

# Solicitors Disciplinary Tribunal

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## Non-Executive Director Candidate Information Pack 2025

# INTRODUCTION

## ABOUT THE SDT:

The Solicitors Disciplinary Tribunal (SDT) is an independent statutory Tribunal that adjudicates upon alleged breaches of the rules and regulations applicable to solicitors and their firms.

Our duty is to maintain the public's confidence in the reputation of the solicitor's profession for honesty, probity, trustworthiness, independence, and integrity.

We hear cases of alleged misconduct by solicitors, registered European Lawyers, registered foreign lawyers and employees of solicitors' firms as well as determining applications for restoration to the Roll and the ending of suspension from practice.

The SDT also adjudicates Appeals in relation to certain internal decisions by the Solicitors Regulation Authority (SRA).

## ABOUT THE SDTAL:

The Solicitors Disciplinary Tribunal Administration Limited (SDTAL) is a private company limited by guarantee and was incorporated in 2008.

The SDT is assisted in its administration through the SDTAL including the management of financial resources. The Board of Directors set the strategic vision of the SDT, authorises the annual budget and supervise performance in relation to Key Performance indicators.

The Board also work closely with the Executive Team to ensure accountability in the delivery of strategic and operational objectives, thereby ensuring continued value to the profession.

## CURRENT SDTAL BOARD STRUCTURE:

The current composition of the SDTAL Board includes the Chair, who also holds the role of President of the SDT, the Solicitor Vice-President and Lay Vice-President of the SDT, and one additional Director, who is also a Lay Member of the SDT. The current Board members are office holders elected by the membership of the SDT and through their appointment, also serve as Directors of SDTAL.

We are now seeking to appoint a Non-Executive Director to bring an independent perspective to the Board and strengthen its governance capacity.

# VALUES & VISION

- To act with integrity, impartiality and excellence in fulfilling our role.
- To positively contribute to the profession and continually improve professional standards.
- To provide value for money for our services.

Our values underpin the work we do, decisions we make and how we perform our role in legal regulation.

We handle every case with impartiality, ensuring fairness for all parties involved protecting the independence of the Tribunal and the reputation of the profession. Beyond the adjudication of cases, we see our role within the regulatory framework to promote understanding of professional ethics and standards across the profession.

We are conscious of our responsibility to deliver value for money to the profession and public that we serve. We seek to provide this value by managing our finances responsibly, using technology effectively and regularly reviewing our processes to enable continuous improvement.

## OUR STRATEGIC VISION:

- We are an independent statutory body delivering impartial, transparent justice.
- We give trust and confidence to the public and the profession by providing consistent, independent and fair outcomes.
- We are efficient and cost-effective.





