

# **JUDICIAL STUDIES BOARD FOR NORTHERN IRELAND**

## **CONSTITUTION**

The Judicial Studies Board (“JSB”) is responsible for judicial training in Northern Ireland.

### **1. Aim**

The aim of the JSB is to ensure as far as possible that judicial office holders are equipped, with the skills and knowledge which they require to discharge their duties effectively. It seeks to provide information and training in a way which preserves judicial independence and promotes confidence in the justice system.

### **2. Membership**

The Board is chaired by a Lord Justice of Appeal. Its other members are:

- a High Court judge;
  - two County Court judges (one of whom is designated the Tutor Judge);
  - a District judge (civil);
  - a Master;
  - a District judge (magistrates’ courts);
  - a Coroner;
  - a legal academic from the Ulster University or Queen’s University Belfast;
  - such other member(s) as may be nominated by the Lord Chief Justice;
- and is supported by a Secretary and Assistant Secretary.

The Board aims to serve all the judicial tiers and will monitor its membership accordingly. The arrangements for appointing members will be kept under review.

### **3. Quorum**

50% of the total membership of the Board shall constitute a quorum provided that the Chair or High Court Judge (as alternate Chair) is in attendance. In the absence of a quorum, no business shall be transacted other than the adjournment of the meeting.

#### **4. Secretariat**

The Secretariat for the Board is provided by the JSB office (based in the RCJ), which is responsible for administering all judicial training.

#### **5. Objectives**

The Board is responsible for overseeing training for all judicial tiers. The work carried out by the JSB can be broadly divided into the following categories (Further information on JSB activities is set out at **Annex A**):

- ❖ To approve:
  - A programme of induction training for newly appointed judges.
  - An annual programme of judicial training.
  - Any additional training events required by the judiciary.
  
- ❖ To evaluate all training provided and make alterations and improvements as required.
- ❖ To approve funding for attendance at non-JSB events (see para 6 below).
- ❖ To maintain and develop effective working relationships with the training bodies of other jurisdictions.

#### **6. Sub-Committees**

The Board has a sub-committee which meets as the need arises to consider the merits of funding places for members of the judiciary at non-JSB events at home and abroad. The sub-committee is comprised of the Chair, Tutor Judge and Secretary and will from time to time consult the Lord Chief Justice and the Presiders of other tiers.

There is a further sub-committee, the Lay Magistrates' Training Committee (LMTTC), which deals with lay magistrates' training. The constitution for this sub-committee is set out at **Annex B**.

#### **7. Meetings**

The Board meets approximately twice a year to discuss the future programme of training events and to review events which have taken place. Board Members are expected to attend these meetings. If members regularly fail to attend, without good reason, then the Board may review their appointment. Board members are also invited to most of the events organised by the JSB. Board

Members may also be invited to consider issues arising outside the Board meetings.

Minutes of each meeting shall be prepared by the Secretariat and issued to all members, to be agreed and signed by the Chair at the next Board meeting.

## **8. Roles and Responsibilities**

When a vacancy for a representative from a tier arises the Lord Chief Justice will liaise with the Presider for that tier to nominate a replacement. The Lord Chief Justice, when making the appointment, will consider with the Presider a number of factors, including:

- Demonstration of an interest in training;
- Membership of other judicial committees/other commitments;
- Experience in office;

Members shall serve for a period of three years, which may be renewed once and, exceptionally, twice (a maximum appointment of 9 years).

Board Members will be expected to encourage colleagues to attend training events, seek out and convey the opinions and training needs of their tier, put forward suggestions for training at meetings and report feedback to their tier.

## **9. Alterations**

This constitution may only be altered by resolution of the Board and subject to the confirmation of the Lord Chief Justice.

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## **JSB Activities**

### **(i) Induction training**

The JSB regards induction training for all judicial tiers as vital for ensuring that new appointees have the requisite skills and knowledge to carry out their duties effectively. Induction training is tailored according to the relevant judicial tier and, while not statutory, there is an expectation that anyone taking up a new judicial appointment will undertake induction training. For many judicial tiers the number of appointments made is relatively low, which affords the JSB the opportunity to tailor induction training to suit the needs of the individual appointee.

