



JUDICIAL  
COLLEGE



COLEG  
BARNWROL

**PROSPECTUS**

APRIL 2019–MARCH 2020

COURTS JUDICIARY

**JUDICIAL  
COLLEGE**

## Contents

Introduction .....	3
Introductory note.....	3
Welcome to the 2019 - 2020 Prospectus.....	4
Welcome from HHJ Andrew Hatton .....	5
1. Training requirements and how to select and book a seminar.....	6
2. The seminars.....	12
Cross-jurisdictional continuation seminars .....	13
Business of Judging.....	14
Judge as Communicator.....	16
Civil and Family Law combined.....	17
Civil and Family Law combined .....	18
Civil law .....	20
Administrative Law.....	21
Civil Law .....	22
Seminar for Judges sitting in the Specialist Jurisdictions.....	24
Criminal law.....	26
Crime: Some Technical & Technological Issues.....	27
Homicide seminar .....	28
Long and Complex Trials.....	29
Delivering Judgments and Admissibility of Evidence Rulings .....	30
Case and Trial Management .....	32
Sentencing and Confiscation .....	33
Serious Sexual Offences .....	35
Recorder One Year On seminar .....	36
Family law .....	37
Family Money .....	38
Private Law.....	39
Public Law .....	40
Seminar for High Court Judges .....	41
Complex Children Cases .....	42
Private Law and Money .....	43
Court of Protection .....	44
Court of Protection.....	45
District Judge (Magistrates' Courts) and Deputies .....	46
Judicial College .....	1

DJ (MC) & DDJ (MC) Continuation seminar .....	47
Youth Sex seminar .....	48
3. Induction seminars (various).....	49
Faculty Induction seminar .....	50
Deputy District Judge Induction .....	51
Introduction to Homicide .....	53
Serious Sexual Offences Induction seminar .....	54
4. Leadership & Management.....	56
Essential Leadership .....	57
5. Appraisal and Mentoring skills .....	59
Appraisal skills .....	60
Mentoring skills .....	61
6. Training for trainers.....	62
Course Design skills .....	63
Facilitation skills.....	64
7. E-learning Programmes .....	65
8. Opportunities in International Judicial Education .....	66
College Contacts .....	69

## Introduction

### Introductory note

The Judicial College prospectus for Courts' Judiciary was published on 1 October 2018. It covers the training year 1 April 2019 to 31 March 2020.

The version available to Judges is an online version with hyperlinks. It is accessed via the secure Learning Management System of the Judicial College, to which only Judges and College staff have access. Judges are able to make bookings directly from that online version. This version which you are now looking at is intended to be a public version of that document, presented as a PDF document. The online version contains more detail than this public version: it contains precise dates and locations for the seminars, details of those who will present the seminars and contact information for staff and Judges working within the College. For security reasons those details have been removed from this public version.

## **Welcome to the 2019 - 2020 Prospectus**

This time last year I commended to you the wide choice we offer, and I congratulated HHJ Andrew Hatton, Director of Training for Courts, on cementing our reputation as the Gold standard for judicial education. Standards have been more than maintained, and were we at risk of complacency (and we aren't) this would be the danger point. Let me then repeat that we need you to tell us what you make of the services we offer, so we can both consolidate and improve. We are as much about educating ourselves in serving you as we are in putting world-class education at your disposal.

**The Right Honourable Lady Justice Rafferty DBE**  
**Chairman of the Judicial College**

## Welcome from HHJ Andrew Hatton

Dear Judges

Welcome to the prospectus for the period from 1 April 2019 to 31 March 2020. There are many changes from previous years.

Whilst the prospectus follows essentially the same pattern as previously, there are additional seminars and, as we have been advising you in communications on the Judicial Intranet and on LMS over recent weeks, there has been a change in the training requirements, a change which particularly affects fee-paid judges. Details follow in the next section "selecting & booking". Please read that section with care.

As a result of those changes we have needed to make available more seminars. There are some new ones, which we hope you will find interesting, and there are increased opportunities to attend ones which have stood the test of time in recent years but which will be adapted and refreshed and up-to-date when you attend.

We have also taken the opportunity to introduce induction seminars into the prospectus, or at least those about which we know and for which we have arrangements in place; additional competitions will give rise to additional induction seminars which will be added to this prospectus as the details are known. It helps everyone to have all seminars for courts judges under one roof.

The Judicial College will continue to strive to produce top quality training for all Judges and will seek to produce it in comfortable surroundings conducive to learning. I hope that we have achieved that in this current year.

Please do not hesitate to contact me if there are issues you want to discuss. I seriously invite feedback, positive or negative. Please do complete the evaluation questionnaires which you are sent for seminars which you attend. I know it is a nuisance when you have got other things to think about, but every piece of evaluation we receive is analysed and considered by the relevant Course Directors and all of it by me. It really does impact on the future direction of our training seminars.

We are delighted to include in this prospectus two civil law and two family law seminars which are each of two and a half days' duration. The extra half day of each of them will include a lecture from an internationally renowned scientific speaker. The opportunity to do this arises from the generosity of the Royal Society and the Dana Foundation which are funding the additional costs. The College is grateful to them for their support.

My thanks go to those at the Judicial College who help to make this prospectus happen.

I reserve my greatest gratitude to those without whom I could not do my job and without whom this College would not operate — the Course Directors and the tutor judges. They do receive protected time for some of their College work, of course, but so much of what they do in preparation is done in their own time — many hours of it. Thank you.

Best wishes,  
Andrew Hatton

# 1. Training requirements and how to select and book a seminar

## 1. New training requirements

As stated in the preceding section of this prospectus, we have over recent weeks brought to the attention of judges who sit within the courts jurisdictions the fact that the training requirements have changed with effect from the period covered by this prospectus.

Discussions as to changes in the training requirements for courts judges have been underway for some considerable time. The result of those discussions is that there will be equality in the provision of continuation seminars for salaried and fee-paid judges. The scheme is entitled the 'revised courts training programme'.

The requirements:

All courts judges, whether salaried or fee-paid, are required to attend a two-day continuation seminar in each prospectus year. There are some modest exceptions to that rule, as follows:

1. Within the prospectus are some one-day continuation seminars (this year for the Court of Protection and for Administrative Law) which can be attended by a judge who sits in such a jurisdiction. If s/he wishes to attend a two-day seminar in addition then s/he may do so, but it is not obligatory.
2. Those criminal Recorders who were inducted at one of the three seminars in 2018 are obliged to attend one of the Recorder One Year On seminars in June 2019. Those seminars are one-day seminars; there are three and it is the intention to seek to replicate the same three groupings of delegates at those events as at the induction seminars. If you are one of those new Recorders and you do not sit in any other capacity then you will not attend another seminar from this prospectus, just the One Year On seminar. If you are one of those Recorders and you also sit in another capacity than the One Year On will be an extra seminar for you and you will be able to choose in the usual way in respect of your other sitting role/s.
3. Those judges (whether salaried or fee-paid) who hold five or more tickets or authorisations, as defined below, may use the provisions of (1) above, if appropriate, OR attend two two-day seminars if they wish to do so (but *not* both (1) and (3), please).

All judges are reminded **not** to exceed these requirements except when they are specifically asked to do so, e.g. when a further ticket or authorisation is granted and they are therefore asked to attend an induction seminar or a continuation seminar as an introduction to the work of that ticket or authorisation.

To book a seminar just click on the date of the seminar you want to book and complete the short booking form. If your preferred seminar or date is no longer available please select an alternative and follow the same process.

The **annual circuit criminal one-day seminars**, often referred to as the sentencing conferences, are to again be a feature of *this* autumn as this prospectus is written, i.e. 2018/19, but under the revised courts training programme they will stop completely thereafter. That decision was an important part of the review of training

requirements and the financial planning associated with it. That issue, however, remains the topic of some discussion and if there are any further developments or alternative plans for the future in that regard we will, of course, keep you informed.

