


# **TRIBUNAL TRAINING REGISTER SCOTLAND**

**2006/2007**

# TRAINING PROVIDED TO MEMBERS OF TRIBUNAL SYSTEMS IN SCOTLAND

**Copies of this Register can be obtained from:**

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e-mail [sccot@gtnet.gov.uk](mailto:sccot@gtnet.gov.uk)  
or by visiting the Council on Tribunals website at [www.council-on-tribunals.gov.uk](http://www.council-on-tribunals.gov.uk)

**Scottish Committee of the Council on Tribunals  
Tribunal Training Register 2006-2007**

Name of tribunal system: **Additional Support Needs Tribunal for Scotland**

Level of training	Type of training material	Title	Estimated length of training session	Objectives	Electronic format	Contact details
Induction	(i) Presentation; (ii) exercises; (iii) role play; (iv) observation; (v) training folder issued containing all relevant information.	Induction Training – December 2005- March 2006	9 days	To prepare members and convenors for the exercise of their roles in the tribunals.	The majority of the training programme is available electronically.	Yvonne Gavan Information Training Additional Support Needs Tribunal for Scotland Europa Building 450 Argyle Street Glasgow G28LG  ☎ 0141 242 0369
Training for all members and convenors	(i) Presentation (HMIe); (ii) reflective exercises; (iii) draft guidance.	Looking Backwards and Forwards	1 day - October 2006	(i) Reflect on experience of tribunals to date; (ii) review draft guidance; (iii) review pre-hearing directions and decision recording (convenors); (iv) role of members (members).	Yes	Yvonne Gavan Information Training Additional Support Needs Tribunal for Scotland Europa Building 450 Argyle Street Glasgow G28LG  ☎ 0141 242 0369
Training for all members and convenors	Electronic bulletin e-mailed to convenors and members.	E-bulletin	Monthly	(i) Updates and developments in Additional Support Needs; (ii) Keep members up to date on developments in the tribunals; (iii) draft directions and guidance formats etc.	Yes	Hugh Delaney Additional Support Needs Tribunal for Scotland Europa Building 450 Argyle Street Glasgow G28LG  ☎ 0141 242 0364
		Consolidating Experience	1 day – February 2007	According to needs identified at the October training.		

Scottish Committee of the Council on Tribunals  
Tribunal Training Register 2006-2007

Name of tribunal system: **Children's Hearings: Children's Panel Training**

Level of training	Type of training material	Title	Estimated length of training session	Objectives	Electronic format	Contact details
Induction Pre-Service	Manuals; video/DVD	Training Resource Manual; Act & Rules Manual; Competence Framework Booklet; Video: An Introduction to Children's Hearings.	Total: Approximately 40 hours, spread over 5 months (January-May).	To introduce newly appointed members to 6 main competencies, each one representing a core element of the role of panel member: (i) Law & Procedure; (ii) Equal Treatment; (iii) Communication; (iv) Conduct of Hearing. (v) Management of Information; and, (vi) Decision-Making		
Training for all new members: New members In-Service Refresher	Manuals; Video/DVD.	Training Resource Manual; Act & Rules Manual; Competence Framework Booklet.		To strengthen knowledge and skills based on the above competencies; Also to build confidence to allow members to chair individual hearings.		
Chair: Panel Chairs:	Manuals; Software package.	Panel rota management software: "CHARM".		To provide means of organising hearings rota.		

Scottish Committee of the Council on Tribunals  
Tribunal Training Register 2006-2007

Name of tribunal system: **Criminal Injuries Compensation Appeals Panel**

Level of training	Type of training material	Title	Estimated length of training session	Objectives	Electronic format	Contact details
All members	Seminar; training sessions & workshops	Annual Conference	2 days	Dissemination of information, good practice and performance improvement.  To achieve and maintain standards of performance in accordance with JSB competence levels.	In part.	Roger Goodier – Chair Bernard White – Training Adviser  11 <sup>th</sup> Floor, Cardinal Tower 12 Farringdon Road London EC1M 3HS  ☎ 020 7549 4667
Induction	Seminar; training sessions; workshops & observation		4 days	Prepare new panel members for their role.		
All members	Paper feed, seminars & workshops	General and Specialist Training.	As required, but normally 1 day.	Updating on case law etc. Improvement and development of panel members.  Development as identified from appraisals and other sources.		
Mentors	Manual of Instruction	Mentor training	1 day	To enable mentors of new panel members to fulfil their role.		

