

Actions Agreed at First Meeting of the Commission on Justice in Wales

Venue – Welsh Government office, Cathays Park, Cardiff, CF10 3NQ

15 December 2017 11.30am – 4.30pm

Actions

Present

The Right Honourable The Lord Thomas of Cwmgiedd (Chair)
Sarah Payne CBE
Simon Davies
Peter Vaughan QPM CStJ DL
Juliet Lyon CBE
Professor Elwen Evans QC
Dr Nerys Llewelyn Jones
Professor Rick Rawlings
Sir Wyn Williams

In attendance

Andrew Felton, Secretary to the Commission
Ieuan Willox, Constitutional Affairs & Inter-Governmental Relations, Welsh Government
Toby Mason, Director of Communications, and Aeddán Davies, Head of the Central Web Team, Welsh Government (for item 4 only)

Number	Action	Actioner
1	Add a table of declarations of interest to the Commission's shared Objective Connect filing space and Commissioners to add details of their declarations of interest.	Commission Secretary and Commissioners
2	Prepare a table of the work streams and add it to Objective Connect and Commissioners leading each work stream to confirm their proposals for evidence gathering, through a framework for research and evidence and a preliminary list of organisations and people the Commission could take evidence from.	Commission Secretary and Commissioners
3	Develop a publication policy for consideration by the Commissioners.	Commission Secretary
4	Research the last UK Government	Commission Secretary and

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	commission on justice and confirm to Commissioners.	Juliet Lyon
5	Work with the Welsh Government's communications team on a web site and communications plan for the Commission in parallel with securing dedicated communications resource for the secretariat to deliver this.	Commission Secretary
6	Send recommendations of publications and blogs for the Commission to target to the Commission Secretary.	Commissioners
7	Send recommendations on stakeholders and how they should be prioritised to the Commission Secretary.	Commissioners
8	Begin exercise to procure translation services for the Commission.	Commission Secretary
9	Develop policies and processes for Commissioners' travel and subsistence and fees.	Commission Secretary
10	Liaise with the Wales Centre for Public Policy to make arrangements for the proposed seminar in January with the Chairs of previous Commissions.	Commission Secretary
11	Liaise with Wyn Williams (law firms), Elwen Evans (universities) and Peter Vaughan (police) to consider how secondments or internships could potentially supplement the Commission secretariat team.	Commission Secretary and Wyn Williams, Elwen Evans and Peter Vaughan
12	Ask Commissioners for their availability to enable a schedule of Commission meetings to be arranged.	Commission Secretary and Commissioners
13	Circulate a Communications paper for consideration at the Commission's next meeting.	Commission Secretary
14	Hard copies of papers to be sent to Juliet Lyon and Sarah Payne in advance of meetings.	Commission Secretary