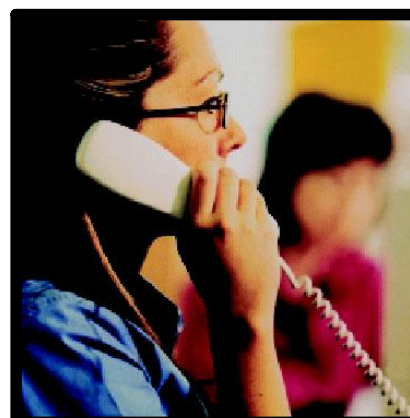




**“The training  
given is  
thorough”**

**“Everyone  
works  
together”**

**“My team  
was there if  
I ever  
needed any  
help”**



**We're great**  
at supporting people



At the Scottish Legal Aid Board our commitment to supporting people goes beyond ensuring the smooth and successful administration of our legal aid system. It also means we're committed to providing a great working environment for our staff. Whether you want to move up within the organisation, or perfect a chosen role, with us you'll have all the support you need to achieve what you want.

We recognise that our employees are the key to our success. Therefore it is important both for us, and potential employees, that we take time to recruit the best people possible. These are people who are capable of responding to the challenges that will be placed upon them now and in the future.

Our staff are vital to the thousands of people whose lives we touch everyday. We are looking for people to join us to deliver our key public service. This information booklet tells you more about what we do, what it's like to work with us, what we can offer you, the type of positions we may have available, what you can expect from our recruitment process and most importantly, how to apply.

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The Board's offices in Drumsheugh Gardens are in the west end of Edinburgh

## About us



The Scottish Legal Aid Board was set up in 1987 to manage legal aid in Scotland. We are a non-departmental public body responsible to the Scottish Government.

Our work is overseen by Board Members, who are appointed by Scottish Ministers. The number of Members can vary from 11 to 15. To give a balanced range of knowledge and experience, they include people with backgrounds in business, the advice sector and the wider community, as well as solicitors and advocates and a person with knowledge of court procedure and practice.

Ministers in the Scottish Government decide legal aid policy. Ministers propose the legislation to set the rules for legal aid, and the fees to be paid to the legal profession. The Scottish Parliament makes and changes legislation – including the tests for granting legal assistance. These tests are then applied to every single case. In advice and assistance and some special urgency cases, solicitors apply the tests. For civil and criminal legal aid we apply the tests, except in some criminal and children's cases, where the courts decide.

The budget for legal aid is different from many other public services: it is not a set amount. The Scottish Government gives the Board the necessary funds to meet the cost of cases. This means we

never have to refuse someone legal aid simply because there is no money left to pay for their case.

A large part of our job is to decide who should get legal aid. If it is granted, legal aid is used to pay solicitors, counsel - advocates and solicitor advocates - and other costs of the case. The solicitor could be in private practice, employed by the Board or in a law centre.

Our work includes:

- advising Scottish Ministers on how legal aid is working, and ways to develop it
- managing the Legal Aid Fund and deciding whether to grant applications for legal aid
- deciding if people have to pay towards the cost of legal assistance, then collecting these amounts
- assessing solicitors' and advocates' accounts for legal aid work, and paying them for the work they have done
- registering firms and solicitors who do legal assistance work and making sure these firms and solicitors maintain high standards, including funding civil quality assurance which

We're great at supporting people

is run by the Law Society of Scotland

- investigating and tackling fraud and abuse of legal aid
- developing a network of Board employed solicitors who offer criminal legal advice and representation, and also under Part V of our legislation, developing advice services on civil matters using Board employed solicitors
- exploring new ways of delivering legal aid services.

If provisions in the Legal Profession and Legal Aid (Scotland) Act 2007 are commenced, and subject to decisions by Scottish Ministers, our work will include:

- assessing applications for legal aid in serious criminal cases, a job currently done by the courts
- registering agencies and their specialist advisers who are not lawyers to provide advice and assistance and making sure they meet standards set out in a Code of Practice
- grant funding advice services.

## About legal aid

Legal aid is help towards the costs of legal advice and representation, for those who qualify, paid for out of public funds. It is designed to help individuals on low and modest incomes gain access to the legal system.

Legal aid may be free, or someone may have to pay towards the cost of their case, for example through paying a contribution or from the money or property that they win or keep as a result of their legal action. Legal aid is accessed through a solicitor.

