



COURTS AND
TRIBUNALS JUDICIARY

**DEPUTY REGIONAL JUDGE
JOB DESCRIPTION**

Deputy Regional Judges swear the judicial oath (or affirm) that they “will be faithful and bear true allegiance to Her Majesty Queen Elizabeth the Second, Her Heirs and Successors according to law” and “will well and truly serve our Sovereign Lady Queen Elizabeth the Second in the Office of a member of the First-tier Tribunal and [I] will do right to all manner of people after the laws and usages of this Realm without fear or favour, affection or ill will”.

JURISDICTION

The Property Chamber of the First-tier Tribunal was established on 1 July 2013 and deals with a broad range of landlord and tenant and housing cases. The Chamber has three divisions, Residential Property, Land Registry and Agricultural Land & Drainage. These divisions, while separate, all deal with property issues and predominantly inter-partes disputes.

Residential Property has the highest caseload of the three divisions, dealing with about 10,000 cases a year. It has five regional areas in England: Greater London, Southern, Eastern, Northern and Midland. Each region is headed by a Regional Judge, with whom the Deputy Regional Judge will work. The London region handles around 60% of the tribunal’s cases.

Those cases include the determination of management questions and the payability of service charges in long leases; deciding the price of freeholds and extended leaseholds under the Leasehold Reform Act 1967 and the Leasehold Reform Housing and Urban Development Act 1993; and the determination of fair rents under the Rent Act 1977 and market rents under the Housing Act 1988. In addition, Residential Property has jurisdiction to deal with appeals and applications under the Housing Act 2004 and Housing and Planning Act 2016, and disputes relating to park homes under the Mobile Homes Act 1983.

Cases may be referred to the tribunal by the courts, or may be received as applications or appeals. The range and variety of cases is extremely wide: the value of a matter in dispute may be modest, or may involve tens of thousands, hundreds of thousand or even millions of pounds; the applicable law may be complex and hearings may last for several days.

Onward appeals from the Residential Property division are to the Upper Tribunal (Lands Chamber).

MAIN ACTIVITIES

The Deputy Regional Judge will report to the Regional Judge and will be responsible for:

- Chairing hearings on a regular basis. Deciding issues of law and procedure which arise during a hearing including for the purpose of establishing guidance and seeking to resolve anomalous earlier decisions etc.
- Assisting the Regional Judge with the appointment of members to sit on the Tribunal with appropriate reference to their abilities and any possible conflict of interests.
- Managing the Tribunal's pre-hearing work by arranging and chairing case management hearings on a frequent basis across the region.
- Attending the Regional Office, sitting as a procedural chair and undertaking complex pre-trial procedural work to ensure that hearings proceed quickly and efficiently.
- Providing advice to staff in connection with pre-hearing matters and assisting with the general management of the region's casework.
- Liaising with the Regional Judge, the Regional Manager and his/her team so as to ensure the timely despatch of cases in line with reasonable public expectations and any specific HMCTS targets.
- Reviewing decisions and statements of reasons with a view to maintaining and improving the quality and consistency of decisions of the Tribunal.
- Assisting the Regional Judge in ensuring that a register of member's interests is available and also dealing appropriately with any real or perceived conflicts of interest.
- Providing pastoral advice and guidance to the region's judiciary and in particular to its surveyor members.

- Taking direct responsibility for dealing with current or perceived conflicts of interest involving the surveyor members of the Tribunal.
- Assisting the Regional Judge with the promotion of the Tribunal's services.
- Introducing, managing and supervising the region's mediation scheme and implementing required changes to the scheme.
- On the basis of advice or guidance from the Chamber President, the Regional Judge or the Management Board, providing training, information and advice to members on any changes to current policies and developments in statutory and case law, valuation practices, statutory and non-statutory regulations and procedures, and parliamentary issues.
- Ensuring that all region's members complete the required Tribunal Continuing Professional Development training and the requisite number of training.
- Appraising the performance of members, including overall responsibility for supervising the region's appraisal program and ensuring that all appraisals are completed within the relevant trimester or other appraisal period.
- Answering complaints made in respect of the judicial conduct of members.
- Assisting the Regional Judge and the Tribunal nationally with the recruitment of members, including drafting specifications for appointment, the sifting, interviewing, appraisal and selection of candidates.
- Contributing to the general management and development of the region's service, its policies, practice and procedures, as determined in consultation with the Regional Judge.

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