

# TRIBUNAL TRAINING REGISTER – 2010


## SCOTLAND



# TRAINING PROVIDED TO MEMBERS OF TRIBUNAL SYSTEMS IN SCOTLAND

## Copies of this Register can be obtained from:

George House  
126 George Street  
Edinburgh  
EH2 4HH

 0131 271 4300  
Fax 0131 271 4309

e-mail [gordon.quinn@ajtc.gsi.gov.uk](mailto:gordon.quinn@ajtc.gsi.gov.uk)  
or by visiting the Administrative Justice Tribunals Council website at [www.ajtc.gov.uk](http://www.ajtc.gov.uk)

Scottish Committee of the Administrative Justice & Tribunals Council  
Tribunal Training Register 2010

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

Level of training	Type of training material	Title	Estimated length of training session	Objectives	Electronic format	Contact details
All members and Conveners	<ul style="list-style-type: none"> <li>• Presentations</li> <li>• Group work</li> <li>• Open Forum</li> <li>• Training folder</li> </ul>	<ul style="list-style-type: none"> <li>• Legislative change</li> <li>• GIRFEC and CSP good practice</li> <li>• Partnership working</li> <li>• Expert evidence</li> </ul> <p>11 May 2009</p>	1 day	<ul style="list-style-type: none"> <li>• To disseminate legislative and policy developments</li> <li>• To share good practice</li> <li>• To develop skills in eliciting evidence from expert witnesses</li> </ul>	Most of the materials were available in electronic format	<p>Benet Brodie Additional Support Needs Tribunal for Scotland Europa Building 450 Argyle Street Glasgow G2 8LG</p> <p>☎ 0141 242 0366 <a href="mailto:Benet.Brodie@asntscotland.gov.uk">Benet.Brodie@asntscotland.gov.uk</a></p>
All members and Conveners	<ul style="list-style-type: none"> <li>• Presentations</li> <li>• Group work</li> <li>• Open Forum</li> <li>• Training Folder</li> </ul>	<ul style="list-style-type: none"> <li>• The Amending Primary Legislation</li> <li>• Secondary Legislation Consultation</li> <li>• Supporting Autism</li> <li>• Autism and intellectual impairment: interventions</li> </ul> <p>26 November 2009</p>	1 day	<ul style="list-style-type: none"> <li>• To disseminate legislative and policy developments</li> <li>• Wider Tribunal issues</li> <li>• Increase awareness</li> </ul>	Most materials were available in electronic format	<p>Benet Brodie Additional Support Needs Tribunal for Scotland Europa Building 450 Argyle Street Glasgow G2 8LG</p> <p>☎ 0141 242 0366 <a href="mailto:Benet.Brode@asntscotland.gov.uk">Benet.Brode@asntscotland.gov.uk</a></p>

**Additional Support Needs Tribunals for Scotland**

Level of training	Type of training material	Title	Estimated length of training session	Objectives	Electronic format	Contact details
New Members and Conveners	Induction: <ul style="list-style-type: none"> <li>• Presentation,</li> <li>• Exercises,</li> <li>• Role play,</li> <li>• Group work,</li> <li>• Training Folder</li> </ul>	Induction training  28 October 2010	1 day	To prepare new members and conveners to exercise their statutory function on Tribunals <ul style="list-style-type: none"> <li>• Tribunals skills</li> <li>• Substantive Law</li> <li>• Procedural Rules</li> </ul>	Most materials to be available in electronic format	Benet Brodie ASNTS Europa Building 450 Argyle Street Glasgow G2 8LG  0141 242 0362 <a href="mailto:Benet.Brodie@asntscotland.gov.uk">Benet.Brodie@asntscotland.gov.uk</a>
All Members and Conveners	<ul style="list-style-type: none"> <li>• Presentation (external users perspective)</li> <li>• Group work (skills development and application of legislation)</li> <li>• Role play</li> </ul>	Refresher Training <ul style="list-style-type: none"> <li>• Equality Act</li> <li>• Implementing new Rules</li> <li>• Re-visiting the Code of Practice</li> <li>• Self-assessment - Reflecting on performance</li> </ul> 29 October 2010	1 day	<ul style="list-style-type: none"> <li>• Introduction of new members and conveners to existing appointments</li> <li>• training on changes to jurisdiction</li> <li>• reflection on formal and informal feedback to date</li> <li>• hearing from users perspective</li> <li>• tribunal skills development</li> </ul>	Most materials to be available in electronic format	Benet Brodie ASNTS Europa Building 450 Argyle Street Glasgow G2 8LG  0141 242 0362 <a href="mailto:Benet.Brodie@asntscotland.gov.uk">Benet.Brodie@asntscotland.gov.uk</a>