# STRATEGIC OBJECTIVES

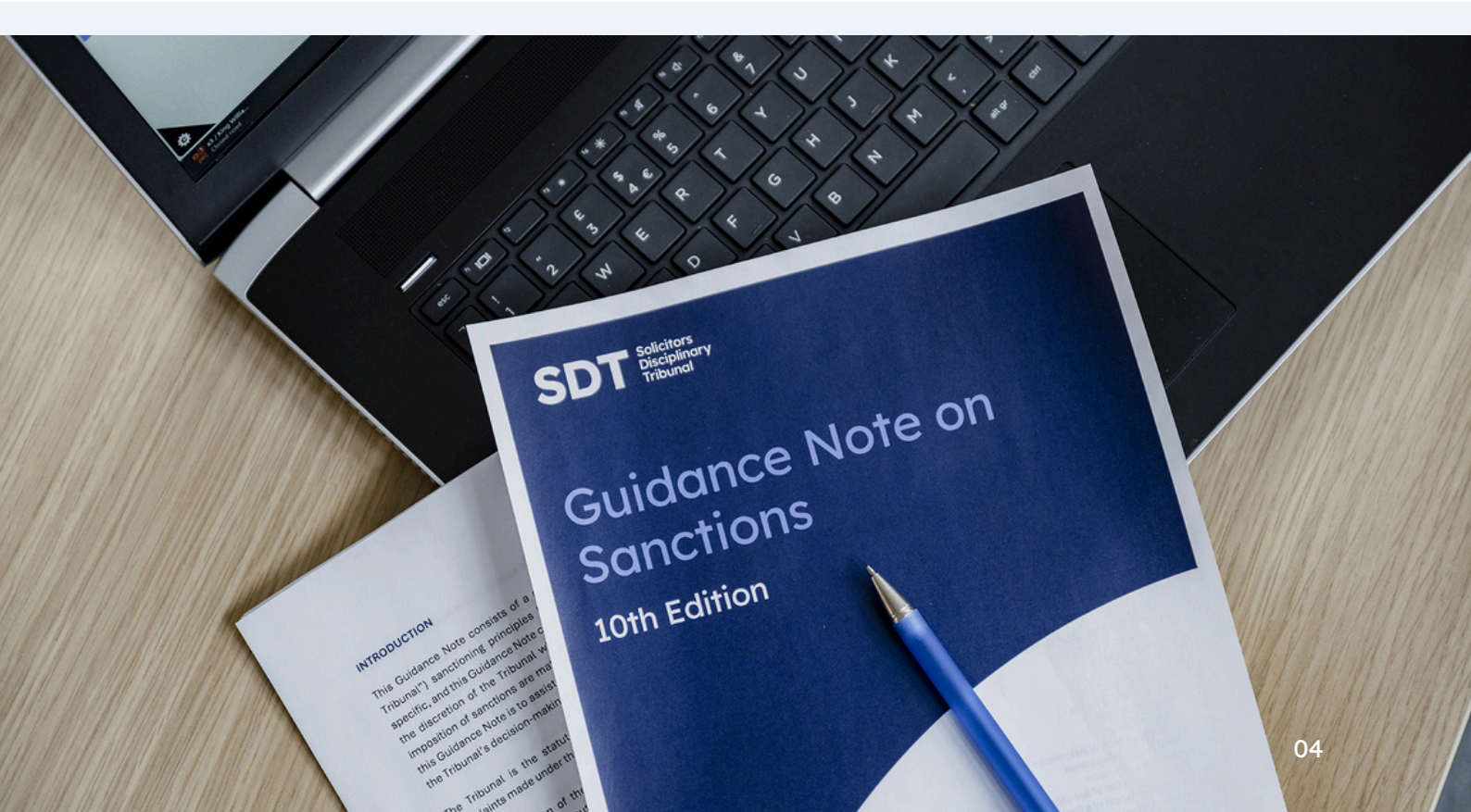
**GOVERNANCE:** The SDT is fit for purpose to deliver transparent justice in the changing evolutionary landscape of legal services enforcement.

**ENHANCE TRUST & CONFIDENCE:** The SDT will act to enhance the trust and confidence of the public and the profession in its delivery of transparent, fair outcomes in an efficient, effective and consistent way.

**EDI:** The SDT aims to represent the diversity of the legal profession and provide a culture for staff and service users which respects everyone, is fair and non-discriminatory.

**CONTRIBUTE TO THE PROFESSION:** The SDT is committed to contribute to the profession in terms of skills and training and to sharing our experiences and our expertise to continually improve standards across the profession.

**COST EFFICIENCY & EFFECTIVENESS:** The SDT provides value for money for its services.





# OUR COMMITMENT TO EQUALITY, DIVERSITY AND INCLUSION

At the Solicitors Disciplinary Tribunal, we acknowledge the significance of Equality, Diversity & Inclusion (EDI) as fundamental principles guiding our operations and shaping who we aspire to be as an organisation and employer.

We welcome applications from anyone regardless of age, disability, ethnicity, heritage, gender, sexuality, religion, socio-economic background or other difference.

We are committed to inclusive working practices, and during the application process we commit to:

- Paying for care and childcare whilst you are at interviews.
- Paying for your travel costs to the office and back for interviews if they are held in person.
- Making any reasonable adjustments - for example ensuring we have sign language interpreters organised in advance if you'd like them.
- Providing this document in a Word document format readily available to download.
- Offering a first stage interview with Inclusive Boards to disabled applicants who meet the minimum criteria for the role.

If there is anything else you're concerned about or think we could provide, please let us know.

# ROLE & RESPONSIBILITIES

## PURPOSE:

The Non-Executive Director (Finance) will play a leading role the Board's work on oversight, challenge, and assurance on the financial governance and sustainability of SDT Administration Limited (SDTAL).

It is a key role in helping the Board ensure robust financial management, strategic risk awareness, and supports the Board's duties in service of the Tribunal's statutory functions.

