



Ministry of  
**JUSTICE**



Judicial Conduct  
Investigations Office



# **GUIDANCE FOR APPLICANTS**

## **NOMINATED COMMITTEE MEMBER (NCM)**

# **GUIDANCE FOR APPLICANTS**

## **1. The Application Process**

Applications will initially undergo a sifting exercise. Applicants reaching the required sift threshold score will be invited to interview.

The sift and interview panel will be comprised of a Judge, NCM of North East Regional Conduct Advisory Committee (NERCAC), NCM from a Conduct Committee other than NERCAC and the Secretary/Deputy Secretary of NERCAC. At least one NCM will be a lay member.

If a surplus of suitable candidates are found, recommendations for appointment will be based on merit with highest scoring candidates being first.

## **2. The role of the Nominated Committee Member**

Nominated Committee Members will be allocated to individual cases to investigate the complaint, interview witnesses and make decisions based on the evidence, concluding if misconduct has occurred and what sanction is appropriate to recommend.

Although the NCM role is an individual decision-maker, the Secretary and wider committee of NCMs will provide support and share best practice and guidance. Training will be provided. An informal leadership structure within the committee has been decided by its members, in consultation with the Secretary. The committee has responsibility for some additional non-complaint work, relating to magistrates' HR issues e.g., transfers to other areas, extended leave of absences, reviewing magistrates' sitting levels.

Workload for the committees is largely determined by the number and complexity of complaints made which can vary, however committees are sized to ensure members remain active in their roles so as to maintain competence. Typically, each NCM should expect to contribute around 10-12 days per year.

The functions of Conduct Advisory Committees are to:

- Ensure that magistrates fulfil their obligations to sit and complete required training, and maintain the commitments given by signing the Declaration and Undertaking form (Appendix 4C);
- Investigate allegations of misconduct by magistrates and make recommendations to the Lady Chief Justice and the Lord Chancellor in accordance with the Judicial Conduct (Magistrates) Rules 2023;
- Consider decisions by the Family Training, Approvals, Authorisations and Appraisals Committee (FTAAAC) and Justices' Training Approvals, Authorisations and Appraisals Committee (JTAAAC) where a magistrate has failed to reach the required standard;
- Make any formal recommendation for removal to the Lady Chief Justice and the Lord Chancellor in accordance with the Judicial Conduct (Magistrates) Rules 2023;
- Manage post-appointment matters such as transfers across Local Justice Areas, re-appointments and re-activations and consideration of matters relating to sittings and leave of absence requests referred to the Advisory Committee by Bench Chairs;
- Maintain strategic oversight of sitting levels and leave of absences to ensure they are aware of issues that may impact upon future recruitment numbers.

## **We are looking for:**

NCMs are part of the statutory process for considering complaints about judicial office holders in England and Wales. The role of the NCM is to review cases in which a magistrate is subject to a complaint for misconduct. This entails:

- Determining the facts of the case.
- Coming to a view as to whether there has been any misconduct by the office holder.
- Recommending whether disciplinary action should be taken and if so what.

As well as considering the case documents, NCMs are required to work closely with the Secretary who will support and advise (but not participate in) the finding of facts and decision. The Secretary will have their own limited powers to deal with administrative matters concluding a complaint. A report will be written and where disciplinary sanctions of removal from office or suspension are appropriate, a report for the Lord Chancellor and Lady Chief Justice will be required. NCMs may also hear oral evidence from the magistrate and other witnesses. This may routinely be done remotely using video conferencing. The Secretary and HMCTS administration team provides procedural guidance and administrative support to the NCMs and committee.

## **Eligibility**

Advisory Committee members will be selected and appointed solely on merit.

Applications are welcome from any person who meets the eligibility criteria for appointment and who believes they have the necessary qualities.

## **Person Specification**

### **Essential criteria**

Candidates will be able to demonstrate the following:

- Analytical skills - able to analyse detailed information and identify the relevant issues.
- Judgement - able to adopt a balanced approach to issues and reach impartial conclusions based on the evidence.
- Communication - able to communicate effectively, orally and in writing, and to articulate opinions persuasively while being receptive to the views of others.
- Independence and collaboration – able to think independently while working effectively with people from different professional backgrounds.
- Organisation - able to work at pace and demonstrate an appropriate level of commitment, ensuring that sufficient time is set aside to prepare for and attend hearings.
- Integrity - able to demonstrate a commitment to high standards of conduct and ethics,
- Some knowledge of the judiciary in England and Wales and the judicial disciplinary system, or a willingness/ability to learn.

