



**THE JUDICIARY OF ENGLAND AND WALES**

**MINISTRY OF JUSTICE**

**CRIMINAL PROCEDURE RULE COMMITTEE**

**NOTICE OF A VACANCY FOR A MAGISTRATE MEMBER  
(LAY JUSTICE)**

**The closing date for applications for this vacancy is noon on 11<sup>th</sup> April, 2023.**

**You must be a magistrate to apply for this vacancy.**

The appointment will be for 4 years, beginning on 1<sup>st</sup> September, 2023.

The time commitment is a minimum of eight days per year.

The Rule Committee meets in London and by video link.

No remuneration is payable for membership of the Committee.

Please send your application with a CV, supporting statement and supplementary information form to: [CriminalProcedureRuleEnquiries@justice.gov.uk](mailto:CriminalProcedureRuleEnquiries@justice.gov.uk).

Those invited to interview will be asked to attend by video on **5<sup>th</sup> or 8<sup>th</sup> May**.

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## 1. Introduction

We wish to appoint a magistrate (in the Courts Act 2003, a “lay justice”) to join the Criminal Procedure Rule Committee on the expiry of the present member’s term. Thank you for your interest. The appointee will have the opportunity to influence the development of the Criminal Procedure Rules for the next four years.

The Courts Act 2003 established a Criminal Procedure Rule Committee to make rules governing the practice and procedure of criminal courts. Committee membership reflects all groups in the criminal justice system – judiciary, magistracy, practitioners, prosecutors, police, voluntary organisations and government departments. The chairman is the Lord Chief Justice of England and Wales. He appoints the magistrate member, after consulting the Lord Chancellor.

## 2. Information about the Rule Committee

### *Membership*

The Committee consists of the Lord Chief Justice and 17 people appointed by him and by the Lord Chancellor under [section 70 of the Courts Act 2003](#). A list of the current members and some more information about the Committee is published at: [About us - Criminal Procedure Rule Committee - GOV.UK \(www.gov.uk\)](#).

### *The Committee’s work*

The Courts Act requires the Committee to make rules that are simple and simply expressed, and that help make the criminal justice system accessible, fair and efficient. The rules apply in the criminal division of the Court of Appeal, in criminal cases in the Crown Court and magistrates’ courts, and in some cases in the High Court. The current Rules are available here: [Criminal Procedure Rules 2020 \(legislation.gov.uk\)](#) and here: [Criminal Procedure Rules and Practice Directions 2020 - GOV.UK \(www.gov.uk\)](#).

The first rules made by the Committee were the Criminal Procedure Rules 2005. They came into force on 4<sup>th</sup> April, 2005. In those rules, the Committee consolidated, organised and began to simplify rules that before then had been contained in nearly 50 separate statutory instruments and added notes that cross-referred to other relevant criminal justice legislation.

The Committee continues to scrutinise the rules with a view to further improving and simplifying them. Part of that objective is to make rules as far as possible capable of accommodating whatever new criminal justice legislation Parliament may enact, without the need for ever-increasing numbers of new procedure rules. The Committee tries to avoid making sporadic changes to the Criminal Procedure Rules and to make rules only twice a year, in December and in June, to come into force ordinarily in April and October. To help deliver improvements in the criminal justice system generally, if appropriate the Committee makes rules needed to supplement new legislation even where that new legislation is yet to be brought into force.

When it made the Criminal Procedure Rules 2005 the Committee announced that it would consolidate the amendments made to them at intervals. It has since done so. The most recent consolidation was in 2020 and the next will be in 2025.

Announcements about rule changes and other Committee matters, including a ‘plain English’ description of the effect of amendments, are published here: [Announcements from the Criminal Procedure Rule Committee - GOV.UK \(www.gov.uk\)](http://www.gov.uk/government/organisations/criminal-procedure-rule-committee/about-us/announcements).

#### *How the Committee works*

The Committee meets eight times a year at the Ministry of Justice headquarters in Petty France, London, SW1. Personal attendance at meetings is strongly encouraged but attendance by video link can be arranged. Meetings usually last 2 to 3 hours. They usually take place on a Friday afternoon. Papers are circulated one week in advance.

Sub-groups of the Committee and supporting officials consider specific issues and make recommendations to the full Committee. One sub-group meets regularly to review case management and the preparation and use of forms. The magistrate member will be invited to join that group. Sub-group meetings usually take place during the morning of the day on which the Committee meets.

The Committee is assisted by officials from the Ministry of Justice, HM Courts and Tribunals Service, the Judicial Office and other government departments and authorities.

### **3. Information about the vacancy**

#### *The vacancy*

The Lord Chief Justice wishes to appoint a magistrate member of the Committee on the expiry of the present member’s term.