## **2. Last date for booking and consequences of not booking**

Obviously, the earlier you book the greater the likelihood of you being able to book your first choice of seminar or date.

The last date for booking continuation seminars from this prospectus is Friday 23 November 2018. If you have neither booked by then nor given a satisfactory explanation for not booking, the College will send you one reminder giving you a short time to make a booking. The College is obliged to report to Presiding Judges any failure to book after that short reminder period has expired.

Bookings for a second two-day seminar under the provisions of para 1(3) above (judges with five or more tickets) will NOT be permitted after that Friday 23 November 2018 deadline.

That booking window is more generous than it has been in the past but it needs to remain strict because the College must submit its budget proposals to MOJ by the end of the calendar year. Booking numbers and the knowledge of which seminars are fully-booked and which may be undersubscribed is important information for that budget submission.

## **3. E-Judiciary email addresses**

All judges to whom this prospectus applies have e-judiciary email addresses, allocated on their appointment. It is that e-judiciary email address which the College needs to use to contact judges in relation to training.

It is important that judges regularly check their e-judiciary email address inbox to ensure that communications from the College (and, indeed, other potentially important communications) are not missed.

## **4. Tickets/authorisations**

For the purposes of this document, the tickets/authorisations, are as follows:

- General civil
- General criminal
- Serious sexual offences
- Murder
- Private family law
- Public family law
- Specialist civil (mercantile and/or TCC and/or chancery)
- Court of Protection
- Administrative Court
- DJ(MC) Youth
- DJ(MC) prison adjudication
- DJ(MC) extradition



## 5. District Judge (Magistrates' Court) and Deputies

The number of seminars has been expanded and each DJ(MC) or DDJ(MC) is required to attend one of the two-day seminars aimed at that jurisdiction. There are, in addition, some Youth Sex seminars for those who sit in that jurisdiction. There may be further training requirements arranged by the Chief Magistrate, but those will be arranged directly between the Chief Magistrate and DJ(MC) and DDJ(MC). If there are any questions relating to DJ(MC) training then either the Director of Training for Courts or the Office of the Chief Magistrate will be able to answer them.

## 6. Induction Seminars

For the first time this prospectus contains induction seminars as well as its usual contents. Attendance at those events is **by invitation only**, of course, but it simplifies the process for all concerned if the booking arrangements are all to be found in one place.

The induction seminars are to be found in part 3. This part of the prospectus will be the subject of regular update and amendment throughout the year as new competitions are announced and processed and the training arrangements are planned and finalised. At present, it contains only those induction seminars of which we are certain.

Observant prospectus viewers will see within the induction section the addition of something brand new, a series of Faculty Induction seminars.

They are new, cross-jurisdictional induction seminars for newly appointed coroners, court judges and tribunal judges on their first judicial appointment. It is anticipated that such judges will attend such a seminar within approximately 12 months of starting to sit within their jurisdiction. It is in addition to their jurisdiction-specific induction seminars.

These seminars will aim to provide the delegates with common skills and knowledge at the start of their judicial career that will assist in their career development and complement their jurisdiction specific induction programmes.

These seminars will include communication styles, vulnerability, bias and mitigation strategies, use of the Equal Treatment Bench Book, judicial conduct and ethics, sources of support, the key elements in any judgment or ruling and possible career pathways.

## 7. Senior Judiciary

The College welcomes attendance at any of the seminars in the prospectus by Supreme Court Justices, Judges of the Court of Appeal and High Court Judges. Attendance by High Court Judges should accord with the protocol governing their training.

## 8. Planning your education programme

The prospectus enables judges to plan their own personal education programme by choosing from the range of seminars it contains.

Judges must, of course, ensure that their education programme includes regular training in the work they do or which they are authorised to do. In particular, any judge authorised to try murder, serious sexual offences or to hear public law family

cases or with a specialist civil authorisation must attend the appropriate seminar for that authorisation at least once every three years. If a judge fails without good reason to comply with the three year requirement, the College has an obligation to refer the matter to the senior judiciary.

The 'cycle' or the extent of updating for each seminar in section 2 is described under the relevant entry. This indicates whether and when the seminar has been delivered before and whether it is likely to be repeated. The aim is to help you plan your education programme over a period and prevent you attending the same, or substantially the same seminar twice.

## **9. Training methods at seminars**

According to the College's governing principles the most effective face-to-face training is that which involves active participation by judges in a supportive environment and gives them the chance to practise and develop their judicial skills. Most seminars are therefore highly participative, with a real emphasis on individual and small group work rather than set-piece lectures and presentations. The small groups are facilitated by experienced, trained course tutors.

Pre-seminar materials will be available on the College's Learning Management System (LMS) three weeks before the first day of the seminar. Preparation time for a continuation seminar should not exceed four hours for a reasonably experienced judge, including the viewing of any relevant online materials. Preparation time can be considerably longer for induction seminars but details will be provided to delegates for such seminars.

The College fully understands that for both salaried and fee-paid judges the day job limits the time available to prepare for a seminar. With that in mind, and where appropriate, seminars will now include a number of unseen practical exercises (i.e. unseen by participants before the start of the seminar) to help limit the pre-seminar preparation and with a view to providing a better reflection of life in court.

Judges are strongly encouraged to bring a laptop or tablet computer to seminars in order to reduce the amount of printing and to facilitate access to appropriate online resources during the seminar.

## **10. Start and finish times**

No seminar will start earlier than 10.00am on the first day or end later than 4.00pm on the final day.

## **11. Consulting your court manager, listing officer, firm or clerk**

Salaried judges should consult their court manager or listing officer before booking in order to minimise the effect on court business. Fee-paid judges should inform their firm or clerk that they have booked a seminar in order to prevent double-booking.

## **12. Changing to another seminar**

Attendance at the seminar you book takes precedence over all other commitments unless there are very exceptional circumstances. If for any reason you wish to change your booking please contact the College by email at [courts\\_prospectus@judiciary.uk](mailto:courts_prospectus@judiciary.uk) The course organiser will either change your

booking or refer the request to the Director of Training for Courts for resolution or for onward transmission to your Presiding or Liaison Judge, as appropriate.

### **13. Late requests for excusal from attending a seminar**

Requests for excusal should be made to your Presiding or Liaison Judge, as appropriate (not to the College). By agreement with the College they will grant such a request only in very exceptional circumstances, especially since the College incurs cancellation charges for unused accommodation. Cancellation within a week of the seminar incurs 100% cancellation charge, which usually amounts to about £200 for a residential seminar and is therefore a real waste of precious resources. The College reserves the right to re-charge these wasted costs in appropriate circumstances.

### **14. Retirement from sitting**

If you have planned your retirement from sitting, be that in a salaried or fee-paid capacity, or if you anticipate that you may well retire during the period covered by this prospectus, your attendance at a training seminar could represent an extravagant use of limited resources and a potential waste of your time.

In those circumstances you are invited to contact directly the Director of Training on the details at the foot of this section of the prospectus. If necessary he will liaise with your Presiding or Liaison Judge, as appropriate, to resolve the situation in the best way possible.

### **15. Evaluating a seminar**

You will be asked to evaluate the seminar you attend online using the LMS. A full explanation of how to do this will be given during the seminar. It is straightforward.

**It has been agreed at the level of the Board of the Judicial College that it is deemed to be a professional obligation for judges to complete evaluation questionnaires when asked to do so.**

Your opinions really do matter to the College and to the judges who help deliver the training (who often work extremely hard in their own time in order to produce the seminars) and all evaluations are reviewed with care and, where possible, acted upon. Please help us to ensure that the training we provide really reflects your training needs and requirements.

### **16. Accommodation**

The College will not normally cover the costs of overnight accommodation and evening meals the night before a seminar starts, except where a judge would have to leave home before 7:00am in order to arrive in time for the start of the seminar. You will be asked during the booking process whether you need pre-seminar overnight accommodation. The College reserves the right to re-charge the cost of pre-seminar accommodation which is booked but not used.