There are two main types of legal aid help: advice and assistance and legal aid. Together these are called **legal assistance**.

- **Advice and assistance** covers a wide range of matters, so long as they are matters of Scots law. It pays for advice from a solicitor, but apart from a few exceptions under assistance by way of representation (ABWOR), it will not cover "representation" – that is, putting the case in court.
- **Legal aid** provides funding for a solicitor to put the case in court and some tribunals.

It covers the preparation work, as well as the hearing itself, and can provide funding for advocates, experts and other costs. (Cases often begin with advice and assistance, and

legal aid may be the next step if necessary).

The main types of case that advice and assistance and legal aid can help with are:

- **civil cases** – such as divorce and other matters affecting family and children, or actions for compensation after an accident or medical negligence
- **criminal cases** – help, advice and representation for someone charged with a criminal offence or needing advice about a criminal matter
- **children's cases** - under the Children (Scotland) Act 1995, which helps to make sure children are protected and supervised. Legal aid also funds appeals against decisions of children's hearings.

## What it's like to work with us

It can be demanding. It's often exciting. It's always surprising.



The Scottish Legal Aid Board is a place for innovation and ideas, for people who enjoy the buzz of working in a dynamic environment serving the customer. We have high expectations of our staff. We seek people of the highest calibre. But in return we set out to provide good training and development, opportunities, working conditions and rewards. We aim to be an "employer of choice."

Our people are important to us – they are the Board, and as you look further into our organisation you will discover, no matter what your job or level of responsibilities, you are treated as an individual with fairness, dignity and respect.

The Board also recognises that there needs to be a balance between work and life and we have practices in place to ensure that balance is met. Our innovative flexible working arrangements allow every team within the Board to agree flexible working solutions to suit their own type of work, team size and personal requirements within extended office opening hours. We won the Working Families 'Scottish Employer of the Year Award' 2005, sponsored by Lloyds TSB.

We believe that our reward package offers competitive starting salaries and importantly, real pay progression providing your performance is good thereafter. You will move up your pay band to the maximum, knowing how long it will take you to get there and what you will get paid. In addition there is a bonus for the achievement of higher performance.

We are a fair and just employer committed to equal opportunities. We value the differences between people, seeing them as individuals, and in that way, the talents you bring to the Board are recognised and used. Learning and development are given a high priority. We are committed to developing your potential so you can give your best. Whatever you need to do your job well and progress, we provide. This may be on-job training or other development. We have a Learndirect Scotland branded learning centre on site which offers our employees free access to over 500 e-learning courses for either work-related or personal development.

Above all, we listen to what our staff are saying through staff opinion surveys. These give us feedback on how our staff see us as an employer and look at issues such as management style and the effectiveness of communications.

The Board is currently working to improve on certain issues identified, such as improving internal communication, explaining change and our new initiatives more. Our efforts are part of our philosophy that people matter at the Board and that is why we strive to be a good employer.

The Board is keen to continuously improve the service provided to our customers. Suggesting ideas and using initiative to improve what we do is positively encouraged and rewarded. "Bright Ideas" our staff suggestion scheme, is one way ideas come forward, with the opportunity for staff to receive a financial reward and recognition for doing so.

## What makes us different?

We need and value staff who are committed to helping us to achieve our objectives. We aim to provide an environment in which staff are encouraged to develop, so that they and the Board benefit from their employment. We want staff who will take advantage of that environment and provide the best possible service to our external customers and to each other.

We're great at supporting people. Team working lets us deliver a better service.

- We are a flexible organisation. This allows us to focus on our customers' needs.
- We embrace change. Why accept things just because others say it has to be done that way?
- We strive to achieve. This drive makes us sharp and accountable. What we do as both individuals and together needs to make a difference.
- We are fair and open with our staff, encouraging them to be receptive to new ideas and actively seek opportunities to introduce change.
- Opportunities for personal and professional development help everyone to make the most of their time and abilities so they can deliver their personal best. Formal development and work related opportunities are on the agenda. People work together to achieve the best results and this co-operation helps us meet the highest standards possible.

Our staff:

- take pride in delivering a valuable and efficient service
- consistently maintain a high level of achievement
- display energy, ability and commitment
- contribute new ideas and improvements
- are open in how they communicate and deal with their colleagues.

