

Applicant Information pack for appointment as a Member of the Scottish Criminal Cases Review Commission



The Cabinet Secretary for Justice is seeking to appoint two new Members to the Scottish Criminal Cases Review Commission. The Cabinet Secretary highly values the benefits of having different points of view on the Commission and welcomes applications from people from all walks of life who are able to meet the statutory criteria.

The appointments process for this vacancy follows the [Code of Practice for Public Appointments](#) and is regulated by the [Ethical Standards Commissioner](#).

Key dates for this appointment round

Closing date	17:00 on 6 October 2026
Sift of applications	22 October 2026
Date applicants will hear about the outcome of their application	W/C 26 October 2026
Interviews	12 or 13 November 2026. Interviews will be held in person at St Andrew's House, Regent Road, Edinburgh. It is unlikely that we will be able to offer an alternative interview date.
Ministerial decision	W/C 14 December 2026
Start date	1 April 2027

Welcome letter

Dear applicant

Thank you for taking the time to review this information pack for the Member appointment to the Scottish Criminal Cases Review Commission (SCCRC). In this appointment round, we are looking to fill one Legal and one Lay Member vacancy.

The SCCRC is a non-departmental public body funded by the Scottish Government and is accountable to the Scottish Parliament for those public funds. The SCCRC's role is to independently review and investigate cases where it is alleged that a miscarriage of justice may have occurred in relation to a conviction, sentence, or both, imposed by a Scottish Court. Our work is therefore of vital importance to the criminal justice system in Scotland.

It is important that the SCCRC is made up of members with a variety of skills and experience from all walks of life, to enable it to work effectively. We also have criteria for appointment laid down by law. I would encourage you to look at the criteria listed in the person specification in this information pack and if you think you have what we are looking for then we would welcome an application from you.

After reading this pack, if you would like to know more about the SCCRC then please visit our website: <http://sccrc.co.uk/> or if your query relates more generally to the Public Appointments process please contact the Public Appointments Team by email at public.appointments@gov.scot.

The Scottish Government recognises and values the benefits of having different points of view and experiences. We particularly welcome applications from young people (under 50), disabled people, those from minority ethnic communities and people with a range of socio-economic backgrounds.

I hope applications are submitted from a wide range of talented people, who can demonstrate the skills required, irrespective of their background.

I wish you every success with your application.

Vanessa Davies
Chair, Scottish Criminal Cases Review Commission

Information about the role

Remuneration	Members receive £254 per day, up to a maximum total fee of £12,192 per financial year. Expenses incurred as a result of carrying out the duties of the appointment, including reasonable travel and subsistence costs will be reimbursed. The appointment is non-pensionable.
Time commitment	The time commitment will vary from month to month but we expect you to be able to spend between 3 and 4 days per month on Commission work. This will consist of: • One full-day meeting and one full-day preparation per month • One half-day Committee meeting and one half-day preparation per month • Two other one-day meetings per year and two days preparation You must be able to demonstrate an adequate degree of flexibility to undertake the necessary preparation for each meeting which may vary according to the volume of cases under review. Currently, full-day Board meetings take place on a Friday and half-day Committee meetings take place on a Tuesday (not in the same week).

Length of appointment term	Initially four years. Re-appointment for a further term is possible subject to evidence of effective performance and satisfying the requirements of the person specification for the role at the time of re-appointment. Re-appointment is not automatic.
Location of meetings	The Commission's meetings usually take place in its offices at Portland House, 17 Renfield Street, Glasgow, G2 5AH. Members may attend meetings remotely but are encouraged to attend meetings in person.
Disqualifications	There is no bar on non-British nationals applying for and being appointed as members of Non-Departmental Public Bodies. However, you must be legally entitled to work in the UK. Although there are no disqualifications for these appointments, as they are made by the King on recommendation by Scottish Ministers, His Majesty may remove at any time a person from office as a member of the Commission for the following reasons: (a) that the member has without reasonable excuse failed to discharge their functions as a member for a continuous period of three months beginning not earlier than six months before that time; (b) that the member has been convicted of a criminal offence; (c) that a bankruptcy order has been made against the member, or their estate has

been sequestrated, or they have made a composition or arrangement with, or granted a trust deed for, their creditors; or

(d) that the member is unable or unfit to discharge their functions as a member.

