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**Information Pack:**

00365: Valuation Tribunal for England  
Part-time Salaried President 2008

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## INTRODUCTION

The Judicial Appointments Commission (JAC) is now inviting applications for the post of Part-time Salaried President of the Valuation Tribunal for England. The closing date for applications is **14 July 2008**. There is one vacancy for immediate appointment. The appointment will be on a part-time basis with a requirement for a commitment of an average of three days a week, depending on the operational needs of the Tribunal. The successful candidate can choose one of the 12 Valuation Tribunal Service offices, including London, as their base of work. There is a general requirement to be available during the usual working hours (eg 9am to 5pm) on their working days. However, the workload may necessitate flexibility and, on occasion, more days may need to be worked in one week than another.

This pack contains the information that you need about the appointment. It includes eligibility criteria and the job description. It also describes the selection process that the JAC will follow, with relevant dates and advice on how to prepare for the various stages of this process.

Before you can be considered for appointment, there are eligibility requirements that you must meet. The JAC is also required to assess your character. Before applying you should read these requirements and the guidelines that the JAC uses to assess character. These can be found on our website ([www.judicialappointments.gov.uk](http://www.judicialappointments.gov.uk)) along with outline terms and conditions of service and terms of appointment for this post. You will also need to demonstrate the qualities and abilities for this office.

The independent JAC selects candidates for judicial office. It does so on merit, through fair and open competition, from the widest range of eligible candidates.

# ARE YOU ELIGIBLE?

To be eligible for appointment as the Part-time Salaried President of the Valuation Tribunal for England you must meet the following requirements.

## **Previous service in a judicial office**

The Lord Chancellor expects applicants **normally** to have served in a judicial office in a fee paid or salaried capacity for at least two years or to have completed 30 sitting days before the closing date for applications. Such service is not the only criterion. You will also need to demonstrate the qualities and abilities required for this office.

If you do not have the judicial experience normally required, JAC may exceptionally recommend your appointment. Please indicate any other relevant experience in the appropriate section of the application form if this applies to you.

## **Age**

There is no upper age limit for candidates apart from the statutory retirement age of 72. The age at which someone is appointed as President of the Valuation Tribunal for England must allow for a reasonable length of service before retirement, usually about five years.

## **Nationality**

You must complete a declaration of your nationality in the Application Form. In order to qualify for this post, you must be a citizen of:

- the United Kingdom; or
- another Commonwealth country; or
- the Republic of Ireland.

## **Character**

The JAC is required by statute to appoint only persons of good character. In order to make these assessments we have developed Good Character Guidance which you can find on our website at [www.judicialappointments.gov.uk](http://www.judicialappointments.gov.uk). You can also write to us to request a copy (see the 'Contacts and Further Information' section of this Information Pack for our contact details).

The Good Character Guidance gives you some indication as to whether anything in your past conduct or present circumstances might affect your application for judicial appointment. You should read it carefully before completing the Application Form.

### Good character questions and declarations

You are required to answer a number of questions related to good character in the Application Form and must make appropriate declarations as requested.

Applicants for judicial appointments are not protected by sections 4(2) and 4(3) of the Rehabilitation of Offenders Act 1974. Any convictions which would normally be regarded as having expired under that Act should therefore be declared in writing (Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975). You must provide details of all offences for which you have been convicted or cautioned. Details should include the nature of each offence, date of conviction or caution and the penalty imposed.

Where proceedings of any kind are pending, you should give details of the offence with which you have been charged or the disciplinary process you are subject to and, if known, the date

when the case or action may be heard. It is important that you inform us of the outcome of any case or action concluded while your application is under consideration. Similarly, if you are charged with any offence or any action is brought against you after submitting your application you should inform us immediately (see the 'Contacts and Further Information' section of this Information Pack).

In all cases, please provide as much detail as you can and indicate if there are any mitigating factors that you think the JAC should take into account in assessing your good character.

#### Good character checks

The JAC will also carry out checks on all candidates whom it intends to recommend for appointment. Further information about these checks will be provided separately to relevant candidates.

Failure to have declared any matters that come to light from these checks may prejudice the outcome of your application.