All Members and Conveners	Quarterly electronic bulletin	E-bulletin	Quarterly	<ul style="list-style-type: none"><li>• Developments in Additional Support Needs</li><li>• Developments in tribunals</li><li>• Statistical reports</li><li>• Guidance and good practice as arises from casework and hearings</li></ul>	Yes	Hugh Delaney ASNTS Europa Building 450 Argyle Street Glasgow G2 8LG Tel: 0141 242 0364 <a href="mailto:hugh.delaney@asntscotland.gov.uk">hugh.delaney@asntscotland.gov.uk</a>
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Scottish Committee of the Administrative Justice & Tribunals Council  
Tribunal Training Register 2010

Name of tribunal system: First Tier Tribunal – Criminal Injuries Compensation  
(Social Entitlement Chamber)

Level of training	Type of training material	Title	Estimated length of training session	Objectives	Electronic Format	Contact details
All tribunal members	Lectures, workshops, informed discussion groups	Annual Conference	10 hours over 2 days	Dissemination of information, good practice & performance improvement  To achieve and maintain standards of performance in accordance with JSB competence levels	In part	Ian Walker Training Advisor  Wellington House 134-136 Wellington Street Glasgow G2 2XL  01883 342617 <a href="mailto:ian@walkerlegal.co.uk">ian@walkerlegal.co.uk</a>

Scottish Committee of the Administrative Justice & Tribunals Council  
Tribunal Training Register 2010

Name of tribunal system: **First Tier Tribunal – Criminal Injuries Compensation**

<b>Level of training</b>	<b>Type of training material</b>	<b>Title</b>	<b>Estimated length of training session</b>	<b>Objectives</b>	<b>Electronic Format</b>	<b>Contact details</b>
Mentors	Manual of instruction	Mentor Training	1 day	To enable mentors of new panel members to fulfil their role.		
Appraisers	Seminar	Appraisal Training	1 day	Equip appraisers for their role.		

Scottish Committee of the Administrative Justice & Tribunals Council  
Tribunal Training Register 2010

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

Level of training	Type of training material	Title	Estimated length of training session	Objectives	Electronic format	Contact details
Induction – Employment Judge	Lecture text & notes; Practical exercises	Induction Training	2 days	Basic induction course for Employment Judge – includes conflict of interest, bias, judgement writing , hearing management.	Yes/no	Shona Simon President Employment Tribunals (Scotland) 54-56 Melville Street Edinburgh EH3 7HF  ☎ 0131 225 0748 (direct line) email: <a href="mailto:Shona.Simon@judiciary.gsi.gov.uk">Shona.Simon@judiciary.gsi.gov.uk</a>
Follow-on Induction – Employment Judge	Practical exercises	Follow-on Induction	1 day	Follow-on induction for Employment Judge – flexible content, based on issues identified by participants for discussion, arising from first 6 months in post.	No	

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

Level of training	Type of training material	Title	Estimated length of training session	Objectives	Electronic format	Contact details
Induction – Lay Members (basic & follow-on induction)	Lecture notes; Powerpoint slides; Practical Exercises; video	Lay Members' Induction	2 x 1 day	Includes introduction to judicial conduct; conflict of interest; enhancement of jurisdiction specific knowledge ; tribunal practice & procedure. Follow-on induction includes enhancement of equal/diversity awareness and discrimination jurisdiction specific knowledge.	Yes/no	
Employment Judge Training: Discrimination	Lecture notes; Powerpoint slide; practical exercises; video	Discrimination training materials	4 days	To ensure Employment Judges are fully up to date on discrimination law developments and to enhance the Employment Judge's awareness of equality-related issues relative to case management and judge craft.	Yes/no	
Employment Judge Training: Equal Pay	Lecture notes; Powepoint slides; case studies	Equal Pay Training Materials	2 days	To ensure Employment Judges are up to date on equal pay law & case management.	Yes/no	