A member of the Scottish Parliament cannot also hold a public appointment for public bodies listed in the schedule of the Scottish Parliament (Disqualification) Order 2025.

Former ministers and senior civil servants (Director General level and above) should ensure they comply with any applicable business appointment rules and if needed, seek advice from the Public Appointment's Team at Public.appointments@gov.scot before applying for this role.

Members of the Scottish Criminal Cases Review Commission

The Members of the Commission are responsible for the overall strategic direction and performance of the Commission, and are ultimately responsible for determining whether or not to refer cases to the High Court. The Members, alongside the Chief Executive of the Commission, are collectively responsible for ensuring appropriate use of public funds.

The Commission is currently made up of 8 Members, one of whom is the Chair. All appointments are made by Royal Warrant on the advice of Scottish Ministers and in line with the Code of Practice issued by the Commissioner for Public Appointments in Scotland.

The Commission follows a [Code of Conduct](#) as issued by Scottish Ministers with the approval of the Scottish Parliament.

The role of a Member

As a Member of the Commission your duties will involve:

- Fulfilling the aims and objectives set by the Scottish Ministers (as above);
- Deciding whether particular cases merit referral to the High Court;
- Playing a central role in the consideration and supervision of the Commission's caseload;
- Supporting the Chair and the Chief Executive in setting the Commission's strategic direction within the policies, planning and resources framework set by the Scottish Ministers;
- Demonstrating high standards of corporate governance at all times; and
- Working individually and as part of a team.

The role of a Member with the SCCRC is significantly different to other public appointments. Typically the successful candidates can expect to spend approximately 20% of their time on governance matters and 80% on legal casework.

The selection panel

Chair	Anna Donald - Deputy Director, Criminal Justice Division, Scottish Government
Panel member	Vanessa Davies, Chair, Scottish Criminal Cases Review Commission
Independent panel member	Gareth Morgan, Experienced Independent Panel Member

Please note that applicants will be asked to declare if they know any members of the selection panel in this pack. The panel will also declare if they know any applicants. Any actual or perceived conflicts of interest will be managed in line with the [Ethical Standards Commissioners Code of Practice for Public Appointments](#).

Person specification

The Cabinet Secretary for Justice is seeking to appoint one new lay member and one new legal member who can put their experience to good use on the Commission. The table below sets out the skills, knowledge, experience and attributes that we are seeking and explains how the criteria will be tested. You may have gained your experience through work, by being active in your community, in a voluntary capacity or through your own lived experience, as well as by professional qualification.

There are two roles available:

Role 1 – Lay Member

Role 2 – Legal Member

To apply, applicants are required to:

- **1. Create and attach a Word document containing a Statement of Evidence.** The tables below explain the evidence that must be included in this document and the associated word limits for each criterion.
- **2. Complete the Tailored Career History section in the online application form.** This section is completed separately from the Statement of Evidence.

Role-specific statutory criteria are detailed in the **Priority Criteria** table below. Applicants will only be considered for a role if they meet the corresponding Priority Criteria. Candidates who satisfy the Priority Criteria for both roles are welcome to apply for both positions.

Priority Criteria	Example indicators	How this will be assessed
Role 1 – Lay Member 1. Statutory Requirement: Has knowledge or	This can be demonstrated in a variety of ways, for example: • from first-hand experience, through employment or through holding a	Application: Please address this criterion in your Statement of Evidence, using no more than 300 words.

experience of any aspect of the criminal justice system	trustee, voluntary or community role, or similar. You do not need to be a practitioner. Candidates who do not meet this criterion will not be suitable for appointment.	Interview: You will be asked questions on this criterion at interview.
Role 2 – Legal Member 2. Statutory Requirement: An advocate or solicitor of at least 10 years' standing	Candidates who do not meet this criterion will not be suitable for appointment.	Application: Please address this criterion in your Statement of Evidence, using no more than 300 words. Interview: You will be asked questions on this criterion at interview.

Separate from the role-specific Priority Criteria, all applicants must also meet the **Essential Criteria**, which reflect the core competencies expected of all Members.

