

APPROVAL OF GUIDE TO THE 2018 REVIEW

General

1. At Appendix A to this paper is the revised draft of the Guide for the 2018 Review. The 2018 Guide, based on the 2013 version, will act as the primary source for printed information about the 2018 Review, and includes the relevant statutory framework and policy decisions taken by the Commission. The 2018 Guide will be used by various parties wishing to understand the Review process and the Commissions approach to it. These include those wishing to make a representation during the review, the media and – in extreme – a court in the context of a judicial review.
2. The Guide will need to be an accurate explanation of the statutory requirements and any policy decision made by the Commission, in such a way, to withstand legal scrutiny and potential challenge. At the same time the 2018 Guide will be written in such a way the general public will have the ability to understand the 2018 Review process.

Separate summary leaflet

3. The 2018 Guide will act as the Commission's "definitive guide to the review" however the Secretariat appreciate there is a need for a very short summary leaflet to be produced and published alongside the full booklet. This will act as a summary of the process and key policies without underpinning detailed background and explanations contained within the 2018 Guide. The leaflet will be more readily available in a printed form and will be more readily available to those individuals who merely want a guide on how to participate and when the key stages of the review will be taking place.

Process following meeting

4. Following the Commission meeting on 25 April 2016, final textual changes members have requested to any of the material will be incorporated into the final drafts if the documents. A final draft of all the material will be circulated to all Commissioners for a formal sign off, to allow use of the one-pager during the summer and publication of the guide and supporting leaflet before summer recess.