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

Level of training	Type of training material	Title	Estimated length of training session	Objectives	Electronic format	Contact details
Ongoing Training  Employment Judges and Lay Members	Miscellaneous material including lecture notes and Powerpoint presentations used in context of annual training events.	Misc Training Material	Variable length	Meeting specific training needs and updating on jurisdiction specific developments as well as judge craft including case management & judgement writing.	Yes/no	

Scottish Committee of the Administrative Justice & Tribunals Council  
Tribunal Training Register 2010

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

Level of training	Type of training material	Title	Estimated length of training session	Objectives	Electronic format	Contact details
Induction	Pre-course workbook.  Presentations	New Recruited members Training mock tribunals group discussions	2 days		Some of the materials	Anne Kippen Mental Health Tribunal for Scotland Members Liaison Officer 2nd Floor Hamilton House Caird Park Hamilton ML3 0QA  ☎ 01698 390033 email: <a href="mailto:anne.kippen@scotland.gsi.gov.uk">anne.kippen@scotland.gsi.gov.uk</a>
For new MHTS members	Mock Tribunal For demo purposes Group sessions and presentations	Determination writing	2 days		Some of the materials	

Name of tribunal system: **Mental Health Tribunal for Scotland cont'd**

Level of training	Type of training material	Title	Estimated length of training session	Objectives	Electronic format	Contact details
For MHTS General and medical members	As above	Law training for medical and general members	2 days	Help members to understand legal issues	Yes	
Ongoing training for all MHTS members	Reading material, Tribunal experience, Presentations, Discussions	Appraiser training	1 day ongoing		Yes most of the material	

Scottish Committee of the Administrative Justice & Tribunals Council  
Tribunal Training Register 2010

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

Level of training	Type of training material	Title	Estimated length of training session	Objectives	Electronic format	Contact details
Training session at SHSC by Chair Group of NAP for Chairs/Vice Chairs of the Health Board PPC's focussing on the statutory test and related topics	Verbal two-way discussion and reference to decision taking in past NAP cases	NAP Training-Chairs & Vice Chairs of PPC's	4 hours	To ensure PPC hearings are run according to the Regulations and best practice with particular reference to the decision making part of the process	No	NAP Secretary at Scottish Health Service Centre, Crewe road South  Edinburgh EH4 2LF  0131 275 7755  <a href="mailto:h.forbes@nhs.net">h.forbes@nhs.net</a>

Scottish Committee of the Administrative Justice & Tribunals Council  
Tribunal Training Register 2010

Name of tribunal system **NHS Discipline Committees**

Level of training	Type of training material	Title	Estimated length of training session	Objectives	Electronic format	Contact details
Training for Chairs and Committee members of East and West Consortia	Presentations by legal adviser for Central legal office (CLO); the Chairman of the Scottish Dental Practice Board (SDPB) Practitioner services Division (PSD) Counter Fraud Services (CFS)	Central Disciplinary Unit, (CDU) Training for NHS Discipline Committee Members	4-5 Hours	Refresher training for existing members; train new members; Train all members on Regulations and the new process	PowerPoint presentations	Administrative Secretary Central Disciplinary Unit Scottish Health Service Centre Crewe Road South EDINBURGH EH4 2LF  0131 275 7741

Scottish Committee of the Administrative Justice & Tribunals Council  
Tribunal Training Register 2010

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

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

Scottish Committee of the Administrative Justice & Tribunals Council  
Tribunal Training Register 2010

Name of tribunal system: **Scottish Government Directorate for Planning and Environmental Appeals**

Level of training	Type of training material	Title	Estimated length of training session	Objectives	Electronic format	Contact details
Induction	One-to-one training.		1 week	To bring new recruits to fully effective standards.	No	Oonagh Gil Depute Director/Deputy Chief Reporter Scottish Government Directorate for Planning & Environmental Appeals 4 The Courtyard Callendar Business Park Callendar Road FALKIRK FK1 1XR  ☎ 01324 696482 email: <a href="mailto:oonagh.gil@scotland.gsi.gov.uk">oonagh.gil@scotland.gsi.gov.uk</a>
Intensive introduction to the work of a Reporter	Followed by mentoring and monitoring of work until proficient.		6-12 months			
Training for all Reporters	Seminars on professionally related topics.		1 day held monthly September – June	Maintain and enhance professional knowledge and effectiveness.		