The postholder will bring specialist financial expertise to the Board, contributing to informed decision-making on budgeting, audit, reserves, investment, and long-term financial planning, particularly during a period of organisational transition and professionalisation.

## KEY RESPONSIBILITIES:

- Provide independent oversight and expert advice to the Board on financial strategy, planning and governance, drawing on relevant professional experience.
- Act as an independent, critical friend to the executive team on matters of financial strategy, compliance, and controls.
- Lead Board members' oversight of financial governance, (including internal controls and risk management systems, with a focus on finance.
- Constructively challenge the Executive Team on budget planning, implementation of financial policies, provisioning and allocation of funding.
- Offer an expert perspective on the financial implications of operational plans, strategic initiatives, and governance reform.
- Review and advise on management/statutory accounts, annual budgets and forecasts.
- Support financial transparency, integrity, and accountability across the organisation.

# PERSON SPECIFICATION

## ESSENTIAL:

- A recognised accountancy qualification (e.g. ACA, ACCA, CIMA) and current membership of a relevant professional body.
- Demonstrable experience at senior level in finance, audit, or commercial strategy within the public, private, or regulatory sector.
- Experience of Board or committee membership, with understanding of statutory responsibilities and governance best practice.
- High level of financial literacy, with the ability to interrogate and interpret complex data.
- Independent judgement, objectivity, and a commitment to ethical standards.

## DESIRABLE:

- Familiarity with the legal, regulatory, or tribunal sectors.
- Experience in supporting organisations through structural or strategic change.
- Understanding of charity, company, or public sector financial compliance regimes.

# ADDITIONAL INFORMATION

## TERM OF APPOINTMENT:

Initial three-year term, subject to annual review. Renewable once, by mutual agreement.

## CONFLICT OF INTEREST:

The appointee must not be a current employee or Tribunal member and must declare any conflicts of interest that may arise during their tenure.

## REMUNERATION:

£10,000 per annum (exclusive of expenses).

## TIME COMMITMENT:

Up to 12 days per year (meetings and preparation).

# HOW TO APPLY

The recruitment process is being supported by Inclusive Boards on behalf of the SDTAL. If you wish to apply for this position, please supply the following by 11.59pm on 17/08/2025:

- A detailed CV setting out your career history, with responsibilities and achievements;
- A covering letter (maximum two sides) highlighting your suitability for the role and how you meet the person specification. Please note that the covering letter is an important part of your application and will be assessed as part of your full application.
- Details of two professional referees together with a brief statement of their relationship to you and over what period of time they have known you. Referees will not be contacted without your prior consent.

Please also consider completing our Diversity Monitoring Form which can be accessed [here](#).

Completing the form is completely voluntary and all questions are optional, but doing so enables us to demonstrate we are meeting our obligations under the Equality Act and ensure that our processes are inclusive and accessible for the widest range of people possible.

As a reminder, should you complete the form, the information provided will:

- Be stored entirely separately from your application
- Not be assessed as part of the selection process
- Not be seen by the Selection Panel
- Only be used for statistical purposes - for example x% of applicants are between the ages of y and z.

If you have further questions after reading this pack, please email [SDTAL@inclusiveboards.co.uk](mailto:SDTAL@inclusiveboards.co.uk) or call 0207 267 8369.

Please visit [www.inclusiveboards.co.uk](http://www.inclusiveboards.co.uk) to apply online or send your application to [SDTAL@inclusiveboards.co.uk](mailto:SDTAL@inclusiveboards.co.uk)



# INCLUSIVE BOARDS

## About Us

*Inclusive Boards* is the UK's leading board diversity practice. We have worked alongside over 300 organisations to provide support with Board recruitment, development and governance reviews. We strive to be at the forefront of equity and diversity, and believe that everyone should be represented at Board level. Additionally, we also provide bespoke training sessions on a variety of subjects including personal branding, inclusive recruitment practices and board structures and governance as well as delivering leadership development programmes for underrepresented leaders across a range of sectors.

## Contact us today

Improve diversity on your Board, please don't hesitate to contact us via [hello@inclusiveboards.co.uk](mailto:hello@inclusiveboards.co.uk).

To join a Board, sign up to become a candidate via our website and be notified of the latest opportunities as and when they become available.



[www.inclusiveboards.co.uk](http://www.inclusiveboards.co.uk)



<https://linkedin.com/company/inclusive-boards>

