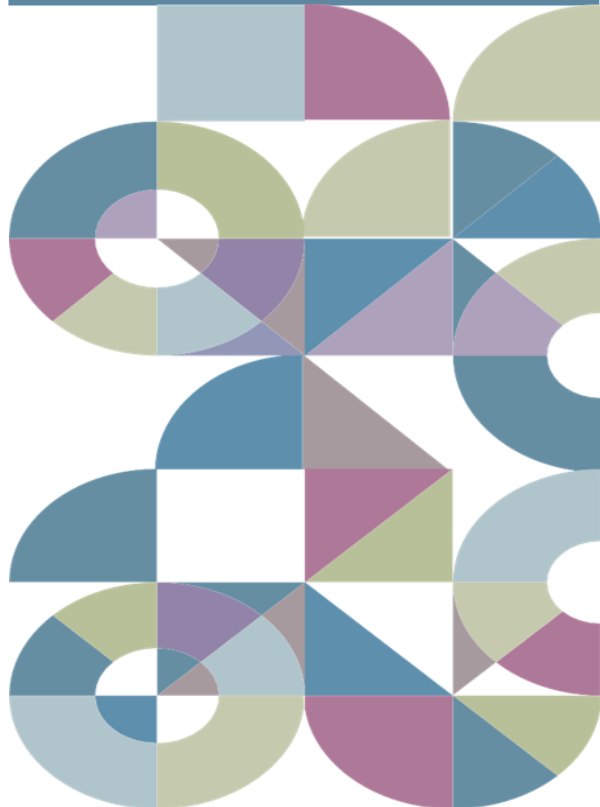




JUDICIAL  
APPOINTMENTS  
BOARD FOR  
SCOTLAND

ANNUAL  
REPORT  
2023  
2024



Laid before the Scottish Parliament by the Scottish Ministers under section 18 of the Judiciary and Courts (Scotland) Act 2008.

November 2024

Laying Number: SG/2024/273

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<https://www.judicialappointments.scot/>

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FOREWORD BY  
CHAIRING  
MEMBER





## Foreword by The Chairing Member

I am pleased to present the Annual Report of the Judicial Appointments Board for Scotland for the period April 2023 to March 2024.

2023 was a very busy year for JABS. We were involved in 10 recruitment exercises, eight of which concluded during the year. We will report on the outcome of the competitions for the Office of Senator and Sheriff 24 in our next annual report.

During this year we received over 500 applications for the 10 competitions which were in progress in 2023/24, by far our largest number in any year. The 2023 recruitment round for Sheriff resulted in 23 recommendations for appointments – the highest number for that office in JABS history. In total we made 176 recommendations to Judicial Office during 2023/24 for the 8 competitions that concluded, including 140 which were for the Social Security Chamber of the First-tier Tribunal for Scotland. We started the recruitment for the Senator 2023 competition receiving 22 applications for the 5 posts and also the Sheriff 2024 competition for which we received 70 applications for 3.5 posts.

This high level of competition activity delayed progress on our major Programme for Change project. This project involves a full review of our approach to judicial recruitment including our policies and practices. During the year we were able to identify some dedicated resource to help us take the work forward. It will continue during 2024/25 and beyond. We have been collaborating with our counterparts in England and Wales (JAC) and in Northern Ireland (NIJAC) to compare and contrast how we approach judicial recruitment as part of the work.

Arising out of our Diversity Action Plan, we set up the Judicial Appointments Diversity Reference Group to assist JABS to meet its obligations ‘to have regard to the need to encourage diversity in the range of individuals available for selection to be recommended for appointment to a judicial office.’ This group had its first meeting in May 2024. It has a wide membership to provide a range of views and contributions to this important aspect of our work.

The workload of JABS has been very heavy over recent years and the pressure on Board Members and staff has been considerable. Scottish Ministers agreed to our request to increase the size of the Board from 12 to 16 members, half of whom are lay members, and the remainder are a combination of judicial and legal members. In addition, 2023/24 saw further substantial changes to the membership of the Board. Sheriff Principal Aisha Anwar stood down from the Board as did Ms Cat McLean. Three lay members Ms Neelam Bakshi, Mr Stephen Tierney and Ms Deirdre Fulton all reached the maximum allowable period on the Board. As a result, 7 new members joined JABS during this year. They are Sheriff Principal Kate Dowdalls, legal members Mr Paul Cackette and Mr Jonathan Barne, lay members Mr Paul Gray, Ms Wilma Canning, Ms Fiona McLean, Mr Gareth Morgan and Mr Peter Murray. Additionally, Ms Denise Loney joined the Board as a temporary legal member to cover the absence of a legal member.

Ms Deirdre Fulton agreed to become a Lay Appointments Adviser to help us with the Programme for Change project. We have also appointed a Legal Appointment Adviser, Ms Gillian Mawdsley, to assist with our work.

Finally, I wish to express my thanks to all our Board members, retiring and new, to our Appointments Advisers and to our staff. Their combined dedication to the work of JABS has been unstinting and we could not have achieved so much without their contributions.

Lindsay Montgomery CBE, FRSE  
Chairing Member  
September 2024



# PART 1 PERFORMANCE





# Part 1 Performance

## Three Year Corporate Plan

The Judicial Appointments Board for Scotland is an advisory Non-Departmental Public Body ('NDPB'), operating under the Judiciary and Courts (Scotland) Act 2008. This is supported by a Framework Agreement which outlines the respective responsibilities of the Scottish Ministers, to whom we make recommendations on judicial appointments. The work of the Board is fully funded by the Scottish Government; the Scottish Government fully funds the Board and its work.

In 2023, we published a Three-Year Corporate Plan. This sets out how we will continue to contribute to justice in Scotland and provides objectives of how we aim to deliver our priorities. The Plan details our Mission, Purpose, Core Values and Strategic Objectives:

### Our Mission:

Attracting applicants with the skills, knowledge and ability for particular judicial roles, whilst encouraging diversity in the range of individuals available for selection and recommending applicants solely on merit, through processes that are, and are seen to be, independent, fair and transparent.

### Our Purpose:

JABS was established following the implementation of the Judiciary and Courts (Scotland) Act 2008 (the 2008 Act). The Board became an advisory Non-Departmental Public Body on 1 June 2009. This means that we operate independently of the Scottish Ministers, and have our strategic direction set by the Board.

Section 9 of the 2008 Act lays out the statutory functions:

- To recommend to members of the Scottish Government individuals for appointment to judicial offices within the Board's remit, and
- To provide advice to members of the Scottish Government in connection with such appointments.

Our governing legislation states at section 9(3) that

'In carrying out its functions, the Board is not to be subject to the direction or control of any member of the Scottish Executive or any other person.'

It is, however, the relevant Scottish Minister who decides whether to accept the Board's recommendations.

The 2008 Act also places the following responsibilities on the Board, in terms of sections 12 and 14:

- Selection must be solely on merit.

## Part 1 Performance

- The Board may select an individual only if it is satisfied that the individual is of good character; and
- In carrying out its functions, the Board must have regard to the need to encourage diversity in the range of individuals available for selection to be recommended for appointment to a judicial office.

### Our Core Values:

- Trust – our actions justify the faith others have put in us to make recommendations based on merit and to protect the confidentiality of candidates
- Fairness – our actions and processes are designed to be equitable, to encourage diversity and to minimise the risk of bias in our decision making
- Independence – our recommendations are independent
- Transparency – our processes are as accessible, open and transparent as our role allows
- Flexibility – we are flexible, adaptable and embrace change and develop where it helps us to streamline and enhance the quality of our processes
- Inclusion – we observe, listen, understand and support everyone we work with

### Strategic Objectives:

1. We will make independent recommendations for judicial appointment to courts and tribunals based solely on merit and only if we are satisfied that the individual is of good character.
2. We will provide advice to members of the Scottish Government in connection with judicial appointments.
3. We will contribute to furthering justice in Scotland alongside Scottish Ministers, the judiciary and the legal profession.
4. We will undertake our work through processes that are, and are seen to be, independent, fair and transparent.
5. We will encourage diversity in the range of individuals available for selection.
6. We will work with key stakeholders, consulting and listening to their feedback, to assist us in our drive to modernise and develop our processes and approach.
7. We will create an environment in which applicants and candidates, Board members, Appointment Advisers and staff feel supported and inspired to do their best work.

The full plan is available here. <https://www.judicialappointments.scot/node/527>

The Plan sits at the heart of our operations, helping to focus our work and shape our priorities as we strive to ensure our processes remain fair, robust and fit for the future.

## Part 1 Performance

The judicial offices within the Board's remit are set out in section 10 of the 2008 Act and include:

- The office of judge of the Court of Session
- The office of Chairman of the Scottish Land Court
- The office of temporary Judge (with a number of statutory exemptions)
- The office of sheriff principal
- The office of sheriff
- The office of part-time sheriff
- The office of summary sheriff
- The office of part-time summary sheriff
- The office of member of the Parole Board for Scotland (including the Chairperson of the Parole Board)
- The Vice-President of the Upper Tribunal, if to be appointed under section 26(1) of the Tribunals (Scotland) Act 2014 (the 2014 Act)
- Chamber President in the First-tier Tribunal, if to be appointed under section 22(1) of the 2014 Act
- Deputy Chamber President in the First-tier Tribunal, if to be appointed under the relevant provisions of schedule 4 to the 2014 Act
- Ordinary member or legal member of the First-tier Tribunal or the Upper Tribunal, if to be appointed under the relevant provisions of Schedule 3 (or as the case may be) Schedule 5 to the 2014 Act.

## Part 1 Performance

### Judicial Skills and Qualities

The Board is committed to the principle of appointment solely on merit. As part of our Programme for Change, we have been working with our partners in the justice family to make sure the skills and qualities, on which we assess applicants, reflect what makes a good judge. We anticipate this work will continue through 2024/25.

These six skills and qualities relate to court and tribunal offices, where the latter require legal competencies. Non-legal members of tribunals including specialist members, are considered against the personal and judicial qualities, supplemented by specific requirements for particular tribunal roles.



More detail on each of these skills and qualities is published on our website, at: <https://www.judicialappointments.scot/resources/what-were-looking-for> or when vacancies are advertised.

## Part 1 Performance

### Recommendations for Judicial Appointment

During the year 2023-2024, the Board made recommendations for the following offices:

Judicial Office	Appointment rounds	Number of eligible applications	Number recommended for appointment
The Office of Sheriff 2023	1	120	23
The Office of Summary Sheriff 2023	1	132	13
Medical Member of the Social Security Chamber – Light Touch Recruitment	1	45	40
Medical Member of the Social Security Chamber	1	11	4
Disability Member of the Social Security Chamber – Light Touch Recruitment	1	25	21
Disability Member of the Social Security Chamber	1	57	27
Legal Member of the Social Security Chamber – Light Touch Recruitment	1	5	4
Legal Member of the Social Security Chamber	1	77	44
<b>Total</b>	<b>8</b>	<b>472</b>	<b>176</b>

# Part 1 Performance

## Introduction

During 2023-2024, a number of recruitment panels (comprising both Board members and Appointment Advisers), were involved in ten appointment exercises, for either Court or Tribunal judicial offices attracting 564 applications. Of these, eight concluded during the year, and resulted in 176 candidates being recommended for judicial office. The Office of Senator of the College of Justice concluded in the reporting year 2024/2025, and details of recommendations will be included in the next annual report.

The Scottish Ministers have accepted all our recommendations for appointment for recommendations made during 2023/2024.

In March 2024 we invited applicants to apply for Sheriff 2024 and received 70 applications for 3.5 posts and the recommendations for this will be published in next year's report.

There is a detailed summary of each concluded appointment round from page 10 onwards.

As part of our Programme for Change we are looking at all of our policies and processes. One area we have developed over the last year, as the Board and BMU capacity increased, is in relation to feedback for candidates. Starting with court competitions, for the Sheriff 2023 round we were able to provide bespoke feedback to 70 people who requested it.

For Summary Sheriff 2023 we automatically issued feedback to unsuccessful longlist candidates, 28 of the shortlist candidates and the 20 candidates who asked for feedback following interview. Overall, that was 107 candidates receiving feedback.

We have had some very positive feedback from candidates about this work. Whilst it is very resource heavy and takes time to collate and issue, candidates find it worthwhile and helpful so we will continue to develop our processes to support this work.

