



**GUIDANCE NOTE**

**CHAMBER PRESIDENT**

**FIRST-TIER TRIBUNAL FOR SCOTLAND**

**LOCAL TAXATION CHAMBER**

**SOCIAL SECURITY CHAMBER**

**(TWO POSTS)**

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## 1. INTRODUCTION

This guidance note is provided for applicants who are considering applying for the role of Chamber President of the First-tier Tribunal for Scotland Local Taxation Chamber or Social Security Chamber. This provides information and guidance about how to apply and how to complete the application form.

## 2. THE CHAMBER PRESIDENT ROLE PROFILE

The role profile outlines the responsibilities and required skills for a Chamber President.

The Judicial Appointments Board for Scotland (**JABS**) is seeking to recruit two Chamber Presidents. The roles are paid on a total daily fee. The current Chamber President of the Local Taxation Chamber total daily fee is £581.50. The current Chamber President of the Social Security Chamber total daily fee is £622.17. Travel and subsistence expenses will also be met in line with terms and conditions. The posts do not attract a pension. Travel and subsistence expenses outwith travel to the principal office will be met.

Membership of the Scottish Tribunals as an ordinary or legal member has the effect of granting the member judicial status and capacity (s.14, Tribunals (Scotland) Act 2014).

It is expected that the successful applicant will be appointed on or around 2 March 2026, when they will commence an induction process with the Judicial Institute for Scotland, which provides training and education for Scottish judges.

Please read the role profile carefully (produced by the Judicial Office for Scotland) on our website.

## 3. ELIGIBILITY

### 3.1 Statutory Eligibility Requirements

A person is eligible for appointment under s.22 and schedule 5, Part 2 of the [Tribunals \(Scotland\) Act 2014](#) if the person is:

#### **Appointment to post**

(3) (a) a legal member of the Upper Tribunal, or

(b) if not falling within paragraph (a), eligible to be appointed as such a member of the Tribunal (whether or not already any type of member of the First-tier or Upper Tribunal).

The statutory eligibility requirements for appointment as a legal member to the Upper Tribunal are listed at paragraph 5 of [The Scottish Tribunals \(Eligibility for Appointment\) Regulations 2015](#).

#### **Eligibility for appointment as a legal member of the Upper Tribunal for Scotland**

5(1) A person is eligible for appointment as a legal member of the Upper Tribunal for Scotland under paragraph 5(2) of schedule 5 to the 2014 Act if the person qualifies under paragraph (2).

(2) Subject to paragraph (5), a person qualifies under this paragraph, if the person has had—

(a) previous engagement in practice for a period of not less than 7 years as a solicitor or advocate in Scotland; and

(b) subsequent engagement in any of the activities listed in paragraph (3).

(3) The activities are—

(a) exercising judicial functions in any court or tribunal;

(b) practice or employment as a lawyer of any kind.

(4) The 7 year period referred to in paragraph (2)(a) (and the 7 year period referred to in paragraph 5(1) of schedule 5 to the 2014 Act) may be calculated on a cumulative or a continuous basis.

(5) A person is not to be treated as having satisfied paragraph (2)(a), if the person has been debarred from the person's professional body or if the person has been subject to any sanction that would have led to such debarment had the person not ceased to belong to the professional body.

[The Scottish Parliament \(Disqualifications\) Order 2020](#) also applies to this office.

### 3.2 All Applicants

You should confirm that you have sought and clarified with your current organisation or employer, if applicable, that should you receive a recommendation for the role of Chamber President that you would be able to take up that offer. You should also confirm that if you are recommended for the role of Chamber President that it does not in any way create an actual or perceived conflict of interest with any other positions that you currently hold, including positions of employment.