#### **Disqualification**

You should note that the House of Commons Disqualification Act 1975 applies to this office.

#### **Releasability**

We have enclosed with the application material for this selection exercise, a releasability form. If you are a salaried judicial office holder, you should ask your Tribunal President, Presiding Judge or Senior District Judge (or equivalents in Scotland) to confirm that you can be released to meet the required time commitment for the post of Valuation Tribunal for England President. You should fill in your details on the form and arrange for it to be signed as soon as possible to allow sufficient time for you to return the form to the JAC with your application.

# REASONABLE ADJUSTMENTS

The JAC is committed to considering any reasonable adjustments needed to ensure that you can participate in the selection process fairly. The Application Form asks you to identify any arrangements and adjustments you may require. Requests will be considered on a case-by-case basis and the information given will not be used in selection decisions.

Please note that the JAC does not normally reimburse any expenses incurred in attending interviews, although we may be able to meet any additional travel costs incurred as a result of having a disability.

If you are recommended for appointment, reasonable adjustments will be considered if you have a disability under the meaning of the Disability Discrimination Act, as they are for serving judges who develop an impairment or long-term health condition. Any reasonable adjustments to enable you to take up appointment will be discussed separately with you by the Department for Communities and Local Government after the JAC has made its recommendation.

## JOB DESCRIPTION

The following information has been provided by the Department for Communities and Local Government.

The President of the Valuation Tribunal for England will work in partnership with the Chairman of the Valuation Tribunal Service to provide judicial leadership to the Tribunal, to ensure its effective operation, and to provide good quality justice which enhances public confidence in the Tribunal.

### **Overall purpose of the role:**

A significant element of the role will involve leading and developing the volunteer Tribunal membership, giving appropriate directions and training. Other key functions include:

- To be the judicial head of the Valuation Tribunal for England
- To strengthen judicial independence and sustain and enhance public confidence in the Tribunal
- To provide effective leadership to the Tribunal members
- To encourage and enhance partnership working between the Tribunal and the Valuation Tribunal Service
- To act as a member of the Valuation Tribunal Service Board

### **The Person requirement**

Applications will be assessed against the Qualities and Abilities listed in the Application Form. However, applicants will be expected to possess the essential skills shown below and also, ideally, those shown as desirable:

#### **Essential**

- Strong and proven ability to lead and inspire a team and build relationships;
- Well developed analytical skills;

- Excellent written and oral communication skills;
- Ability to develop networks and an awareness of corporate issues; and
- Empathy in working with volunteers.

### **Desirable**

- Proven judicial management skills; and
- Strong performance management skills.

### **Post holder's duties**

#### *Judicial head of the Tribunal:*

- To provide appropriate direction and guidance to members on matters affecting the Tribunal, hearings and the listing of cases
- To communicate with members on judicial matters
- To keep under review regulations governing Tribunal procedures
- To deal with complaints against Tribunal members and Tribunal processes
- To act as spokesperson on judicial matters for the Tribunal
- To develop effective liaison arrangements with Tribunal Presidents in other jurisdictions
- To provide input to answer questions raised in Parliament, or queries raised by Government Ministers, Members of Parliament and Members of the European Parliament relating to judicial issues
- To preside at Tribunal hearings and meetings
- To keep up to date with relevant (Tribunal related) law and practice, taking responsibility for self development

#### *Leadership of Tribunal Members*

- To allocate responsibilities to Vice-presidents and oversee their judicial/ administrative role for the Tribunal
- To lead improvement in performance, for example by setting targets and monitoring
- To ensure that members meet the required standards of competence for Tribunals by establishing appropriate systems for mentoring and appraisal in liaison with the Valuation Tribunal Service, and programmes of training

#### *Partnership Working:*

- To promote effective working between the Tribunal members and the administration.
- To work in partnership with the Valuation Tribunal Service on policy issues concerning tribunals
- To work with the Valuation Tribunal Service to encourage tribunal support officers to enhance their skills and performance
- To work in partnership with the Valuation Tribunal Service in respect of any judicial proposals which could have resource implications