#### *The role and responsibilities of Committee members*

Committee members have collective responsibility for the operation of the Rule Committee. They:

- must be willing to participate actively in the formulation and discussion of proposals (that is, changes to rules) in meetings of the Committee and of sub-groups, and willing to devote sufficient time to the preparation of Committee business.
- will be expected to hold and to express views and to demonstrate commitment to achieving change in a spirit of partnership.

It is a convention of Committee meetings that everyone is invited to comment on the papers and encouraged to contribute proposals for practical reform.

As representatives of key groups, members share responsibility for ensuring that the Committee is informed of current issues and for informing their respective groups of the views of the Committee, current matters of concern, forthcoming rule changes and Committee consultations.

#### *Eligibility*

**To be appointed as the magistrate member of the Committee you must already be a magistrate.**

### *Qualities required*

Candidates must be able to demonstrate the following:

- evidence of exceptional communication skills, with the ability to engage with other committee members to work together to achieve shared goals
- ability to reflect to the Committee the views of other magistrates
- ability and willingness to work as part of a committee, retaining the confidence of the Committee chair, the judiciary, ministers, Parliament, other professional bodies in the criminal justice system and the public
- a commitment to the simplification and reform of Criminal Procedure Rules
- a commitment to valuing and promoting diversity

### *Terms of appointment*

Committee membership is offered for a fixed period. We do this to ensure that the constitution of the Committee is regularly refreshed and so that it benefits from new perspectives and ideas. Appointment will be for up to 4 years, commencing on 1<sup>st</sup> September, 2023. Re-appointment is possible but not guaranteed and is subject to the principles that apply to appointments governed by the [Governance Code for Public Appointments](#) (although that code does not apply to this appointment). There is a strong presumption that no individual should serve more than two terms or serve for more than ten years.

No remuneration is payable. Committee members can be reimbursed their travelling and out-of-pocket expenses incurred in connection with Committee business.

Public appointees are required to uphold the Committee on Standards in Public Life's [Seven Principles of Public Life](#). They are also expected to adhere to the [Code of Conduct for Board Members of Public Bodies](#), for the purposes of which the Rule Committee is an advisory non-departmental public body.

### *Further information*

If you have further questions about this appointment please contact the Committee and panel secretary, Jonathan Solly, at [jonathan.solly@justice.gov.uk](mailto:jonathan.solly@justice.gov.uk) or call him on 07811 823574.

The current magistrate member of the Rule Committee, Louise Bryant, is willing to answer questions, too: [Louise.Bryant.jp@ejudiciary.net](mailto:Louise.Bryant.jp@ejudiciary.net).

## **4. Timetable for making this appointment and how to apply**

This appointment is being made in accordance with the principles of the [Governance Code for Public Appointments](#) even though that code applies to appointments by ministers, not to this appointment.

### *Timetable*

The vacancy will be advertised in the week commencing Monday 13<sup>th</sup> March, 2023. It will appear at [Announcements from the Criminal Procedure Rule Committee - GOV.UK \(www.gov.uk\)](#).

**The closing date is noon on Tuesday 11<sup>th</sup> April 2023.**

Candidates shortlisted for interview will be informed in the week commencing Monday 24<sup>th</sup> April, 2023.

Interviews will be held on **5<sup>th</sup> and 8<sup>th</sup> May, 2023**, by Microsoft Teams video link.  
Candidates will be informed of the outcome by the end of July, 2023.  
The appointment commences on 1<sup>st</sup> September, 2023.

*How to apply*

To apply, **please send the following three documents to the Rule Committee secretary** at [CriminalProcedureRuleEnquiries@justice.gov.uk](mailto:CriminalProcedureRuleEnquiries@justice.gov.uk):

- 1. a copy of your curriculum vitae.**
- 2. a supporting statement of no more than two A4 pages explaining how you meet the criteria for appointment.** Please include specific and detailed examples demonstrating the qualities required. Some Ministry of Justice guidance is appended to this notice.
- 3. a completed copy of the supplementary information form** provided with this notice and online with the advertisement at [Announcements from the Criminal Procedure Rule Committee - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/announcements/criminal-procedure-rule-committee).

Please include preferred daytime, evening and mobile telephone numbers, as well as a preferred e-mail address, which will be used with discretion.

Please head your email message “Application for magistrate vacancy”.

*Your personal information*

We will process your application in accordance with the Data Protection Act 2018 and the Ministry of Justice’s Information Charter, which can be found at <https://www.gov.uk/government/organisations/ministry-of-justice/about/personal-information-charter>

*How your application will be dealt with*

The selection panel will include:

- Lord Justice Holroyde, deputy chairman of the Rule Committee and Panel Chair
- Jonathan Solly, Committee and panel secretary
- a member independent of the Rule Committee and of the Ministry of Justice

We will deal with your application as quickly as possible. The following timings are indicative:

- once you have submitted your application, its receipt will be acknowledged.
- your application will be assessed against the qualities required for the appointment. It is important that you provide as much detail as possible within the constraints of two A4 pages.
- by Friday 28<sup>th</sup> April, 2023, the selection panel will let you know whether you are invited for interview, taking account of the evidence provided on your application.
- interviews will take place on Friday 5<sup>th</sup> or Monday 8<sup>th</sup> May, 2023. Interviews will be held by Microsoft Teams video link.
- if you accept an invitation to interview, we may invite your referees to provide references in advance of the interview.

