

Judiciary  
of Scotland



**Pensions Appeal Tribunals Scotland  
Candidate Information Booklet**





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# A foreword from the President

Andrew Webster KC



This document provides information and guidance for individuals wishing to apply for appointment as a legal, medical or service member of the Pensions Appeal Tribunals Scotland.

The work of the Tribunals is diverse, demanding and highly rewarding. Judicial office holders make decisions that can have a significant impact on individuals and on the wider public.

Membership of the Tribunals offers a fascinating and intellectually challenging role, in which no two days are the same. A wide range of interpersonal skills is required to ensure that parties receive a fair hearing and, equally importantly, that they feel they have been treated fairly throughout the process.

Tribunals, like the courts, operate under the rule of law. Members are independent judicial office holders and carry the full privileges and responsibilities that status entails. Decision-making must be impartial, rational and accurate. Everyone involved in the operation of the Tribunals has a duty to act ethically and to uphold standards of conduct that promote public confidence in the justice system.

An exciting opportunity has arisen for those interested in appointment as a Pensions Appeal Tribunals Member in Scotland.

Whether appointed as a legal, medical or service member, you will join an exceptionally collegiate group of dedicated professionals who are committed to providing access to justice for the wide range of parties who appear before the Tribunals. Members are well supported and colleagues are always willing to offer guidance and advice as you settle into this important new role.

I hope you will consider applying for this significant and rewarding position.

# Pensions Appeal Tribunals Scotland

## About the Tribunal

The Pensions Appeal Tribunals Scotland are established under the Pensions Appeal Tribunals Act 1943.

Members of the Pensions Appeal Tribunals Scotland are judicially appointed to determine appeals against decisions of the Secretary of State for Defence under the Naval, Military and Air Forces etc (Disablement and Death Service Pensions Order 2006 (War Pensions Scheme) and the Armed Forces and Reserve Forces Compensation Schemes 2005 and 2011.

The Tribunal takes decisions on appeals brought by serving and former members of His Majesty's Armed Forces. It takes decisions independently of Veterans UK and the Secretary of State.

The Tribunal determines:

### **The War Pensions Scheme:**

- entitlement to a War Pension;
- the percentage of disablement in the assessment of any award; or
- entitlement to an allowance e.g. for mobility needs.

### **The Armed Forces Compensation Schemes:**

- entitlement to an award; or
- the amount of an award

The Tribunals are overseen by a President (Andrew Webster KC) and are supported by a panel of part-time legal, medical and service members. The administration is supported by the Scottish Courts and Tribunals Service.

# Information on Vacancies

- The Lord President seeks to recruit for five legal, eight medical (four general medical members and four psychiatric medical members) and four service members to join the Pensions Appeal Tribunals Scotland.
- Tribunal members generally sit one day per month, and approximately ten days per year. All appeals are held in George House, Edinburgh, remotely by telephone or video. Sitting days are not guaranteed and will depend on the workload of the Tribunals. However, ten days per year is a realistic estimate of how many hearing days you will sit as a member. You will be asked for your availability 1 to 2 months in advance.
- A sitting day will normally comprise of 3 to 4 cases to be determined. Appellants will either be appealing against the refusal of a pension of specific award or the level of assessment they have been given by Veterans UK (on behalf of the Ministry of Defence).
- Many cases are sensitive, dealing with individuals who have experienced psychological and / or physical trauma owing to their time as military personnel. Both retired and active members of the Armed Forces can make appeals.
- As an independent body, the Tribunals determine the relevant facts and merits of each case and provide a decision. The panel members on any Tribunal will comprise of a legal member (who chairs the Tribunal), a medical specialist and a service member (with knowledge and experience of His Majesty's Armed Forces).
- Case papers relating to the appeal (the 'statement of case') is sent out to members two weeks in advance of the hearing. The legal member will usually convey the decision verbally on the day and is expected to provide a full written decision within two weeks of the hearing.
- Induction training will be provided. There is a compulsory annual training day for all members of the Tribunal to consider any changes in legislation or any other developments which might affect the work of the Tribunal.