Scottish Committee of the Council on Tribunals  
Tribunal Training Register 2006-2007

Name of tribunal system: **Criminal Injuries Compensation Appeals Panel (Cont'd)**

<b>Level of training</b>	<b>Type of training material</b>	<b>Title</b>	<b>Estimated length of training session</b>	<b>Objectives</b>	<b>Electronic format</b>	<b>Contact details</b>
Appraisers	Seminar	Appraisal Training	1 day	Equip appraisers for their role.		

**Scottish Committee of the Council on Tribunals  
Tribunal Training Register 2006-2007**

Name of tribunal system: **Employment Tribunals – Scotland**

<b>Level of training</b>	<b>Type of training material</b>	<b>Title</b>	<b>Estimated length of training session</b>	<b>Objectives</b>	<b>Electronic format</b>	<b>Contact details</b>
Induction – Chair	Lecture text and notes; practical exercises.	Induction Training	2 days	Basic induction course for Chair.	Yes	Shona Simon Vice President Employment Tribunals (Scotland) 54-56 Melville Street Edinburgh EH3 7HF  ☎ 0131 225 0748 email: Shona.Simon@judiciary.gsi.gov.uk
Induction – Lay Members (basic follow-on induction)	Lecture notes; Powerpoint slides; Practical exercises; Video	Lay Members' Induction	2 x 1 day	Introduction to judicial conduct; conflict of interest; enhancement of jurisdiction specific knowledge; and tribunal practice and procedure. Follow on induction includes enhancement of equality/diversity awareness and discrimination jurisdiction specific knowledge.	Yes/no	

Scottish Committee of the Council on Tribunals  
Tribunal Training Register 2006-2007

Name of tribunal system: **Employment Tribunals – Scotland (Cont'd)**

Level of training	Type of training material	Title	Estimated length of training session	Objectives	Electronic format	Contact details
Chair Training: Discrimination	Lecture notes; Powerpoint slides; Practical exercises; Video.	Discrimination training materials	4 days	To ensure Chair are fully up to date on discrimination law developments and to enhance the Chair's awareness of equality-related issue relative to case management and judge craft	Yes/no	
Ongoing Training – Chair and joint Chair/lay members	Miscellaneous material including lecture notes, Powerpoint presentations used in the context of Annual Conference and other training events.	Misc. training material	Variable length	Meeting specific training needs and updating on jurisdiction specific developments.	Yes/no	

**Scottish Committee of the Council on Tribunals  
Tribunal Training Register 2006-2007**

Name of tribunal system: **General Commissioners of Income Tax**

<b>Level of training</b>	<b>Type of training material</b>	<b>Title</b>	<b>Estimated length of training session</b>	<b>Objectives</b>	<b>Electronic format</b>	<b>Contact details</b>
Training for all members	Powerpoint presentation and speaker notes.	General Comm. Of Income Tax	1 day	To enable the continued improvement of decision-making in GCIT tribunal meetings.	Yes	John Pearson Tribunals Service 1 <sup>st</sup> Floor 4 Abbey Orchard Street London SW1P 2HT  ☎ 020 7340 6559
Chair	Powerpoint presentation and speaker notes.	Chairmanship training.	1 day	To identify and provide participants with the skills required to competently chair Tax Tribunal meetings		

Scottish Committee of the Council on Tribunals  
Tribunal Training Register 2006-2007

