

- provide an opportunity for the new magistrate to seek clarification on issues that have arisen during the court sitting; and
- demonstrate to new magistrates how post-sitting reviews should be conducted.

An example of the new magistrate's record of a mentored sitting review can be found in Appendix 9A.

## Reporting to the BTDC

9.19 One of the roles of the BTDC is to maintain the standards of performance of the bench and, where there are training and development needs, to report these back to those with responsibility for magistrates' training.

9.20 The training manager and the BTDC need to have reporting mechanisms in place that enable mentors to report on the progress of a new magistrate. The mentor is not required to undertake an appraisal and assess competence in a formal sense. However the mentor should complete an interim mentor report (see Appendix 9B) approximately six to nine months following the new magistrate's first sitting. This report should focus on whether at the end of the mentored sittings the new magistrate is on track to demonstrate competence at the first (threshold) appraisal. The information should be sufficient and timely to enable the BTDC to review the training and development opportunities provided. A final report form (see Appendix 9C) should be completed when the new magistrate is ready for his first appraisal approximately 12 to 18 months after the first sitting.

## The recruitment and selection of mentors

9.21 Candidates for appointment to the panel of mentors are sought each year. Any magistrate who meets the criteria is eligible for consideration with the exception of the bench chairman and members of the BTDC.

9.22 The BTDC should distribute its criteria for appointment to all magistrates. Minimum requirements should include:

- three years as a magistrate with regular sittings throughout that time;

## Appendix 9B – the mentor scheme: the interim report form

### *STRICTLY CONFIDENTIAL*

The BTDC needs to have information about a new magistrate's progress before his appraisal. In order to assist the BTDC to identify any further training needs, the mentor should prepare a joint report with the new magistrate that outlines training attended, mentored sittings, assessment of progress and importantly any areas of difficulty where further training may be required. This report should be submitted to the BTDC six to nine months following the new magistrate's first sitting.

Magistrate (name) \_\_\_\_\_  
 Mentor (name) \_\_\_\_\_  
 Date of first sitting \_\_\_\_\_ Numbers of sittings completed \_\_\_\_\_  
 Number of mentored sittings \_\_\_\_\_ Number of these with personal mentor \_\_\_\_\_  
 Training attended (with) dates \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Are there any outstanding training needs over and above those that will be addressed at the consolidation training? Yes/No

If yes, please give details \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Please comment on the new magistrate's overall progress \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Mentor)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
 (New magistrate)

## Appendix 9C – the mentor scheme: the final report form

### *STRICTLY CONFIDENTIAL*

Twelve to 18 months following the first sitting this joint report from the new magistrate and mentor should be completed by the mentor and submitted to the BTDC. This form should be used to indicate whether there are any outstanding training needs and whether the new magistrate is ready for his or her first appraisal.

Magistrate (name) \_\_\_\_\_

Mentor (name) \_\_\_\_\_

Date of first sitting \_\_\_\_\_ Numbers of sittings completed \_\_\_\_\_

Number of mentored sittings \_\_\_\_\_ Number of these with personal mentor \_\_\_\_\_

Training attended (with) dates \_\_\_\_\_

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Is the new magistrate ready for his or her first appraisal? Yes/No

If no, please give details of the outstanding training and development needs.

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Please comment on the new magistrate's overall progress \_\_\_\_\_

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Mentor)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(New magistrate)