### 3.3 Mandatory Retirement Age

There is a mandatory retirement age of 75 years for judicial office holders (s.16 of the [Judicial Pensions and Retirement Act 1993 \(legislation.gov.uk\)](#))

## 4. JUDICIAL SKILLS AND QUALITIES

### 4.1 Skills and Qualities

We will assess each applicant against a set of skills and qualities that are necessary for the role as set out in the role profile. Legal competence is assessed by the legal and judicial members of the recruitment panel. However, all members of the panel will use evidence from all parts of the application to assess 'Personal and Judicial' qualities. For example, the legal section and the overall content of the application form may provide evidence of 'Communicating Effectively'.

## Legal, Judicial and Personal Qualities for Chamber President



We do not expect applicants to be familiar with all of the areas of a Chamber President's work. Once appointed, there will be opportunities for training and development. Mentoring is also available.

In addition to their legal expertise, Chamber Presidents are expected to have sound leadership and management skills or to have the ability and aptitude to acquire and develop these in office.

In reaching its decision on making a recommendation for appointment, we will assess candidates through the application and interview process. The following are skills, abilities and characteristics which are required for the role of Chamber President, and which will be tested during the process.

### 4.2 Knowledge, Skills and Abilities Being Sought for the Role Chamber President

Set out below are the legal, personal and judicial characteristics which are being sought for this role.

#### 1. Knowledge, Interpretation and Application of the Law

A high level of expertise in the applicant's area of practice and general knowledge of civil law (private and public) in Scotland

- Practical experience of the subject matter in the Chamber is desirable but not essential
- Ability to analyse complex and challenging legal problems and master new or unfamiliar areas of law
- Thorough knowledge of and ability to analyse and interpret Scots law of evidence and procedure

#### 2. Leadership and Strategic Thinking

- Ability to think strategically and to lead through complexity and change.

- Ability to develop the Chamber and maintain its reputation, judicial independence and standing, while promoting a progressive, collegiate and high-performing judicial culture
- Ability to influence legislative reform, contribute to the Chamber's ongoing development, and lead through integrity, example and collegiality.

### **3. Managing the Business of the Chamber**

- Ability to manage the business of the Chamber to ensure efficient disposal of cases, including scheduling hearings, issuing decisions without delay, and managing judicial availability and sitting allocations.
- Ability to plan and deploy resources effectively while maintaining standards and supporting the Chamber's judicial office holders
- Ability to make decisions to manage risk, ensure good governance, and address sensitive matters such as judicial conduct and complaints.

### **4. Judicial Case Management and Conducting Hearings**

- Ability to manage and preside over complex or novel cases effectively at first-instance and in the Upper Tribunal for Scotland, and guiding others through difficult or evolving areas of case law.
- Ability to chair hearings to ensure fairness, procedural clarity and effective use of the tribunal's specialist expertise.
- Ability to balance own caseload while supporting judicial office holders to deliver proportionate, well-reasoned decisions.

### **5. Judgement and Decision Making**

- Ability to make decisive, fair, impartial and well-structured and sound decisions in judicial and leadership contexts
- Ability to assess and analyse complex information, weigh conflicting evidence and apply the law accurately
- Ability to act consistently with statutory responsibilities and principles of judicial ethics

### **6. Communicating Effectively**

- Ability to listen with patience and respect.
- Ability to produce written decisions, guidance and training materials that are clear, concise and timeous
- Ability to explain complex legal matters in accessible language to a wide range of others, including unrepresented parties

### **7. Working with Others**

- Ability to work effectively with judicial office holders of the Chamber and with administrative teams in support of justice and the efficient disposal of Chamber business.
- Ability to foster strong relationships with judicial office holders, other Chamber Presidents, the President of Scottish Tribunals, the Lord President, the Scottish Courts and Tribunals Service, and the Judicial Office.

### **8. Personal Qualities**

- Ability to work collegiately, build trust and mutual respect with judicial office holders and administrative staff and be able to foster such an approach within the Chamber.

- Ability to maintain personal resilience while managing a varying and demanding workload.

### 4.3 Education, Professional Qualifications, Training and Career History

While we place great importance on the legal career of an applicant, and success in that career, we also value experience outside the law that may be relevant to the qualities required for judicial office.