It is expected that judges will travel to and from two-day non-residential seminars daily, so that no overnight expenses will be payable in that instance.

## **17. Fees and expenses**

Fee-paid judges will receive a full day's fee for each day of attendance at a seminar chosen from section 2. The daily fee will be that applicable to the judicial capacity in which they are attending the seminar (e.g. the recorder rate for a criminal seminar).

In addition, all judges are entitled to travel and subsistence expenses at the prevailing rates for attending a seminar chosen from those sections. In 2010 the then Lord Chief Justice, Lord Judge, gave the following guidance about this:

“The current financial crisis has led each member of the Judicial Executive Board to apply the following self-denying ordinance. When we travel by train we shall normally claim the refunding of our expenses on the basis of the cheapest available standard fare. I hope you will do likewise.”

## **18. Other items**

Sections 4-6 of this prospectus set out additional seminars and training opportunities which are by invitation on appointment to a role requiring the training there provided.

Sections 7 and 8 deal with, respectively, e-learning and international opportunities.

## **19. Customer service**

If you need any help in booking please email the College customer service inbox at [courts\\_prospectus@judiciary.uk](mailto:courts_prospectus@judiciary.uk) and a member of the team will assist you.

HHJ Andrew Hatton

## **2. The seminars**

## Cross-jurisdictional continuation seminars

---

The Judicial College is particularly proud of its two cross-jurisdictional continuation seminars which address the craft of judging. These are popular courses, one of which has also been adapted for use overseas. Because of the way the seminars are structured and conducted, each seminar accommodates only 36 judges at a time, that number being equally split between Court Judges and Tribunal Judges.

- [Business of Judging](#)
- [Judge as Communicator](#)



## Business of Judging

---

### Aim

The object of this two-day seminar is to help judges improve their judicial skills by practising them and learning from judges who sit in other jurisdictions.

### Who is it for?

Any salaried or fee-paid judge sitting in any jurisdiction and of any level of experience. The greater the mix of experiences, the more effective the course, we believe.

### Content

Traditionally the College's training for judges has been jurisdiction based, with separate seminars in civil, criminal, family, coronial law and various tribunal laws. However, there are many judicial skills which transcend the jurisdictions and are common to all of them. The highly successful Business of Judging course offers you an opportunity to develop these in a friendly, collegiate environment and to share your experiences with other courts and tribunals judges.

The modules include:

- Dealing with ethical and other problems that confront judges inside and outside the court or tribunal
- Assessing the credibility and reliability of evidence
- Giving a well-structured oral judgment or decision
- Increasing judicial resilience
- Dealing with high conflict and unexpected situations that arise during a hearing.

The seminar is highly participative. For example, you are invited to watch a DVD of a contested hearing, to assess the credibility of the witnesses, and then to deliver an oral judgment in a small group setting (with six judges per group).

You are also asked to conduct a short 'live' hearing, again in a small group, and to use your judicial skills to deal with the problems that unfold before you. Professional actors and advocates present the case and you are offered feedback from your colleagues.

### Dates

July 2019

March 2020

### Cycle

First delivered in 2013/14 and each year since then with only modest changes introduced thereafter.

**If you have attended this seminar in the past you should select an alternative seminar rather than attending for a second time as, whilst some of the materials may have changed, the learning outcomes remain the same.**



## Judge as Communicator

---

### Aim

To help judges improve their judicial skills in communicating with those who appear before them, both in the hearing itself and in the judgments or decisions they give.

### Who is it for?

Any salaried or fee-paid judge sitting in any jurisdiction and of any level of experience — this course thrives on the mixture of judges attending.

### Content

This course is a development of the Judging Today course which was run in May 2016. Whilst there have been several changes and improvements it remains fundamentally the same course.

‘The single biggest problem in communication is the illusion that it has taken place’ said George Bernard Shaw. In this seminar we seek to dispel the illusion using an interesting mixture of presentations and practical exercises involving an experienced team of course tutors.

Amongst the many and varied topics covered are:

- Making communication work
- Using language appropriate to the case and the participants
- Understanding and applying the psychology of judging
- Structuring and delivering a judgment or decision that is easily understandable by and meets the needs of the parties, particularly if unrepresented.

As with the Business of Judging course, the seminar is highly participative and much of it takes place in small groups of six judges. You will undertake several interesting and enjoyable practical exercises designed to improve your communication skills; these include conducting a short ‘live’ hearing presented by professional actors and advocates, and preparing and delivering directions in cases involving unrepresented parties.

### Dates

May 2019

January 2020

### Cycle

This seminar was first held in 2016/17 and it has undergone some changes for this cycle

If you have attended this seminar in the past you should select an alternative seminar rather than attending for a second time as, whilst some of the materials may have changed, the learning outcomes remain the same.

## Civil and Family Law combined

---

This interesting and increasingly popular seminar is a synthesis of seminars which are provided in the existing civil law and family law programmes. It provides an alternative for those who seek more general training in both civil and family law. It also provides the opportunity of a non-residential two-day seminar for those who would prefer that option and one that provides a residential or non-residential option.

- [Civil and Family Law combined \(optional residential or non-residential\) October 2019](#)
- [Civil and Family Law combined \(residential\) November 2019](#)
- [Civil and Family Law combined \(non-Residential\) March 2020](#)

## Civil and Family Law combined

---

This seminar is a synthesis of seminars which are provided in the existing civil law and family law programmes. It provides an alternative for those who seek more general training in both civil and family law. This is proving to be a popular and interesting programme. It also provides non-residential options.

### Who is it for?

A substantial part of the seminar is modular and is open to all levels of the judiciary whose sittings straddle the civil and family jurisdictions. It may be suitable for District Judges and Deputy District Judges in particular.

### Summary

The first day of this two-day seminar will be devoted to civil law and participants are asked to choose two civil modules from the list below. The length of each module has been reduced from three hours to two and a half hours to allow for a one hour plenary which will be for all delegates. The plenary sessions will be delivered by a variety of speakers, some dealing with recent issues of civil law or practice, and some with more general issues of relevance.

The second day will be devoted to family law and participants are asked to choose one of two modules, each of which will last for the whole day. The two modules are family money and private family law.

Please note that your choice of modules is fundamental to the advance planning of the seminar. It may not be possible to accommodate requests to change modules later.

### Civil law modules:

- Capacity issues for civil judges
- Case and costs management revisited
- Consumer disputes
- Essential costs and more
- Essential housing
- Delivering justice

### Family law modules:

*The family money module will include:*

- Preparation of judgments
- Enforcement
- Pensions
- FDR
- Agreements
- Legal update

*The private family law module will include:*

- Legal update
- Research update
- Reasons for intractable private law cases
- Case management in intractable private law cases and tools available

### **Dates**

October 2019 (optional residential or non-residential)

November 2019 (residential)

March 2020 (non-residential)

### **Cycle**

Introduced as a joint seminar in 2014/15 but substantially revised subsequently and adapted annually, including by the introduction of new modules.

## Civil law

---

- [Administrative Law](#)
- [Civil Law](#)
- [Seminar for Judges sitting in the Specialist Jurisdictions](#)

## **Administrative Law**

---

### **Aim**

To provide judges who sit in the Administrative Court with an opportunity to develop their knowledge and understanding of administrative law and procedure; and to assist them in managing and solving the kind of problems commonly encountered in this wide jurisdiction.

### **Who is it for?**

High Court Judges, Deputy High Court Judges and Circuit Judges who sit in the Administrative Court.

### **Content**

An update on the law and practice of the Administrative Court, and an opportunity to apply law and practice to case studies supplied in advance and to discuss these in syndicate groups.

This is a one-day seminar. Any judge attending it may select an additional seminar from the prospectus if he or she so wishes.

### **Date**

June 2019

### **Cycle**

The content is updated annually.

