



We are looking for outstanding individuals for the role of:

Civil Justice Council Non-Judicial Member

Reference number: PAT 160099 (please use this reference in all correspondence)

Location: The CJC usually meet in London, with the option to join remotely via MS Teams.

Number of vacancies: Two

- Solicitor Member
- ADR Member

Term of appointment: Three years, with the potential for re-appointment

Time commitment: A minimum of eight days per year (four Council meetings per year, plus contribution to Working Groups and attendance at Council events)

Remuneration: These roles are unremunerated

Expected start date of role: July 2024

Closing date for applications is 11am on 21 May 2024.

Applications should be submitted online [via the Cabinet Office website](#).

All public appointments are advertised on the Cabinet Office's Public Appointments website (<http://publicappointments.cabinetoffice.gov.uk/>) and the Public Appointments Twitter feed (@publicappts).



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1. Introduction

Dear Candidate,

Thank you for your interest in becoming a member of the Civil Justice Council (CJC).

I expect you are already aware of the important work of the CJC, which is established under the Civil Procedure Act 1997 to have responsibility for overseeing and co-ordinating the modernisation of the civil justice system.

I am fortunate to chair the CJC at a critical juncture as the civil justice system changes to reflect our increasingly digitised lives.

Leading this inevitable change to the civil justice system presents a real opportunity to enhance access to justice and to improve efficiency and economic outcomes for all.

The CJC brings people together from across the diverse civil justice system. It has important work to do making sure that integration, data, and effective analysis are at the heart of the changes we recommend.

I am pleased that you are considering contributing to our work. If you believe you have the experience and qualities we are seeking, especially if you can add a new perspective to the work of the CJC, then I hope you will consider applying to join us.

Yours sincerely,

Sir Geoffrey Vos, Master of the Rolls

Chair of the Civil Justice Council



2. About the Civil Justice Council

The CJC is a statutory body, established under the Civil Procedure Act 1997.¹

It has responsibility for keeping the civil justice system under review, and considering how to make the system more accessible, fair, and efficient. It works by making proposals for research, and advising Government, the judiciary, and others on the development of the justice system.

The Council brings people together from right across the civil justice system, it is made up of judicial representatives, civil servants, lawyers, and others who represent sectoral interests, hold specialist expertise or provide lay perspectives. Members are all public appointees, as required by statute.

The Full Council meets formally four times a year. To fulfil its statutory functions, the Council operates primarily through establishing Working Groups to look at a particular issue, or topic. These Working Groups will themselves undertake consultations and research to make informed recommendations, usually in the form of reports, for others to take forward.

Further information about the Council's current work can be found [here](#).

Members of the Council have collective responsibility for the operation of this body by:

- Engaging fully in collective consideration of the work of the Council taking into account the full range of relevant factors, including any guidance issued by the Lord Chancellor. This includes our statutory responsibilities such as fee consultations.
- Ensure that its responsibilities under the Freedom of Information Act (including prompt responses to public requests for information) are discharged.
- Respond appropriately to complaints, if necessary, with reference to the MoJ;
- Ensure that the Council does not exceed its powers or functions.

3. The role of the member

Members of the Civil Justice Council should:

- Contribute to the work of the CJC by participating fully in quarterly meetings.
- Ensure that your own expertise contributes to the collegiate voice of the Council.
- Participate in and monitor the progress of the work being undertaken by the Council out of committee.
- Consider and contribute to the Council's responses to proposals for reform and consultations relevant to civil justice.
- Monitor the progress of the work programme and the operation of its working parties.
- Chair, convene, or participate in working parties relating to agreed topics, appropriate to your expertise.
- Act as ambassador for the Council where appropriate.

The Civil Justice Council (CJC) is currently seeking to recruit two members:

- An ADR member
- A solicitor member

Essential criteria for all roles:

¹ [Civil Procedure Act 1997 \(legislation.gov.uk\)](#)

- A broad understanding of the civil justice system.
- Availability and willingness to give sufficient time to prepare for and attend four meetings per year and to participate fully in the work of the Civil Justice Council and its working groups.
- Effective interpersonal and communication skills.
- A strong and demonstrable passion and commitment to the improvement of the civil justice system.
- Ability to represent a sector or interest within the civil justice system and to speak with authority either as an expert or experienced practitioner.
- Ability to contribute at a strategic and analytical level in dealing with complex issues.
- Ability to contribute to a strategic board/committee and experience as a team-player.
- Willingness to publicise the work of the Civil Justice Council among relevant networks.