## Diversity

In order to assist us in meeting our statutory obligation to have regard to the need to encourage diversity in the range of individuals available for selection, we ask all applicants to complete a Diversity Monitoring questionnaire. This is voluntary and applicants can complete all, some or none of it. As a result, the diversity data may not always represent the full picture of the diversity of those who apply for judicial office.

The information drawn from the Diversity Monitoring questionnaires is the foundation for the Diversity Report for 2023-2024 at Appendix A.



## Part 1 Performance

### Recommendations for the Office of Senator of the College of Justice

JABS received an official request on 7 September 2023 for five Senators of the College of Justice.

The advert launched in November 2023 and 18 eligible applications were received.

Shortlisting took place between December 2023 and January 2024 with interviews held between February and March 2024. Of the 18 eligible applicants, 14 applicants were invited to interview.

Recommendations were made to Scottish Ministers during the 2024/2025 reporting year, details on the recommendations and diversity information will be published in the next reporting year.

### Recommendations for the Office of Sheriff

JABS received an official request on 20 December 2022 for 17 full time equivalent vacancies for the Office of Sheriff. During the recruitment process a further vacancy arose in the Sheriffdom of Lothian and Borders, based at Edinburgh Sheriff Court, taking the total number of vacancies to 18.

The advert launched in January 2023 and 120 eligible applications were received. The shortlisting process took place between March and May 2023 and 52 applicants were invited to interviews held between May and June.

On the 26 June 2023, the Board made 18 recommendations to Scottish Ministers, and had a reserve list of five candidates who were deemed appointable.

On 1 August 2023, the Board were asked to draw on the reserve list to make five and half FTE further recommendations. The Board made a further five recommendations on 29 August 2023.

### Recommendations for the Office of Summary Sheriff

JABS received an official request on 1 August 2023 for 11 full time equivalent vacancies for the Office of Summary Sheriff. During the recruitment process a further two vacancies arose in the Sheriffdom of Tayside, Central and Fife and the Sheriffdom of South Strathclyde Dumfries and Galloway.

The advert was launched in August 2023 and 132 eligible applications were received. Due to the high number of applications, a longlisting process was used. Longlisting was carried out between September and October 2023. 73 applicants were considered for shortlisting between October and November 2023. 35 applicants were invited to interview between November 2023 and January 2024.

On 31 January 2024, the Board made 13 recommendations to Scottish Ministers.

## Part 1 Performance

### Recommendations for Medical Member of the First-tier Tribunal for Scotland (Social Security Chamber)

JABS received an official request on 7 November 2022 for recommendations for 85 ordinary members with medical experience for appointment to the First-tier Tribunal for Scotland, Social Security Chamber (SSC).

The Board agreed in December 2022 to conduct a 'Light Touch Recruitment Round'. They recognised that there were potential applicants, who were already medical members of the reserved Social Entitlement Chamber (SEC) and of the Mental Health Tribunal for Scotland (MHTS), who had been appointed through fair and open competition. A comparison exercise was conducted to assure the Board that there was sufficient overlap between the skills and qualities required by the Judicial Appointments Commission and Scottish Government and those required by JABS. They were satisfied that medical members appointed to the SEC and the MHTS had the necessary skills and qualities to sit in the SSC.

The advert for the 'Light Touch' exercise was launched in March 2023 and 45 eligible applications were received.

A consultation process was undertaken with the respective Presidents of the SEC and MHTS and other appropriate consultees for each role to ensure that there were no issues relating to the applicants which might have a bearing on their suitability for appointment.

During the application process 4 applicants withdrew.

In September 2023, the Board made 40 recommendations to Scottish Ministers from the Light Touch exercise.

The Board launched the full competition to recruit for medical members in April 2023 for which 11 eligible applications were received.

Shortlisting took place during the month of May 2023 and 8 applicants were invited to interview in September 2023. During the interview process 2 applicants withdrew leaving the total number of candidates interviewed at 6.

In December 2023, the Board made 4 recommendations to Scottish Ministers.

## Part 1 Performance

### Recommendations for Disability Member of the First-tier Tribunal for Scotland (Social Security Chamber)

JABS received an official request on 7 November 2022 for recommendations of 55 ordinary members with disability experience for appointment to the First-tier Tribunal for Scotland, Social Security Chamber.

The Board subsequently agreed to extend the 'Light Touch' Recruitment Round to other suitably qualified members of the SEC.

The advert for the 'Light Touch' exercise was launched in March 2023 and 25 eligible applications were received. As before, a consultation process was undertaken with the President of the SEC and other appropriate consultees. During the application process, 4 applicants withdrew.

In September 2023, the Board made 21 recommendations to Scottish Ministers.

The Board launched the full competition to recruit for the remaining disability members in April 2023, 57 eligible applications were received.

Shortlisting took place between May and June 2023 and 44 applicants were invited to interview between July and September. During the interview process 10 applicants withdrew, leaving the total number applicants interviewed at 34.

In December 2023, the Board made 27 recommendations to Scottish Ministers.

### Recommendations for Legal Member of the First-tier Tribunal for Scotland (Social Security Chamber)

JABS received an official request on 7 November 2022 for recommendations of 51 legal members for appointment to the First-tier Tribunal for Scotland, Social Security Chamber.

The Board had agreed to extend the 'Light Touch Recruitment Round' to existing legal members of the SEC.

The advert for the 'Light Touch' exercise was launched in March 2023 with 5 eligible applications received. As before, a consultation process was undertaken with the President of the SEC and other appropriate consultees.

In September 2023, the Board made four recommendations to Scottish Ministers.

The Board launched the full competition to recruit the remaining legal members in March 2023, 77 eligible applications were received. Shortlisting took place between May and June 2023 and 54 candidates were interviewed between June and September. During the interview process 7 candidates withdrew, leaving the total number of candidates interviewed at 47.

In December 2023, the Board made 44 recommendations to Scottish Ministers.



# PART 2 ENGAGEMENT





## Part 2 Engagement

### Key Partner and Stakeholder Engagement

Over the past year, we held meetings with a wide range of individuals and organisations to promote our work and explore matters of common interest, including with the Lord President of the Court of Session, the President of the Scottish Tribunals, the Sheriffs Principal, Chamber Presidents of the First-tier Tribunal for Scotland, the Judicial Institute, the Faculty of Advocates, the Law Society of Scotland and the Society of Solicitor Advocates.

Regular meetings have also taken place with the Scottish Government and Judicial Office for Scotland, as well as with colleagues from the Judicial Appointments Commission for England and Wales (JAC) and the Northern Ireland Judicial Appointments Commission (NIJAC).

The Chairing member also attended meetings of the Scottish Government 'Future of the Legal Profession in Scotland' working group events and the Chief Executive attended the Fair Justice System for Scotland Equalities Workshop.

### Outreach and Events

JABS hosted the following events:

- On 5 April 2023, Social Security Chamber, Disability Member event.
- On 18 April 2023, Social Security Chamber, Medical Member event.

To note, other outreach events for the Social Security Chamber recruitment round were undertaken in the 2022/3 reporting period.

- On 10 August 2023, 'The Role of a Summary Sheriff', webinar event co-hosted with the Judicial Office.
- On 7 September 2023, JABS held an online information webinar event in conjunction with the Society of Solicitor Advocates.
- On 5 October 2023, 'The working life of a Senator now and in the future' webinar event co-hosted with the Judicial Office.
- On 10 October 2023, JABS hosted a tripartite day with members and staff from the JAC and NIJAC.
- On 28 February 2024 'The Role of a Sheriff in Scotland', webinar event co-hosted with the Judicial Office.
- On 24<sup>th</sup> March 2024, The Chairing Member, Chief Executive and Sheriff David Young attended the Sheriffs and Summary Sheriffs Association Conference.





# PART 3 DIVERSITY





## Part 3 Diversity

### Diversity

During this reporting year, the Board has further increased its focus on diversity.

- As part of our Programme for Change JABS considered diversity in the context of our future outreach and advertising programmes and this work will continue.
- We are looking at all of our documentation to ensure it is framed in a way that is inclusive and accessible to all potential candidates. For example, our Diversity Monitoring questionnaire has been reviewed and revised to support this aim.
- We are considering our approach to assessment so that it gives candidates the best opportunity to succeed, irrespective of their background. We will be undertaking a focussed consultation exercise with our key stakeholders to ensure we understand the issues and concerns of candidates.

JABS obtained the most up to date diversity statistics from the Scottish Government, the Faculty of Advocates and the Law Society of Scotland. With this contextual information and after discussions with our key stakeholders, we finalised our Diversity Action Plan.

One of the key actions from that is to set up a Judicial Diversity Reference Group comprising key stakeholders who can support the Board in achieving its diversity duty under our governing legislation and will include the identification, mitigation or removal of obstacles to diversity. It has a wide membership comprising:

- Judicial Appointments Board for Scotland
- Scottish Government
- Judicial Office for Scotland
- Sheriffs' and Summary Sheriffs' Association
- Faculty of Advocates
- Law Society for Scotland
- Society of Solicitor Advocates
- Scottish Ethnic Minorities Lawyers Association
- The Fair Justice System for Scotland (FJSS)
- Scottish Young Lawyer's Association
- Crown Office and Procurator Fiscal Service

The Group, which had its first meeting in May 2024, will be looking at what judicial diversity means and will consider statistics from the current judicial cohort to see where the gaps lie, and to help identify ways of reducing these.

For the first time, in 2024, JABS will be publishing an analysis of its diversity statistics over the previous 5 years, along with the comparative data we have, thus far, been able to collect.



# PART 4 GOVERNANCE





## Part 4 Governance

### Corporate Governance

In 2023, the Board set up a committee, chaired by the Chairing Member to specifically consider the corporate governance arrangements for JABS. In addition, JABS arranged for an independent review of governance arrangements in December 2022 by Mr Graeme Hill ACMA, GCMA, an external Governance Adviser. The review concluded in the 2023/4 financial year. The outcome of the review (including the recommendations from the external Governance Adviser) were agreed by the Board and put into effect. The Board agreed that governance arrangements should be annually reviewed.

### Board Membership

Lay and legal members are appointed by the Scottish Ministers and judicial members by the Lord President.

2023/4 saw considerable change in the membership of the Board. There were two reasons for this. Firstly, an increase in the number of Board members and secondly a number of members required to stand down at the end of their term.

Until November 2022, our statute required there to be twelve Board members: six judicial and legal members (a Senator of the College of Justice, a Tribunal President, a Sheriff Principal, a Sheriff, an Advocate and a Solicitor) and six lay members, one of whom is the Chairing Member. From that date, regulations came into effect to increase the number of Board members to sixteen (two additional lay members, one legal member and one judicial member). This important change was in recognition of the Board's substantially increased workload over recent years and the consequential demands on members' time.

A number of existing Board members stood down in the 2023/4 reporting year including Sheriff Principal Aisha Anwar who was replaced by Sheriff Principal Kate Dowdalls. Three lay members stood down during this year, Ms Neelam Bakshi, Mr Stephen Tierney and Ms Deirdre Fulton. Our remaining legal member Ms Cat Maclean also stood down.

The Scottish Government Public Appointments Team began an exercise to recruit new lay and legal members in 2023. These new Board members took up post during the 2023/24 reporting year - lay members Mr Paul Gray, Ms Wilma Canning, Ms Fiona McLean, Mr Gareth Morgan and Mr Peter Murray and legal members Mr Jonathan Barne and Mr Paul Cackette. The Scottish Government also appointed a temporary legal member, Ms Denise Loney, because of the long-term absence of one of the legal members.

## Part 4 Governance

The Board membership during the period covered by this report was as follows:

### Lay Board Members (in post as at 31 March 2024)



Chairing Member  
Dr Lindsay Montgomery  
CBE, FRSE



Mrs Elizabeth Burnley  
CBE



Ms Emma Marriott



Mr Paul Gray  
Assumed office 1 Nov 2023



Dr Fiona McLean  
Assumed office 1 Jan 2024



Mr Peter Murray  
Assumed office 1 Jan 2024



Mr Gareth Morgan  
QPM  
Assumed office 1 Jan 2024



Mrs Wilma Canning  
Assumed office 1 Jan 2024

### Legal Board Members (in post as at 31 March 2024)



Mr Paul Cackette  
CBE  
Assumed office 1 Nov 2023



Mr Jonathan Barne  
KC  
Assumed office 1 Nov 2023

### Judicial Board Members (in post as at 31 March 2024)



The Hon. Lady Haldane  
KC



The Hon. Lord Weir  
KC



President  
May Dunsmuir



Sheriff Principal  
Kate Dowdalls  
KC  
Assumed office 12 June 2023



Sheriff  
David Young  
KC



## Part 4 Governance

### Former Board Members



Sheriff Principal  
Aisha Anwar  
Judicial Member  
Demitted office 11 June 2023



Mrs Deirdre Fulton  
Demitted office 30 July 2023



Professor  
Stephen Tierney  
Demitted office 17 November  
2023



Ms Denise Loney  
Temporary Legal Member  
Assumed office 7 June 2023  
Demitted office 6 December  
2023



Ms Neelam Bakshi  
Demitted office 31 December  
2023



Ms Cat MacLean  
Legal Member  
Demitted office 20 March  
2024

## Part 4 Governance

### Board Meetings

The Board normally meets on the third Monday of every second month.