Name of tribunal system: **Mental Health Tribunal for Scotland**

Level of training	Type of training material	Title	Estimated length of training session	Objectives	Electronic format	Contact details
Induction	Pre-course work book; 2-day training event including mock training sessions.		2 days		Not all materials.	Debbie Lawrence Business Manager Mental Health Tribunal for Scotland 1 <sup>st</sup> Floor Bothwell House Hamilton Business Park Caird Park Hamilton ML3 0QA  ☎ 01698 390050 email: <a href="mailto:debbie.lawrence@scotland.gsi.gov.uk">debbie.lawrence@scotland.gsi.gov.uk</a>
Training for all members	Learning disability training incorporating pre-course workbook; 2-day event with mock tribunals.		2 days		Not all materials.	

Scottish Committee of the Council on Tribunals  
Tribunal Training Register 2006-2007

Name of tribunal system: **NHS National Appeal Panel for Entry to Pharmaceutical Lists**

Level of training	Type of training material	Title	Estimated length of training session	Objectives	Electronic format	Contact details
Training for all members	Lecture text and lecture notes.	National Appeal Panel for Entry to Pharmaceutical Lists	Half-day session to a whole day session.	Understanding of Regulatory Framework.	Yes	Hilary A Forbes Secretary National Appeal Panel Scottish Health Service Centre Crewe Road South Edinburgh EH4 2LF  ☎ 0131 623 2507 email: hilary.forbes@shsc.csa.nhs.uk
All members	Video – “A Fair Hearing”.			Understand all the elements that contribute to the fairness of a hearing.		

**Scottish Committee of the Council on Tribunals  
Tribunal Training Register 2006-2007**

Name of tribunal system: **Pensions Appeal Tribunal for Scotland**

<b>Level of training</b>	<b>Type of training material</b>	<b>Title</b>	<b>Estimated length of training session</b>	<b>Objectives</b>	<b>Electronic format</b>	<b>Contact details</b>
Induction training and training for all members	Lecture notes.	General notes for new PAT(s) members.	4 x 1 day training sessions	To fully integrate and prepare new tribunal members into the specialised area of work within this office.	No	Bill Barclay Secretary Pensions Appeal Tribunal for Scotland George House 126 George Street Edinburgh EH2 4HH  ☎ 0131 271 4342 email: <a href="mailto:Bill.barclay@patscotland.org.uk">Bill.barclay@patscotland.org.uk</a>

**Scottish Committee of the Council on Tribunals  
Tribunal Training Register 2006-2007**

Name of tribunal system: **Scottish Executive Inquiry Reporters Unit**

<b>Level of training</b>	<b>Type of training material</b>	<b>Title</b>	<b>Estimated length of training session</b>	<b>Objectives</b>	<b>Electronic format</b>	<b>Contact details</b>
Induction  Intensive introduction to the work of a Reporter	One-to-one training.  Followed by mentoring and monitoring of work until proficient.		1 week  6-12 months	To bring new recruits to fully effective standard.	No	Mike Culshaw Deputy Chief Reporter Scottish Executive Inquiry Reporters Unit 4 The Courtyard Callendar Business Park Callendar Road Falkirk FK1 1XR  ☎ 01324 696472 email: mike.culshaw@scotland.gsi.gov.uk
Training for all Reporters	Seminars on professionally related topics.		1 day held monthly September – June.	Maintain and enhance professional knowledge and effectiveness.		

Scottish Committee of the Council on Tribunals  
Tribunal Training Register 2006-2007