## Civil Law

---

### Aim

To provide judges who sit in the civil jurisdiction with an opportunity to develop their knowledge and skill in those areas of law, procedure and social context which they consider most important for their personal development.

### Who is it for?

All salaried and fee-paid judges sitting in the civil jurisdiction.

### Content

**Please read this carefully.** There are a number of significant changes to the content and structure of the Civil law seminar for 2019/20.

1. There are now 16 modules available to choose from. These include a new module on Appeals and a one-day module on Judgments and Rulings in the County Court. All modules have been updated and many completely redesigned;
2. The length of each module has been reduced from three hours to two and a half hours (save for Judgments) to allow for a one hour plenary session on each full day, which will be for all delegates. The plenary sessions will be delivered by a variety of speakers, some dealing with recent issues of civil law or practice, and some with more general issues of relevance.
3. The two seminars in February 2020 have each been extended from two days to two and a half days. There will be an additional night's accommodation and an additional half-day's training. This is possible due to the generosity of the Royal Society and the Dana Foundation and follows a pilot of a similar approach to two criminal seminars in the 2017/18 prospectus. This allows a further half day for a lecture from a scientific speaker of international repute. At the time of going to press we hope to have Professor Philip Dawid FRS speaking about "Statistics, probability and proof in the legal context".

The structure of the civil seminar allows you to create the programme that best meets your requirements by choosing four modules (or three modules if one of your choices is Judgments). Not all modules are offered on every course.

### Module options are

- Appeals
- Capacity issues for civil judges
- Case & costs management revisited
- Consumer disputes
- Essential costs
- Essential costs and more
- Damages
- Delivering justice

- Equality Act 2010
- Essential housing
- Housing and social issues
- Injunctions and committals
- Insolvency for the County Court Judge
- Judgments and rulings in the County Court
- Procedure in practice
- Trials in the civil courts

**Dates**

September 2019

October 2019

December 2019

February 2020 (two and a half days)



## **Seminar for Judges sitting in the Specialist Jurisdictions**

---

### **Aim**

The aim of this seminar is to provide judges with the opportunity to review and develop their knowledge and practical skills in managing and trying cases when sitting in the specialist civil jurisdictions. It is also to provide an insight into work which arises in those jurisdictions for judges who do not sit there but would benefit from the particular subjects covered in the seminar.

### **Who is it for?**

High Court Judges, Circuit and District Judges, Masters, Registrars and fee-paid judges (Deputy High Court Judges, Recorders, Deputy District Judges, Masters and Registrars) who manage or try cases in the Chancery Division, Commercial or Circuit Commercial Courts or Technology and Construction Courts; in other words, the spectrum of work in the Business and Property Courts. It is also for full-time or fee-paid civil judges who are interested in the topics covered in the seminar even if not sitting or authorised in those specialist jurisdictions.

### **Summary**

This intellectually stimulating seminar provides a forum for judges who sit or are interested in the specialist jurisdictions. In addition to hearing presentations by experts in their field, you will have the opportunity to discuss issues, exchange views and share experiences with judicial colleagues in small group and plenary sessions.

The course will contain one mandatory and four elective modules dealing with both procedural and substantive aspects of specialist work. In addition, there will be two keynote lectures from leading academics and presentations on current matters of interest.

The mandatory module is designed to assist full and part time judges in dealing with the complex case and trial management issues frequently encountered in Business & Property Court litigation. It will examine the issues which commonly arise at each stage of such cases, including topical issues such as disclosure and the use of e-technology, through the scenario of a hypothetical case at different stages in its life. There is a limited amount of pre-reading of the scenario and questions intended to stimulate discussion in syndicate, but there is no requirement to prepare answers to be given in the syndicate session.

### **Optional Module Topics are**

- Advanced insolvency
- Professional negligence
- Property law
- Rectification
- Business and Property Injunctions
- Directors' Duties
- Chancery for the Specialist Judge

**Date**

February 2020

**Cycle**

This is an annual seminar. Judges authorised to manage or try these cases are expected to attend once in a three year period.

## Criminal law

---

- [Crime: Some Technical and Technological Issues](#)
- [Homicide seminar](#)
- [Long & Complex Trials](#)
- [Delivering Judgments and Admissibility of Evidence Rulings](#)
- [Case and Trial Management](#)
- [Serious Sexual Offences](#)
- [Sentencing and Confiscation](#)
- [Recorder One Year On seminar](#)

## **Crime: Some Technical & Technological Issues**

---

### **Aim**

To explore some of the technical and technological issues with which criminal judges must wrestle.

### **Content**

This seminar is new for this prospectus year and remains very much a work in progress as its delivery will not be until February 2020. It will aim to explore some of the more neglected areas of criminal law, considering technical issues such as indictments, inchoate offences and mental health issues and disposals. There will also be an examination of recent developments in some of the less obvious areas of the criminal law, human trafficking/modern slavery being one such topic.

The seminar will also consider technological and digital issues in the courtroom, including examining how judges can develop their skills by better using the DCS, Word, Excel and Outlook.

### **Who is it for?**

Salaried and fee-paid judges sitting in the Crown Court.

### **Dates**

February 2020

March 2020

March 2020

### **Cycle**

**This seminar will run for the first time this year.**

## Homicide seminar

---

### Aim

To ensure that those attending are fully conversant with all aspects of substantive law, evidence, procedure and sentencing relating to homicide; to provide a forum for the discussion of practical problems that can arise in the pre-trial management and during the trial and sentencing of these serious, difficult, high-profile and sensitive cases.

### Who is it for?

High Court Judges and Class 1 authorised Circuit Judges who try murder cases.

**PLEASE NOTE THAT ONLY THOSE JUDGES WITH A FULL MURDER TICKET ARE ELIGIBLE TO ATTEND THIS SEMINAR.**

### Content

The course will involve updates on bad character, hearsay, loss of control, diminished responsibility, joint enterprise, sentencing and any other current topics which have featured in recent decisions of the CACD.

Other subjects likely to feature will be routes to verdict, sentencing remarks, minimum terms and defences that need to be left to the jury. It will include some lectures but will substantially comprise of syndicate exercises.

For those **newly appointed** as Class 1 murder ticketed judges there is a one-day induction seminar on the day before this two-day seminar. Those newly appointed judges will therefore need to attend **all three days**.

### Date

September 2019

### Cycle

The content is updated for the 2019/20 prospectus year.

This seminar was formerly known as the Serious Crime seminar.

## **Long and Complex Trials**

---

### **Aim**

To assist those who try or wish to try longer and more complicated criminal trials; to learn and exchange experiences of existing law, practice and recent developments; and to identify and disseminate best practice in all aspects of such trials, including pre-trial case management, trial and jury management and post-trial orders.

### **Who is it for?**

Salaried and fee-paid judges sitting in the Crown Court who try or who are likely to try criminal cases lasting four weeks or more.

### **Content**

The emphasis of the seminar is on discussion and practice in syndicate groups and there will be a comprehensive trial scenario (from start to finish) which will encompass the discussion and learning points. There will also be leading academic and judicial speakers on relevant and current topics of criminal law.

### **Date**

January 2020

### **Cycle**

The content was new for 2017/18 and will be refreshed for 2019/20.

## **Delivering Judgments and Admissibility of Evidence Rulings**

---

### **Aim**

The aim of the course is about improving our judgments.

Delegates will focus on their skills in deciding legal issues on admissibility and then in delivering structured and well-organised judgments.

This will be a practical course with a combination of lectures and workshops. The lectures from leading academic and judicial speakers will focus on updates on the law including bad character and hearsay and other topical issues and on how to structure a judgment.

In the workshops, there will be trial scenarios to follow and delegates will be asked to consider what their decision is and to give a judgment as though in a real trial. Unexpected issues and applications will come up which will need ruling upon without notice. Other rulings and judgments will be more considered. If a piece of evidence is ruled admissible, delegates will be asked what direction the jury will be given.