Induction training takes several forms. In cases where training is tailored to the individual, a new appointee will meet with the Board Secretary to assess their training needs. These needs are addressed in a number of different ways including having the opportunity to visit local prisons and justice centres. A mentoring scheme is in place for all judicial tiers.

Unlike their more senior judicial counterparts, induction training for Lay Magistrates is statutory and they cannot sit in court until their induction training has been completed.

### **(ii) JSB events**

The JSB delivers an annual programme of events for judicial office holders. The number of these events varies depending on demand. The purpose of this rolling programme of events is to ensure that all judicial office holders are kept abreast of developments in their respective fields and that the opportunity exists for their skills and knowledge to be continuously developed. Events are by invitation only and usually aimed at specific judicial tiers. CPD points are also available for attendance at JSB events. The management of judicial officers' training records is completed by the JSB Secretariat.

Lay Magistrates meet throughout the year on a Divisional basis to discuss operational matters. These meetings should include a training session and it is on the basis of this that the JSB provides funding for these meetings.

### **(iii) Non JSB events**

The JSB is regularly made aware of events being held by organisations elsewhere in the UK, or on the European and international circuit. The Board will consider such events and, if appropriate, grant funding for a particular judge to attend. Factors such as value for money and return on investment for judicial office holders form part of the considerations.

Any judicial office holder attending such an event is expected as a condition of attendance to submit a report of the event in order that the learning can be shared with others.

The JSB maintains strong links to the Judicial College for England and Wales and the Judicial Institute for Scotland so that members of the judiciary are able to attend courses organised and run by the Judicial College and the Judicial Institute.

### **(iv) Publications and on-line resources**

The JSB produces a range of publications including the Crown Court Bench Book, Sentencing Guidelines, and The Lay Magistrates' Manual. The content of these publications is reviewed and updated as required, in conjunction with representatives from the relevant judicial tier. Emphasis has moved from producing bound volumes to encouraging the use of such materials on-line through the JSB website [www.jsbni.com](http://www.jsbni.com). The JSB also has access to some publications and resources produced by the Judicial College and the Judicial Institute.

The JSB produces Current Awareness Briefings that update judges on recent case law and legal developments. Should an urgent development arise which needs to be brought to the attention of all judicial officers, or a specific judicial tier, written directions or advice will issue as quickly as possible.

### **(v) Training evaluation**

Induction training and JSB events are evaluated in order to ascertain if the training delivered has met its objectives and to determine whether any further training needs exist. Evaluation usually takes place through post training questionnaires completed immediately after each training event. The results of these questionnaires are analysed and reported to the Board and, for Lay Magistrates' training only, to the Lay Magistrates' Training Committee.

The evaluation analysis allows the JSB to measure its success and plan for improvements to its training and systems.

#### **(vi) Working with other jurisdictions**

The JSB maintains strong links to the Judicial College for England and Wales, the Judicial Institute for Scotland and the Committee for Judicial Studies of Ireland.

The JSB benefits from successful working relationships with judicial training bodies both nationally and internationally. The JSB is a member of the UK & Ireland Judicial Studies Council (UKIJSC), which comprises members representing each of the Judicial Studies organisations in England and Wales, Scotland and Ireland. The Council meets once a year and also exchanges views on an ad hoc basis.

The JSB is a member of the European Judicial Training Network (EJTN) and International Association of Judges (IAJ) and members of the judiciary attend conferences in a number of other jurisdictions to discuss matters of mutual interest.

#### **(vii) Resource management**

The Secretariat of the JSB is responsible for managing an annual budget in a cost effective manner while seeking to ensure that judicial training needs are met. The Northern Ireland Courts and Tribunals Service set a budget for the JSB at the start of each financial year.

The Secretary of the Board is also responsible for the management of the JSB office and for ensuring there are appropriate staff resources to meet the needs of JSB business.