# Eligibility

Position	Eligibility
Legal	(a) be an advocate or solicitor admitted in Scotland of at least five years standing; (b) satisfy the judicial-appointment appointment eligibility condition within the meaning of the Tribunals, Courts and Enforcement Act 2007 on a 5-year basis; or (c) be a member of the Bar of Northern Ireland or solicitor of the Supreme Court of Northern Ireland of at least five years standing.
Medical	A duly qualified medical practitioner of at least seven years standing.  Those applying for the psychiatric member appointment should be Members of the Royal College of Psychiatrists.
Service	Have knowledge or experience of service in His Majesty's naval, military or air forces.

You will not be considered for this appointment if you have unspent or relevant spent convictions on your criminal record. Successful candidates will require an Enhanced Disclosure (level 2), which will require to be paid by the individual. Further information will be sent to successful applicants.

The following page describes the criteria for the role. The selection panel will be looking for applicants who best meet the criteria.

While it is not expected that individual applicants will be able to meet every one of the criteria listed, it is in your best interests to provide specific examples for as many of the criteria as you can, within the word limit in the application form (in no more than 400 words per criterion).

# Criteria

## Professional and judicial skills

## Communication skills and personal qualities

## Effective working

<ul style="list-style-type: none"> <li>• Demonstrates legal, medical or service skills and knowledge to the standard required for the role. <b>In addition to providing examples please provide evidence of your qualifications or service.</b></li> </ul>	<ul style="list-style-type: none"> <li>• Shows effective active listening skills, seeking to understand a party's case without prejudgement and with courtesy, sensitivity and appropriate patience.</li> </ul>	<ul style="list-style-type: none"> <li>• Is diligent and efficient, prioritising tasks appropriately and reaching timely decisions.</li> </ul>
<ul style="list-style-type: none"> <li>• Is able and willing to invest time in developing and maintaining skills and knowledge as appropriate for the role.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrates clear oral and written communication skills, in language appropriate for the forum and the particular circumstances.</li> </ul>	<ul style="list-style-type: none"> <li>• Teamwork: has a collegiate approach; builds effective working relationships with colleagues taking full account of the Statement of Expected Behaviour.</li> </ul>
<ul style="list-style-type: none"> <li>• Shows flexibility of approach: can apply skills and knowledge in unfamiliar or developing areas, as appropriate for the role.</li> </ul>	<ul style="list-style-type: none"> <li>• Adopts an appropriately authoritative approach that: inspires respect and confidence, ensures both fairness, allowing proper participation by the parties, an appropriate and efficient use of judicial resources.</li> </ul>	<ul style="list-style-type: none"> <li>• Takes an inclusive approach to those with differences from themselves.</li> </ul>
<ul style="list-style-type: none"> <li>• Clearly understands what is required for a fair hearing.</li> </ul>	<ul style="list-style-type: none"> <li>• Adheres to the Bangalore Principles of independence, impartiality, integrity, propriety and equality of treatment, appreciating the importance of high standards of conduct and of maintaining public trust in the judiciary.</li> </ul>	<ul style="list-style-type: none"> <li>• Is able and willing to challenge inappropriate behaviour by others.</li> </ul>
<ul style="list-style-type: none"> <li>• Assimilates and organises pertinent information quickly.</li> </ul>	<ul style="list-style-type: none"> <li>• Possesses sufficient resilience for the role and an ability to remain calm in challenging situations.</li> </ul>	<ul style="list-style-type: none"> <li>• Uses or can develop digital skills to the requisite standard.</li> </ul>
<ul style="list-style-type: none"> <li>• Identify the relevant issues and evidence.</li> </ul>	<ul style="list-style-type: none"> <li>• Has a practical, common-sense approach to problem-solving.</li> </ul>	
<ul style="list-style-type: none"> <li>• Demonstrates sound judgement and an appropriate level of decisiveness.</li> </ul>	<ul style="list-style-type: none"> <li>• Shows open-mindedness and self-awareness.</li> </ul>	

# Assessment Process

Candidates for the role will go through a holistic application process which tests the level of skill, experience and professionalism required to perform the duties of the office. The principles of fair and open competition will apply and recommendation for appointment will be made solely on merit.

Although this appointment is not covered by the Public Appointments in Scotland or the Ethical Standards Commissioner, the panel will follow the means of best practice and ensure a fair and open recruitment.