Board attendance was as follows:

<b>Current Board Members (to 31<sup>st</sup> March 2024)</b>	<b>Total</b>
Dr Lindsay Montgomery	5/6
Ms Elizabeth Burnley	6/6
Ms Emma Marriott	4/6
Mr Paul Gray	2/2
Ms Fiona McLean	1/1
Mr Peter Murray	1/1
Mr Gareth Morgan	1/1
Ms Wilma Canning	1/1
Ms Cat MacLean	0/6
Mr Jonathan Barne	1/2
Mr Paul Cackette	2/2
Lady Haldane	6/6
Lord Weir	5/6
President May Dunsmuir	5/6
Sheriff Principal Kate Dowdalls	3/5
Sheriff David Young	6/6
<b>Previous Board Members</b>	<b>Total</b>
Sheriff Principal Aisha Anwar	0/1
Ms Deirdre Fulton	1/2
Mr Stephen Tierney	3/4
Ms Denise Loney	3/3
Ms Neelam Bakshi	3/5

Information on Board appointment and standing down dates and the register of interests are included on the JABS website.

## Part 4 Governance

### Lay/Legal Assistants (also known as Lay Appointment Advisers and Legal Appointment Advisers)

Statutory provisions within the 2008 Act (Schedule 1 paragraph 13A (1)) allow the Board to appoint Lay and Legal Assistants to help the Board to deliver its increased workload. A person appointed under paragraph 13A (1) as a Lay or Legal Assistant may, so far as authorised by the Board, do anything that a lay member of the Board may do, other than take part in a decision of the Board to recommend an individual for appointment.

#### Lay and Legal Appointment Advisers



Dr Geoff Garner



Ms Marieke Dwarshuis



Mr Peter McGrath



Mrs Deirdre Fulton  
Assumed office 1 Oct 2023



Mrs Gillian Mawdsley  
(Legal Appointment Adviser)  
Assumed office 1 Jan 2024

## Part 4 Governance

### The Business Management Unit

The Business Management Unit comprises 10 members of staff, including its Chief Executive. All are Scottish Government civil servants. They are required to comply with the Civil Service Code and Scottish Government HR policies, but their sole responsibility for all operational matters is to the Board.

None of the BMU staff are members of the Senior Civil Service. In line with the Scottish Government policies salaries below this level are not published. All Scottish Government staff also receive pension contributions in line with the Civil Service Pension Scheme, information on this can be found at <https://www.civilservicepensionscheme.org.uk/your-pension/managing-your-pension/contribution-rates/>.



Ms Paula Stevenson  
Chief Executive

The Chief Executive is the principal adviser to the Board on the discharge of its functions and is accountable to it. The Chief Executive role is to provide operational leadership to staff working for JABS and to ensure that its aims and objectives are met, and its functions are delivered through effective and properly controlled executive action.

The role of the BMU is to support the Board by carrying out the administration required to support judicial recruitment competitions and to support the Board in relation to finance, health and safety, training, analysis and other corporate functions.

## Part 4 Governance

### Financial Outturn

The Board is fully funded by the Scottish Government. As an advisory NDPB, JABS is not required to publish separate accounts and its expenditure is accounted for by the Scottish Government Justice Directorate. The Board's expenditure during the financial year 2023–2024, as recorded in the Scottish Executive Accounting System to 31 March 2024 is set out below.

Expenditure	Year to 31 March 2024 (£)
Staff Salaries including ERNIC and Superannuation	£573,110.37
Members Fees and ERNIC	£359,814.10
Travel and Subsistence for Board Members, Lay Appointment Advisers and Interview Panels (No Overseas Travel)	£ 21,598.87
Travel and Subsistence for Staff (No Overseas Travel)	£532.60
Training	£5,734.88
Accommodation including rent, maintenance and utilities	£ 83,036.67
Catering for Board Meetings and Interview Panels	£3,721.16
Hospitality Costs*	£ 884.75
Office Running Costs	£5,589.23
Appointment Advertising Costs	£11,672.22
IT Professional Services for Websites and vacancy System and Development, Staff Equipment	£45,789.23
Professional Services	£26,832.00
External Consultancy**	£4,602.61
Accruals (Rent from Q4 2023/24)	-£20,995.03
<b>Total</b>	<b>£1,121,923.66</b>

To note, under the Public Services Reform (Scotland) Act 2010 JABS is required to publish information in connection with public relations, overseas travel, hospitality\* and entertainment, and external consultancy\*\*. Where there has been such expenditure in the 2023/4 financial year, these are shown with an Asterix.

### Freedom of Information

During the period 1 April 2023 to 31 March 2024, the Board received five requests for information under the Freedom of Information (Scotland) Act 2002. All five requests received were responded to within the statutory 20 working days.

## Part 4 Governance

### Risk Management

As part of the Judicial Appointments Board for Scotland compliance and assurance process, the Board monitors and reviews its approach to risk at its quarterly Governance Review Board meeting. A comprehensive Risk Register has been compiled and is regularly reviewed and updated in the interim, as required.

The Board recognises the need for a comprehensive approach to monitoring, reviewing and acting on risks and opportunities that may have an impact on the successful outcome of the Board's objectives.

### Complaints

The Board did not receive any official complaints during this reporting year.

### Website and Contact Details

Our website is the primary source of information about JABS, judicial vacancies, news items, and recent appointments.

The Board aims for continuous improvement in all that we do, and this includes our website. Feedback is always welcome, and those who access the website are encouraged to provide their thoughts or suggested improvements.

To offer this feedback, we invite the use of our website "Contact Us" form.

### Online Application Platform

Applications for appointment are made online. The Board will make any reasonable adjustments where these are required.

Our address for correspondence is:

Judicial Appointments Board for Scotland  
Thistle House  
91 Haymarket Terrace  
Edinburgh  
EH12 5HD



0131 244 3131



[mailbox@jabs.gov.scot](mailto:mailbox@jabs.gov.scot)



<https://www.judicialappointments.scot>

# APPENDIX A

## DIVERSITY STATISTICS







### Diversity Statistics 2023-2024

#### Introduction

In order to ensure that we meet our statutory obligation to have regard to the need to encourage diversity in the range of individuals available for selection, we ask all applicants to complete a Diversity Monitoring questionnaire. This is voluntary and applicants can complete all, some or none of it. In practice, a proportion of candidates for each competition choose not to provide this information. This means that our diversity data may not reflect the complete position. The terminology in the Diversity Monitoring questionnaire has been refreshed this year with a view to encouraging more applicants to respond.

This questionnaire is separate from the application form and Board/Panel Members do not see it. The Business Management Unit collates the statistical information and presents anonymised reports to the Board to allow the consideration and identification of the demography of the pool of applicants.

The Diversity information below shows the basic data for the key recruitment stages, capturing the diversity evolution from applications received to recommendations for appointment in 2023/4. An analysis of these and previous years statistics will be provided in JABS standalone Diversity Report.

We do not publish diversity monitoring information that could identify an individual. This means that not all statistics are reported for every role, because if the number of applicants answering a question was very low the responses could lead to the identification of an individual.

Percentages given in these tables are rounded to the nearest whole number. As a result, they may not always total 100%.

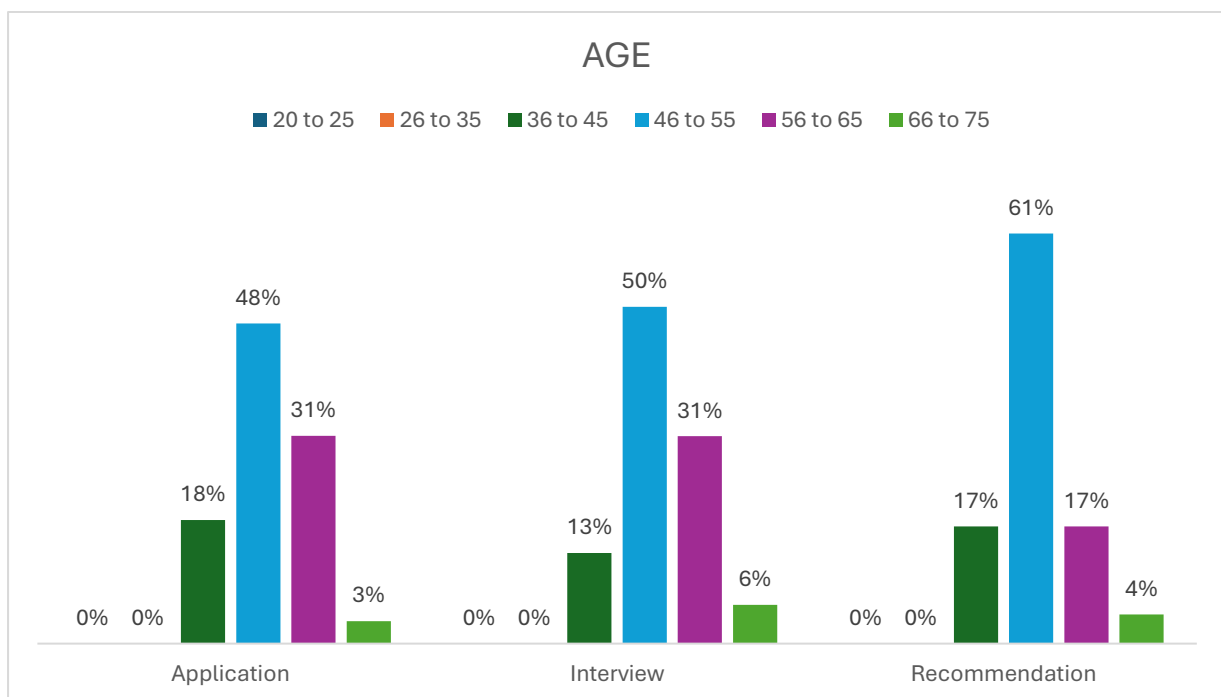
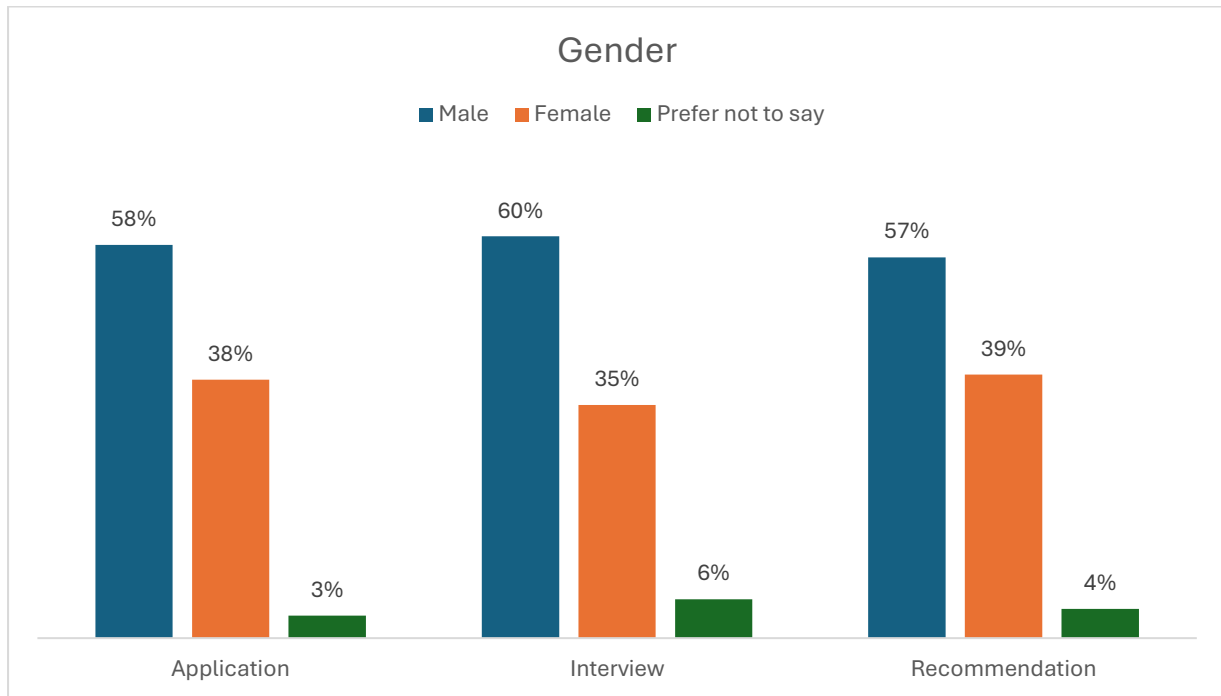
#### Diversity Statistics for 2023-2024