**People matter at the Board. That's what makes us different.**

## What our staff say

*"Everyone pulls together as a team and helps other members if they are busy" - Assessment Officer, Accounts Department*

*"My team was very friendly and there if I ever needed any help." - Administrative Assistant, Advice and Assistance*

*"Good team effort – everyone works together." - Administrative Assistant, Facilities*

*"The training given is thorough" – Assessment Officer, Civil Applications*

*"I was given weekly training sessions on individual topics" - Assessment Officer, Means Assessment*

*"Everyone pulls together" – Assessment Officer, Accounts Assessment*

## Develop your career with us

The opportunities to develop your career at the Board are amongst the best:

- We believe in investing heavily in our people – we spend thousands of pounds a year on training and development.
- We have created an environment that allows you to develop new skills, try new ideas and aim for new goals – to develop yourself, as well as your career.
- How your career develops is largely down to you, your attitude and skills. We will, however, support you at every stage, providing the relevant training, helping you identify development opportunities and encourage you to develop your career to its maximum potential.
- You can expect a range of training and development opportunities.

# Learning and development for your and our future



The Board is committed to learning and the development of all our employees. Since 1998 we have been recognised as an Investor in People against the national standard. Since 2006 our learning centre has been recognised by Learndirect Scotland for meeting their quality standards and promoting lifelong learning.

We continue to achieve outstanding results through our people. It goes without saying that our employees need to be exceptional. Ability, innovation and initiative are highly valued. We also expect each individual to make a significant contribution to our business.

In return we work hard at being a good employer. We invest heavily in the development of our people to allow them to achieve and deliver their full potential – to be the best.

We firmly believe that everyone must be trained to carry out their job. We need the right people in the right jobs with the right skills at the right time. We encourage everyone to take responsibility for their development but are committed to supporting them to do this.

We recognise that people learn in different ways, so we try to provide as many different types of learning options as possible.

Our in-house Learning Centre provides free access to over 500 e-learning courses. The wide range of skills development materials and resources will let you enhance your skills to benefit both your work and personal work objectives. It can also allow you to learn, in your own time, just for fun or personal interest.

We recognise that the investment made at the early stages of your career with us will help you to quickly become confident in your ability to perform your job to a competent level. We have a detailed corporate induction programme in addition to the on-job training you will receive within your team.

A full and comprehensive training programme is provided to cover all technical aspects of the job. For the Assessment Officer role for example, the initial intensive training stage can last up to 12 weeks. Thereafter ongoing development will continue for up to six months while carrying

out the role. During this time, you are given additional support and training, as required. Whatever your role and throughout your career you will work with your line manager to identify your personal development needs. You will also receive any training you require to fulfil the requirements of your job.

# Benefits of working for the Board



## What we can offer you

We offer you a competitive and comprehensive rewards and benefits package, including:

- competitive salaries that are set by taking account of the labour market and specific skills, experience and abilities relating to the role
- good salary progression with an annual salary review linked to performance through our appraisal and interim review system
- bonuses for high achievement
- 35 hour working week for full time staff
- flexibility of working hours to accommodate your needs as well as those of our business
- 25 days paid annual leave and 8 public holidays
- contributory pension scheme (6% of basic salary) for those on contracts of six months or more
- sick pay benefit scheme if you are off work due to illness
- interest free annual travel ticket loan

## A great place to work

We offer a good working environment in pleasant offices in Drumsheugh Gardens in the west end of Edinburgh:

- commitment to equality of opportunity in a friendly and supportive working environment
- west end office location with excellent public transport links and easy access to shopping
- free access to e-learning for work or personal interest
- sports and social club which runs friendly and enjoyable events throughout the year and which has access to discounted health club membership



## **Work hard, play hard**

It's not all work at the Board. We recognise the need to balance the demands of a worthwhile job, with your life outside work. One of the ways of managing that balance is ensuring we have suitable arrangements for time off in place. These include:

- generous annual holiday entitlement
- time-off for emergencies and special occasions
- time-off for commitments outside work such as public service
- access to team-based flexible working

## **Family-friendly policies**

For most people the most important life-changing event they face is the birth or adoption of a child. The Board recognises this and has a comprehensive parental leave policy which is often more than the statutory requirements including:

- the ability to have 52 weeks maternity leave
- adoption leave, that compares favourably with maternity leave
- paid paternity leave
- 13 weeks parental leave

## **Investing in your future**

As you will have read in our section on learning and development, because we value you as an employee, we will invest in your future. Some of the opportunities for development we will provide when you start are:

- comprehensive induction training on joining, to make sure you are confident about getting started in your new job
- structured on the job training, carried out by experienced staff
- regular feedback at early stages of your employment that continues throughout your career
- Our commitment to you continues throughout your career with us:
- regular performance appraisals from your manager which help in the identification of your personal development needs
- on-the-job training in the skills needed to carry out your job
- opportunities to attend relevant training courses and to obtain externally recognised qualifications
- access to comprehensive catalogue of e-learning courses.