- To work in partnership with the Valuation Tribunal Service in respect of any change proposals which could impact on judicial colleagues
- To support the Valuation Tribunal Service with such information as is required to meet its reporting and accounting obligations

#### *Tribunal Management*

- To advise the Secretary of State on Tribunal complement and criteria for appointing members
- To assist with the recruitment by the Judicial Appointments Commission of Tribunal Vice-Presidents, Chairmen and members as/if required
- To determine and keep under review the appropriate regional structure for the Valuation Tribunal for England
- To work in partnership with the Valuation Tribunal Service to develop a user friendly end to end process in appeals

#### *Valuation Tribunal Service Board:*

The President of the Valuation Tribunal for England will be appointed to the Board of the Valuation Tribunal Service. In respect of this aspect of the role, the President will:

- attend Valuation Tribunal Service Board meetings and participate as a full Board member
- take an active role in the development of Valuation Tribunal Service Strategy
- contribute to the development of Valuation Tribunal Service Policies and take an active role in the implementation of Valuation Tribunal Service policies
- advise the Board on matters relating to the judicial aspects of the service
- support the Valuation Tribunal Service Chair in the development of a customer focused strategy
- take an active role in developing the Valuation Tribunal Service's Corporate and Business Plans, through which the framework of Valuation Tribunal Service objectives and targets are established and their budget is set
- support the Valuation Tribunal Service Chair in ensuring the development of improvements to customer service delivery in Valuation Tribunals
- assist in the implementation of policies and systems to discharge Valuation Tribunal Service's statutory responsibilities. Board members may be required to be a champion for a particular policy area, lead on discussions at strategic level and be involved in the promotion of that policy within the Service or externally
- Board members may be required to chair or be a member of a Valuation Tribunal Service established committee or sub committee.

#### **Location**

The President must be willing and able to travel frequently to the Headquarters of the Valuation Tribunal Service in London and regularly to other locations, across England, for meetings. S/he shall have the option of choosing a most convenient area from the locations in which the Valuation Tribunal Service has offices as a base and as his or her primary location of work. The Valuation Tribunal Service offices are located at Bolton, Doncaster, Durham, Preston, Plymouth,

Leamington Spa, Nottingham, Peterborough, Stafford, Weston super Mare, Witham (Essex) and Whitechapel, London E1.

### **Further Information**

Further information about this post can be found on the JAC website:  
[www.judicialappointments.gov.uk](http://www.judicialappointments.gov.uk).

If you would like further information about the Valuation Tribunal, please contact Tina Townsend, Chief Executive of the Valuation Tribunal Service, on **020 7841 8700**.

# THE SELECTION PROCESS

## Application form

Details of the qualities and abilities against which you will be assessed are set out in the Application Form. You can draw on your full range of work and personal experience to demonstrate these qualities and abilities including, for example, voluntary work or any publication to which you have contributed. Please be specific in giving information.

## Timetable

Closing date for applications	<b>14 July 2008</b>
Provisional dates for interview	<b>1-2 September 2008</b>

## Shortlisting

If you are shortlisted, you will be invited to an interview. The interview will take place in London and further details will be sent to you with your invitation to attend.

## References

We may seek information from people who are well placed to support your application and comment by providing examples on how you meet the qualities and abilities required for the post. Referees are usually approached before the sift takes place and will be encouraged to draw on appraisal material if it is available. The material provided by referees will usually inform decisions at sift, interview, and final selection decisions by the JAC Commissioners.

### Candidate nominated

You are invited to nominate up to three referees who know you well either personally or professionally.

### JAC nominated

The JAC may also request references from those identified in the section of this pack titled 'JAC nominated referees'.

Please provide the name, title, position and address of your relevant judicial and professional referees. You may also tell us if you do not wish us to approach the relevant professional referee now, but you must give reasons.

## Declaration of interest

The Judicial Appointments Commissioners are listed at the back of this pack. You should not nominate a Commissioner as a referee. You should also state in the Application Form if you are in any way related to, or known to, any of the Commissioners and give details.

## Outcome of the selection exercise

You will be advised of the outcome of your application in writing. Please note, however, that there are a number of steps we have to go through before we will be in a position to notify outcomes and it may be some time after the interview before we contact you.