### **Desirable criteria**

- Some experience of working in a regulatory/complaints environment.

### 3. Other important appointment information

**Tenure:** Public appointments are offered on a fixed term basis. We do this to ensure that the leadership of our public bodies is regularly refreshed and that advisory committees benefit from new perspectives and ideas.

A minimum 3 years service is desired given the commitment to training. An NCM may serve for a maximum 9 years.

The retirement age is 75.

**Remuneration:** Reasonable standard travel expenses will be payable.

**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](#)

### 4. The appointment process and timeline

The [Commissioner for Public Appointments](#) regulates the re-appointment of advisory committee members in accordance with the [Governance Code for Public Appointments](#).

Key stages and timings in the campaign process:

<p style="text-align: center;"><b>APPLICATION</b></p> <p>Application and supporting documents must be sent by the closing date.</p>	Friday 27 <sup>th</sup> June 2025
<p style="text-align: center;"><b>PAPER SIFT</b></p> <p>Candidates will be informed of the outcome by e-mail within approximately 3 wks of the closing date for applications</p>	Target
<p style="text-align: center;"><b>INTERVIEW</b></p> <p>Candidates will be informed within 2 weeks of the last interview date</p>	Target
<p style="text-align: center;"><b>RECOMMENDATION</b></p> <p>Formal confirmation sought from the LC/LCJ and Public Appointments Commissioner</p>	
<p style="text-align: center;"><b>ANNOUNCEMENT</b></p> <p>Appointments are publicly announced</p>	
<p style="text-align: center;"><b>EXPECTED START DATE OF ROLE:</b></p>	Autum 2025

#### Feedback

Please note that it is not possible to provide specific, individually tailored feedback following the assessment process but we will provide, on request, feedback to those who are unsuccessful.

## 5. How to apply

To make an application, please send:

A completed application form – which includes the opportunity to provide evidence against the role criteria and your suitability for the post. Please consider the role and criteria carefully in preparing your statements.

**Further guidance on how to write a successful application can be found at Appendix 2.**

**Conflicts of interest and Previous Conduct:** If you have any interests that might be relevant which could lead to a real or perceived conflict of interest if you were to be appointed, please provide details in the application form.

Given the nature of public appointments, it is important that those appointed as members of public bodies maintain the confidence of Parliament and the public. If there are any issues in your personal or professional history that could, if you were appointed, be misconstrued, cause embarrassment, or cause public confidence in the appointment to be jeopardised, it is important that you bring them to the attention of the appointments panel – providing information in the application form. In considering whether you wish to declare any issues, you should also reflect on any public statements you have made, including through social media.

The appointments panel may explore any issues with you before they make a recommendation on the appointment. Failure to disclose such information could result in an appointment either not being made or being terminated

Conflicts might arise from a variety of sources such as financial interests or share ownership, membership of, or association with, particular bodies or the activities of relatives or partners. If you need further advice, please contact your Advisory Committee Secretary in the first instance.

### Eligibility Criteria

**Non-magistrate members** – Former magistrates will not be appointed as non-magistrate members.

The table below is to help prospective applicants identify whether their occupation, or that of a spouse, partner/civil partner or close relative, will affect their eligibility to serve as a member of an Advisory Committee. These lists are not exhaustive and if you have any doubt about your eligibility for appointment, contact the relevant Advisory Committee.

