

Committee on Administrative Justice and Tribunals
Meeting 29 January 2014
Room G4, Thistle House
21 Haymarket Terrace
Edinburgh
EH12 5HE
Time: 10:00 – 12:00

Attendees:

Marieke Dwarshuis – Chair
Sarah O`Neill – Independent Consultant
Shaben Begum – Scottish Independent Advocacy Alliance
Lauren Wood – Citizens Advice Scotland
Professor Tom Mullen – Glasgow University
Paul McFadden – Complaints Standards Authority (SPSO)
Tom Drysdale – Tribunal Judge, Retired
Douglas Proudfoot – East Lothian Council

Apologies:

John Sturrock – Core Solutions Ltd

Secretariat:

Alison Carmichael – Scottish Government
John Wallace – Scottish Government

Agenda:

1. Welcome , apologies and introductions
2. Minutes of meeting (1) – 12 December 2013
3. Matters arising:
 - Remit of the Committee
 - Name of the Committee
 - Working practices
 - Membership
4. Responses to current consultations:
 - Social welfare Fund (paper 2.4.1)
 - Housing Bill (paper 2.4.2)
5. Shared understanding of the landscape and issues
 - Proposed position paper for the Committee (paper 2.5.1)
 - Draft user scenarios and user journeys (paper 2.5.2) for discussion - to be tabled on the day
6. Stakeholder engagement event (paper 2.6)

7. Draft work plan – Verbal update (paper 1.4)
8. Updates on Committee activity
 - website (verbal)
 - meetings with stakeholders (paper 2.8)
9. Dates of next meetings (paper 2.9)
10. AOCB