

## Committee on Administrative Justice and Tribunals

17 December 2013

### Working Practices

The Committee has drawn up 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 working practices that the Committee will 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
- the Chair and members will not have any *unmanageable or inappropriate* conflicts of interest incompatible with their role on the Committee. All members will be required to register any relevant interest (a register of interests will be maintained and published), and members will be asked to declare any interest specific to the business under discussion at the beginning of any meeting.