Scottish Committee of the Administrative Justice & Tribunals Council  
Tribunal Training Register 2010

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

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

Scottish Committee of the Administrative Justice & Tribunals Council  
Tribunal Training Register 2010

Name of tribunal system: **Social Security & Child Support Appeal (cont'd)**

Level of training	Type of training material	Title	Estimated length of training session	Objectives	Electronic format	Contact details
Training for all members – Continuation Training	A variety of training and learning materials are utilised including lecture notes, case studies, videos, role-play, examples, templates, distance learning packs, Powerpoint presentations and web-based materials.	<b>Tribunal Member Refresher Training.</b> Training & learning is delivered in relation to generic tribunal skills, re-evaluation of the substantive rules of entitlement, developments in case law, judicial competencies panel members' interaction	Individual modules vary in length from 60 minutes to 2 hours across a 1-day programme.	The maintenance and enhancement of core skills & competencies.	Yes, the majority of materials.	<b>Administration contact</b>  Gary Campbell  <b>0141 354 8436</b>  <a href="mailto:Gary.Campbell@tribunals.gsi.gov.uk">Gary.Campbell@tribunals.gsi.gov.uk</a>  <b>Judicial contact</b>  Bob Forrest  0141 354 8436  <a href="mailto:Robert.Forrest@judiciary.gsi.gov.uk">Robert.Forrest@judiciary.gsi.gov.uk</a>

Scottish Committee of the Administrative Justice & Tribunals Council  
Tribunal Training Register 2010

Name of tribunal system: **Social Security & Child Support Appeal (cont'd)**

Level of training	Type of training material	Title	Estimated length of training session	Objectives	Electronic format	Contact details
Chair: Continuation Training	A variety of training and learning materials are utilised, including lecture note, case studies, videos, role-play, examples, templates, distance learning packs, Powerpoint presentations and web-based materials	<b>Residential for Lawyers and Child Support Refresher.</b> Training & learning is delivered in relation to generic tribunal skills, substantive rules of entitlement, judicial competencies, specific functions of tribunal Chairs.	Individual modules can vary from 45 minutes to 3 hours across a residential programme.	The maintenance and enhancement of core skills and competencies.	Yes, the majority of the materials.	<p><b>Administration contact</b></p> <p>Gary Campbell 0141 354 8436 <a href="mailto:Garry.Campbell@tribunals.gsi.gov.uk">Garry.Campbell@tribunals.gsi.gov.uk</a></p> <p><b>Judicial contact</b></p> <p>Bob Forrest 0141 354 8436 <a href="mailto:Robert.Forrest@judiciary.gsi.gov.uk">Robert.Forrest@judiciary.gsi.gov.uk</a></p>

Scottish Committee of the Administrative Justice & Tribunals Council  
Tribunal Training Register 2010

Name of tribunal system: **Social Security & Child Support Appeal (cont'd)**

Level of training	Type of training material	Title	Estimated length of training session	Objectives	Electronic format	Contact details
Medical: Continuation Training	A variety of training and learning materials are utilised, including lecture notes, case studies, videos, role-play, examples, templates, distance learning packs, Powerpoint presentations, & web-based materials.	<b>1-Day Medical Training Programme.</b> Training & learning is delivered in relation to specific tribunal skills, substantive rules of entitlement & specialist medical judicial competencies.	Individual modules vary in length from 45 minutes to 2 hours across a regional programme.	The maintenance & enhancement of core skills & competencies.	Yes, the majority of the materials.	<p><b>Administration contact</b></p> <p>Gary Campbell 0141 354 8436 <a href="mailto:Gary.Campbell@tribunals.gsi.gov.uk">Gary.Campbell@tribunals.gsi.gov.uk</a></p> <p><b>Judicial contact</b></p> <p>Bob Forrest 0141 354 8436 <a href="mailto:Robert.Forrest@judiciary.gsi.gov.uk">Robert.Forrest@judiciary.gsi.gov.uk</a></p>

Scottish Committee of the Administrative Justice & Tribunals Council  
Tribunal Training Register 2010