Role 1 and 2 – Lay and Legal Member

Essential Criteria	Example indicators	How this will be assessed
1. Ability to analyse complex information and reach balanced judgements/ decisions	- Understands the decision making process at a relatively senior level. - Comfortable in the analysis of highly complex information where critical/important decisions are being made. - Interrogates the information and recognises the impact/implications of different elements, taking account of this in the decisions which are made. - Accuracy and sound judgement in the decisions which are made. - Comfortable in making reasoned judgements where extensive evidence might not be available.	Application: Please address Essential Criteria 1-5 in your Statement of Evidence as a combined response, using no more than 750 words in total. Interview: You will be asked to undertake a <u>practical exercise</u> and will be asked questions on this criterion at interview.
2. Constructive and supportive challenge	Direct evidence of challenging effectively within a diverse team or committee situation.	Application: Please address Essential Criteria 1-5 in your Statement of Evidence as a

and collaborative working	• Evidence of where challenge has changed the views of others and influenced decisions without causing rancour or resentment. • Questioning shows good level of understanding of legal, organisational and other issues that have led people to form their views. • Able to accept a consensus decision even if it goes against a personal view.	combined response, using no more than 750 words in total. Interview: You will be asked questions on this criterion at interview.
3. Governance and scrutiny	• Appreciates the Member's role in ensuring effective governance, including the different roles and responsibilities of executive and non-executive colleagues. • Experience of fiscal / legal processes / procedures. • Experience of ensuring effective governance within the public or private sector or through involvement within a charity or as a member of a committee. • An understanding of the measures used to evaluate performance.	Application: Please address Essential Criteria 1-5 in your Statement of Evidence as a combined response, using no more than 750 words in total. Interview: You will be asked questions on this criterion at interview.
4. Innovation and change in delivery of public services	• Ability to bring new ideas from external environments and scale them to the role of SCCRC • Understanding of the application of digital and other technologies to knowledge-based service work	Application: Please address Essential Criteria 1-5 in your Statement of Evidence as a combined response, using no more than 750 words in total. Interview: You will be asked questions on this criterion at interview.
5. IT skills	• Familiarity with standard office software products and their use on a variety of devices eg. Teams, Excel, Microsoft Word and Outlook. • Willingness to use new tools as they are introduced	Application: Please address Essential Criteria 1-5 in your Statement of Evidence as a combined response, using no more than 750 words in total. Interview: You will be asked questions on this criterion at interview.
6. Communication and Influencing	• Focused and succinct in their communication;	This will be assessed holistically over your application and interview.

	• Active listening – showing people that they are taking account of what is being said; • Confident in expressing views and opinions in a group setting; • Satisfactory written skills, appropriate to the requirements of the role. • Motivation to join and demonstrable interest in the work of the SCCRC.	
--	--	--

The following criteria are role-specific **Desirable Criteria** and are not required for appointment. Applicants who do not meet these criteria will not be disadvantaged unless candidates are otherwise assessed as being of equal merit. If you do not have evidence against either of the desirable criteria, please omit this from your Statement of Evidence.

Desirable Criteria	Example indicators	How this will be assessed
1. Role 1 – Lay Member Forensic Psychiatrist / Scientist / Psychologist ; in particular investigation of offences and treatment of offenders	This can be demonstrated through professional qualifications and work experience in the relevant fields.	Application: If relevant, please address this criterion in your Statement of Evidence, using no more than 200 words. Interview: You will be asked questions on this criterion at interview.
2. Role 2 – Legal Member Solicitor or Advocate with a recent defence background	• Advocate or Solicitor from a defence background. • Current valid practising certificate – or other means of demonstrating currency of legal knowledge.	Application: If relevant, please address this criterion in your Statement of Evidence, using no more than 200 words. Interview: You will be asked questions on this criterion at interview.