Judicial experience is something that we will take into account, however it is not a requirement for appointment to full-time judicial office. If you have not held judicial office, you should not be deterred from applying. You should draw attention to any aspect of your career or any other experience, that demonstrates the qualities required for judicial office.

## 5. THE PROCESS

The recruitment panel comprises six members, one judicial member, one legal member and three lay members of JABS, one of whom will chair the panel and the President of Scottish Tribunals, who, acts as a member of the JABS Board for the purposes of this competition. They will assess applications, undertake interviews and make recommendations to the JABS Board for appointment. Only the judicial and legal members assess the legal competence of applicants.

You must complete an online application. Applications will be assessed by the recruitment panel on a name blind basis against the required criteria, and you will then be notified whether or not you have been shortlisted and invited for interview.

Final decisions on recommendations are made by the JABS in line with statutory requirements. Recommendations are made solely on the basis of merit and provided the JABS is satisfied that the candidate is of good character.

Recommendations are then made to the Scottish Government who report to the Scottish Ministers. Appointments to the Chamber President of the First-tier Tribunal for Scotland are made by the Scottish Ministers.

You can view the whole assessment process, including guidance, hints and tips on [The Process page](#) of our website.

## 6. ONLINE APPLICATION

The first time you apply online for a judicial office where the recruitment is carried out by JABS, you will be required to register on the GetGo portal via the JABS website. The email which is registered will become the default email contact for the recruitment process. If you have any difficulties, please contact the JABS Business Management Unit (**BMU**) on 0131 244 3131 or email us directly on [mailbox@jabs.gov.scot](mailto:mailbox@jabs.gov.scot).

When you submit your application, you will receive an acknowledgement by email. Please contact the BMU if you have **not** received an acknowledgement within 24 hours of submitting your application.

Please check your application carefully before submitting it. The application system will not spell, or grammar check your submission. Please ensure you carefully proof read your



application and prepare and copy this from Microsoft Word if necessary. Please take care to check that there are no typing, spelling or grammatical errors.

**Applications need to be submitted by 12 noon on the closing date of 19 September 2025. Applications received after this will not be accepted.**

## **7. COMPLETING THE APPLICATION FORM**

The online system is designed to be intuitive and includes instructions for completion within the form. You should also review the [Application Section](#) of our website before completing the form. There are some areas in the application form that require instruction, and these are detailed below:

### **7.1 Personal Information**

It is mandatory to include your first name and surname in your application. It is optional to include 'Any Other Surnames' by which you are known as this may be needed in correctly identifying you for the process of eligibility, consultation and disclosure. If you do not have a middle name, please add 'N/A'. **Applicant names and personal information will not be shared with the recruitment panel for shortlisting purposes but will be shared with the recruitment panel if you are invited to interview.**

There is a mandatory retirement age of 75 for judicial office holders, as defined in Section 16 of the [Judicial Pensions and Retirement Act 1993 \(legislation.gov.uk\)](#). It is therefore mandatory to include your date of birth for eligibility purposes. Applicants' dates of birth will not be shared with the recruitment panel.

A preliminary assessment of each application is carried out by the Business Management Unit of JABS (BMU) in relation to eligibility and whether applicants meet the age requirement. Should a concern arise, the BMU will send anonymised information to the recruitment panel to make a decision on the matter.

### **7.2 Nationality**

It is mandatory to include your nationality. Applicants should be aware that the panel will consider applications from applicants who are not citizens of the British Commonwealth. However, if recommended, the Scottish Ministers may be unable to appoint such an applicant. Applicant nationality will not be shared with the recruitment panel.

### **7.3 Address and Contact Information**

We will use the email and contact information you have provided for registration as the main way to contact you. Please advise the BMU promptly if you have used an email address which you no longer have access to or any changes to your contact information. Your address and contact information will not be shared with the recruitment panel at any point.

