



# Stakeholder Engagement Event

Planning Document

The document details the proposed plans relating to the planned Stakeholder Engagement Event.

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# Stakeholder engagement event

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### 1. Practicalities

Proposed date : Tuesday 1<sup>st</sup> April

Venue: central Edinburgh

Time: morning, propose starting 9.15 for 9.45 (with coffee/ breakfast), to 12.30 finish

Number of participants: 30-50? To allow split up into approx. 5-6 groups/tables of 6-8? (Make seating plan?)

Each table to have one member of the Committee at it (to facilitate and take key points from discussion)

### 2. Objectives of the event

- a. to inform stakeholders of the existence of the committee, and its remit
- b. to engage with a wide range of stakeholders on the impact, importance and reach of administrative justice (and ideally beyond the 'usual' suspects of advisers and administrators, and in
- c. to obtain input into work priorities for the Committee for the period April 2014 – December 2015

### 3. Possible outline for the event

#### Intro (9.45 – 10.00):

- John Sturrock (has offered to facilitate the day) introduces the purpose/outline of the day
- Chair provides brief background to the Committee, sets out its remit and lifespan, etc. (objective a), sets out how the committee builds on the work of AJTC, AJSG etc (papers can be circulated beforehand?)

#### Session 1 (10.00 – 10.45): (administrative justice – why does it matter?)

- Present (20-30 mins?) illustrative scenarios/ user journeys as developed by the Committee

(this is to illustrate who is affected; illustrate range of policy areas and decisions makers; illustrate how much of daily life affected by administrative justice (objective b)

- *Participation* (10 -15 mins) – short discussion session with questions to/from the audience? Perhaps also start with some questions to the audience to assess common perceptions, then revisit?

#### **BREAK 10.45 -11.00**

**Session 2 (11.00 – 11.45):** ( administrative justice – what are the issues?)

- Revisit (presentation 15 mins?) the scenarios, and walk through the user journey in detail – what works, what does not, what actually happened to the person, what hurdles did they encounter, what resolution (or not) was achieved
- *Participants* (at tables) to assess the difficulties, and possible ways to overcome these
- Brief feedback session?

**Session 3 (11.45 – 12.15)** (the Committee – what should it focus on?)

- Brief introduction – what should committee work in in next 18-20 months?
- Questions to participants:
  - what are upcoming issues to engage with (reactive work);
  - where can committee have most impact?
  - What proactive/practical work can it undertake/encourage?
  - How do participants want to be engaged with the work of the Committee

#### **Wrap up (12.15-12.30)**

Conclusions, next steps, on-going communication

## **4. Participants**

It is proposed to try and achieve between 30-50 participants.

An initial list of invitees could include:

- **Tribunal Presidents** – STS administered, Jessica Burns etc
- Scottish Tribunals Service Chief Exec
- Scottish Court Service Chief Exec
- Lady Smith
- Lord Gill
- SCJC
- **Local Authorities** – we have a list of contacts from Just News
- **NHS** – We also have a list from Just News
- **COSLA**
- **Policy Leads:**
  - Housing Regeneration and Welfare,
  - Local Govt and Communities, Education,
  - Health,
  - Police Division,
  - Criminal Law and Licensing

➤ **Advocacy Providers** – Shaben will have details

➤ **Others:**

- Mental Welfare Commission
- Equalities and Human Rights Commission
- Scottish Association for Mental Health
- Scottish Human Rights Commission
- Voices of Experience (VoX)
- Children in Scotland
- Money Advice Scotland
- Scottish Mediation Network
- Law Society of Scotland
- The Carnegie Institute
- Capability Scotland
- CLAN Childlaw
- Who Cares? Scotland
- Traffic Commissioner for Scotland
- Scottish Arbitration Centre
- Govan Law Centre
- Capability Scotland

## 5. Planning

- Initial invitations (highlighting the date/subject matter etc., summary outline) to go out no later than 14 February (6 weeks in advance).
- Full invitations to follow after planning meeting 4 March?