## Process Steps

- 1) Complete the application form. The application form should be submitted by 5pm on 20 March 2026 to [judicialofficeforscotland@scotcourts.gov.uk](mailto:judicialofficeforscotland@scotcourts.gov.uk)
- 2) Each applicant will be assessed against each criteria heading.
- 3) All applications will be considered by a panel constituted by the Lord President.
- 4) The panel will shortlist candidates based on how well they meet the criteria.
- 5) Only shortlisted candidates will be invited to interview. Interviews are scheduled to take place in Edinburgh, during the week of 20 April 2026. The interview will commence with an opening question on which you will be expected to give an oral presentation. Overheads, slides or other presentational aids will not be necessary. Further information regarding this question will be provided in advance of the interview.
- 6) Reimbursement for travel expenses will not be paid.
- 7) If successful after interview, you will require an Enhanced Disclosure (Level 2) – you will require to pay for this yourself.

# Terms of Office

All appointments are made by the Lord President of the Court of Session.

- Each appointment is for five years. At the end of the five-year appointment, renewal for further successive periods of five years is automatic subject to your agreement and the upper age limit, unless a question of cause for non-renewal is raised or you no longer satisfy the conditions or qualifications for appointment
- You will be subject to a review process. It is a condition of your appointment that you attend such training as is directed by the President of the Pensions Appeal Tribunal for Scotland
- The current retirement age is 75.
- You should seek to follow the guidance outlined in the current version of the [Guidance to Judicial Office Holders on Judicial Ethics in Scotland](#).

## Remuneration

A fee per sitting is payable and reasonable travel expenses are paid within Scotland.

Member Type	Daily Fee
Legal	£538.61
Medical	£525.35
Service	£261.21

# Further Information

## GUIDANCE ON THE COMPLETION OF THE APPLICATION FORM

### Contact Details

This contact information is for the Judicial Office for Scotland staff to process. Before the panel considers your application, all applications will be anonymised, and this section is redacted for the purposes of the shortlisting. However, as this is a judicial appointment, basic information about the individual appointed is made public in appropriate legal publications and communicated to professional bodies.

### Suitability for Appointment & Essential Criteria

All sections must be completed. Please ensure you demonstrate/evidence how your skills meet the criteria for appointment. Please remember the 400 words per criterion (per section on the application form). You can draw on experience from your working or personal life to do this. A good application should be structured to ensure that it flows in a clear and logical way. Applicants should provide clear evidence and examples of how they meet the essential criteria to ensure that panel members fully comprehend what the you did, the reasons for action(s) taken, what happened on each occasion, what you took into account, and the outcome. It may help you in preparing to apply to visit [The STAR method | National Careers Service](#) Please keep a copy of your application form.

## HOW WE WILL HANDLE YOUR APPLICATION

- Your application will be acknowledged within five working days of receipt.
- A panel constituted by the Lord President will consider all applications. Your application will be assessed against the criteria for the post to determine whether you possess the specified skills, knowledge, and personal qualities required for appointment. The panel will then decide whether you are to be invited for interview. The Judicial Office for Scotland will write to inform you of the outcome.
- If you are invited to interview, the process will begin with an opening question for which you will be expected to deliver an oral presentation. You will then be asked further questions by the panel to assess whether you can demonstrate the specified qualities.
- If, in the panel's view, you have the required skills and would clearly bring benefit to the Tribunals, you will be recommended to the Lord President. Please note that the final decision rests with the Lord President, based on the panel's recommendations.
- All interviewees will be advised in writing of the outcome of their interview.
- If you are successful, you will receive an appointment from the Lord President. You will then be contacted by the President for a one-to-one meeting to discuss what will be expected of you in your role.

For further information on the Tribunal, please see: [Pensions Appeal Tribunal Scotland](#)

For further information about the application process or if you have disability that requires reasonable adjustments please contact:  
Mr Ryan Gare, Deputy Head of Strategy & Governance at: [judicialofficeforscotland@scotcourts.gov.uk](mailto:judicialofficeforscotland@scotcourts.gov.uk)



Judicial Office for Scotland  
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