### **7.4 Statutory Eligibility**

You must confirm that you have read the 'Statutory Eligibility Criteria' which is found at the ELIGIBILITY section in this Guidance Note. You should also give a brief description of how you meet the statutory eligibility criteria - you do not need to use the full 300 words.

A 'lawyer of any kind' includes solicitors, advocates and barristers working outside the Scottish jurisdiction who are able to evidence that they have practised as such.

This may include:

- a solicitor or barrister in England and Wales or Northern Ireland; and
- a lawyer outside the UK who is a member of the relevant legal regulated body of that jurisdiction and is entitled to practise in that jurisdiction.

*Examples that would fall within the definition "lawyer"*

1. Practice as a solicitor includes lawyers who are not required to hold a practising certificate and where they are subject to the public official exception regarding a practising certificate in terms of section 24 of the [Solicitors \(Scotland\) Act 1980](#).
2. Business or commercial lawyers employed to provide internal legal advice where (i) entering a solicitor/client relationship, (ii) performing legal services for the client, and (iii) doing so with the instructions of the client.

## 7.5 Relevant Memberships in Scotland

Please refer to the ELIGIBILITY section in this Guidance Note 'before completing this part of the application form.

If you have a practising membership, please ensure the dates you provide are consistent with the information contained on the relevant organisation's website.

[Law Society of Scotland](#)  
[Faculty of Advocates](#)

You will also be asked to confirm if you currently hold a judicial office.

## 7.6 Judicial Appointment

Please give detail of any judicial appointments, including courts and tribunals, which you hold or have held, including dates (starting with the most recent). Please include a brief description (no more than 50 words) of work undertaken in these roles. Appointment to the Parole Board for Scotland or as a Justice of the Peace should also be noted here.

## 7.7 Education, Professional Qualifications and Training

Please give details of your degree(s), as well as any other relevant qualifications in further or higher education; and any relevant training completed.

## 7.8 Career History

The system only allows you to enter one current role. We are aware that you may have more than one. In this instance you should enter what you consider to be your main role in the 'Current Job' section. Any other current role should be entered in the 'Previous Job' section. Where you are asked to add in your leaving date, in the box 'Dates To', enter the date that you submit your application.

If you are self-employed or a judicial office holder, use the 'Employer Name' field to state this.

If relevant, please include information on any breaks in employment. This is not mandatory.

## 7.9 Membership of Specialist Professional Organisations

Please give details of any specialist professional organisation of which you are a member, where relevant.

## 7.10 Any Other Experience and Membership of Organisations

Please provide any other experience, including memberships of organisations which is relevant to your suitability for judicial office, and not referred to elsewhere in your application.

## 7.11 Personal Statement

This section of your application is your opportunity to demonstrate how your skills, experience, and personal qualities align with the requirements of the role of Chamber President for the Chamber of your choice.

Your response should be no more than 1200 words.

Please explain why you consider yourself to be suitable for this judicial office, as outlined in the Chamber President role profile. You should read the role profile carefully before completing this section. Explain what you would find to be the most challenging or demanding aspects of this role and then explain how you would address these.

## 7.12 Experience in Areas of Law

The purpose of this section is to let the recruitment panel see the breadth and depth of your experience in certain areas of law. This may include your experience in practice or from any judicial role held.

There is a limit of 300 words for each section. This is your opportunity to highlight the strengths of your legal experience and knowledge.

Your response should include such things as:

- Timescale – when you were involved in each area of work
- An indication of the volumes and range within each category
- You may wish to indicate any cases or transactions of particular importance or significance

**It is not expected that you will have experience in all areas of law noted below.**

### Civil

Family  
Public Law  
Administrative law  
Commercial

Private Law (e.g., property, taxation, trusts & succession, insolvency)  
Personal Injury  
Other (please detail)

### Criminal

Summary Criminal – including appeals  
Solemn Criminal – including appeals

#### 7.13 Self-Assessment

This is the section of the application that you will spend most time completing. Here we ask you to assess yourself against the judicial skills and qualities required for the role of Chamber President.