Tailored Career History
In the online application form you will be prompted to complete a Tailored Career History box. This should be no longer than 400 words and can include information from your professional, personal and voluntary experience. You may wish to include: • Dates

- Information about the organisation
- Information about your role and experience

How to apply online

1. Download and save this applicant information pack to refer to.
2. Carefully read the 'person specification' section in this pack, and write a Statement of Evidence reflecting the relevant criteria listed in the tables under the Person Specification. Please ensure to keep to the associated word limits listed.
3. Save a copy of your Statement of Evidence to your device as **one PDF document** ready for upload.
4. Navigate back to the job advert and click 'apply'.
5. Complete the personal information and conflict of interest questions.
6. When prompted, attach your Statement of Evidence as **one PDF document**. Your PDF should be uploaded using the 'Drop Resume Here' box that appears on the Supporting Documents and URLs section.
7. When prompted, provide evidence against the Tailored Career History box using no more than 400 words.
8. Submit your online application by 17:00 on 6 October 2026

Please Note: you do not have the option to edit your application once you click 'submit'. You must have all your information to hand before submitting your application.

Please note that any content exceeding the stated word limits will not be considered by the selection panel.

Late applications will not be accepted by the selection panel.

The online system has been extensively tested for compatibility with a range of assistive technologies. However, should you experience any difficulties accessing or using the system, please contact the Public Appointments Team at: Public.appointments@gov.scot

The assessment process

The assessment process will happen as follows:

1. The selection panel will assess all applications against the criteria for appointment (see the person specification). Those who demonstrate evidence that most closely meet the criteria tested at this stage will be shortlisted for interview.
2. The selection panel will interview candidates and the questions they ask will relate directly to the criteria for appointment. If you are invited to interview, the questions and a role-specific scenario will be shared with you 7 days in advance. You will be asked to discuss the scenario at the start of the interview.
3. The selection panel will also ask questions relevant to the fit and proper person test (see below) which will include questions about the [Principles of Public Life](#).
4. The selection panel will review the evidence provided and agree on which candidates have most closely met the criteria for selection and should be recommended to the appointing Minister.
5. The appointing Minister will make a decision about whom to appoint based on evidence from the selection panel. The appointing Minister may request to meet with candidates before making a final decision.
6. Appointees will be asked to complete pre-appointment checks which will include a Disclosure Check (there is no charge for this). Appointment is conditional on satisfactory completion of these.

Guaranteed interviews

This appointment round will provide guaranteed interviews for disabled people who meet the criteria for the role being tested at the application stage. The selection panel will not know which applicants have requested a guaranteed interview until the shortlisting is complete.

Fit and proper person checks

In the context of public appointments, a fit and proper person is someone who is suitable because they meet the requirements of the role, and their past or present activities and behaviour means they are suitable. Tests are built into different stages of the appointment process to ensure that:

- Conduct to date has been compatible with the public appointment
- Membership is not barred by the body's constitution e.g., criminal record or bankruptcy (see disqualifications)
- There are no unmanageable conflicts of interest
- Political activity is declared
- There is agreement to abide by the [Principles of Public life in Scotland](#)
- There is confirmation that the time commitment required for the role can be met.

Media checks for candidates invited to interview

The selection panel may consider publicly available information about candidates, including posts on social media platforms. Any findings that the selection panel agree are pertinent to the role or that may call into question suitability for the appointment, credibility of the appointments process or the public body will be discussed with candidates at interview. Consideration of any issues will take place openly and transparently to establish the facts. Candidates will be given an opportunity to respond to any concerns. This information will be handled in line with the [Privacy Notice](#) for public appointments.

Gender Representation on Public Boards (Scotland) Act 2018

The Gender Representation on Public Boards (Scotland) Act 2018 sets a gender representation objective that 50% of non-executive members of public boards should be women.

Where two or more candidates are assessed as equally qualified for appointment, and at least one candidate is a woman and one is not, section 4(3) of the Act requires the appointing Minister to appoint the woman where this would help the board achieve, or make progress towards achieving, the gender representation objective*.

Once you apply, the Scottish Government will write to you to collect the required information regarding your sex.

*To note, under section 4(4) of the Act, the appointing Minister may instead appoint a candidate who is not a woman where another characteristic or circumstance appropriately justifies doing so.