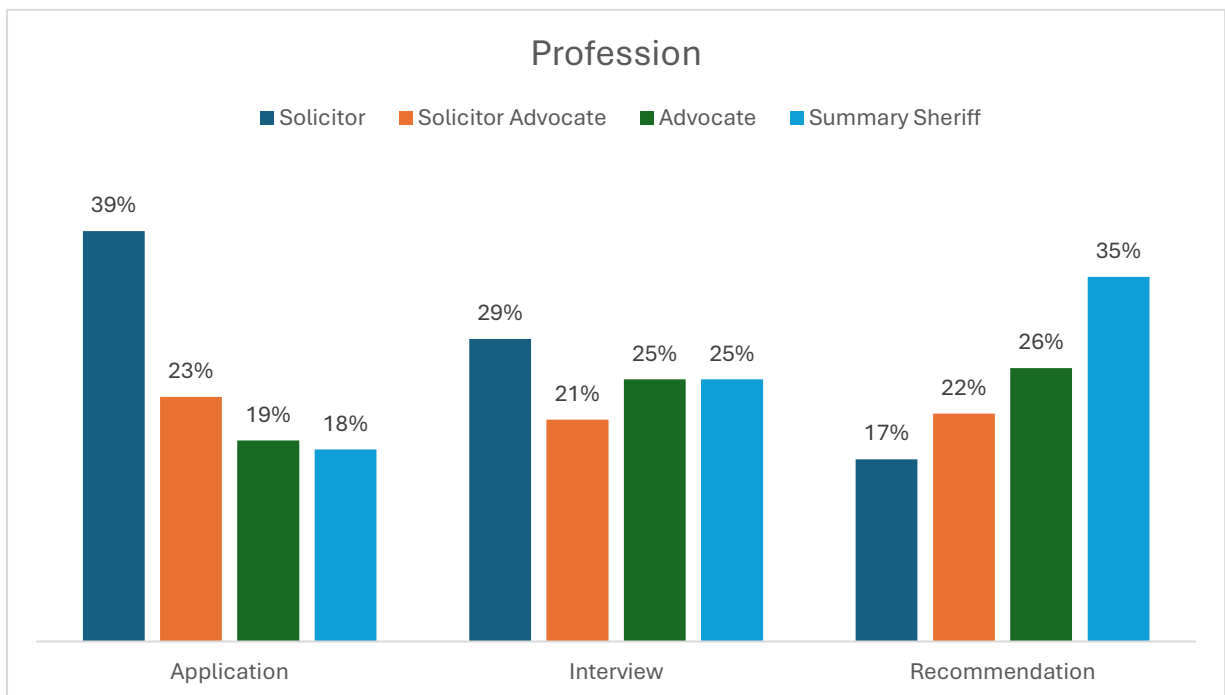
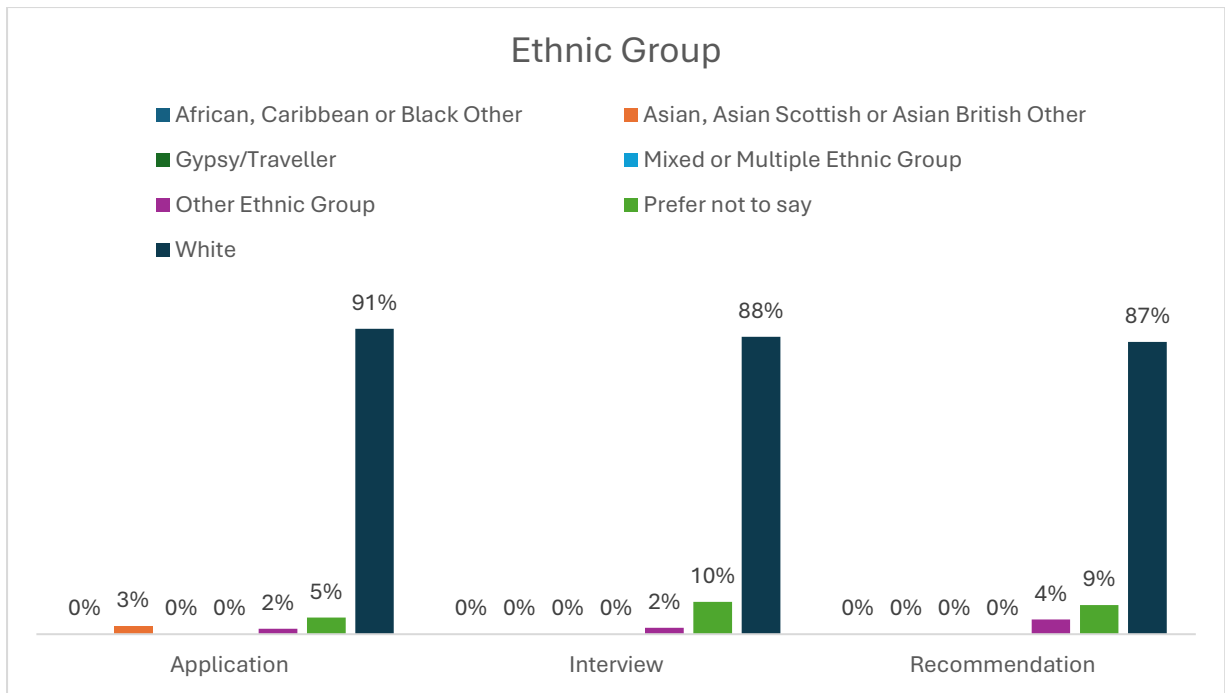
This report details the diversity findings for gender, age, ethnic group and profession for each of the following appointment rounds:

1. The Office of Sheriff
2. The Office of Summary Sheriff
3. Medical Member of the Social Security Chamber – Light Touch Recruitment
4. Medical Member of the Social Security Chamber
5. Disability Member of the Social Security Chamber – Light Touch Recruitment
6. Disability Member of the Social Security Chamber
7. Legal Member of the Social Security Chamber – Light Touch Recruitment
8. Legal Member of the Social Security Chamber

## 1. Diversity Stats for the Office of Sheriff

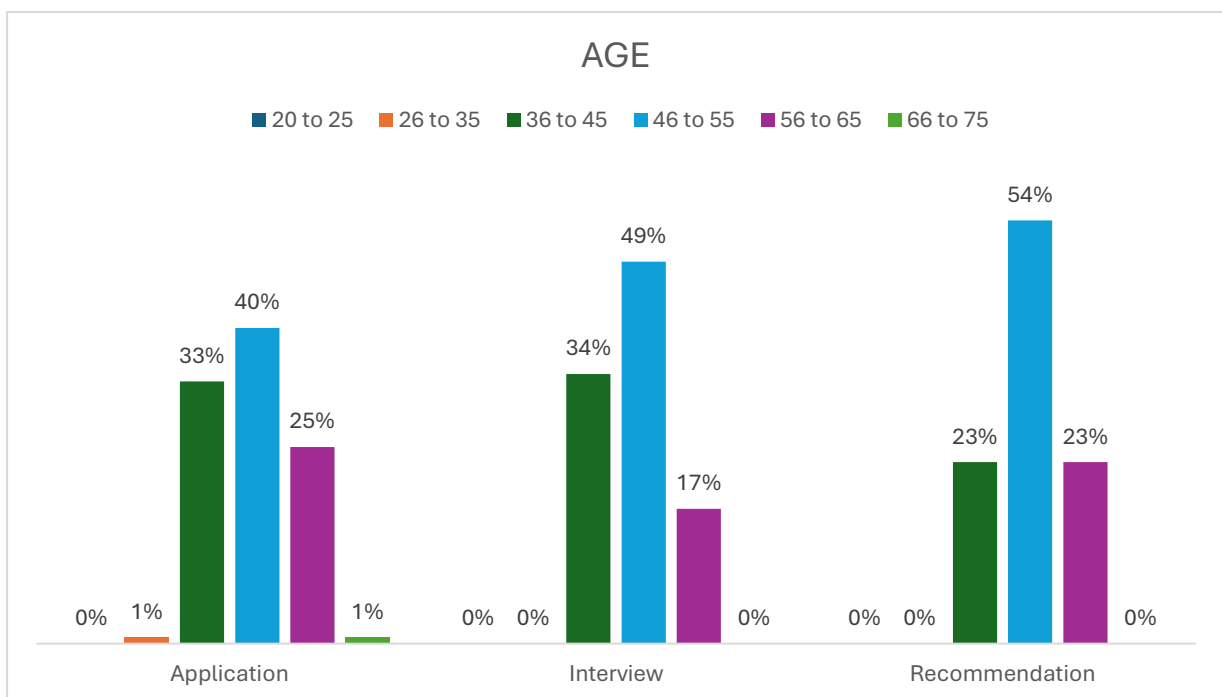
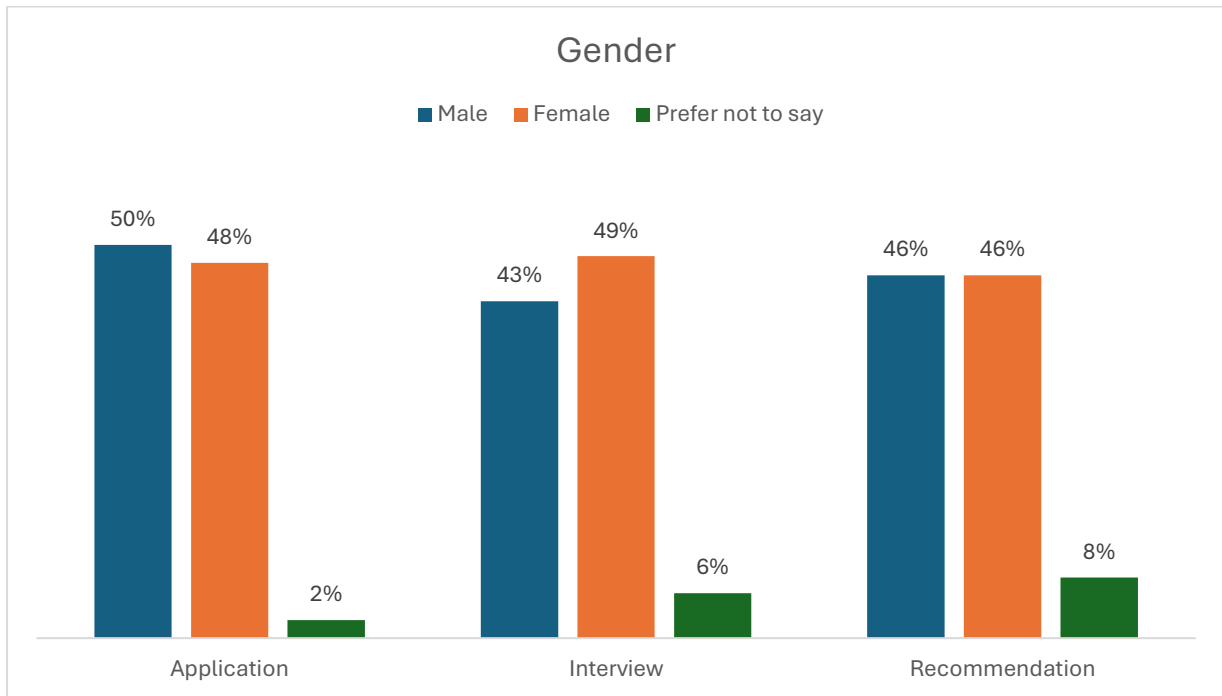
The following tables provide statistical information relating to the diversity of the application pool, those invited to interview and those who were recommended for appointment.

