



Redress Scotland: Chair's Circular Two: The Redress Scotland Rules of Procedure

To: All Redress Scotland Panel Members

From: Johnny Gwynne, Chair of Redress Scotland

Re: The Redress Scotland Rules of Procedure

1. Chair's Circular

This Chair's Circular is aligned to my responsibilities as Chair for issuing guidance notes in the exercise of your functions as panel members under paragraph G5 of the standing orders, as well as helping give general information to panel members. When relevant and appropriate, I will distribute such guidance notes in the form of these Chair's Circulars.

2. Outline of The Redress Scotland Rules of Procedure

There has been considerable discussion and development of the governance arrangements for Redress Scotland. In effect a number of different documents make up the overarching 'Governance Architecture' in this respect. I thought it would be helpful to again outline these below for completeness so that you can understand the focus of this circular and where it sits in the wider landscape of authoritative references.

1. The overarching **Rules of Procedure** (i.e. the focus of this circular) which set out how governance will be managed. The Rules of Procedure require to be approved by Scottish Ministers: this has already happened. Any changes to these must therefore be also approved by them.
2. Separately, there are also subordinate and more detailed **Terms of Reference** for the two governance committees. These terms of reference do not require ministerial approval but have been approved by the Oversight Board under its delegated authority. They are not the focus of this circular.
3. The **Scheme of Delegation** has previously been approved on 22 February 2022 at the inaugural meeting of the corporate body. Again this is not covered in this circular.

4. You would wish to be aware of a fourth document which is operationally focused and which will be covered under a separate circular – **Panel Member Standing Orders** (Circular 3 – to follow). This document is focused on giving more direct guidance for the good management and order of panel sittings. These Standing Orders have been approved by the Oversight Board and whilst not requiring Ministerial approval Government is sighted on their existence.

3. Expectations of panel members

All panel members should review and read the Redress Scotland Rules of Procedure. Any queries about the Rules of Procedure should be shared with myself, as the Chair of Redress Scotland, or with Bill Matthews as the Deputy Chair.

Johnny Gwynne
Chair of Redress Scotland