By the end of the course delegates will have developed their understanding of current legal issues and developed their skills in delivering cogent and well-structured rulings and judgments. The course will provide an opportunity for delegates to exchange experiences and identify best practices.

### **Who is it for?**

Salaried and fee-paid judges sitting in the Crown Court.

### **Content**

This is a highly practical seminar. The focus is on work in small groups facilitated by a team of trained and experienced course tutors. The groups provide an opportunity to discuss the correct approach and see the approaches of other judges to structuring judgments and decisions.

The seminar will cover a range of topics such as:

- Bad character
- Hearsay
- Abuse of process
- Terminatory rulings
- Admissibility of forensic evidence
- Breaches of PACE
- Topical legal problems

### **Dates**

October 2019

February 2020

## **Cycle**

This seminar ran for the first time in the 2018/19 prospectus year. Its content will be refreshed and topical for the 2019/20 prospectus year.



## Case and Trial Management

---

### Aim

The aim of this course is to help judges develop their skills in case and trial management. This will be a practical, skills-based course with a combination of topical lectures from leading academics and judges alongside workshops where judges can share best practice and try out new ideas.

There will be a strong focus on (1) effective case management at PTPH, (2) helping jurors perform their task by looking at how we can improve our summing up on the law and on the facts, and (3) ensuring that witnesses, including defendants, can give their best evidence and participate fully, whatever their needs.

The learning outcome will be that delegates will build on their understanding of their case and trial management powers and how best to deploy them to help jurors, witnesses and defendants and be best placed to deal with various practical problems that may arise during the trial.

This course will promote the effective use of the Criminal Procedure Rules as a means of managing the trial.

### Who is it for?

Salaried and fee-paid judges sitting in the Crown Court

### Dates

June 2019

October 2019

### Cycle

This seminar ran for the first time in the 2018/19 prospectus year. It will be refreshed and topical for the 2019/20 prospectus year.

## Sentencing and Confiscation

---

### Aim

The aim of this course is to ensure not only that judges are up to date with changes in the law, with new sentencing guidelines and with leading authorities but also to help judges identify the correct approach and structure to sentencing in guideline and non-guideline cases and to pass a sentence that is legally sound, technically correct and readily understood by the defendant, by victims and by the public.

We will look at sensitive and often difficult areas such as domestic abuse, defendants who are carers, defendants who are young, defendants who may have been trafficked and defendants with mental health problems.

We will look at the role of victims in the sentencing process.

We will look at how the Criminal Procedure Rules and Criminal Practice Directions are key tools in sentencing, for example with indications of sentence, bases of plea and victim personal statements.

We hope to provide an environment where judges will discuss their sentencing practices in order to identify and share best practice.

The aim is also to ensure that judges are equipped to deal with confiscation cases and are confident in doing so. This is a rapidly developing area that can be problematic. Our course focuses on how timely and robust case management of confiscation cases can help identify the key issues for determination.

### Who is it for?

Salaried and fee-paid judges sitting in the Crown Court.

### Content

This is a very practical course made up of a number of lectures and workshops. The workshops will be made up of case studies. In addition to discussion and sharing of experience, judges will be asked to demonstrate how they would deliver sentence in these cases and receive feedback from their course tutor and the group.

The seminar covers:

- General principles of sentencing in the light of statutory provisions, sentencing guidelines and case law
- Sentencing in particular cases of general and current importance
- Delivery of sentencing remarks, both as to style and content
- Confiscation
- Compensation
- Costs
- Ancillary Orders

**Dates**

June 2019

February 2020

**Cycle**

The content will be significantly refreshed and topical for the 2019/20 prospectus year.

## Serious Sexual Offences

---

### Aim

To enable judges to try these cases with sensitivity and confidence, equipped with knowledge of current law and practice. To ensure the continued development of a trial process which is fair and appropriate to the needs of all parties and witnesses, whatever their role in the proceedings. To discuss and share judicial experiences and identify issues of concern.

### Who is it for?

All judges, salaried and fee-paid, who are authorised to try serious sexual cases.

### Content

This will include:

- S.41: Where now? Where next?
- Disclosure: to include — how relevant are counselling notes? Other complaints of sexual assault?
- Trial and sentencing
- Vulnerability: who is vulnerable? How has s.28 been interpreted so far? How might it develop?
- Risk assessment: understanding when an indeterminate sentence may be appropriate. Identifying “dangerousness”
- Risk reduction and management: learning about treatment programmes both in custody and in the community
- Judicial resilience: when does the Judge need help?

Learning material will be available on the LMS. The seminar will combine lectures with small learning groups and will maximise opportunity to talk informally with and learn from other judges.

### Dates

July 2019

November 2019

January 2020

### Cycle

The content will be updated for 2019/20 but may not be substantially changed from the 2018/19 seminar.

## Recorder One Year On seminar

---

These three seminars are **EXCLUSIVELY** for those criminal Recorders who attended the criminal Recorder induction seminars in 2018.

Any non-Recorders who attended these Recorder induction seminars (e.g. Deputy High Court Judges, High Court Judges, newly appointed Circuit Judges) need not attend the One Year On seminar and may instead select another seminar.

### Aim

The aim of this **compulsory** seminar is to complete the induction process of Newly Appointed Criminal Recorders and to provide training and reflection relevant to those who have been sitting for one year.

This course aims to pull together experiences from Recorders over the past year including any issues of concern raised by delegates as well as giving consideration to further updates and training applicable for this stage of a Recorder's judicial career, including consideration of judicial resilience, relevant now that delegates have experienced sitting.

### Objectives

Delegates will receive assistance in dealing with judicial resilience and receive signposting for further help.

Delegates will be updated in the major developments both in criminal sentencing and procedure occurring since the induction course.

Delegates will meet in groups [reflecting the original Induction course groups] to exchange experiences from sitting over the past year with a facilitator providing guidance as to any outstanding learning points and forwarding them to Course Directors for a plenary session.

### Date

June 2019

## Family law

---

- [Family Money](#)
- [Private Law](#)
- [Public Law](#)
- [Seminar for High Court Judges](#)
- [Complex Children Cases](#)
- [Private Law and Money](#)

## Family Money

---

### Aim

To help judges to obtain and develop a practical understanding of the law, practice and procedure and the judge craft required for a family money case by following a case from commencement to conclusion.

### Content

In particular the course aims to provide you with:

- an update on law and procedure
- an analysis of the First Appointment and issues that arise
- an ability to practice skills required to conduct an FDR
- judgment writing skills
- an opportunity to share experiences in small group discussions on pre-read case studies.

### Who is it for?

This seminar is for judges, both salaried and fee-paid, who hear private law money cases.

### Learning Outcome

By the end of the course, and with the benefit of retained material and material on LMS you will be able to:

- effectively identify and manage issues that arise from applications for financial remedies in from every stage of the process
- effectively manage an FDR
- effectively manage and make decisions in financial applications in order to provide a fair outcome for the parties.

### Date

June 2019

### Cycle

This course ran for the first time in June 2016 but is updated annually.

## Private Law

---

### Aim

The seminar will focus on issues typically arising in difficult private law cases where there are issues of domestic violence, fact finding and the use of special measures. It will consider case management in cases involving internal and international relocation and intractable contact disputes.

### Who is it for?

This is for judges (both salaried and fee-paid) sitting in the private law jurisdiction. It will be an opportunity to hear about recent developments in private law.

### Content

- Legal and research update
- Assessing and identifying cases where there are allegations of domestic violence
- Special measures
- Findings of fact
- Case management relating to jurisdiction, internal and international relocation
- Intractable private law cases - what to do and tools available
- An introduction to immigration for the private law judge

### Dates

October 2019

February 2020

### Cycle

This seminar has new elements and is updated.



## **Public Law**

---

### **Aim**

To provide suitably authorised judges with an opportunity to review and develop their knowledge and skill in managing and determining public law cases.