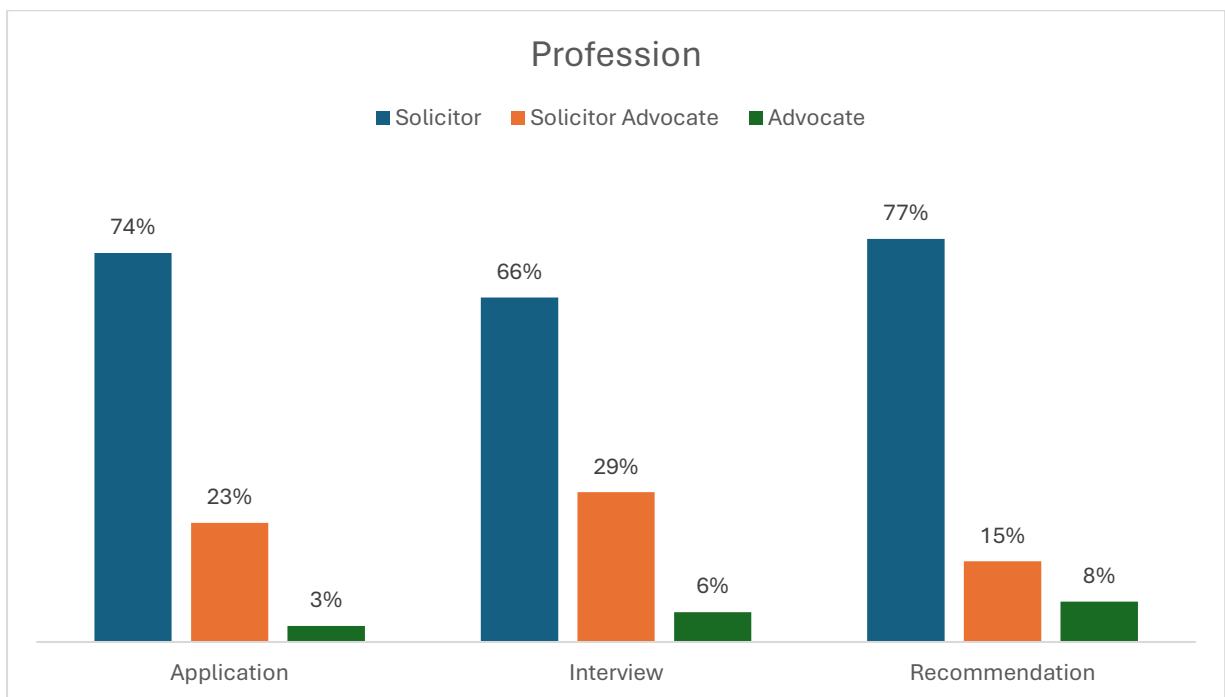
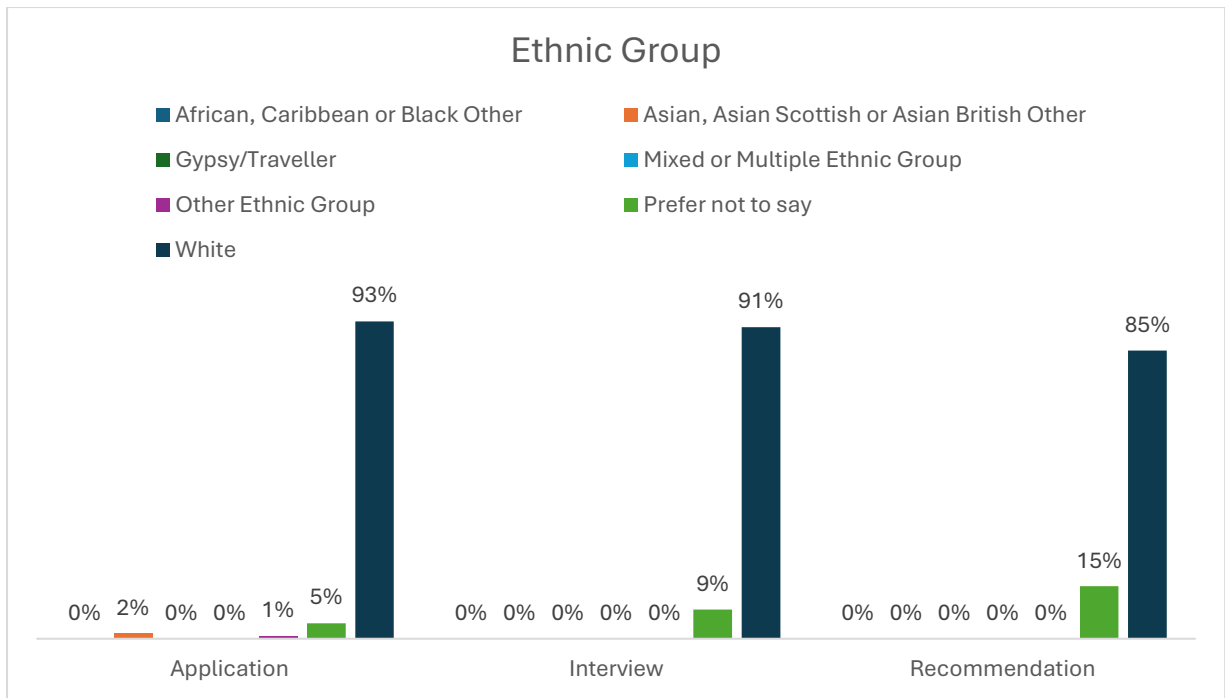




## 2. Diversity Stats for the Office of Summary Sheriff

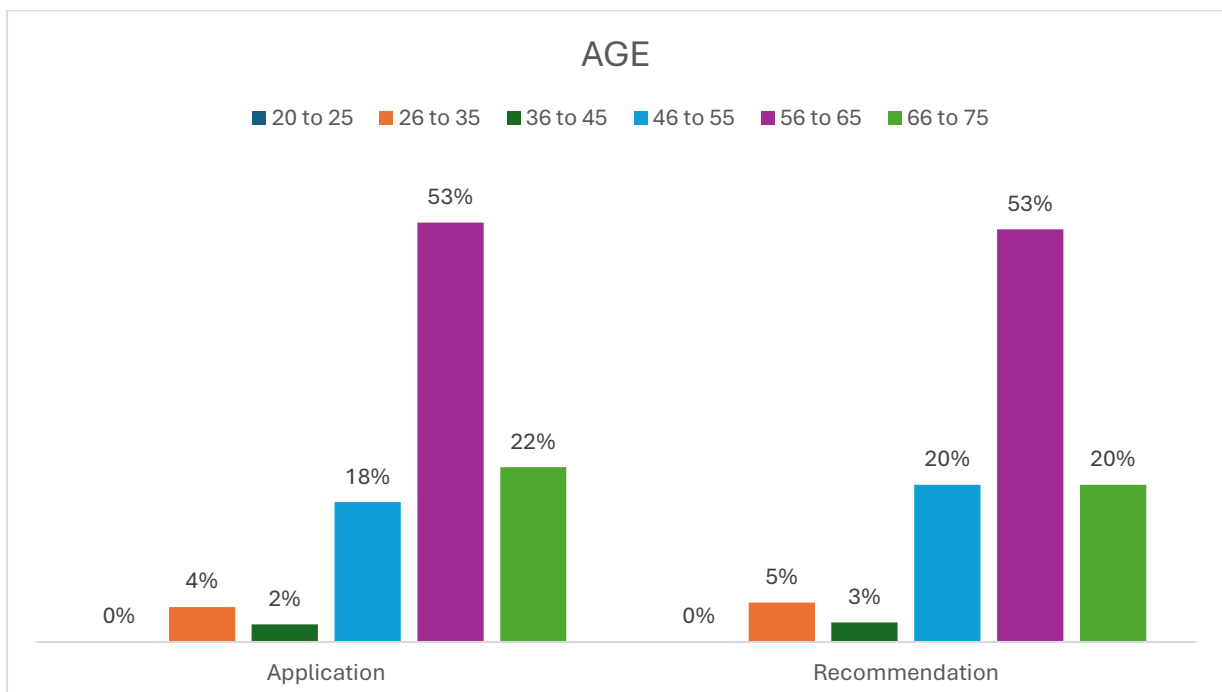
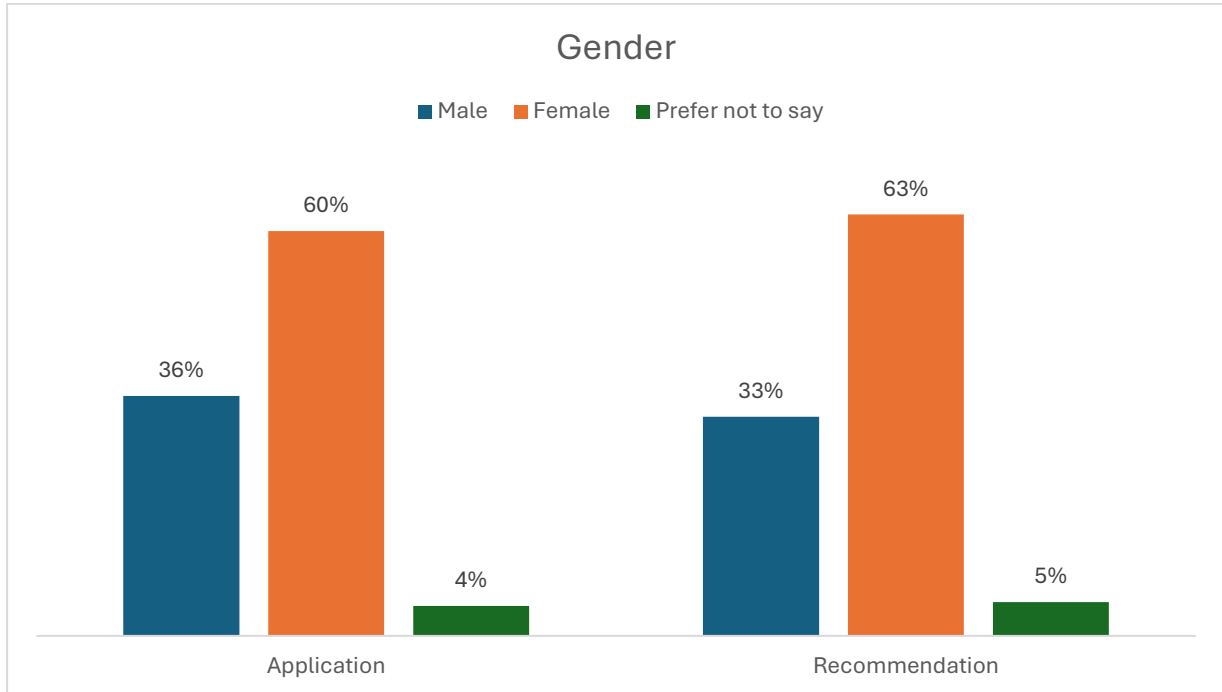
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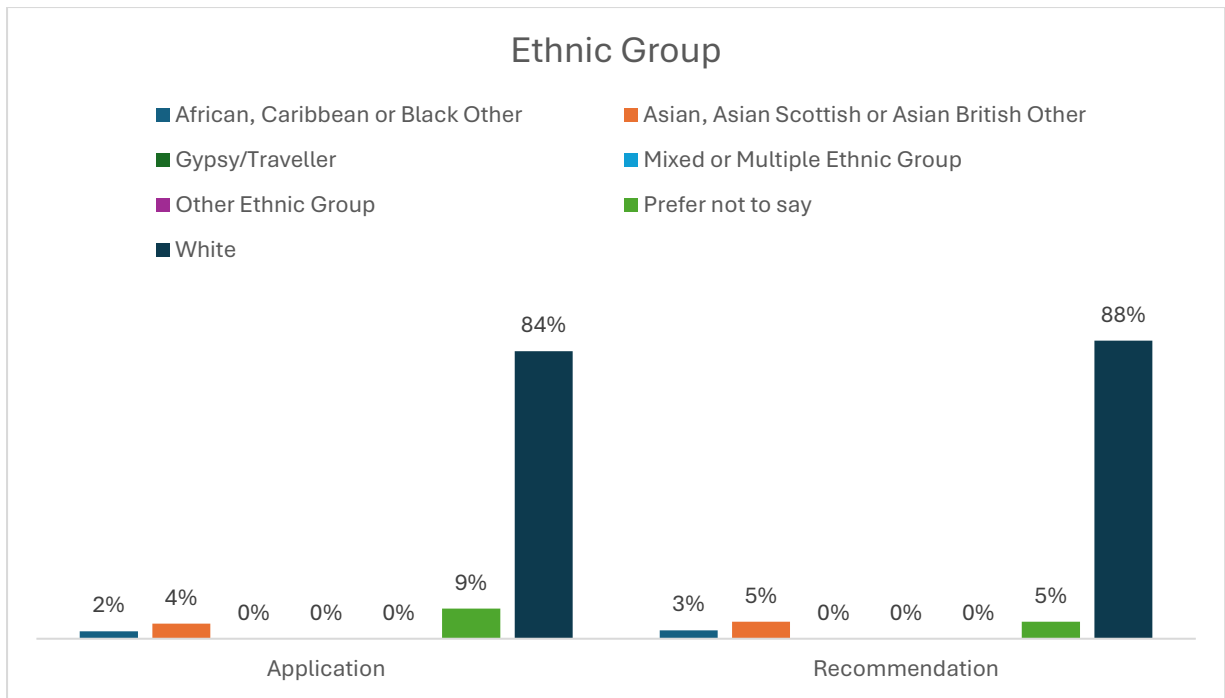




