
ROLE DESCRIPTION

CHAMBER PRESIDENT OF THE LOCAL TAXATION CHAMBER¹ OF THE FIRST-TIER TRIBUNAL

The Chamber President of a chamber of the First-tier Tribunal is appointed by the Scottish Ministers by virtue of section 22(1) of the Tribunals (Scotland) Act 2014 (“the 2014 Act”) and has the function of presiding over the chamber to which they are appointed in accordance with the terms of that Act.

The 2014 Act creates a new simplified statutory framework for tribunals in Scotland, bringing existing tribunal jurisdictions together and providing a structure for new jurisdictions. The 2014 Act creates two new tribunals, the First-tier Tribunal for Scotland and the Upper Tribunal for Scotland, known collectively as the Scottish Tribunals.

Subject to regulations, it is anticipated that the Local Taxation Chamber of the First-tier Tribunal (“the LTC”) will be established by the end of 2021. The functions of the Valuation Appeals Committees² and the Council Tax Reduction Review Panel³ will transfer to the LTC on 1st January 2023. The ratings valuation appeal and complaints functions⁴ of the Lands Tribunal for Scotland will transfer to the Upper Tribunal on the same date.

Initially, in the period prior to the transfer, from 1 January 2022, the Chamber President of the LTC will be expected to provide input into the transfer process, including considering the draft Rules of Procedure for the LTC. The Chamber President will also assist with the recruitment and appointment of members to the LTC and other administrative actions.

Role of the Chamber President of the LTC (post transfer)

1. The Chamber President will provide leadership and management of the Chamber. The Chamber President will maintain and develop the Chamber’s reputation as independent and accessible, providing a professional and expert service.
2. The Chamber President will contribute to the strategic development of the Scottish Tribunals, supporting the Lord President and the President of the Scottish Tribunals in their statutory responsibilities.
3. The Chamber President will be responsible on a day to day basis for the quality, efficiency and smooth running of the Chamber, reporting to the President of the Scottish Tribunals. The Chamber President will demonstrate effective oversight

¹ Name of chamber subject to regulations

² Under section 29 of the Local Government etc. (Scotland) Act 1994

³ Under Part 11A of the Council Tax Reduction (Scotland) Regulations 2012 (as amended by SSI 2013/218)

⁴ Under section 1(3A) – (3BA) of the Lands Tribunal Act 1949

of operations of the Chamber and its members, liaising as appropriate with the President of the Scottish Tribunals to discuss and resolve matters of concern.

4. The Chamber President will be responsible on a day to day basis for adherence by the Chamber to the relevant rules of procedure.
5. The Chamber President will provide such guidance to members in relation to the discharge of duties of the Chamber as appears necessary or expedient.
6. The Chamber President will have regard to the welfare of the members of the Chamber and ensure that any policies issued by the Judicial Office for Scotland on behalf of the Lord President in respect of welfare are adhered to.
7. The Chamber President will represent the Chamber at conferences, official functions and other meetings.
8. The Chamber President will manage and develop appropriate arrangements for the specialist training of Chamber members and adhere to any arrangements the Lord President has put in place for the training of members of the Scottish Tribunals.
9. The Chamber President is responsible for ensuring that appropriate training is available for members of the Chamber to undergo continuous professional development, including ensuring adherence to any arrangements the Lord President has put in place for the training of members. The Chamber President is also responsible for ensuring that judicial standards are maintained and that public confidence remains high regarding decisions of the Chamber.
10. The Chamber President will submit a report to the President of the Scottish Tribunals, around April or May each year, explaining how the Chamber has exercised its functions during the financial year. This will be for inclusion in the Scottish Tribunals Annual Report, which will be published by the President of the Scottish Tribunals in accordance with their statutory responsibility.

Time Commitment

The time commitment will vary depending on the work of the Chamber, but is expected to be between around 30-40 days per year, which will be kept under review. Prior to the transfer date it is anticipated that a higher commitment may be required to facilitate that process.

Fees and Expenses

Until the date on which the functions of the VAC and CTTRP transfer into the local taxation chamber, the daily fee for the role will be £354.70 per day, pro rata. This fee reflects the fact that until such time as the LTC has the relevant functions transferred to it under section 28 of the 2014 Act, the Chamber President will not be undertaking the full range of functions expected of the role. After that date, the daily fee will be £506.71. Travel and subsistence expenses will also be met.

Period of appointment

Appointment will commence on 1st January 2022 (or such other date as may be agreed) and is for an initial period of 5 years. By virtue of paragraph 4 of schedule 7 of the 2014 Act the Chamber President will be automatically re-appointed on a 5 yearly basis, unless one of the conditions listed in paragraph 4(3) of schedule 7 applies. Those conditions are that:

- the Chamber President declines appointment; the Chamber President is ineligible for reappointment (in terms of paragraph 5 of schedule 7); or
- the President of the Scottish Tribunals has recommended to the Scottish Ministers that the Chamber President should not be reappointed.

In accordance with paragraph 6 of schedule 7, the President of the Scottish Tribunals may recommend that a member is not re-appointed only if satisfied that:

- the member has failed to comply with any of the relevant terms and conditions of membership or any other requirement imposed on the member under the 2014 Act;
- the First-tier Tribunal no longer require a member with the qualifications, experience and training of that member; or
- the First-tier Tribunal no longer requires the same number of members for the efficient disposal of its business.

In accordance with section 26 of the Judicial Pensions and Retirement Act 1993, appointment will end on the day on which the Chamber President attains the age of 70, except where the Scottish Ministers determine that it is desirable in the public interest to authorise the continuation of the period in office, for a period not exceeding one year. The Scottish Ministers may, if they consider it remains in the public interest to do so, authorise further such periods of continuation in office, of no more than one year at a time and not extending beyond the date on which the Chamber President reaches the age of 75.

Relevant legislation

The Tribunals (Scotland) Act 2014 is available [here](#).