<b>Roles which automatically disqualify you from applying</b>	<b>Roles where eligibility will depend on the circumstances</b>
<ul style="list-style-type: none"><li>• Bailiff</li><li>• Community Assessor (involved in the selection of police officers and related roles)</li><li>• Community safety partnership member</li><li>• Educational welfare officer</li><li>• Independent custody visitor</li></ul>	<ul style="list-style-type: none"><li>• Adoption Agency</li><li>• Appropriate adult</li><li>• Barrister / solicitor advocate</li><li>• Care manager</li><li>• Children’s guardian</li><li>• Citizen’s advice</li></ul>

<ul style="list-style-type: none"> <li>• Mckenzie Friend</li> <li>• National Crime Agency</li> <li>• Police (civilian employee)</li> <li>• Policy Community Support Officer</li> <li>• Police and Crime Commissioner (and Deputies)</li> <li>• Police Officer</li> <li>• Police Special Constable</li> <li>• Prison Service</li> <li>• Prison Escort Contract Services</li> <li>• Private Detective</li> <li>• Probation Assistant</li> <li>• Probation Officer</li> <li>• Probation Prosecutor</li> <li>• Restorative Justice panel member</li> <li>• Store detective</li> <li>• Traffic warden</li> <li>• Youth offender panel / team / referral panel</li> </ul>	<ul style="list-style-type: none"> <li>• Child contact centre</li> <li>• Civil servant</li> <li>• Councillor</li> <li>• Crime prevention panel member</li> <li>• Crown Prosecution Service</li> <li>• Crown Prosecution Service Inspectorate</li> <li>• Expert witness in the family court</li> <li>• Family mediation service</li> <li>• Foster carer</li> <li>• Health Authority</li> <li>• Highways Agency</li> <li>• H.M. Forces</li> <li>• Interpreter</li> <li>• Lay Observer (inspecting prisoner transport/holding conditions)</li> <li>• Licensee</li> <li>• Local Authority</li> <li>• Local Children Safeguarding Board</li> <li>• Medical professional working directly with children</li> <li>• Member of UK Parliament / European Parliament / Welsh Assembly</li> <li>• Minister of religion</li> <li>• Neighbourhood watch member</li> <li>• NSPCC or other similar children's welfare charities</li> <li>• Parole Board</li> <li>• Party political agent</li> <li>• Member of Police and Community Partnerships</li> <li>• Member of Community Police Engagement Groups</li> <li>• Member of Police and Crime Panels</li> <li>• Police (non-staff support worker)</li> <li>• Prison after-care worker</li> <li>• Probation Trust board member</li> <li>• Relate counsellor (or similar charities)</li> </ul>
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	<ul style="list-style-type: none"> <li>• RSPCA</li> <li>• Samaritans</li> <li>• Security Officer</li> <li>• Sheriff</li> <li>• Social worker</li> <li>• Solicitor</li> <li>• Teacher</li> <li>• Victim / Witness Support Scheme member</li> </ul>
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Candidates and, once appointed, members must inform the Advisory Committee Secretary if they intend to accept a position or office which would have disqualified them from appointment to the Advisory Committee.

**Age** – The minimum age for appointment to an Advisory Committee is **18**. The retirement age is **75**.

**Nationality** – British nationality is not a requirement however candidates must permanently reside in the jurisdiction of England and Wales at the time of application. Candidates in the process of, or intending to, seek asylum or applying for indefinite leave to remain in the UK are ineligible.

**Residence** – Magistrate applicants should apply to the Advisory Committee which covers the area in which they serve. Non- magistrate applicants should apply to the Advisory Committee which covers the area in which they either live or work.

**Health** – The Lord Chancellor will not appoint anyone whose health prevents them from fully carrying out the duties of an Advisory Committee member.

**Disability** – Applications are welcome from people with a disability who are able, either unassisted or with the benefit of reasonable adjustments, to carry out the full range of duties of an Advisory Committee member.

**Diversity monitoring** - Please complete the form provided. Information is requested for monitoring purposes only and plays no part in the selection process. It will be kept confidential and will not be seen by the appointments panel.

Please send your application form and CV and diversity monitoring form to [NEAdvisory@justice.gov.uk](mailto:NEAdvisory@justice.gov.uk).

## 6. Diversity and inclusivity

We want to ensure any appointee to the Department's arm's length bodies is committed to promoting diversity, in its broadest possible sense. This will include embedding a commitment to the principles of levelling up and championing opportunity for all across the organisation, helping to ensure that the organisation is one in which a genuinely diverse range of views can be expressed, without fear or favour.

We encourage applications from all candidates regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

## Arrangements for candidates with a disability / Reasonable Adjustments:

If you have a disability and require any arrangements or adjustments for any part of the recruitment or selection process, please state clearly on your form and contact your Conduct AC secretary in the first instance.