### 3. Diversity Stats for Medical Member of the Social Security Chamber – Light Touch Recruitment

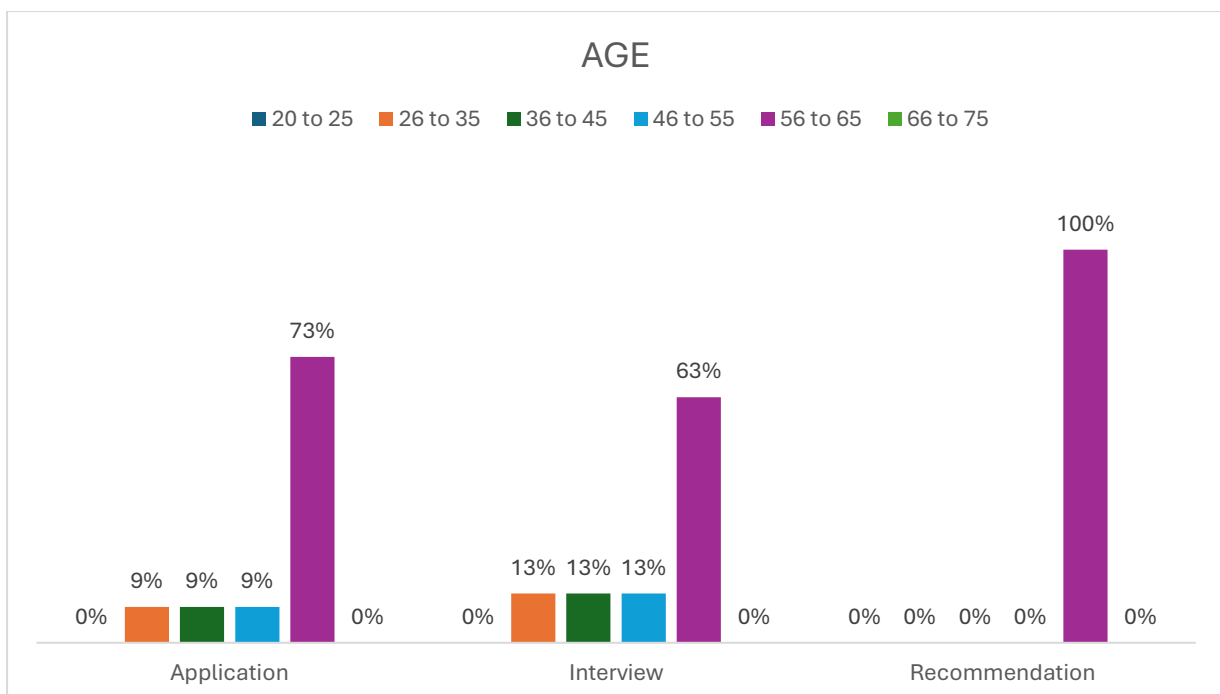
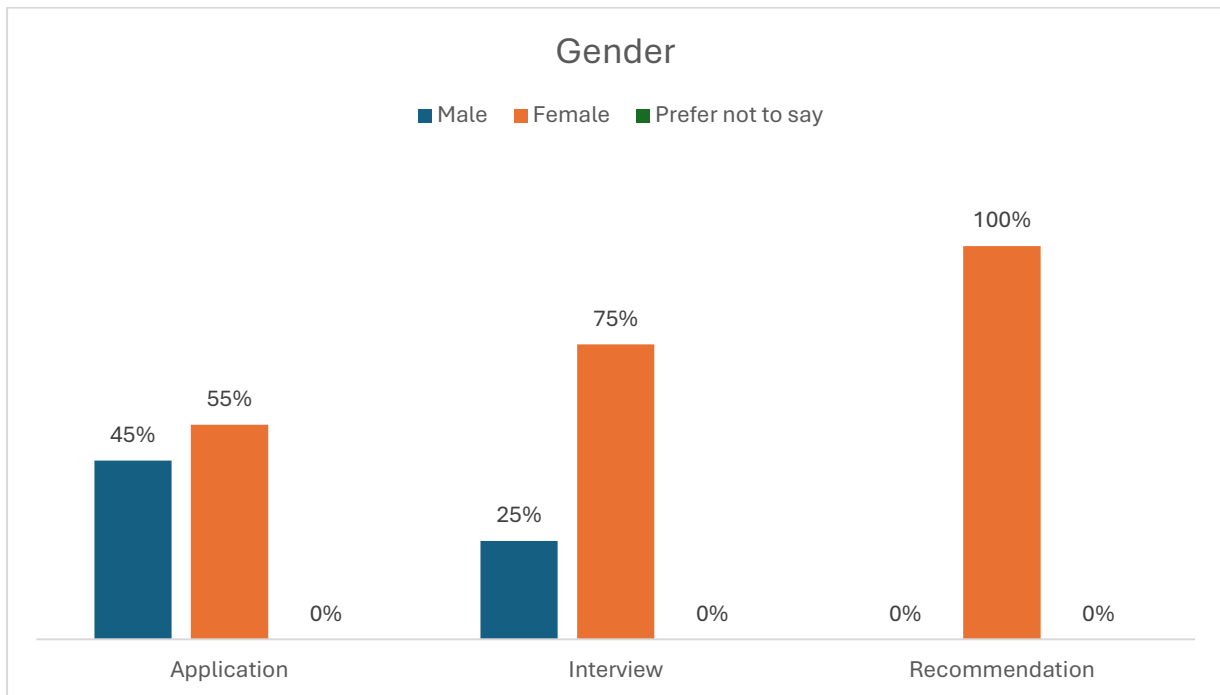
The following tables provide statistical information relating to the diversity of the application pool and those who were recommended for appointment.



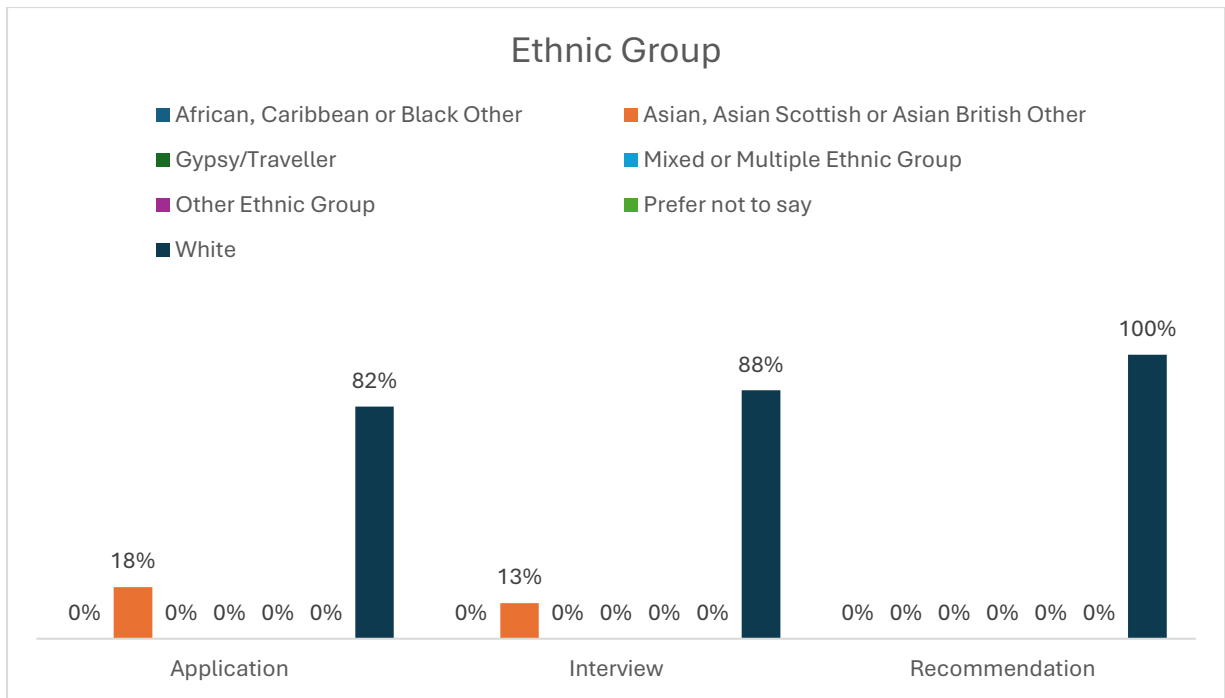


#### 4. Diversity Stats for Medical Member of the Social Security Chamber

The following tables provide statistical information relating to the diversity of the application pool, those invited to interview and those who were recommended for appointment.

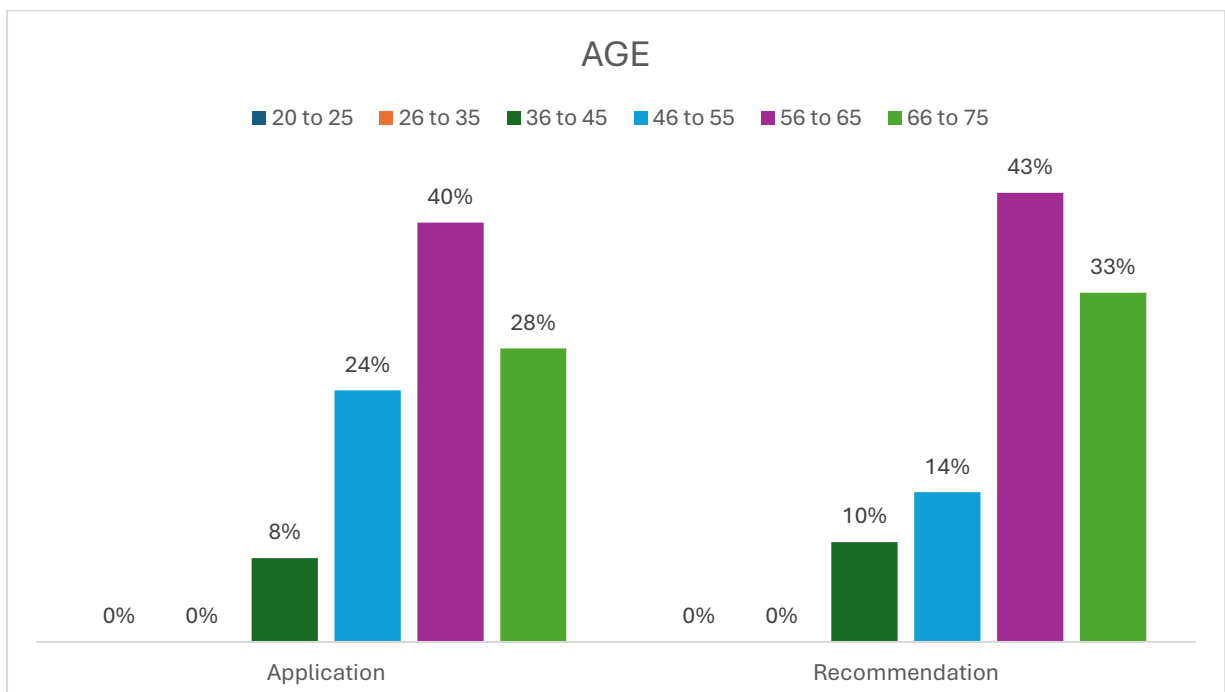
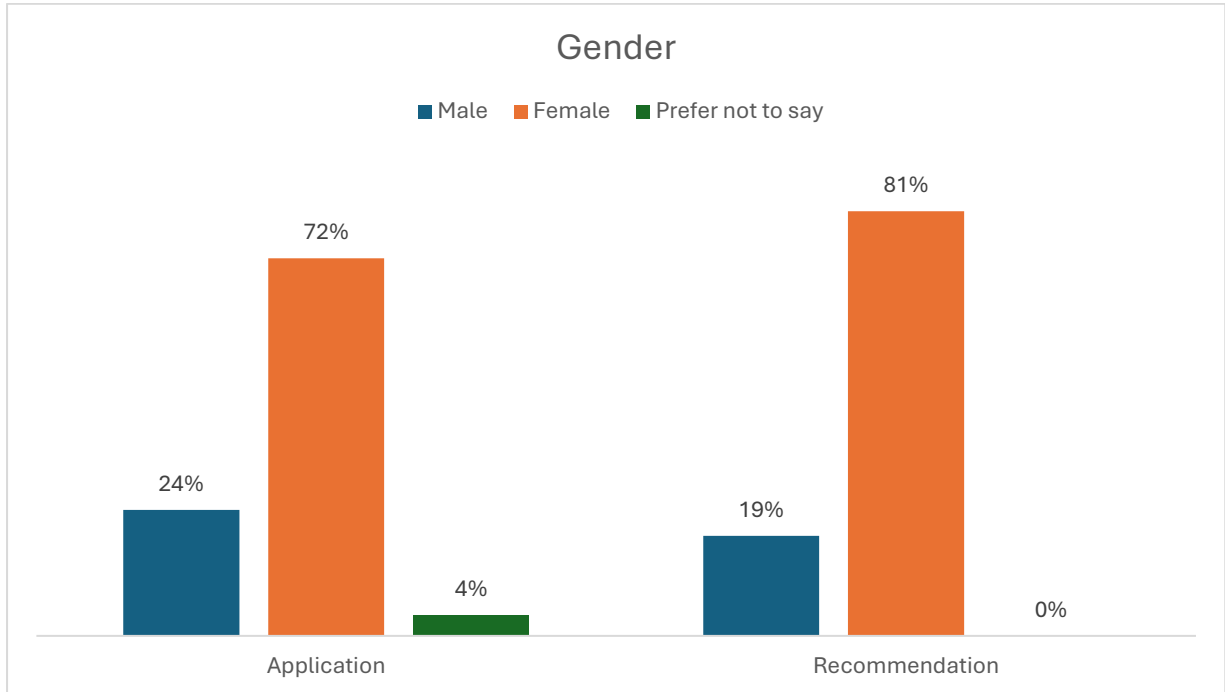