Name of tribunal system: **The Upper Tribunal Administrative Appeals Chamber**

Level of training	Type of training material	Title	Estimated length of training session	Objectives	Electronic format	Contact details
In house (Upper Tribunal) Training for Judges and Deputy Judges of the Upper Tribunal (Administrative Appeals Chamber) in Great Britain & Northern Ireland	Power-point presentations; Speakers; Lectures Practical exercises; Group working	Edinburgh – Employment Support Allowance training for Deputies, Registrar	1 day	To keep up to date with changes in the benefits system and all aspects of the Upper Tribunal (AAC) work.	No	Ms Susan Niven Secretary The Upper Tribunal Administrative Appeals Chamber George House 126 George Street Edinburgh EH2 4HH  ☎ 0131 271 4310  Website <a href="http://www.ossc-scotland.org.uk">www.ossc-scotland.org.uk</a>
		London – Judicial Studies Board 2 Lectures relating to work of Upper Tribunal – SEC and HESC	½ day			
		Judicial Review lecture	1 day			

Scottish Committee of the Administrative Justice & Tribunals Council  
Tribunal Training Register 2010


Name of tribunal system: **First-Tier Tribunals - Tax**

Level of training	Type of training material	Title	Estimated length of training session	Objectives	Electronic format	Contact details
Training for all members	Mixture of case studies, talks & discussion sessions	First-tier Tribunal (Tax)	Annual training conference - 2 days	To update Chair with developments in the law practice and procedure and to assist in the development of essential judicial skills		Clare Farren Finance & Tax Tribunals 15/19 Bedford Avenue London WC1B 3AS  ☎ 020 7612 9706 email: <a href="mailto:clare.farren@tribunals.gsi.gov.uk">clare.farren@tribunals.gsi.gov.uk</a>

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

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

George House  
126 George Street  
Edinburgh  
EH2 4HH

 0131 271 4300  
Fax 0131 271 4309

Scottish Committee of the Administrative Justice & Tribunals Council  
Tribunal Training Register 2010

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

Level of training	Type of training material	Title	Estimated length of training session	Objectives	Electronic format	Contact details
Induction	Training for all members was offered to new members after the 2007 elections.  (See below)					Allan Bell Senior Committee Officer Law & Administration Woodburn House Westburn Road Aberdeen AB16 5GB  ☎ 01224 665119 email: <a href="mailto:allan.bell@aberdeenshire.gov.uk">allan.bell@aberdeenshire.gov.uk</a>
Training for all members	Training sessions led by Acting Clerk supported by legal & administration staff and head teachers.  Copies of legislation: COSLA code; Council information leaflets.		2 hours	Overview of the system;  Highlighting problem areas;  General discussion.	No	

Scottish Committee of the Administrative Justice & Tribunals Council  
Tribunal Training Register 2010

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

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

Scottish Committee of the Administrative Justice & Tribunals Council  
Tribunal Training Register 2010

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

Level of training	Type of training material	Title	Estimated length of training session	Objectives	Electronic format	Contact details
All new members & councillors	<p>A talk from the Legal Dept on the legal aspects of appeal hearings.</p> <p>The Education Dept explains their role.</p> <p>The area clerk advises of their role and of the members.</p> <p>Mentoring – new members sit on panel with experienced members.</p>		90 minutes	To gain experience.		<p>Catherine Dunlop Area Officer East Ayrshire Council Kilmarnock Registration Office Civic Centre John Dickie Street Kilmarnock KA3 7RU</p>

Scottish Committee of the Administrative Justice & Tribunals Council  
Tribunal Training Register 2010

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

Level of training	Type of training material	Title	Estimated length of training session	Objectives	Electronic format	Contact details
Induction	<p>Presentation by Chief Solicitor who is legal adviser to Appeal Committee and Assistant Committee Services Manager.</p> <p><u>Materials issued:</u> Extracts from The Education (Appeal Committee Procedures (Scotland) Regulations 1982.</p> <p>Question and answer session</p>	Induction Training	3 hours	<p>To advise new members and remind existing members of:</p> <p>(i) the substantive law relating to exclusions and placing requests</p> <p>(ii) the purpose of the Appeal Committee;</p> <p>(iii) the procedures at the Appeal Committee;</p> <p>(iv) the process at the Appeals Committee;</p> <p>(v) the role and responsibilities of the committee members;</p> <p>(vi) the Education (Additional Support for Learning) Act 2004; and</p> <p>(vii) the role of Committee Services in the appeal process</p>	Includes Powerpoint presentation.	<p>Kenny McGuinness Assistant Committee Services Manager Chief Executive department Committee Services Division Glasgow City Council City Chambers George Square Glasgow G2 1DU</p> <p>0141 287 4520</p> <p><a href="mailto:Kenny.mcguinness@ced.glasgow.gov.uk">Kenny.mcguinness@ced.glasgow.gov.uk</a></p>