Candidates must also be able to demonstrate the essential criteria relevant to the particular role:

Solicitor

- A practising solicitor with significant experience of civil justice.
- A predominantly civil practice.
- Ability to command the respect of other solicitors.

Desirable criteria

- A practice or relevant experience providing an additional perspective to the CJC. E.g. a 'defendant' solicitor, a public law specialist, or a solicitor with experience in legal costs, funding and/or regulation.

Alternative Dispute Resolution (ADR) Member

- A practice or relevant experience providing an additional perspective to the CJC.
- A practice predominantly of 'determinative' forms of ADR is desirable. E.g. Ombudsman services.

Candidates are particularly encouraged to highlight in their application how their experience or practice would provide an additional perspective to the CJC.

4. Other important appointment information

Tenure:

Appointments to these roles are for three years, with the possibility of re-appointment for a further term, at the discretion of Ministers.

Any re-appointment is subject to satisfactory annual appraisals of performance and each case should be considered on its own merits. In all cases, the total time served in post will not exceed more than three terms or serve in any one post for more than ten years.

Remuneration: These roles are unremunerated. Reasonable travel and out-of-pocket expenses for purposes of official business will be payable: this includes travel to and from other meetings, conferences, and appointments undertaken as a representative of the Civil Justice Council or one of its Working Groups.

Time requirements:

Members will be expected to commit to:

- Attend four Council meetings per year. These are usually held in London. Attendance in person is preferred. though options for remote attendance is possible. Meetings are regularly on a Friday from 10:30AM until 1PM.
- Attend working group meetings related to agreed workstream topics.
- Read and draft papers outside meetings as required. Meetings will be fixed well in advance as much as is possible.

Performance Appraisal:

You will be subject to annual appraisal based on performance and the essential criteria for the role.

Standards in Public Life:

Public appointees are required to uphold the Committee on Standards: [Seven Principles of Public Life](#). You are also expected to adhere to the Code of Conduct for Board Members of Public Bodies.

5. Advisory Assessment Panel (AAP) membership

The Panel will be:

- Sam Allan, Private Secretary to the Master of the Rolls and Secretary to the Civil Justice Council (Panel Chair).
- A CJC representative drawn from a pool of CJC members, depending on their availability: Nicola Critchley; District Judge David Robinson; Dr John Sorabji; and Professor Sue Prince.
- Cindy Butts (Independent Panel Member).

6. The appointment process and timeline

Public appointments are made on merit following a fair and open competition process which is conducted in accordance with the Governance Code for Public Appointments.

Further information on the role and how to apply can be found on the Gov.uk website: [Role details – Civil Justice Council Member - Reference PAT160099 – Apply for a public appointment – GOV.UK \(apply-for-public-appointment.service.gov.uk\)](#)

Key stages and timings in the campaign process:

STAGE	DATE
APPLICATION Personal Statement, CV and supporting documents must be sent by the closing date.	26 April – 21 May 2024
SIFT The Panel will meet to assess the applications. Candidates will be informed of the outcome by e-mail approximately 2 weeks prior to the interview date.	4 June 2024
INTERVIEWS Shortlisted candidates will be interviewed by the Panel. References will be taken before interview.	Interviews expected to end on 21 June

INTERVIEW RESULTS Candidates will be informed of the outcome by e-mail. Candidates will be updated if there are any changes to this timetable.	July 2024
ANNOUNCEMENT Appointments are publicly announced, and security checks begin.	July 2024
EXPECTED START DATE OF ROLE	July 2024

7. Contact us

If you have any further questions, please contact the Civil Justice Council Secretariat at cjc@judiciary.uk.

Appendix - The seven principles of public life

All candidates for public appointments are expected to demonstrate a commitment to, and an understanding of, the value and importance of the principles of public service. The seven principles of public life are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.