- if you accept an invitation to interview, the panel will explore with you your experience and expertise to find whether you meet the essential criteria. You may be asked to make a short introductory presentation related to the Criminal Procedure Rules (but you will not be expected to have a detailed knowledge of the Rules).
- if, in the view of the panel, you meet the criteria for appointment, your name will be amongst those recommended to the Lord Chief Justice, who will decide on the appointment in consultation with the Lord Chancellor.
- whether you are successful or not, you will receive a letter explaining the outcome of your application by the end of July, 2023.
- if you are successful, you will receive a letter formally appointing you.

#### *Feedback*

We are not able to provide individual feedback following the sift stage but we will provide, on request, feedback to those who are interviewed.

#### *Complaints about this recruitment*

If you have any complaint about any aspect of the way in which your application is dealt with, please contact the Committee secretary in the first instance. If you are not satisfied with the response you receive, please write to the Lord Chief Justice, whose office is at the Royal Courts of Justice, Strand, London WC2A 2LL.

### **5. Diversity**

Diversity of opportunity is something about which we care deeply.

We encourage applications from all candidates regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We particularly welcome also applications from those who have not previously held a public appointment other than the appointment that qualifies you for this vacancy.

#### *Adjustments to accommodate disability*

If you have a disability and require adjustments for any part of the recruitment or selection process, including to help you attend any interview to which you are invited, please contact the Committee and panel secretary by email or telephone. Contact details are above at page 4.

#### *Diversity monitoring*

The diversity monitoring section of the supplementary information form is for monitoring purposes only. By collecting and analysing the data of those applying and obtaining an appointment we can improve our diversity strategy. That form is not part of the selection process and will be treated in confidence.

## Appendix

### Ministry of Justice guidance for those applying for public appointments

When applying for appointment we require three documents:

- 1. Your CV**
- 2. Supporting Statement**
- 3. Supplementary information form**

This guidance gives some helpful tips on how best to present yourself to the panel who will be considering your application. There is no official or ‘correct way’ to write your CV or supporting statement, this is simply a guide that you may wish to refer to or use as a template.

#### **1. CV**

Here are a few pointers to keep in mind whilst writing or updating your CV:

- **Please include your name in the header of each page.**
- **Do not write more than 2 pages.** We appreciate this may be a challenge and your achievements could spread across several pages. However, please appreciate that the panel may have a large number of applications to assess so brevity would be appreciated.
- **Avoid spelling and grammatical errors.**
- **Tailor it to the position you’re applying for.** Make sure to draw attention to how you have met the essential and desirable criteria throughout your achievements in life. An opening paragraph at the top of the front page would be beneficial;
- **Use an updated CV.** Explain what you are currently doing or what you most recently have done that fits to the role you are applying for, including dates of the positions you have held.
- **Avoid big blocks of solid text.** Using bullet points will help those reading the CV;
- **Always explain what abbreviations stand for.**
- **Only include key information.** The panel do not need to know about your hobbies unless they specifically match the criteria of the role you are applying for. Personal details including name, address, phone number & email address should be included. There is no legal requirement for you to put your age, or any other protected characteristic (under the Equality Act 2010) on your CV.

#### **2. Supporting Statement**

Your supporting statement is an opportunity to prove to the panel your reasons for applying for the role as well as highlighting your skills and attributes.

- **Do not write more than 2 pages.**
- **Use models to help structure your paragraphs.** There are two models that you may find useful when writing your supporting statements:
  - **The WHO Model** – **W**hat was your personal role? **H**ow you did it? And what was the **O**utcome? placing emphasis on the successful outcome.
  - **The STAR approach** – **S**ituation: briefly describe the context and your role, **T**ask: the specific challenge, task or job that you faced, **A**ction: what you did, how and why you did it and **R**esult: what you achieved through your actions.
- **Use the required qualities as headings.** The essential criteria for roles can be found on the notice of the vacancy. It is useful to the panel when assessing your application.

- 3. Supplementary information form** (attached separately at [Announcements from the Criminal Procedure Rule Committee - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/announcements/criminal-procedure-rule-committee-2019-01-24))
- Please fill in the supplementary information form. If you are invited for an interview, due diligence checks will be undertaken.
  - Although completing the diversity monitoring form is voluntary, it would greatly help the Rule Committee to meet its obligations and to ensure that its members reflect the society which it serves.