If you are unsuccessful, you can request a written explanation. You should make this request within six weeks of the date of the letter informing you that you have not been successful. We will aim to respond to your request within four working weeks.

**Medical examination**

You may be asked to undergo a medical examination before taking up appointment.

**Complaints procedure**

If you are dissatisfied with any aspect of the way your application has been handled, please refer to the JAC's published complaints procedure, which is available from our website, or in writing on request.

# CONTACTS AND FURTHER INFORMATION

## Obtaining an application form

All the information about applying for this selection exercise is available at [www.judicialappointments.gov.uk](http://www.judicialappointments.gov.uk) (current selection exercises).

The Application Form for this selection exercise can be obtained electronically by downloading it from the website.

Please contact the Judicial Appointments Applications Service (JAAS) team at the JAC if you wish to request a hard copy of the Application Form or Information Pack, or if you have any questions about eligibility or about submitting your application.

If you need the form and/or pack in a different format, for example Braille, please contact the JAAS team.

## Acknowledgement of your application

You should receive an acknowledgement of your application within five working days of receipt. If you do not, please contact Maggie Garrett by telephone or e-mail.

## Contact details

### 1. JAAS

**Reference:** 00365 (Please use this reference on all communications)

Judicial Appointments Commission  
2nd Floor, Steel House  
11 Tothill Street  
London  
SW1H 9LH

DX 149822 WESTMINSTER 6

**E-mail:** JACTribunal.TeamC@jac.gsi.gov.uk

**Telephone:** 020 7210 0123

### 2. Selection Exercise Team:

**Sheila Ramsamy** 020 7210 0304

**Maggie Garrett** 020 7210 0305

**Assistant Director**

**Deputy Selection Exercise Manager**

**E-mail:** [sheila.ramsamy@jac.gsi.gov.uk](mailto:sheila.ramsamy@jac.gsi.gov.uk)

**Email:** [maggie.garrett@jac.gsi.gov.uk](mailto:maggie.garrett@jac.gsi.gov.uk)

**Fax:** 020 7210 0080

### 3. Director:

**David Truscott** 020 7210 0567

**Email:** [david.truscott@jac.gsi.gov.uk](mailto:david.truscott@jac.gsi.gov.uk)

**Please note that from 11 August 2008 the JAC standard dialling code will change to 0203 334 (the last four digits of all extensions remain as stated above)**

# JAC NOMINATED REFEREES

The JAC may request references from those categories listed below.

## Judicial referees

If you hold a judicial office not in this list, please contact the JAC so that we can consider who should be nominated as your judicial referee.

If you sit on a Tribunal, the Tribunal President or equivalent.

If you are a Recorder, the Resident Judge, the Designated Civil Judge or the Designated Family Judge in the court where you sit most often.

If you are a Deputy Master or Registrar, the relevant Senior Master or Registrar.

If you are a District Judge or Deputy District Judge, the local Designated Civil Judge.

If you are a District Judge (Magistrates' Courts) or Deputy District Judge (Magistrates' Courts), the Senior District Judge (Magistrates' Courts).

If you are a Sheriff Principal, the Lord Justice Clerk (Scotland only).

If you are a Sheriff, the Sheriff Principal (Scotland only).

## Professional referee

If you are employed, your line manager or equivalent.

If you are a solicitor, your managing partner or relevant equity partner.

If you are a barrister, your Head of Chambers.

If you are an advocate, the Dean of the Faculty of Advocates (Scotland only)

# JAC COMMISSIONERS

## **Chairman of the JAC**

Baroness Usha Prashar CBE

## **Members**

Dame Lorna Boreland-Kelly DBE

Professor Dame Hazel Genn DBE QC

Mr Justice John Goldring

Lady Justice Heather Hallett DBE

Sir Geoffrey Inkin OBE

Her Honour Judge Frances Kirkham

Mr Edward Nally

Ms Sara Nathan

District Judge Charles Newman

His Honour Judge David Pearl

Mr Francis Plowden

Ms Harriet Spicer

Mr Jonathan Sumption OBE QC

Lord Justice Roger Toulson