### **Who is it for?**

Salaried and fee paid judges sitting in the Family Court who are authorised to hear public law cases.

### **Content**

The programme includes a number of updates on law and practice. In addition, it addresses: secure accommodation; Child Sexual Abuse; data protection for judges; and judicial resilience. Practical case management issues are addressed through syndicate exercises.

### **Dates**

June 2019

October 2019

### **Cycle**

These seminars run in a two year cycle and this is its second year.

## Seminar for High Court Judges

---

### **Aim**

To provide High Court Judges with an opportunity to review and develop their knowledge and skill in family cases.

### **Who is it for?**

**ONLY for** High Court Judges of the Family Division.

(**NB** A new seminar entitled 'Complex Children Cases' will run alongside this seminar, at that same location, for Circuit and District Judges with care tickets (see the description of that seminar for more information) enabling the delegates from the two seminars to interact.)

### **Content**

The seminar will combine presentations by speakers from within or outside the judiciary, who have knowledge and expertise in their respective fields, with small group discussions, providing judges with an opportunity to exchange views and share experiences with fellow judges sitting in the High Court.

The presence at the venue of other family judges at the same time will allow for other more informal exchanges on issues of common interest.

The seminar is delivered over one and a half days with one overnight stay.

### **Date**

January 2020

## Complex Children Cases

---

This is a new seminar to the prospectus.

### Who is it for?

This course replaces the section 9 course which in the past was run once every two years. That course will no longer run. This new course in its first year is for Circuit and District Judges who hear the most difficult public and private law children cases. Attendance is not restricted to those who hold section 9 tickets, but a care ticket is required. It is intended that this course will be of most assistance to those who spend much of their judicial time hearing the more complex public and private law children's work.

### Content

This seminar is still in development, but it is intended that it will cover some of the more difficult legal and forensic issues which arise both in care cases and in private law.

The first of these seminars, in November 2019, has been extended from 2 days to 2 and a half days. There will be an additional night's accommodation and an additional half-day's training on the third day. This is possible due to the generosity of the Royal Society and the Dana Foundation and follows a pilot of a similar approach to two criminal seminars in the 2017-18 prospectus. This allows a further half day for a lecture from a scientific speaker of international repute and on a topic of relevance. Discussions are still in progress but it is intended that the topic will be "memory". Further details will be added to this page as they become available.

### Dates

November 2019

January 2020

### Cycle

This is a new seminar

## Private Law and Money

---

### Aim

The aim of this course is to enable those judges, both full and part time, who sit as part of their overall itinerary in the family court to gain experience and confidence in dealing with family law cases with emphasis on money and children cases.

### Content

To help judges to obtain and develop a practical understanding of the law, practice and procedure and the judge craft required in family cases. In particular, the course aims to update judges with:

- An update on law and procedure in both private law children and family money to include research
- Jurisdiction and habitual residence
- Without Notice Orders
- Judge craft in the family court to include dealing with the litigant in person
- An opportunity to share experiences in small group discussions on pre-read case studies.

### Who is it for?

Judges, both full and part time, who sit as part of their overall itinerary in the family court.

This seminar has been extended from the traditional two days to two and a half days. It begins at lunch time on the first day and there will therefore be two nights' accommodation thereafter.

This is possible due to the generosity of the Royal Society and the Dana Foundation and follows a pilot of a similar approach to two criminal seminars in the 2017-18 prospectus. This allows for a lecture from a scientific speaker of international repute and on a topic of relevance on that first afternoon, the lecture having been delivered earlier that day to the complex children cases seminar. Discussions are still in progress but it is intended that the topic will be "memory". Further details will be added to this page as they become available.

### Date

November 2019

### Cycle

First delivered in 2016 but significantly developed and with the addition of the scientific lecture this year.

## Court of Protection

---

- [Court of Protection](#)

## Court of Protection

---

### Aim

The aim of this course is to enable those judges who are authorised to hear Court of Protection (COP) cases to refresh their understanding of the relevant law, practice and procedure and of the judicial skills which are required to discharge this jurisdiction.

### Who is it for?

Judges nominated to hear COP cases (except those whose nomination is limited to the *Re X* streamlined procedure.)

### Content

Updating COP judges on personal welfare, deprivation of liberty and property and affairs law and procedure, and topical issues about the Court which have arisen over the previous 12 months.

The course will include the opportunity to share experiences with other participants in syndicates and in plenary sessions.

**This is a one-day seminar. Any judge attending it may select an additional seminar from the prospectus if he or she so wishes.**

### Dates

April 2019

May 2019

### Cycle

The content is updated each year

## District Judge (Magistrates' Courts) and Deputies

---

- [DJ \(MC\) & DDJ \(MC\) Continuation seminar](#)
- [Youth Sex seminar](#)

## **DJ (MC) & DDJ (MC) Continuation seminar**

---

### **Aim**

To provide an update for DJ(MC) and DDJ(MC) on relevant legislation and case law.

### **Who is it for?**

District Judges and Deputy District Judges (Magistrates' Courts).

### **Content:**

Amongst other things this seminar will involve looking at:

- problems which arise typically and atypically in the adult court
- an update in Youth Court practice (for those who practice there)
- an update in prison law (for those who undertake adjudications).

The seminars will be highly participative with break out groups and interaction in a presentation led by a facilitator.

### **Dates**

May 2019

June 2019

### **Cycle**

The content will be refreshed for the 2019/20 prospectus year.



## **Youth Sex seminar**

---

### **Aim**

To provide an update in some areas of law and practice in relation to the conduct of serious sexual offence cases in the Youth Court.

To improve judicial skills by discussion with other judges who deal with this type of case.

### **Who is it for?**

District Judges who already hold serious sexual offence tickets in the Youth court.

### **Content**

Looking at allocation, evidence and sentencing where a Youth defendant is charged with a serious sexual offence. The seminar will also deal with issues around vulnerable witnesses and vulnerable defendants appearing before the court in this type of case.

### **Dates**

September 2019

October 2019

### **Cycle**

The content is new for 2019/20

### **3. Induction seminars (various)**

This section will be the subject of update throughout the life of the prospectus

- [Faculty Induction seminar](#)
- [Deputy District Judge Induction](#)
- [Serious Sexual Offences Induction seminar](#)
- [Introduction to Homicide](#)

## Faculty Induction seminar

---

### Faculty (Cross-Jurisdictional) Induction Seminar

All newly appointed coroners, court judges and tribunal judges appointed after 1 April 2019 who have no previous sitting experience of any kind will be required to attend this seminar within approximately 12 months of starting to sit within their jurisdiction. This course is in addition to the jurisdiction-specific training which will be provided by the Judicial College.

The seminar aims to provide the delegates with common skills and knowledge at the start of their judicial career that will assist in their career development and complement their jurisdiction-specific induction programmes.

The course will include communication styles, vulnerability, bias and mitigation strategies, use of the Equal Treatment Bench Book, judicial conduct and ethics, sources of support, the key elements in any judgment or ruling and possible career pathways.

It is anticipated that there will be approximately 50 delegates within each seminar and there will be a mix of jurisdictions represented at each seminar.

**Attendance at these seminars is by invitation only. There are four seminars in this prospectus year. There may need to be some control over how many delegates appointed to particular jurisdictions may attend any one seminar. Any particular booking requirements will be notified to the delegates along with the other details of their appointment.**

### Dates

September 2019

January 2020

February 2020

March 2020

## Deputy District Judge Induction

---

### Aim

This is a bespoke five-day residential seminar to provide newly appointed, fee-paid Deputy District judges who will sit in the general civil and family jurisdictions with a course that will equip them to understand the nature and extent of those jurisdictions, to develop their knowledge of areas of law they will be dealing with regularly and to practise the judicial skills that they will require

### Who is it for?

All newly appointed fee-paid Deputy District judges sitting in the general civil and family jurisdictions.

