

## **Committee on Administrative Justice and Tribunals**

**Meeting 17 December 2013**

### **Paper 1.2**

#### **Working Practices**

We propose that the Committee develop a working agreement with the Scottish Government. The detailed workplan will be developed by the chair and members.

The bullets below are an overview of the expected working practices that the Committee would adopt:

- Committee membership will include members from key organisations and sectors
- individual members will serve in a personal capacity to discuss policy and practice issues without implying the approval of the organisations they represent
- the Committee will meet at least quarterly
- sub-groups can be formed by the Committee in consultation with the SG to take forward individual workstreams as and when required
- the Committee will give strategic direction to the work of any sub-groups/workstreams and the SG will support them as necessary
- the agenda will be drafted in consultation with members and subject to the agreement of the chair. Members will be invited to contribute to the agenda.
- Committee meetings will be held in private.
- Meeting papers and meeting notes will be made public once they are in agreed final form. Exceptions to this may arise on occasion, with the agreement of the chair. Notwithstanding this approach, the Scottish Government as with other public sector bodies remains subject to Freedom of Information legislation which will apply to all information held about the work of the Committee
- membership will be for two years to ensure continuity, with some members of the inaugural board stepping down, if they wish, after serving one year.
- New members will be appointed by the Chair in consultation with the Scottish Government
- the Committee will produce reports as and when required and agree its communication methods

#### **Name**

Any suggestions for the name of the new committee, capturing its full role (and, if possible, allowing a suitable anagram/abbreviation) would be welcome.