# Come and work for us



## Interested in working for the Scottish Legal Aid Board?

### Our current job opportunities

#### **CORPORATE SUPPORT MANAGER TO THE CHIEF EXECUTIVE**

The Scottish Legal Aid Board is committed to improving the quality and effectiveness of the Scottish legal aid system, both for applicants for legal aid and the legal profession.

We are looking for a highly motivated, enthusiastic and well organised individual to work within the Board and the public sector at the highest levels.

Based in central Edinburgh as dedicated support to our Chief Executive, you will advise and produce frequent briefings and responses to government consultations, draft Board and Committee papers and correspondence as well as the Annual Report and Corporate Plan. In addition, you'll co-ordinate the operational plan, conduct project and research work and help manage the Chief Executive's office. This role also involves regular liaison with internal and external parties such as the Scottish Government, justice sector partners and the press, as well as attending meetings and giving advice on behalf of the Chief Executive, where appropriate.

Experience in a similar support role at a senior level, preferably in public sector, is valuable, with experience and knowledge of legal aid legislation and the justice sector being a definite advantage. Exceptional written communication, interpersonal and organisational skills are required.

To apply visit [www.slab.org.uk](http://www.slab.org.uk); email [recruitment@slab.org.uk](mailto:recruitment@slab.org.uk) or phone 0131 240 2027.

**Closing date is 15 June 2008.** The first stage of the selection process for this role will take place on Monday 29 June

- ***Go to pages 11 – 15 for a job description***

## **JOB DESCRIPTION – CORPORATE SUPPORT MANAGER TO CHIEF EXECUTIVE**

**DEPARTMENT:** Chief Executive's Office

**RESPONSIBLE TO:** Chief Executive

### **ESSENTIAL PURPOSE OF JOB**

To provide efficient and effective support to the Chief Executive and progress designated work in order to achieve the organisation's objectives.

### **KEY RESULTS AREAS**

**1. Assist with the Chief Executive's workload, reporting to the Chief Executive about progress of outstanding issues.**

- Generally assist with the Chief Executive's workload, seeking and providing advice and information as required, and reporting on the progress of outstanding issues
- Oversee and ensure the Chief Executive's Office operates efficiently and effectively including liaising with Executive Assistant. Monitor the Chief Executive's diary and individual or Board-wide work items, bringing forward issues as appropriate. Conduct monthly update meetings with directors and managers and identify action points

**2. Prepare draft communication documents as directed by Chief Executive.**

- Draft correspondence, or respond where it is appropriate to do so, on behalf of the Chief Executive on a wide range of matters and co-ordinate correspondence produced by colleagues
- Draft consultation responses on a wide range of topics within the stipulated timescales
- Draft papers for Board and Committees as appropriate
- Produce briefings, using extensive knowledge of all work carried out by the Board, for all meetings for the Chief Executive, Chairman, Directors and Board staff
- Produce reports on wide variety of issues for the Chief Executive, Executive Team, Committees, the Board and the Scottish Government, as appropriate
- As a member of the Recorder editorial team suggest articles, and bring together much of the contents of the Recorder, recording and writing articles to be included
- Draft and check relevant sections of the Annual report
- Draft the Corporate plan

**3. Liaise with internal and external parties and advise on matters, on the Chief Executive's behalf where appropriate, ensuring issues are dealt with timeously and effectively.**

- Deal with enquiries from external parties (for example the Scottish Government, justice sector partners, the press and the public) and internal parties, advising on matters on the Chief Executive's behalf where appropriate, or re-directing matters to Chief Executive for attention within an appropriate timescale
- Represent the Chief Executive, where appropriate at meetings with external bodies
- Facilitate communication between department managers and act as a go-between with other managers where there are problem areas, bringing people together to find solutions