Name of tribunal system: **Social Security & Child Support Appeal Tribunal**

Level of training	Type of training material	Title	Estimated length of training session	Objectives	Electronic format	Contact details
Induction – Induction training	A variety of training and learning materials are utilised, including lecture notes, case-studies, videos, role-play, examples, templates, distance learning packs, Powerpoint presentation, and web-based materials.	<b>Induction Part 1 &amp; Part 2.</b> Training and learning is delivered in relation to generic tribunal skills, substantive rules of entitlement, judicial competencies, equal treatment, natural justice, additional specialist skills, specific functions of tribunal Chairs.	Individual modules vary in length from 45 minutes to 3 hours across a residential programme.	The acquisition of core skills and competencies, identified by judicial management as being required by the expert appeal tribunal panel member.	Yes, the majority of the materials, excluding some case studies.	Administration contact:  Gary Campbell Judicial Training Manager Wellington House 134- 136 Wellington Street Glasgow G2 2XL  ☎ 0141 354 8436 email: Gary.Campbell@tribunals.gsi.gov.uk  Judicial contact:  Dr Kenneth Mullan National Judicial Training Officer Manorview House Kings Manor Newcastle NE1 6PA  ☎ 0191201 2306 email: Joan.Palmer@tribunals.gsi.gov.uk

Name of tribunal system:

**Social Security & Child Support Appeal Tribunal (cont'd)**

Level of training	Type of training material	Title	Estimated length of training session	Objectives	Electronic format	Contact details
Training for all members – Continuation training	A variety of training and learning materials are utilised, including lecture notes, case-studies, videos, role-play, examples, templates, distance learning packs, Powerpoint presentations and web-based materials.	<b>Panel Member Refresher Training.</b> Training and learning is delivered in relation to natural justice and equal treatment, generic tribunal skills, re-evaluation of the substantive rules of entitlement, developments in case-law, judicial competencies, panel members' interaction.	Individual modules vary in length from 45 minutes to 2 hours across a 1-day programme.	The maintenance and enhancement of core skills and competencies.	Yes, the majority of the materials, excluding some case studies.	

Name of tribunal system:

**Social Security & Child Support Appeal Tribunal (cont'd)**

Level of training	Type of training material	Title	Estimated length of training session	Objectives	Electronic format	Contact details
Chair: Continuation training	A variety of training and learning materials are utilised, including lecture notes, case-studies, videos, role-play, examples, templates, distance learning packs, Powerpoint presentations, and web-based materials.	<b>Residential for Lawyers &amp; Social Security Refresher.</b> Training and learning is delivered in relation to generic tribunal skills, substantive rules of entitlement, judicial competencies, specific functions of tribunal chairs.	Individual modules vary in length from 60 minutes to 2 hours across a one-day programme.	The maintenance and enhancement of core skills and competencies.	Yes, the majority of the materials, excluding some case studies.	
Medical: Continuation training	A variety of training and learning materials are utilised, including lecture notes, case-studies, videos, role-play, examples, templates, distance learning packs, Powerpoint presentations, and web-based materials.	<b>1-Day Medical Training Programme.</b> Training and learning is delivered in relation to specific tribunal skills, substantive rules of entitlement, and specialist medical judicial competencies.	Individual modules vary in length from 45 minutes to 3 hours across a residential programme.	The maintenance and enhancement of core skills and competencies.	Yes, the majority of the materials, excluding some case studies.	

**Scottish Committee of the Council on Tribunals  
Tribunal Training Register 2006-2007**

Name of tribunal system: **Value Added Tax and Duties Tribunals**

<b>Level of training</b>	<b>Type of training material</b>	<b>Title</b>	<b>Estimated length of training session</b>	<b>Objectives</b>	<b>Electronic format</b>	<b>Contact details</b>
Training for all members	Mixture of case studies, talks and discussion sessions.	Value Added Tax and Duties Tribunal	Annual training conference – 2 days	To update Chair with developments in the law practice and procedure and to assist in the development of essential judicial skills.		R P Lester Finance and Tax Tribunals 15/19 Bedford Avenue London WC1B 3AS  ☎ 020 7612 9659 email: richard.lester@tribunals.gsi.gov.uk