It is important that your responses address each of the bullet points under each criterion.

#### 7.14 Self - Assessment Legal (Criterion 1)

In this section you are required to provide evidence, including by reference to examples, which demonstrates criterion 1, Knowledge, Interpretation and Application of the Law.

Your self-assessment should provide evidence, including through specific examples and descriptions, which demonstrates depth of knowledge, competence and experience in your area(s) of legal practice. It should also include example(s) which illustrate an ability to acquire and apply new areas of legal knowledge in depth and demonstrate your ability to work effectively in areas of the law that may arise in the course of the work of a Chamber President.

You should provide evidence of your ability to analyse, interpret and apply the law in a manner which would be appropriate for a person holding the office of Chamber President, including the requirements of the Upper Tribunal, which can deal with complex and novel matters of legal interpretation. The examples that you choose should ideally be recent and clearly demonstrate the legal competence criterion.

There is a 1000 word limit for this section.

### **Legal Written Work**

The purpose of the legal written work is to provide additional evidence of your legal skills and abilities, in particular your ability to analyse and interpret law. By providing the recruitment panel with relevant written work you are giving them an insight into your legal skills, abilities and approaches you have taken along with relevant outcomes. It will also provide evidence of your written communication skills.

You are required to provide three examples of your written work. This will be used in conjunction with your self-assessment legal example(s) to assess your knowledge of the law and your ability to interpret and apply the law. Your written work should ideally be recent and should clearly demonstrate the legal competence criterion.

Please consider your selection carefully as not all legal documents are best suited to demonstrate this criterion. Make sure that what you do select is concise and focused. When selecting written work, you should bear in mind the nature of the role of Chamber President.

You may refer to reported and unreported decisions of the courts or tribunals in which you have been involved, and significant pieces of legal work or other relevant work in the law for which you have been personally responsible.

Examples include:

- advice given to clients in the form of letters or memos
- opinions or notes
- written submissions or other written legal arguments
- reports
- judgments
- stated cases
- decisions given in a judicial, tribunal or similar capacity where you have been the principal or only author
- written advice given internally in a firm or other institutional environment
- any other written explanation of the law, and how that applies in the circumstances of a particular case or other factual situation
- an article on an area of law authored by you

The recruitment panel requires three written examples not exceeding a total of 1200 words for each piece of written work to assess for this purpose. If the piece of written work you submit is shorter than 1200 words, the panel will consider the whole document. If you submit a document that is longer than 1200 words per piece of written work, **you must identify the passage(s) of up to 1200 words** within that piece of written work which best demonstrates Criterion 1 and will be read and assessed by the recruitment panel. **If you have not clearly identified the passage(s) to be considered, then the recruitment panel will restrict their assessment to the first 1200 words** of that piece of written work.

**You should delete or redact references to the identity of clients or others** in your examples or your written work, where appropriate, for reasons of confidentiality and sensitivity. You should also redact your own name from the document as the recruitment panel will not see your name on the application or supporting documents when assessing this. The recruitment panel will treat your examples as confidential.

## Legal Written Work Summary

You should explain briefly (in no more than 150 words per example) at this section of the application form how and why your three written work examples demonstrate your skills and competence relating to Criterion 1 – Knowledge, Interpretation and Application of the Law.

## How To Upload Your Legal Written Work

**Your written work examples must be uploaded in one PDF document.**

To convert a Microsoft Word Document to PDF format you must:

1. Open the Microsoft document that you would like to convert to PDF.
2. Click 'File', then click 'Save As'
3. Click the 'File Format/ Save as type'
4. Select 'PDF' on the drop down list.
5. Click 'Export/ Save'. This will save your document as a PDF however, you will still have the original Word document.

## 7.15 Self-Assessment – Personal and Judicial Qualities (Criteria 2 to 8)

In this section you are asked to provide evidence including by way of examples and descriptions of the personal and judicial qualities for each of criteria 2-8.