#### **4. Corporate and Operational planning, project and programme management**

- Coordinate process for Operational plan development, liaising with Board staff to monitor progress on all projects and reporting updates and problem areas to the Executive Team and the Board on a quarterly basis
- Act as project manager on a number of different short and medium term projects as identified by the Chief Executive
- Monitor progress with key projects and operate the programme management and project management structure in place with the Scottish Government. Liaise with the Scottish Government on an on-going basis to ensure compliance with the structure and organise the Board's participation in this process

#### **5. Assist with the servicing of committees of the Board and the liaison with external organisations.**

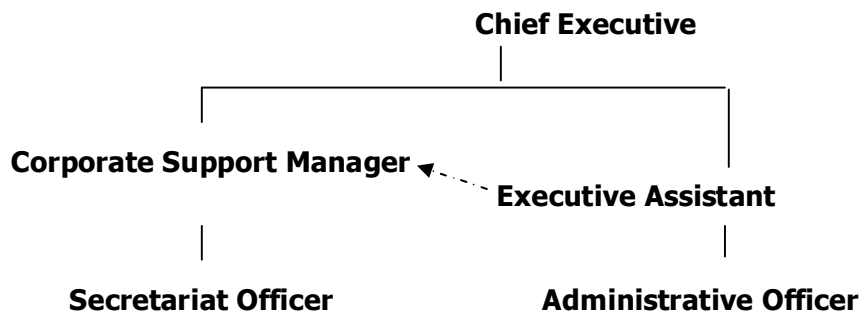
- Assist with the preparation and presentation of material for the Board and Committees by contributing to colleagues' papers, drafting papers for the Chief Executive or producing own papers
- Assist with the preparation and presentation of material to the Liaison Committees with the Law Society and the Faculty of Advocates. Co-ordinate the Board's involvement with Law Society committees and attend these, where appropriate
- Attend project board meetings, primarily on the Chief Executive's behalf, ensuring comprehensive summary of outcomes and recommendations are made to the Chief Executive; and to include actioning all necessary follow-up work
- Liaise with and survey Board members satisfaction with the service they receive, and operation of the Board. Oversee the Board member induction and on-going training programme for new Board members

#### **6. Undertake specific projects & research work as directed by the Chief Executive; and present appropriate guidance, summary information and recommendations to allow action by the Chief Executive.**

- Gather and collate information on policy matters and legal issues as directed by the Chief Executive, providing advice and possible recommendations for next action
- Conduct research and provide summaries to the Chief Executive, making proposals for changes, further work or communication
- Deal with any ad hoc tasks as required for example, organising the Board's involvement in the annual joint legal aid conference with the Law Society of Scotland

## ORGANISATION

### (a) Organisation Chart



### (b) Staff management responsibilities

1 Secretariat Officer

Indirect line management of the Executive Assistant who reports directly to the Chief Executive on a daily basis.

### (c) Manager

Meeting formally with Chief Executive on a weekly basis to discuss priorities and outstanding commitments. Ongoing liaison with Chief Executive to ensure the workload is organised and dealt with in an efficient manner.

### (d) Other Contacts

#### (i) *Within the Board*

- Close liaison with the Secretariat Officer, Executive Assistant, and Administrative support staff in relation to timely throughput of work and related issues
- Frequent contact with the Directors, Executive Assistants, Communications staff, Senior Management, Chairman, Board members, Committee members

#### (ii) *Outside the Board*

- Regular contact with Scottish Government, Law Society and other public bodies' employees as required. May also deal with members of the public who contact the Chief Executive.

## **QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE**

### **Essential:**

- Graduate calibre, or with equivalent work experience at a similar academic level, in a relevant discipline for example public administration
- Experience in a similar support role to a Director or Chief Executive equivalent
- Proven experience of producing clear and concise communications (draft papers, briefings, correspondence) at a high organisational level
- A good level of computer literacy in Microsoft Office (particularly in MS Word, Outlook Express), the Internet and other appropriate research tools

### **Desirable:**

- Law or Legal Studies degree with experience of a wide range of legal issues
- Knowledge and experience of the law, justice sector and of legal aid legislation
- A sound understanding of the work carried out by the Board, its policy and its application