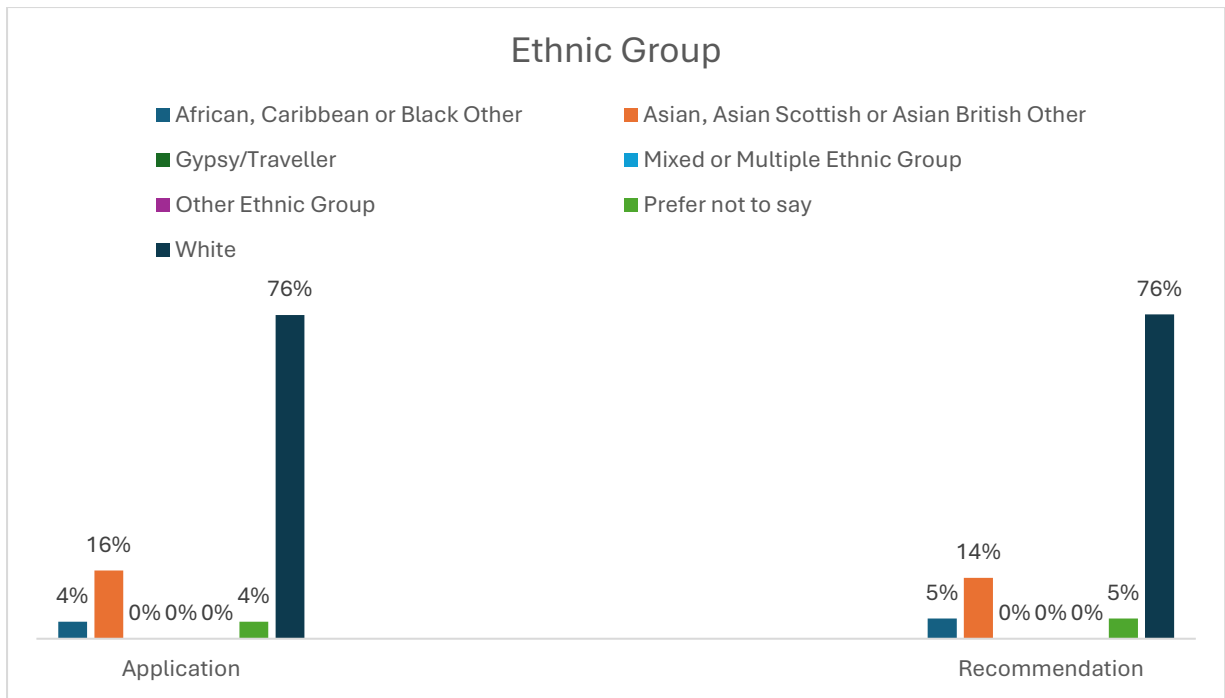




### 5. Diversity Stats for Disability Member of the Social Security Chamber – Light Touch Recruitment

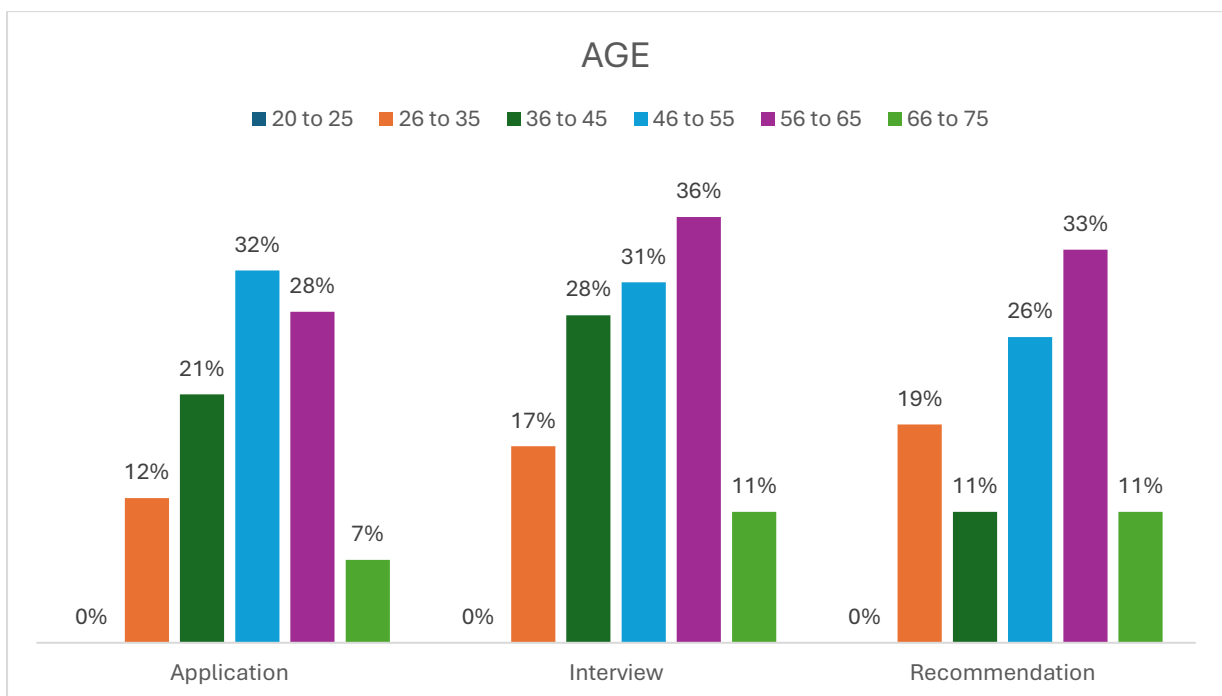
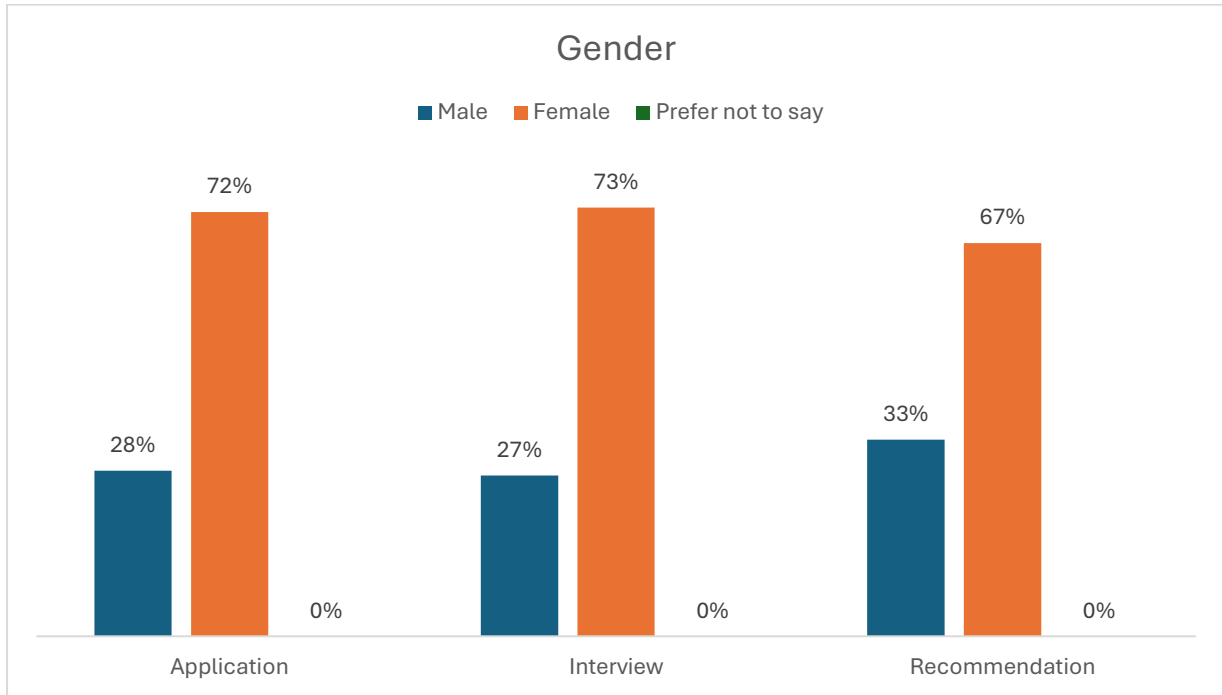
The following tables provide statistical information relating to the diversity of the application pool and those who were recommended for appointment.