Scottish Committee of the Administrative Justice & Tribunals Council  
Tribunal Training Register 2010

Name of tribunal system: **Glasgow Council Education Appeal Committee (cont'd)**

Level of training	Type of training material	Title	Estimated length of training session	Objectives	Electronic format	Contact details
Chairing meetings	<p>Presented by Trainer within Organisational Development Section.</p> <p>25-page booklet entitled Effective Meetings.</p> <p>Power point presentations.</p>	Chairing meetings	3 hours	<p>To advise all members of:</p> <p>(i) the characteristics of an effective meeting;</p> <p>(ii) the role of the Chair and 3 chairing styles;</p> <p>(iii) the effective use of questions;</p> <p>(iv) effective listening and non-verbal communication;</p> <p>(v) how to deal with difference of opinion and conflict at meetings;</p> <p>(vi) Decision making techniques</p>	Includes Powerpoint presentation	

Scottish Committee of the Administrative Justice & Tribunals Council  
Tribunal Training Register 2010


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

Level of training	Type of training material	Title	Estimated length of training session	Objectives	Electronic format	Contact details
Training for all members	Lecture text & notes	Education, exclusion & placing	Evening training 2 hours	Understanding: <ul style="list-style-type: none"> <li>• Legal framework</li> <li>• Evidential issues</li> <li>• Education context</li> <li>• Parental perspective</li> <li>• Rights of Appeal</li> </ul>	No	John Imlach Senior Committee Services Officer Corporate Services Renfrewshire Council Renfrewshire House Cotton Street Paisley PA1 1TR  ☎ 0141 840 3595 email: <a href="mailto:john.imlach@renfrewshire.gov.uk">john.imlach@renfrewshire.gov.uk</a>

# TRAINING PROVIDED TO MEMBERS OF VALUATION APPEAL COMMITTEES IN SCOTLAND

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

George House  
126 George Street  
Edinburgh  
EH2 4HH

 0131 271 4300  
Fax 0131 271 4309

Scottish Committee of the Administrative Justice & Tribunals Council  
Tribunal Training Register 2010

Name of tribunal system: **Lothian Valuation Appeal Panel**

Level of training	Type of training material	Title	Estimated length of training session	Objectives	Electronic format	Contact details
Members of the Valuation Appeal Committees	Oral presentation.	General training to VAC members.	1 day	<p>To improve awareness of members about relevant legislation/case law; procedure rules and practical application, including analysis of evidence heard and reasoning in the decision making process.</p> <p>To provide platform for exchanges of experiences and approaches between members from different areas.</p>	No	<p>Scott Miller SSC Secretary Lothian Valuation Appeal Panel 3 Coates Crescent Edinburgh EH3 7AL</p> <p>☎ 0131 225 2121</p>

Scottish Committee of the Administrative Justice & Tribunals Council  
Tribunal Training Register 2010

Name of tribunal system: **Renfrewshire Valuation Appeal Panel**

Level of training	Type of training material	Title	Estimated length of training session	Objectives	Electronic format	Contact details
Members of the Valuation Appeal Panel	Oral presentation including "mock" hearings set up in co-operation with the Assessor's Office. Seminar notes	Induction training for new panel members	3 hours	To provide new members with an introduction to the statutory regulations governing the disposal of appeals an understanding of the basis upon which commercial and domestic properties are valued and an outline of appeal procedure including the process of examination of the evidence led and the formulation of a decision based on such evidence.	No	Marianne Mair Secretary Renfrewshire Valuation Appeal Panel 48 Causeyside Street Paisley PA1 1YH  ☎ 0141 889 7531
Occasional meetings with members of other Valuation Appeal Committees	Oral presentation	General training for panel members	1 day	To provide the panel members with an opportunity to discuss matters of mutual interest relating to appeal procedure..  To improve awareness of members with regard to relevant legislation and case law	No	