## **PERSONAL CHARACTERISTICS**

- Confident with a high degree of self-motivation, displaying a pro-active approach as a self-starter and showing initiative at all times to get the job done
- The ability to quickly grasp complex issues and précis detailed information, including interpretation of numerical information, using initiative to probe for further information or carry out further research if appropriate
- Excellent written and oral communication skills
- Excellent organisational skills, with the ability to adapt to rapidly changing requirements while continuing to meet deadlines
- Excellent interpersonal skills, with the ability to build strong and facilitative working relationships with colleagues, as well as a range of internal and external contacts
- Good problem solving skills
- Ability to influence others, ensuring priorities and deadlines are met
- Sound judgement, tactical awareness and the ability to think analytically
- Discrete and Confidential

## **REMUNERATION**

Grade: This post will be graded as Grade 6, however consideration will be given to it being re-graded to Grade 7 should the successful candidate be a qualified solicitor with exceptional skills and experience relevant to the role, coupled with specialist expertise in an area that could be used to develop the role and the Service as a whole. Therefore, details of both salary scales are given below.

Starting salary in either grade will normally be the bottom of the pay band. Providing your performance is good you will progress to the top of the pay band within 5-6 years.

Salary:

**Grade 6 (Assistant Manager / Junior Professional)**

	Salary Scale August 2008 (£)	Salary Scale August 2009 (£)
<b>Band Min</b>	29,860	30,460
	31,790	32,420
	33,710	34,390
	35,240	35,950
	36,620	37,360
<b>Band Max</b>	37,070	38,270

**Grade 7(Manager / Professional)**

	Salary Scale August 2008 (£)	Salary Scale August 2009 (£)
<b>Band Min</b>	36,590	37,320
	38,980	39,760
	41,310	42,140
	43,190	44,060
	44,880	45,780
<b>Band Max</b>	45,430	46,910

All these figures are based on the Board's current pay agreement with the Union which covers a three year pay period from 1 August 2008. Any increase to salary, as a result either of pay progression or other increases to salary points after 31 July 2011, is subject to the Board reaching agreement with the Union on the next pay deal.

Hours: 35 hours a week

Bonus: A bonus is available for higher performance

Pension: A 6% contributory scheme with a pensionable retirement age of 65 is in operation, the terms of which are in line with public service pension schemes, for those on permanent or fixed term contracts greater than six months

Holidays: Annual entitlement will start at 25 days plus 9 public holidays

Contract: Permanent, with a 6 month probationary period

## How to apply

Now you know about what we do, how we work and what opportunities we have for people to come and join us. We want to hear from you if you want to experience personal satisfaction in an environment where no two days are the same.

### **To apply, you should complete our application form, which is enclosed in our information pack.**

You should:

- complete all sections of the form
- print clearly in dark ink, as we may have to photocopy your application
- include a contact daytime telephone number where possible
- detail your qualifications, including grade and level of result
- give details of your employment history, including a short description of your main duties
- give details of the notice you need to give your current employer and your current or last salary
- give full details of the reasons you are applying including why you think you are a suitable candidate. You should base your reasons on the requirements set out for the job in the description of the role. Please continue on a separate sheet if you wish.
- give details of two referees. One should be your present or most recent employer, the other an academic (school, college, university) or other employment reference

- please remember to sign and date your application

You should also complete our Equal Opportunities Monitoring Form; and your working hours preference form if you intend to work part-time.

Please note that canvassing support of Board staff by an applicant (or by Board staff on behalf of an applicant) is expressly forbidden to avoid some candidates receiving an unfair advantage.

You should return your application to:

[recruitment@slab.org.uk](mailto:recruitment@slab.org.uk)

OR

HR Administrator  
Scottish Legal Aid Board  
44 Drumsheugh Gardens  
Edinburgh EH3 7SW

The closing date for all applications is **Monday 15 June 2009**.

**The first stage of the selection process will take place on Monday 29 June 2009.**

Should you have any questions, call **0131 240 2027**.

You can find out more about the Scottish Legal Aid Board from our website, [www.slab.org.uk](http://www.slab.org.uk)

## Our recruitment process

Please note that we do not automatically acknowledge receipt of application forms which are sent to us. If you specifically require an acknowledgement of receipt, please enclose with your returned application form a pre-paid postcard detailing your return address along with the name of the post(s) you have applied for and we will return the postcard to you.

In all cases we will match your application against the selection criteria for our vacant posts.