Further information can be found via this link:

<https://publicappointments.cabinetoffice.gov.uk/recording-whether-or-not-you-have-a-disability/>

## 7. Complaints Process

If you have a complaint about any aspect of the way your application has been handled, we would like to hear from you. In the first instance please write to or e-mail the Conduct AC Secretary at [NEAdvisory@justice.gov.uk](mailto:NEAdvisory@justice.gov.uk).

## 8. Checklist

Please refer to the table below to ensure you send us all the necessary information.

Documents to be completed and sent:	Tick
Completed Application Form	
References – Appendix A contained within application form	
Curriculum Vitae	
Diversity Information and Conflicts of Interest form – Form 1D	
Register of interests – Form 1G	

## 9. Your personal Information

In accordance with the Public Appointments Order in Council 2019(4)(5), we will process your application in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and the Ministry of Justice's Information Charter, which can be found at <https://www.gov.uk/government/organisations/ministry-of-justice/about/personal-information-charter>.

Your data will be held securely and access will be restricted to those dealing with your application or involved in the recruitment process. Your data may also be shared with the Commissioner for Public Appointments and other relevant government departments, including the Cabinet Office, as part of a complaint investigation or review of the recruitment process. Cabinet Office will handle data in accordance with their Privacy Notice <https://publicappointments.cabinetoffice.gov.uk/privacy-notice>. Your data may also be disclosed as required by law or in connection with legal proceedings.

Your data will be stored for up to two years and processed for the purpose of the recruitment process, diversity monitoring and, if successful, your personal record. If appointed, your data will be stored for the duration of your tenure and may be shared with the organisation to which you are appointed, unless you specifically request us not to.

Should you wish your data to be removed from our records, please contact [publicappointmentsteam@Justice.gov.uk](mailto:publicappointmentsteam@Justice.gov.uk).

## **Appendix 1 - 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.

## Appendix 2 – Guidance for those applying for an MoJ Public Appointment

When applying for a public appointment, we require 2 pieces of documentation: **Your application form and a CV**

This guidance gives some helpful tips on how best to present yourself to the panel who will be reviewing your application. There is no official or 'correct way' to write a supporting statement, this is simply a guide that you may wish to refer to or use as a template. The panel will rely on your application form only to consider your merits for appointment. The CV will assist post- assessment with final decision on recommendation and appointment

### 1. Application Form

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

- **Use models to help structure your paragraphs.** There are two models that you may find useful when writing your supporting statements:
  - **The WHO Model** – What was your personal role? How you did it? And what was the Outcome? placing emphasis on the successful outcome.
  - **The STAR approach** – Situation: briefly describe the context and your role, Task: the specific challenge, task or job that you faced, Action: what you did, how and why you did it and Result: what you achieved through your actions.
- **Use the essential criteria as headings.** The essential criteria is described above in this Candidate Information Pack. It is useful to the panel when assessing your application. For example;
- **Tailor it to the position you're applying for.** Make sure to draw attention to how you have met the essential and desirable criteria throughout your achievements in life.
- **Analytical skills - able to analyse detailed information and identify the relevant issues.** You would write a paragraph using evidence from your current role or from recent examples of how you have demonstrated the ability to make evidence-based decisions based on reviewing information and deciding what was relevant and not relevant and how important the information was in supporting your findings.

### 2. CV

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

- **Keep it simple! Do not write more than 2 pages.** We appreciate this may be a challenge and your achievements could spread across several pages. However, please appreciate that the panel may have a large number of applications to assess so brevity would be appreciated. Your application form contains your personal statement and the assessment panel will rely on what you have recorded there – so you don't need to repeat your achievements in detail in the CV
- **Use an updated CV.** Explain what you are currently doing or what you most recently have done that fits to the role you are applying for, including dates of the positions you have held;
- **Avoid big blocks of solid text.** Using bullet points will help those reading the CV;
- **Always explain what abbreviations stand for**
- **Only include key information.** The panel do not need to know about your hobbies unless they specifically match the criteria of the role you are applying for. Personal details including name, address, phone number & email address should be included.

Although completing the diversity monitoring form is voluntary, it would greatly help the MoJ to build a world class organisation and recruit public appointees who are as diverse as the society they represent.