Please ensure your answers address all the bullet points set against each criterion.

Your response to each criterion should not exceed 500 words. Bullet points and note form are acceptable. However, if using this approach, please ensure you provide sufficient detail to enable the recruitment panel to properly assess your evidence, including of your written skills. Where examples are provided, use your strongest ones and make sure that these are clear, focussed and relevant to the criterion. The following structure should assist you here:

- Briefly outline the situation – to give it context.
- State what you were trying to achieve.
- What action did you take? Explain what you actually did, how you did it and why you did it. What was your specific contribution and role?
- Describe the result/outcome. What happened and what did you learn?

Please do not use hyperlinks. Do not use lists, generalised descriptions, assertive aspirations statements or a job description, which solely refers to positions held.

There is a 500 word limit for each section.

## 7.16 Reasonable Adjustments

We will consider any reasonable adjustment requests to ensure that you can participate in the appointment process fairly. Please indicate on the form whether you require any reasonable adjustments in order to access associated material for the application process or at interview.

If you require larger font size for the Guidance Note, please contact the BMU. You are able to increase font size on GetGot.

You can email us at [mailbox@jabs.gov.scot](mailto:mailbox@jabs.gov.scot) to discuss any reasonable adjustments. We may also contact you about your request and ask you for more details, if required.

The information you provide on any request for reasonable adjustments is not used in the selection decisions.

## 7.17 Conflicts of Interest

You are required to note family, personal or professional relationships with any JABS member (whether part of the recruitment panel (marked with an asterisk) for this competition or not) or any Legal or Lay Appointment Advisers. Lady Morag Wise, President of the Scottish Tribunals is a member of the recruitment panel for this competition.

### **JABS Members:**

Mr Lindsay Montgomery CBE, Chairing Member\*

Mr Jonathan Barne, KC

Mrs Liz Burnley CBE

Mr Paul Cackette, CBE\*

Mrs Wilma Canning\*

Sheriff Principal Kate Dowdalls, KC

Chamber President May Dunsmuir, Health and Education Chamber\*  
Sheriff Farquharson, KC  
Mr Paul Gray  
The Hon. Lady Shona Haldane, KC  
Ms Emma Marriott\*  
Dr Fiona McLean  
Mr Gareth Morgan, QPM  
Mr Peter Murray  
The Hon. Lord Robert Weir, KC

**Legal and Lay Appointment Advisers:**

Mrs Gillian Mawdsley, Legal Appointment Adviser  
Dr Geoff Garner Lay Appointment Adviser  
Mr Peter McGrath, Lay Appointment Adviser  
Ms Marieke Dwarshuis, Lay Appointment Adviser  
Mrs Deirdre Fulton, Lay Appointment Adviser

**President of Scottish Tribunals:**

The Rt Hon. Lady Wise\*

Please read the [JABS policy on conflicts of interest](#) which is on our website.

The conflict test is whether any particular relationship might reasonably create a perception by others that you might be treated differently from other applicants.

Infrequent social interaction or simple contact with a JABS member or others specified above in a professional context, such as having appeared before the JABS member or member of the recruitment panel in a court or tribunal, sitting in the same court, or having involvement in the same cases will not usually constitute a professional relationship without further involvement, and does not need to be declared. However, frequent contact of this nature may constitute a professional relationship and should be declared.

## 7.18 Good Character and Conduct

Applicants are asked to respond to a number of questions relating to their personal and professional life, relating to character and conduct, including the need to disclose any unspent criminal convictions as well as any other issues which may call into question an individual's suitability for judicial office. Applicants must also disclose spent convictions unless those spent convictions are protected from disclosure by virtue of the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2013.

## 7.19 Judicial Ethics

The Judicial Office for Scotland has published guidance to Judicial Office Holders on Judicial Ethics. At application you are required to confirm that you will comply with this guidance, which is available online at the [Judicial Office website](#).