Where your application is successful it will progress to the next stage:

- you may be invited to attend a first interview - this will usually be with a manager or supervisor in the relevant department and a member of our Human Resources department
- for some posts we may need to establish your skill levels or your verbal or numerical aptitude - this may be done by tests
- we may invite you to attend a second interview for some posts
- we will always inform you as soon as possible of the outcome of this process. We hope that you will find our interviewers are friendly and interested in what you have to say.

Whatever the result of your application, you will hear from us by letter or telephone. However, our preferred method of contact when inviting candidates to interview is by e-mail initially. Therefore, if you do provide an e-mail address in your application form, please check your e-mails regularly after the closing date for the post.

## Equal opportunities for a diverse workforce

The Board's equal opportunities policy is:

1. The Scottish Legal Aid Board (the "Board") is committed to equality of opportunity in employment both in principle and in practice. We will ensure that no job applicant or employee receives less favourable treatment, either directly or indirectly, on grounds of, race, ethnicity, disability, gender, marital status, sexuality, age or religion.
2. All those representing or carrying out work on behalf of the Board must commit themselves to the principles and practice of equality of opportunity in the application of our policies and delivery of our service to clients. This commitment may include taking positive action, where required.
3. We recognise that our service will be best delivered by a workforce that reflects the diversity of our communities. It is necessary therefore that we strive to ensure that this diversity be reflected throughout our workforce.
4. We recognise that individuals from minority groups may experience discrimination in society. Equal opportunity principles will be reflected in all Board policies and we will develop procedures and guidelines so that employees adhere to these policies
5. Applying equality of opportunity is the responsibility of all those within the Scottish Legal Aid Board, including managers, staff, committees and any other individual contracted to represent the Board.  
  
It is recognised, however, that those working at management level and above have a specific duty to set the required standards and ensure those standards are met. Employees and contractors have a specific duty under the terms of their contracts to comply with the standards set.
6. This policy and practices will be regularly monitored and evaluated to ensure effectiveness.

## Supplementary Guidance For Employees - Disability

We understand that many employees do not declare disability because of possible discrimination against them by employers. The Scottish Legal Aid Board has a positive policy on the employment of people with disabilities.

The Disability Discrimination Act 1995 (DDA) made it unlawful for an employer to discriminate against a disabled person in the field of employment. The Act also ended the formal status of the 'registered disabled person'. Any declaration now is based upon the principle of self-declaration, meaning that each individual must decide for themselves whether or not they are disabled using the definition provided within the DDA:

*"A **physical or mental impairment** which has a **substantial and long-term adverse effect** upon a person's ability to carry out **normal day-to-day activities**."*

**Physical Impairment:** this includes a weakening of a part of the body caused through illness, by accident or from birth – e.g. a hearing, speech, visual or mobility impairment, reduced physical capacity, or physical co-ordination difficulties.

**Mental Impairment:** this includes mental illnesses and what is commonly known as a learning difficulty – e.g. schizophrenia, severe phobias and reading or writing difficulties.

**Substantial:** put simply, this means that the effect of the physical or mental impairment on the person's

ability to carry out normal day-to-day activities is more than minor or trivial.

**Long-term adverse effect:** the effect has to have lasted, or is likely to last, overall for at least 12 months and the effect must be a detrimental one.

**Normal day-to-day activities:** this means activities that are carried out by most people on a fairly regular basis. Therefore an impairment can be seen to affect a person's ability to carry out normal day-to-day activities if it affects their ability in areas such as mobility; manual dexterity; physical co-ordination; continence; ability to lift, carry or move everyday items; speech, hearing or eyesight; memory or the ability to concentrate, learn or understand; or the perception of risk or danger.

[Note – an impairment is only regarded as a disability when it has both a substantial **AND** long-term adverse effect upon normal day-to-day activities. An impairment which only has a substantial **OR** long-term effect is not regarded as a disability.]

If you have a disability you will not be asked about this at interview. If you are successful, an offer will be made on the condition that all the requirements to accommodate your disability can be met by the Scottish Legal Aid Board. You will be invited to see the working environment and discuss any possible adaptation with the Line manager and Human Resources Manager.



Scottish Legal Aid Board  
44 Drumsheugh Gardens, Edinburgh EH3 7SW  
Telephone: 0131 226 7061      Web: [www.slab.org.uk](http://www.slab.org.uk)

Pack issued May 2009