to continue to modernise and improve while also managing an increasing level of cases across both the criminal courts and Tribunals.

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.

# Committee Members

Appointments to the SCTS Audit and Risk Committee are delegated by the [SCTS Board](https://www.scotcourts.gov.uk/about-us/boards-and-committees) under the direction of the Lord President in accordance with regulations made by Scottish Ministers. There are 5 Committee members and the Committee is attended by 5 SCTS officials. The Audit and Risk Committee [terms of reference](https://www.scotcourts.gov.uk/media/1gfl3hag/arc-committee-terms-of-reference-april-2024.pdf) and [minutes of meetings](https://www.scotcourts.gov.uk/about-us/boards-and-committees/scts-audit-and-risk-committee/) can be accessed via the SCTS website.

# Your Role

You will require to demonstrate the personal skills to support the Audit and 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 by the SCTS Chief Executive (Accountable Officer).

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.

# Personal Qualities

The qualities sought in a member of the Audit and Risk Committee are as follows:

* **Leadership** – the ability to contribute to the vision, strategic direction and delivery of the Estates, Health and Safety, Fire and Security activity in the context of the wider political environment;
* **Influence & Communication** – the ability to communicate, challenge and influence at Committee 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](https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life--2).

**Broader Skills and Experience –**

The selection panel would welcome evidence of any relevant experience you have in key areas relevant to the operation of a large & complex organisation such as SCTS. These may include previous involvement or work on – digital/cyber security; organisational policy and strategy; corporate finance; human resource management; major estates management; ICT; media & communications.

Whilst not essential, a professional accountancy qualification from one of the UK’s Consultative Committee of Accountancy Bodies (CCAB) or equivalent is essential. You must also have experience of working in audit, risk or assurance and involvement in transformational delivery or change

# Ineligibility for Committee Membership

You are ineligible for membership of the Audit and Risk committee 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 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 4 committee meetings a year and includes preparation time and participation in any induction and development activity. Committee meetings generally take up to half a day and are normally held on a Monday in Edinburgh.

Members receive £344 per day, unless otherwise remunerated from the public purse, on the basis of 4 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 Committee membership.

## Application

Applicants should complete the application form by **midnight on 16 February 2025.**

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 [klawrie@scotcourts.gov.uk](mailto:klawrie@scotcourts.gov.uk)

Completed applications should be submitted to [NonExecRecruitment@scotcourts.gov.uk](mailto:NonExecRecruitment@scotcourts.gov.uk) by the closing date.

## Interviews

A sift of all written applications will be carried out to select candidates for interview.

The interviews will be conducted on **10 March 2025** by a panel of three including two SCTS Board members.