**April 2016**

**LAY MAGISTRATES' TRAINING COMMITTEE**

**CONSTITUTION**

**Aim**

1. The Lay Magistrates' Training Committee ('the Committee') is a sub-committee of the Judicial Studies Board for Northern Ireland ('the Board') and is responsible for organising and facilitating training for the Lay Magistracy.

**Objectives**

2. To organise:
  - A programme of induction training for newly appointed Lay Magistrates, such programmes to be approved by the Board.
  - An annual programme of Continuing Professional Development training.
  - A training event to be held at the same time as the Northern Ireland Lay Magistrates Association AGM.
  - Any additional training events required by the Lay Magistracy.
3. To evaluate all training and make improvements where required.
4. To liaise with the Board with regard to the work of the Committee. The Board member(s) on the Committee shall perform this function.

**Membership**

5. The Committee shall be appointed by the Board and it shall consist of the following members:

Ex-officio members:      The Chairman of the Board  
   The Tutor Judge

   The Presiding Lay Magistrate  
   The Chairperson of the Lay Magistrates' Association

Other members:            Two Lay Magistrates from the County Court Division of Belfast.

   One Lay Magistrate from each of the remaining County Court Divisions.

   A District Judge (Magistrates' Court) nominated by the Northern Ireland District Judge (Magistrates' Court) Association.

   One such other member of the Board as it may appoint.

6. The Divisional representative to the Committee will be selected by their Division and approved by the Board before they sit on the Committee.
7. The Chair of the Committee should be the Chair of Northern Ireland Lay Magistrates' Association (NILMA) for the time being.
8. The Lay Magistrate members and the nominee from the Northern Ireland District Judges (Magistrates' Court) Association shall serve for a period of three years and may be reappointed for a further period of three years. A member retiring after completion of six consecutive years' membership shall not be eligible for appointment again until the expiration of three years after the date of retirement.

#### **The Secretariat**

9. The Secretariat shall consist of a Secretary and an Assistant Secretary who shall be nominated by the Business Manager of the Judicial Studies Board.

#### **Meetings**

10. The Committee shall meet as required and agreed by the Committee, or as directed by the Board.
11. Minutes of each meeting shall be prepared by the Secretariat and issued to all members, to be agreed and signed by the Chair at the next meeting.

#### **Roles and Responsibilities**

12. The Committee shall adhere to the Roles and Responsibilities in Schedule A

#### **Alterations to the constitution**

13. This Constitution may only be altered by the Board after consultation with the Committee and subject to the confirmation of the Lord Chief Justice.



**LAY MAGISTRATES' TRAINING COMMITTEE**  
**Roles and Responsibilities**

*Training Committee Divisional Representatives Remit and Commitment is to:-*

- Formally report back to division from Training Committee meetings (excluding areas of confidentiality). Items to be reported on include: -  
Evaluation analysis from previous JSB training events organised for Lay Magistrates  
Proposed JSB training events organised for Lay Magistrates  
Reports from external conferences  
Other ad hoc relevant information
- Encourage all Lay Magistrates within their respective divisions to actively participate/volunteer at Judicial Studies Board training events organised for Lay Magistrates and act as role models in this respect
- Influence training element of divisional meetings to ensure the training appropriately relates to and impacts on the roles, responsibilities and duties of the Lay Magistracy
- Promote the role of Training Committee representatives and the Training Committee
- Actively seek out the opinions and training needs of Lay Magistrates within own divisions
- Report to the Training Committee from the division on the training element of divisional meetings
- Liaise with other Training Committee representatives to ensure that there is a representative in attendance at all Judicial Studies Board training events organised for Lay Magistrates.
- Put forward suggestions on topics and speakers that could be used for Lay Magistrate training.
- Notify JSB of any external events that you have been invited to or have been notified of that relate to or impact on the roles, responsibilities and duties of the Lay Magistracy
- Attendance at all Divisional meetings where possible
- Attendance at Committee meetings, approximately 3 per year, or as required.

*Presiding Lay Magistrate is to: -*

- Feedback on training, when requested, to the Lord Chief Justice's Office from Training Committee and divisions

- Feedback only such information as is directed from the Lord Chief Justice's Office to the Training Committee
- Bring ideas and identified training needs to the Training Committee

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