**TRAINING PROVIDED TO MEMBERS OF  
EDUCATION APPEAL COMMITTEES  
IN SCOTLAND**

**Scottish Committee of the Council on Tribunals  
Tribunal Training Register 2006-2007**

Name of tribunal system: **Aberdeen City Council Education Appeal Committee**

<b>Level of training</b>	<b>Type of training material</b>	<b>Title</b>	<b>Estimated length of training session</b>	<b>Objectives</b>	<b>Electronic format</b>	<b>Contact details</b>
Induction	Speakers; lecture notes; role play ; Questions and Answers	School placings & Exclusion Appeal Committee training.	3 hours	To provide training to all new and existing members on statutory role of committee; hearing of evidence; human rights etc.	No	Roderick MacBeath Committee Manager Resources Management Aberdeen City Council Town House Broad Street Aberdeen AB10 1AQ  ☎ 01224 523054 email: rmacbeath@aberdeencity.gov.uk
Training for all members	Speakers; lecture notes; role play ; Questions and Answers	School placings & Exclusion Appeal Committee training.	3 hours	To provide training to all new and existing members on statutory role of committee; hearing of evidence; human rights etc.	No	
Chair	Guidance given on an individual basis - no separate training. (All Chairs are members of the public experienced in chairing other meetings).		As required.	This is usually to address particular issues which have arisen in the course of a hearing.		

**Scottish Committee of the Council on Tribunals  
Tribunal Training Register 2006-2007**

Name of tribunal system: **Aberdeenshire Council Education Appeal Committee**

Level of training	Type of training material	Title	Estimated length of training session	Objectives	Electronic format	Contact details
Induction	None so far – the training for all members will be offered to old and new members as soon after the 2007 elections as possible.					Alan Bell Senior Committee Officer Law & Administration Woodburn House Westburn Road Aberdeen AB16 5GB  ☎01224 665119 email: alan.bell@aberdeenshire.gov.uk
Training for all members	Training sessions led by Acting Clerk supported by legal & administration staff and head teachers.  Copies of legislation; COSLA code; Council information leaflets.		2 hours	Overview of the system; Highlighting problem areas; General discussion.	No	
Chair	Notes for those chairing hearings.			Brief overview of the role of the Chair and the hearing process.	No	

**Scottish Committee of the Council on Tribunals  
Tribunal Training Register 2006-2007**

Name of tribunal system: **City of Edinburgh Council Education Appeal Committee**

<b>Level of training</b>	<b>Type of training material</b>	<b>Title</b>	<b>Estimated length of training session</b>	<b>Objectives</b>	<b>Electronic format</b>	<b>Contact details</b>
Induction training and training for all members	Lecture notes; copies of relevant reports and booklets; role play.	City of Edinburgh Council – Placing in Schools Appeal	3 hours	Train new members; refresher training for existing members. Train all members in new legislation.	No	Mrs J Macrae Committee Officer Corporate Services Room 9/42 City Chambers High Street Edinburgh EH1 1YT  ☎ 0131 529 4106 email: Jan.Macrae@ Edinburgh.Gov.UK
Chair	All newly appointed Chairs are required to undertake one half-day training on chairmanship provided by an external trainer.					

**Scottish Committee of the Council on Tribunals  
Tribunal Training Register 2006-2007**

Name of tribunal system: **East Ayrshire Education Appeal Committee**

Level of training	Type of training material	Title	Estimated length of training session	Objectives	Electronic format	Contact details
All new members and Councillors	<p>A talk from the Legal Dept on the legal aspects of appeal hearings.</p> <p>The Education Dept explains their role.</p> <p>The area clerk advises of their role and of the members.</p> <p>Mentoring – new members sit on panel with experienced members.</p>		90 minutes	To gain experience.		<p>Catherine Dunlop Area Officer East Ayrshire Council Kilmarnock Registration Office Civic Centre John Dickie Street Kilmarnock</p>

**Scottish Committee of the Council on Tribunals  
Tribunal Training Register 2006-2007**

Name of tribunal system: **Fife Council Education Appeal Committee**

Level of training	Type of training material	Title	Estimated length of training session	Objectives	Electronic format	Contact details
Induction training	Powerpoint and speaker.	Training for all members of EAC panels	2 hours	To provide a general knowledge of procedures.	No	Linda Bissett Committee Manager Fife Council Fife House Glenrothes KY7 5LT  ☎ 01592 416303 email: Linda.bissett@fife.gov.uk