Common questions and answers

Who can I contact to speak about this role?	For further information about the SCCRC and the role, please contact Michael Walker at mwalker@sccrc.org.uk You can also find out more about SCCRC at https://www.sccrc.co.uk/ .
Who can I speak to about a disability related reasonable adjustment?	Please contact the Public Appointments Team Email: Public.appointments@gov.scot Deaf, deafblind and BSL users can contact the team via contactSCOTLAND-BSL
I am having a problem with the application process who can I speak with?	Please contact the Public Appointments Team (see contact details above).
Do you have any advice for candidates attending interviews?	Yes. More information is provided here: Introduction - Public appointments: guide - gov.scot (www.gov.scot)
I can't attend the interview in person, can I attend remotely?	Yes. You can request to attend the interview using MS teams. Please contact the Public Appointments Team. Email: Public.appointments@gov.scot
Will you reimburse expenses for attending an interview?	Yes. You can claim reasonable expenses. A claim form will be issued with your invitation to interview, along with instructions.
What does 'appointed on merit' mean?	Appointed on merit means that the people who are appointed most closely meet the criteria that is sought for the vacancy at a point in time. People are assessed on the evidence that they present in the appointments process and the findings of the fit and proper person test.
What role does the Ethical Standards Commissioner (ESC) have in the appointments process?	The ESC regulate and monitor the public appointments process . The Commissioner plays a role in ensuring appointments are made on merit and use fair methods. More information about the Commissioner's role is provided here: Public appointments Information leaflet Ethical Standards Commissioner

Can I apply if I am not a British citizen?	Yes. You can apply for and be appointed as a member of the SCCRC if you are not a British citizen. However you must be legally entitled to work in the UK.
Would remuneration for a public appointment impact on my benefits?	Possibly. Taking up a remunerated public appointment may affect benefits payments. This will depend on individual circumstances and you should seek advice from your benefits provider. More information is provided here: Public appointments and welfare benefits: information - gov.scot (www.gov.scot)
Do the selection panel see information from the diversity monitoring form?	No. Diversity monitoring information provided by applicants is not shared with the selection panel. If applicants opt for a guaranteed interview this information will be shared with the selection panel. Information about a reasonable adjustment may be shared with the selection panel to ensure that requirements are met (e.g. if a BSL interpreter is required).
Do I need to provide an email address and contact details at application stage?	Yes. You must provide your contact details, including an email address, when submitting your application. This information is required so that we can contact you regarding your application and, if you are successful, to support the appointment process. As part of the Baseline Personnel Security Standard (BPSS) requirements, the Scottish Government may need to verify the identity and credentials of candidates who are recommended for appointment. Contact details are also needed by the public body to arrange induction. Applications submitted without the required contact information will be rejected.
How will my personal information be handled?	All personal information will be handled with great care and in line with UK GDPR and data protection requirements. Further information can be found in the Privacy Notice .
Can I get feedback on my application or interview?	Yes. You can request feedback. Candidates have 20 working days from the date of notification of the

	outcome of their application to make the request in writing.
Is any training provided if I am offered and take up an appointment?	Yes. Each body has their own induction process and training offer, they will make contact directly should you be appointed. New appointees are also invited to attend an induction day hosted by the Public Bodies Support Unit of the Scottish Government.
Is it possible to hold more than one public appointment?	Yes. It is possible to have more than one public appointment. However, please check the disqualification section in this pack for further details related to this specific public body. You should also check that you can make the time commitment for an additional appointment and that there are no unmanageable conflicts of interest.
Are public appointments announced?	Yes. Every appointment is announced here: Public appointments: news releases - gov.scot (www.gov.scot) The body may also announce new appointments on their own website and social media platforms. Information published will include a biography and details of any political activity within the last 5 years.
What standards are expected of members?	The conduct expected of members of Scottish public bodies is set out here: Members of devolved public bodies: model code of conduct - December 2021 - gov.scot (www.gov.scot) (this includes the Principles of Public Life)
How can I complain about the public appointments process?	Further information about the complaints process for public appointments can be found here: How to apply - Public appointments: guide - gov.scot (www.gov.scot) Anyone concerned about public appointments can raise a complaint and have it independently investigated by the Ethical Standards Commissioner. Investigation process public appointments Ethical Standards Commissioner

For further information

Please contact the Public Appointments Team, Scottish Government

Email: Public.appointments@gov.scot

Deaf, deafblind and BSL users can contact the team via [contactSCOTLAND-BSL](#)



Scottish Government
Riaghaltas na h-Alba