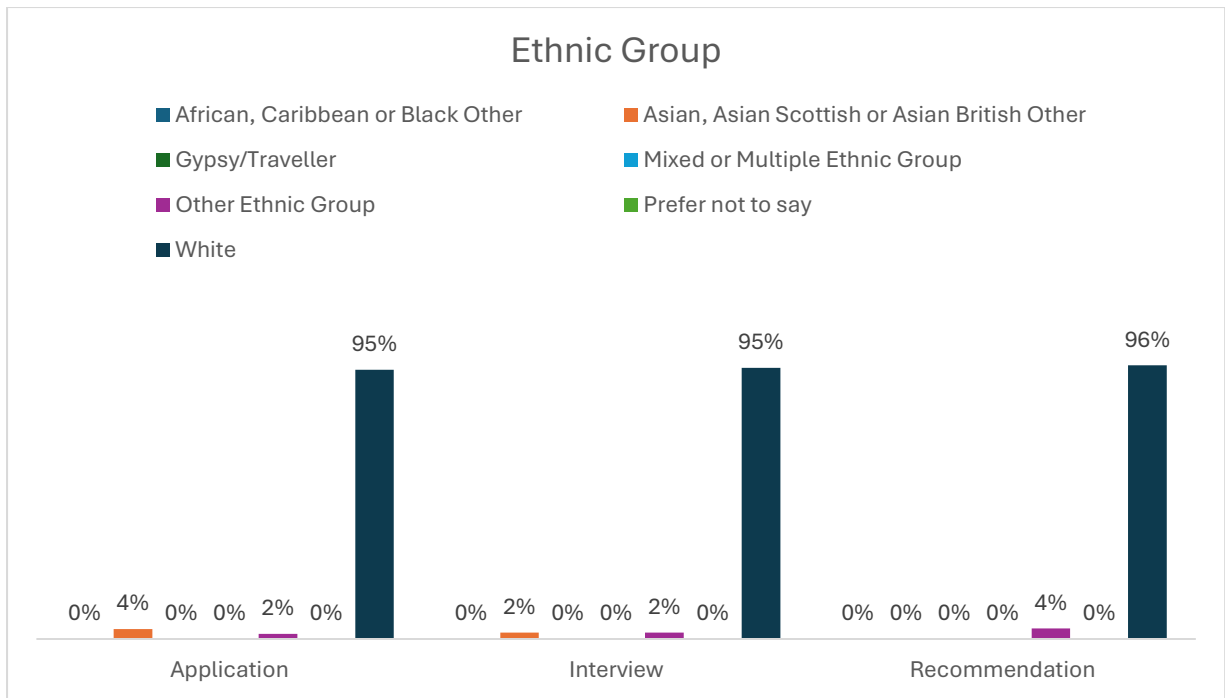




## 6. Diversity Stats for Disability Member of the Social Security Chamber

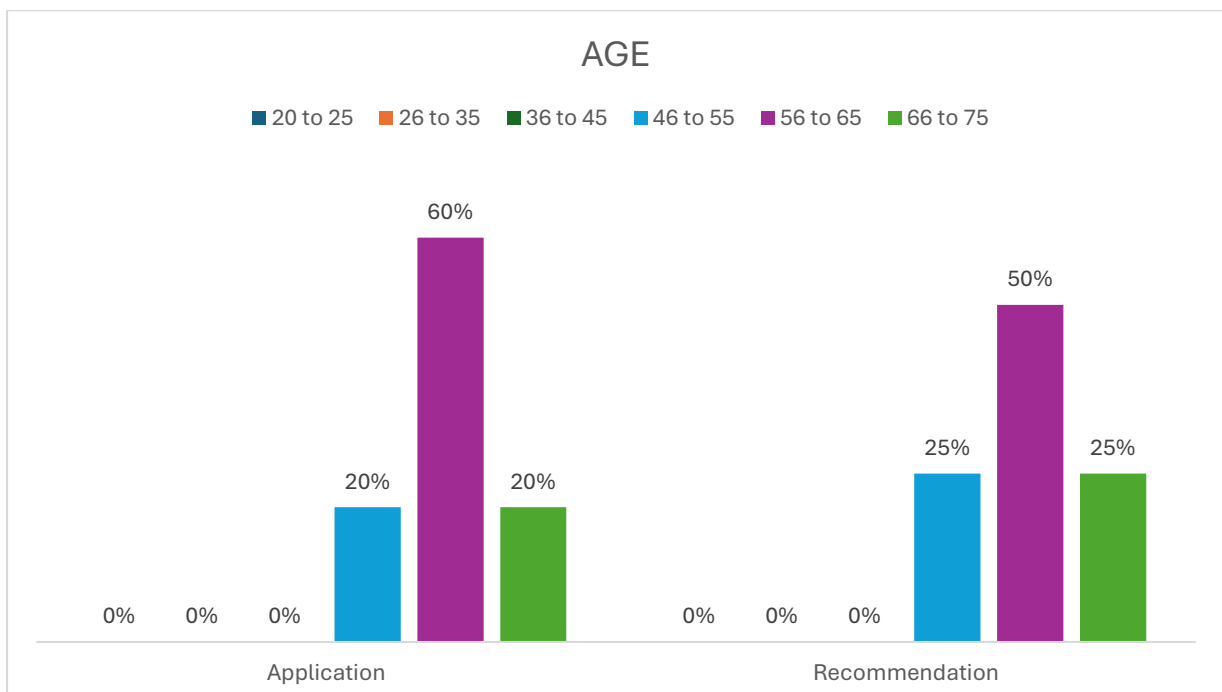
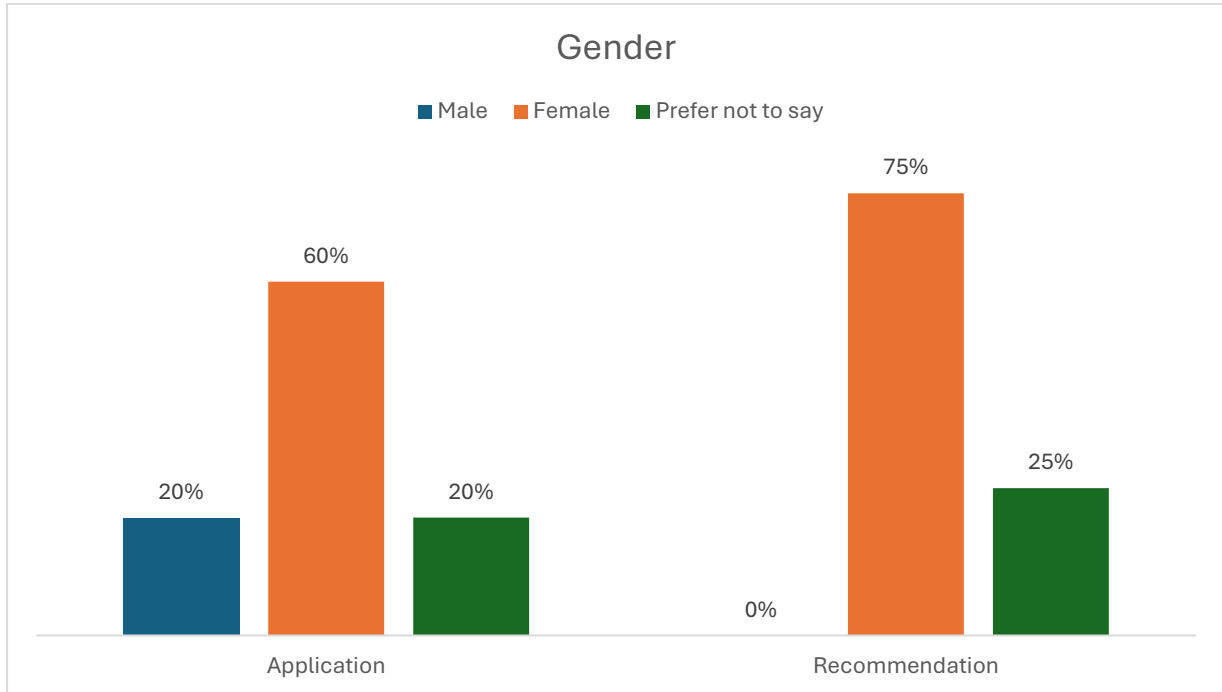
The following tables provide statistical information relating to the diversity of the application pool, those invited to interview and those who were recommended for appointment.

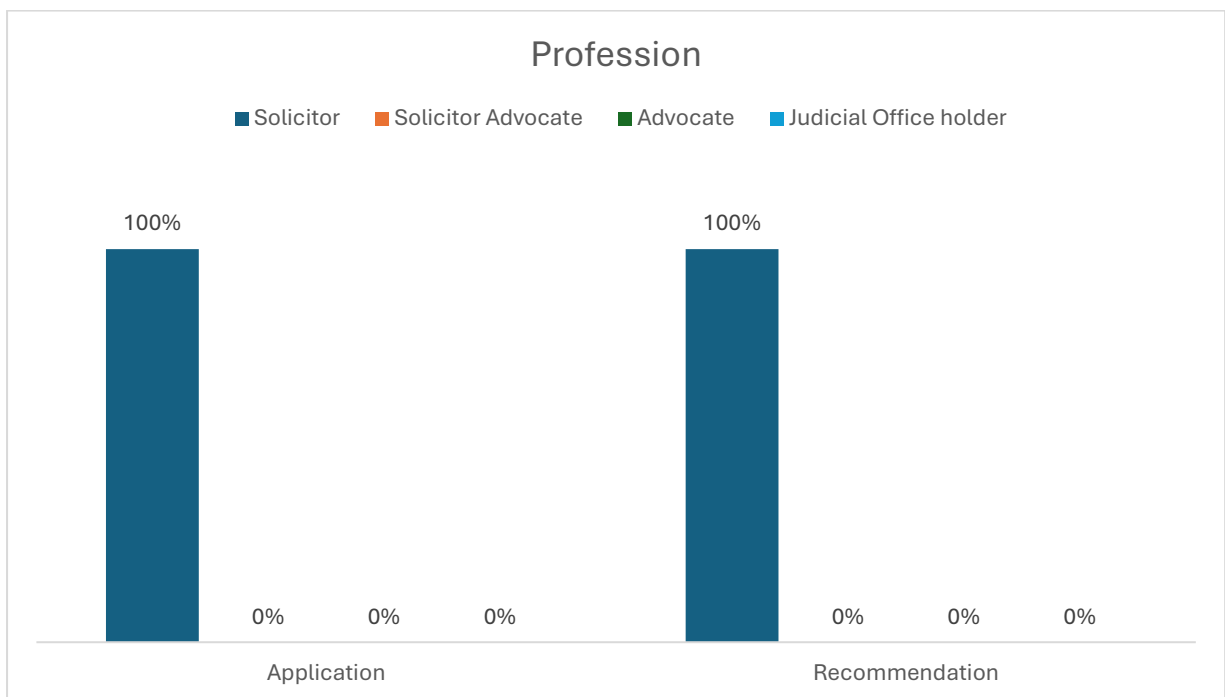
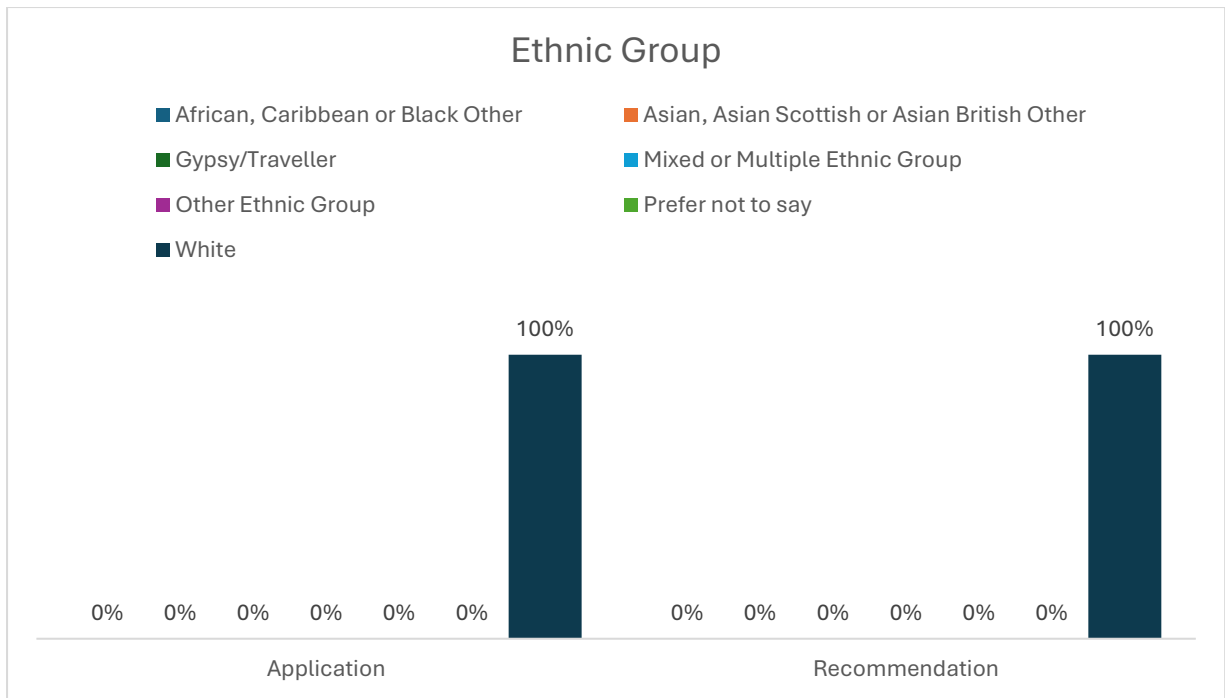




## 7. Diversity Stats for Legal Member of the Social Security Chamber – Light Touch Recruitment

The following tables provide statistical information relating to the diversity of the application pool and those who were recommended for appointment.





## 8. Diversity Stats for Legal Member of the Social Security Chamber

The following tables provide statistical information relating to the diversity of the application pool, those invited to interview and those who were recommended for appointment.