If you are not able to currently comply with the Judicial Ethics Guidance, please provide information on what you will need to do or change to be able to comply with this. You may be contacted by the BMU if the recruitment panel require further information.

If invited to an interview, you will be asked some questions about your ability and willingness to adhere to requirements relating to the Judicial Ethics Guidance and if necessary, you will be given the opportunity to address any queries or concerns.

## 7.20 Diversity Questions

The JABS has a duty under s.14 of the Judiciary and Courts (Scotland) Act 2008 to have regard to the need to encourage diversity in the range of individuals available for selection for judicial appointments. In order to do this, the JABS routinely monitors recruitment and selection procedures. The questions are deliberately wide-ranging since we consider it important to cover all the areas relevant to s.14 considerations. JABS decisions on making recommendations for appointment are made solely on merit and matters to do with diversity cannot be taken into account.

**This diversity questionnaire will be separated from your application form. The recruitment panel and others members of JABS will not have access to this form. The purpose of this is to provide data for recruitment rounds. The information contained in it will not be held or otherwise processed in a manner which would allow the JABS or recruitment panel members to identify you or otherwise link that information to you. The information is held by the BMU and used to produce diversity reports for each competition, which show overall summaries and do not identify any individual.**

The declaration on the application form does not relate to information provided in the diversity monitoring form. The current online application system does not permit us to place the declaration at the end of the application section. We are endeavouring to change this.

## 8. ENHANCED DISCLOSURE

We are required to carry out a Level 2 Disclosure Scotland check as part of the appointment process.

Should you be successful in being invited to interview, a link to the online disclosure application form and guidance will be sent to you with your outcome decision letter. You will be required to pay the cost of the check, which is £25.

Only those with a satisfactory disclosure check will be recommended for appointment.

## 9. CONSULTATIONS

We will conduct consultations for applicants who are invited to interview. These consultations will be sought from (amongst others) where applicable:

- The Lord President
- The President of Scottish Tribunals
- Upper Tribunal for Scotland
- Chamber Presidents of First-tier Tribunal for Scotland
- Presidents of any relevant Scottish or UK Reserved Tribunals
- The Crown Agent
- Scottish Legal Complaints Commission
- Professional Bodies (such as the Faculty of Advocates and the relevant Law Society)
- The Scottish Legal Aid Board



If you are invited to interview and if relevant, you will be given the opportunity to address any queries or concerns arising from the [consultation](#) process.

## 10. SOCIAL MEDIA CHECKS

As part of our consultation process, candidates invited to interview will be subject to social and general media background checks. These will be conducted by an external party contracted by JABS, Giant Screening. This will involve personal information including your name, email, date of birth, national insurance number and address details for the preceding five years being provided to Giant Screening for this purpose only. Additional information will be provided to relevant candidates after shortlisting.

## 11. FEEDBACK

We aim to offer feedback to those candidates who request it. We are unable to offer a timescale for this feedback.

The Business Management Unit will send you a survey to be completed anonymously following the application and interview stages. These surveys provide you with an opportunity to comment on your experience of the JABS recruitment process, which provide valuable feedback to JABS to help us review and improve our processes.

## 12. COMPETITION SCHEDULE

We anticipate following the key milestone dates as detailed below:

Date	Milestone
25 August 2025	Application period opens
19 September 2025	Application period closes
w/c 13 October 2025	Applicants notified of outcome of shortlisting
w/c 17 November 2025	Interview period
w/c 1 December 2025	Board decision meeting
Mid December 2025	Recommendation report sent to the Scottish Government for the Scottish Ministers
Mid December 2025	Interview outcome letters issued

Please note that these dates may be subject to change. Updated information will be provided to applicants.

## 13. COMPLAINTS

If you are dissatisfied with any aspect of the handling of your application, please refer to the [Complaints Handling Procedure](#) on our website.

## 14. FURTHER SUPPORT

BMU staff are available to answer appropriate queries on the process. Please email any questions to: [mailbox@jabs.gov.scot](mailto:mailbox@jabs.gov.scot)