**Attendance is by invitation only. There are six seminars. There may need to be some control over how many delegates appointed to particular Circuits may attend any one seminar. Any particular booking requirements will be notified to the delegates along with the other details of their appointment.**

### Content

**Please read this carefully.**

The structure of the course is designed to deliver the following:

- 1) Being a judge: An introduction to the role of judging with emphasis on fair treatment and judicial conduct.
- 2) Judge craft: The skills and judge craft required in the role, with particular reference to the fair treatment of the self-representing litigant, taught through a short appointment judgment, and a Family Law Act 1996 Part IV exercise.
- 3) Family: Consideration of family law and procedure and the use of check lists in giving judgment.
- 4) Civil: Consideration of civil law and procedure commonly encountered in the County Court and with the culmination of the work on giving judgment.
- 5) Costs and enforcement: The law, procedure and practical considerations.

This is an intensive course which will require considerable preparation in advance of attendance at the seminar in order to derive the optimum benefit from it. Each day will comprise of group work in “syndicates” and “clinics” for which you will have been expected to prepare in advance. There will also be unseen exercises provided to you to undertake, replicating scenarios in practice.

This course is focused on developing your practical skills as a judge and not the teaching of black letter law. You will be expected to develop your legal knowledge by considering the materials on the Learning Management System (LMS) of the Judicial College website where there will be a dedicated area for this seminar. You will find all pre-reading and training course materials there.

**Dates**

April 2019

May 2019

June 2019

July 2019

## **Introduction to Homicide**

---

This is a one-day introductory seminar for those newly appointed as Class 1 murder ticketed judges. It occurs the day before the two-day homicide continuation seminar. Those newly appointed judges will therefore need to attend all three days.

### **Aim**

To ensure that those attending are fully conversant with all aspects of substantive law, evidence, procedure and sentencing relating to homicide; and to provide a forum for the discussion of practical problems that can arise in the pre-trial management and during the trial and sentencing of these serious, difficult, high-profile and sensitive cases.

### **Who is it for?**

High Court Judges and Class 1 authorised Circuit Judges who try murder cases. Please note that only those judges with full murder ticket are eligible to attend this seminar.

### **Content**

The course will involve updates on bad character, hearsay, loss of control, diminished responsibility, joint enterprise, sentencing and any other current topics which have featured in recent decisions of the CACD.

Other subjects likely to feature will be routes to verdict, sentencing remarks, minimum terms and defences that need to be left to the jury. It will include some lectures but will substantially comprise of syndicate exercises.

### **Date**

September 2019

### **Cycle**

The content is updated for the 2019/20 prospectus year

## Serious Sexual Offences Induction seminar

---

### Aim

To give an introduction to the correct approach for **newly authorised** judges (both salaried and fee-paid) – whether they sit in the Magistrates Court, Crown Court or Court of Appeal – when trying serious sexual offences.

We appreciate that newly authorised judges come from a wide range of different legal backgrounds. Some will have extensive experience of such cases as advocates, whilst some will have no experience of such cases at all. Dealing with cases of this nature as a judge requires a wholly different approach to that when dealing with them as an advocate. We aim to bridge the gap between these two perspectives and, entirely separately, to give a real grounding in such cases for those who have no experience of them at all, to enable the delegates to try these cases with sensitivity and confidence – and equip them with knowledge of current law and practice.

### Content

The two-day course will give training on the correct approach to both trials and sentencing in such cases, to ensure that the delegates are able to approach them in a manner which is fair and appropriate to the needs of all parties and witnesses, whatever their role in the proceedings.

Delegates will receive presentations and the opportunity for discussion on important topics relevant to these cases, including:

- Section 41 of the Youth Justice and Criminal Evidence Act 1999
- Disclosure: to include — how relevant are counselling notes and other complaints of sexual assault
- Trials (with the relevant material on the digital case system) — and how to approach a summing-up
- The correct approach to sentencing in such cases
- Vulnerability: who is vulnerable? How has s.28 Youth Justice and Criminal Evidence Act 1999 been interpreted so far? How might it develop?
- Risk assessment: understanding when an indeterminate sentence may be appropriate. Identifying “dangerousness”
- Risk reduction and management: learning about treatment programmes both in custody and in the community from the perspective of the Parole Board
- Consideration of the psychology of victims of such offences – and how it affects their subsequent approach and behaviour
- The opportunity to discuss and share judicial experiences and identify issues of concern.

Learning material will be available on the LMS. The seminar will combine lectures with small learning groups and will maximise opportunity to talk informally with and learn from other judges.

**Attendance is only for newly authorised judges**

**Date**

November 2019



## 4. Leadership & Management

---

- [Essential Leadership](#)



## Essential Leadership

---

### **This programme replaces the Leadership and Management Development programme**

Essential Leadership, Programme 1 and Programme 2

Attendance on one of these programmes is at the request of your leadership judge.

\*\*\* Please be aware that course materials for all three modules of this programme are available to participants upon registration in the form of the 'Essential Leadership Delegate Pack'. This document contains everything that you will need while on the Essential Leadership course, including an outline of the course, all of the pre-course reading for each module, resources and exercises used in the seminars and some suggested post-course activities. You need only complete the pre-course reading and exercises for each module as you attend them, and this preparatory work is clearly highlighted in the Delegate Pack. \*\*\*

### **Aim**

In a climate of constant change and reduced resources, the judiciary must respond to both legislative and reform changes to enhance its effectiveness. This programme will enable new judicial leaders and managers to develop the necessary practical skills and knowledge to lead these changes. It has been designed for all judges with leadership and/or management responsibilities, particularly those new to the subject of leadership and management. The programme is relevant to courts, tribunals and coroner leaders and managers and is delivered over three modules:

**Module 1, 'Leading in the organisation'** aims to help you understand your environment and role as a leadership and management judge. You will explore some key questions, such as what does your role look like? Who do you lead and who do you need to influence? It will also look at the role of leadership in managing change and how best to communicate with or to influence others. Finally, you will have an opportunity to consider and discuss how to develop your own plans and priorities.

**Module 2, 'Personal leadership'** aims to provide Leadership and Management Judges with an opportunity to consider their individual leadership roles, responsibilities and style. The seminar will build upon the lessons learned from Module 1 and provide opportunities for you to develop your ideas and skills in:

- Clarifying your vision, plan and priorities
- Self-awareness and understanding your personal leadership style
- Goal setting, time management and dealing with competing demands
- Overcoming the challenges in delegating to others
- Understanding your impact and developing your emotional intelligence.

**Module 3, 'Managing others'** aims to explore in a practical way the different kinds of conversations that Leadership and Management Judges need to have in order to manage and lead effectively. It will highlight the support available, from Judicial Office and from others, which can assist in:

- Recognising the HR issues that you must tackle and how to respond appropriately;

- Understanding the welfare of others and how they react to change/pressure;
- How to challenge unhelpful behaviour;
- How to help others think about future roles or their judicial career.

**College Education Development Advisor:** Trevor Elkin

<b>ESSENTIAL LEADERSHIP Programme 1</b>	<b>Topic</b>	<b>Event</b>	<b>Dates</b>
Module 1	Leading in the Organisation	Workshop	April 2019
Module 2	Personal Leadership	Workshop	May 2019
Module 3	Managing Others	Workshop	June 2019
<b>ESSENTIAL LEADERSHIP Programme 2</b>			
Module 1	Leading in the Organisation	Workshop	October 2019
Module 2	Personal Leadership	Workshop	November 2019
Module 3	Managing Others	Workshop	December 2019

## **Programmes**

Programme 1 & Programme 2

### **Cycle**

This is a new programme and is a development of the Leadership and Management Development programme.

Those who have attended the Leadership and Management Development programme need not attend.

## 5. Appraisal and Mentoring skills

---

- [Appraisal skills](#)
- [Mentoring skills](#)

## Appraisal skills

---

### **Aim**

To enhance participants' skills and knowledge in managing all aspects of the appraisal process.