**Scottish Committee of the Council on Tribunals  
Tribunal Training Register 2006-2007**

Name of tribunal system: **Glasgow City Council Education Appeal Committee**

Level of training	Type of training material	Title	Estimated length of training session	Objectives	Electronic format	Contact details
Induction	<p>Presentation by Chief Solicitor who is legal adviser to Appeal Committee and Assistant Committee Services Manager.</p> <p>Materials issued: The Education (Appeal Committee Procedures) (Scotland) Regulations 1982.</p> <p>The Education (Scotland) Act 1980 Sections 28A(3) C, D, E, F &amp; H and Schedule A1.</p>	Induction Training	3 hours	<p>To advise new members and remind existing members of:</p> <p>(i) The substantive law relating to exclusions and placing requests;</p> <p>(ii) the purpose of the appeal committee;</p> <p>(iii) the procedures at the appeal committee;</p> <p>(iv) the process at the appeals committee;</p> <p>(v) the role and responsibilities of the committee members; and</p> <p>(6) the role of Committee Services in the appeal process.</p>	Includes Powerpoint presentation.	Clerk to the Appeal Committee Glasgow City Council City Chambers George Square Glasgow G2 1DU

Name of tribunal system:

**Glasgow City Council Education Appeal Committee (Cont'd)**

Level of training	Type of training material	Title	Estimated length of training session	Objectives	Electronic format	Contact details
Induction (Cont'd)	<p>Education Services Management Circular No.8 (Procedures Governing the Exclusion of Pupils from School).</p> <p>Questions and Answers session.</p>					
Chair	<p>Presented by trainer with Organisational Development Section.</p> <p>25 page booklet entitled Effective Meetings.</p> <p>Overhead slides.</p>	Chairing meetings	3 hours	<p>To advise all members of:</p> <p>(i) The characteristics of an effective meeting;</p> <p>(ii) the role of the Chair and 3 chairing styles;</p> <p>(iii) the effective use of questions;</p> <p>(iv) effective listening and non-verbal communication;</p> <p>(v) how to deal with difference of opinion and conflict at meetings;</p> <p>(vi) decision-making techniques.</p>	Includes Powerpoint presentation.	

Scottish Committee of the Council on Tribunals  
Tribunal Training Register 2006-2007

Name of tribunal system: **Midlothian Council Education Appeal Committee**

Level of training	Type of training material	Title	Estimated length of training session	Objectives	Electronic format	Contact details
Training for all members	Powerpoint presentation; lecture notes; and speaker.	Education Appeal Committee – Procedures	1.5 hours	<ul style="list-style-type: none"> <li>• To train new members of the Appeal Committee</li> <li>• To provide an overview of legislation and procedures</li> <li>• To update members on new legislation</li> </ul>	Yes	Lorraine Brown Education Division Midlothian Council Fairfield House 8 Lothian Road Dalkeith EH22 3ZG

**Scottish Committee of the Council on Tribunals  
Tribunal Training Register 2006-2007**

Name of tribunal system: **Renfrewshire Council Education Appeal Committee**

Level of training	Type of training material	Title	Estimated length of training session	Objectives	Electronic format	Contact details
Training for all members	Lecture text and notes.	Education exclusion, placing and special needs.	Half-day	Understanding: <ul style="list-style-type: none"> <li>• Legal framework</li> <li>• Evidential issues</li> <li>• Education context</li> <li>• Parental perspective</li> <li>• Rights of Appeal</li> </ul>	No	John McAdams Administration Services Manager Corporate Services Dept Renfrewshire Council Cotton Street Paisley PA1 1TR  ☎ 0141 840 3474 email: john.mcadams@renfrewshire.gov.uk