### **Who is it for?**

All judicial office holders across any jurisdiction, including medical members and specialist and lay members, who may appraise others.

### **Content**

This interactive course focuses on the skills appraisers need from the beginning to the end of the appraisal process: from the notification of an appraisal to be completed through to the end of the appraisal discussion.

Participants will create a checklist of preparations for an appraisal, they will identify on what to focus when observing the appraisee using the Judicial Skills and Abilities Framework, they will plan a structured approach to their appraisal discussion, and they will discuss ways in which to manage challenging conversations.

### **Date**

September 2019

Further dates may be added in due course depending on business need.

## **Mentoring skills**

---

### **Aim**

To enable participants to develop and enhance their mentoring skills.

### **Who is it for?**

All judicial office holders who are about to mentor others for the first time (either through a formal mentoring scheme or informally) or those who have mentored others previously and would like a refresher.

### **Content**

The course complements any judicial mentoring scheme as it introduces the principles of mentoring and covers a range of mentoring tools and techniques. It is a practical course in which participants plan their first meeting with a new mentee and discuss possible challenges. It also encourages participants to consider their roles and responsibilities, including the boundaries of the mentoring relationship.

### **Date**

May 2019

**Further dates are likely to be added in due course, depending on business need.**

## 6. Training for trainers

---

- [Course Design skills](#)
- [Facilitation skills](#)



## **Course Design skills**

---

### **Aim**

The aim of the course is to enable participants to design and deliver focused and effective judicial training.

### **Who is it for?**

All judicial office holders including medical members and specialist and lay members with responsibility for designing courses or elements of courses including syndicate exercises and case studies to be used as part of a wider training.

### **Content**

This highly interactive course includes topics on how to adopt a systematic approach to the identification of learning needs and the design of your training, how to prepare learning outcomes and how to select appropriate training methods. The course provides a practical opportunity to design or revise a training session, with support from colleagues.

### **Dates**

July 2019

November 2019



## **Facilitation skills**

---

### **Aim**

The aim is to support the development and the consolidation of training and facilitation skills among judicial tutors/facilitators.

### **Who is it for?**

All judicial office holders, medical members and specialist and lay members with responsibility for managing small groups or running syndicate exercises as part of a training seminar, course or programme.

### **Content**

This highly interactive course includes topics on how adults learn, how to manage group learning, including dealing with difficult situations, and a range of facilitation skills and techniques. There is a practical opportunity for participants to facilitate a small group and receive feedback from colleagues.

### **Dates**

July 2019

November 2019

## 7. E-learning Programmes

E-learning has many advantages which include enabling the Judicial College to reach a large number of judges quickly, enabling judges to undertake learning at their own pace and at times suitable to them, and enabling judges to choose the material in which they have an interest or a learning need.

We hope you will enjoy and benefit from the programmes we currently offer and will offer during the course of the year. When a new programme is ready for launch it will be fully advertised on the judicial Intranet and the LMS.

There have been changes to the LMS over recent months, although the developments are still in the beta phase. Before the changes, the LMS was not the easiest thing to navigate and finding e-learning on the system was not always straightforward. We hope that has improved.

Behind the e-learning tile on the homepage of the LMS are several useful programmes and modules. You will find, for example, modules on diversity, litigants in person, judicial security, a guide to judicial expenses, a guide to the Crown Court DCS and, added very recently, a series of modules on judicial stress and resilience. Further items will be added over the course of the year, including a module on Mindfulness to be added this autumn.

We are seeking to enlarge and improve the content available and we are regularly in discussion with course directors and outside agencies to seek to develop this area.

We anticipate during the course of the year, for example, that legal update lectures given at the major continuation seminars will be made available to all judges via the e-learning section of the LMS.

No fee is payable to judges who undertake an e-learning programme.

If you have any comments you wish to express, be they good or bad, about the experience of using e-learning on the LMS please let us know by contacting Andrew Hatton.

## 8. Opportunities in International Judicial Education



## Taking part in international judicial training

The current Chairman of the International Committee is Mr Justice Robin Knowles who was appointed in November 2016.

The Committee's International Training Coordinator is HHJ Rachel Karp.

## Delivery of international training and international visits

Although secondary in importance to the training of our own judges, the design and delivery of international training is a key element of the work of the Judicial College. The training of foreign judges, both in their own jurisdictions and in the UK, can have a significant impact on the Rule of Law globally and can enhance the reputation and status of our judiciary and the UK more generally.

Given its excellent reputation, the College receives many requests to support foreign judiciaries, directly from judges and those responsible for their training and also from bodies such as the Foreign and Commonwealth Office and from a variety of NGOs. There is a growing understanding that a healthy justice system is fundamental to prosperity and that a strong, independent and well-trained judiciary is the keystone of any justice system. The International Committee of the Judicial College considers the requests that it receives with great care before acting and it intends to increasingly focus on countries where there is evidence that judicial input will be both strategic and sustainable. Training is not seen as something which takes place in isolation and the Committee, with support from the International Team within the Judicial Office, co-operates with other international agencies such as the British Council, the FCO, DfID, the CPS, the Slynn Foundation and some UN organisations to ensure that judicial activity is well targeted and delivered in partnership. A great deal of thought goes into the design of overseas training programmes to ensure that they meet the legal requirements of the requesting country and to adapt materials so that they are appropriate to the customs and location of the host. The Committee has a pool of experienced and specifically trained Judges to assist. Where it is feasible to do so, the College ensures that backfill is paid to HMCTS for any lost sitting days.

***Judges making visits overseas, even in their own time, are requested to make contact with the International Team within the Judicial Office before accepting invitations.*** Staff can provide information on issues to develop or topics to avoid, ensuring that judges are well-sighted on any relevant judicial activity. The team can also put judges in contact with trusted contacts in-country to ensure that, if needed, support can be provided on the ground.

## Opportunities to undertake international training

The International Team in the Judicial Office supports judges in their Judicial College roles and administers and supports the following:

### European Judicial Training Network

The EJTN was founded in 2000 by the judicial training institutions of the EU Member States in order to develop genuine co-operation between them. Despite the process of withdrawal of the UK from the EU, both sides appreciate that there is substantial mutual benefit in continuing our relationship through the EJTN and certainly, for now, we remain very active participants in its activities. The position will, by necessity, remain under review.

The EJTN offers two programmes which are of particular interest to our judges, the Exchange Programme and the Catalogue Programme.

### **EJTN Exchange Programme**

This is the EJTN's flagship project. It allows European judges, prosecutors and judicial trainers to familiarise themselves with the work of the courts or judicial training institution of a European country other than their own. It also includes study visits to the European Court of Human Rights and the Court of Justice of the European Union. Exchanges and visits generally last for one or two weeks. Judges from England and Wales and reserved tribunals in Scotland are entitled to participate in the programme. The Judicial College offers a number of places each year and these will be advertised on the judicial Intranet and the LMS.

### **EJTN Catalogue Programme**

Each year the EJTN publishes a catalogue of seminars which take place in various Member States but which are open to judges from other Member States. The catalogues traditionally contain seminars covering practically every aspect of judicial work. Many seminars are delivered in English or with interpretation into English. England and Wales and reserved tribunals in Scotland participate in this programme and again the available places will be advertised on the judicial Intranet and the LMS. Further details of both programmes can be found on the EJTN website: [www.ejtn.eu](http://www.ejtn.eu)

We do hope that judges will want to apply when places are advertised and we strongly encourage them to do so.

### **Expenses and fees**

Travel and subsistence expenses are generally reimbursed. At present salaried and fee-paid judges who deliver or undertake international training do so in their own time and no fee is payable.

## **College Contacts**

Director of Training for Courts  
His Honour Judge Andrew Hatton

Director of Training for Tribunals  
Judge Christa Christensen

Executive Director  
Sheridan Greenland OBE