

GUIDE TO AJTC PUBLICATIONS

Who we are and what we do

The AJTC is an advisory non-departmental public body established under the Tribunals, Courts and Enforcement Act 2007. It comprises fifteen Members appointed by the Lord Chancellor, Scottish and Welsh Ministers. One member is appointed as Chair. There are separate Scottish and Welsh Committees, which include one or two members of the AJTC and further members appointed by the Scottish and Welsh Ministers. The AJTC is sponsored by the Ministry of Justice.

The following publications describe the AJTC, its work and its relationship with the MoJ:

Title	Availability
Membership of the AJTC and its Committees	Website http://www.ajtc.gov.uk/about/membership.htm http://www.ajtc.gov.uk/scottish/membership-scottish.htm http://www.ajtc.gov.uk/welsh/231.htm Also in Annual Report available to purchase from TSO http://www.tsoshop.co.uk/
Information Leaflet	Website http://www.ajtc.gov.uk/docs/AJTCTInformationleaflet.pdf Or as a hard copy from the London office
Framework Document	Website http://www.ajtc.gov.uk/docs/AJTCTFramework.pdf Or as a hard copy from the London office

Members of the AJTC are appointed for fixed terms (subject to possible re-appointment) by open competition. The Ministry of Justice or Scottish/Welsh Ministers advertise vacancies in newspapers and on their websites. Vacancies are also publicised on the AJTC website. Contact details for the AJTC's offices and Senior staff can be found on the website www.ajtc.gov.uk

What we spend and how we spend it

The expenditure of the AJTC is accounted for under the resource accounts of the Ministry of Justice. A summary statement of the expenditure of the AJTC and its committees is contained in its Annual Reports – details below.

Tendering, procurement and contracts are dealt with through the Ministry of Justice. Their procurement team can be contacted at 102 Petty France London SW1H 9AJ

What our priorities are and how we are doing

The AJTC's founding legislation requires that it formulate, in general terms, a programme of the work it intends to undertake in carrying out its functions. The first programme of work was published in July 2008; Ministers are updated on progress from time to time. The AJTC and its Scottish and Welsh Committees each make Annual Reports to the Lord Chancellor and/or Scottish/Welsh Ministers.

The following publications describe our priorities and how we are doing:

Title	Availability
Work Programme July 2008	Website http://www.ajtc.gov.uk/publications/222.htm Or as a hard copy from the London office
Progress Report to Ministers July 2009	<link to follow>
Annual Reports of the AJTC and its Scottish and Welsh Committees for 2008/9	Website http://www.ajtc.gov.uk/publications/publications.htm http://www.ajtc.gov.uk/scottish/publications-scottish.htm http://www.ajtc.gov.uk/scottish/publications-scottish.htm Or purchase from TSO http://www.tsoshop.co.uk/

How we make decisions

The AJTC meets monthly, usually in London, to consider proposals, make recommendations and discuss relevant matters. The Scottish and Welsh Committees also meet regularly, usually in Edinburgh and Cardiff respectively.

The following documents about our work can be made available:

Title	Availability
Papers relating to the meetings of the AJTC, its Scottish and Welsh Committees <ul style="list-style-type: none">• Agendas• Minutes• Briefing Papers	Available on request in electronic or hard copy format from the London office (there may be a charge for some items)

Our policies and procedures

Current written protocols for delivering our functions and responsibilities. The AJTC has adopted, or is governed by, Ministry of Justice policies and procedures on matters such as finance, procurement, IT and the pay and recruitment of staff. It will also adopt the Ministry's Welsh Language scheme when it is finalised. As a new body it has also adopted those policies of its predecessor the Council on Tribunals that remain relevant to its current functions.

The following documents describe our policies and/ or procedures:

Title	Availability
Protocol between the AJTC and its Committees (setting out arrangements by which business is divided between the AJTC and its Scottish & Welsh Committees)	Available in electronic or hard copy format from the London office on request
Framework of Standards for Tribunals (a Council on Tribunals Publication)	Website http://www.council-on-tribunals.gov.uk/publications/framework.htm (also in pdf format) Or as a hard copy from the London office
Guide to Drafting Tribunal Rules (a Council on Tribunals publication)	Website http://www.council-on-tribunals.gov.uk/publications/153.htm Or as a hard copy from the London office
Making Tribunals Accessible to Disabled People (a joint publication of the Council on Tribunals and the Disability Rights Commission on implementation of the Disability Discrimination Act)	Website http://www.council-on-tribunals.gov.uk/publications/130.htm Or as a hard copy from the London office.

Lists and registers

Title	Availability
Gift and Hospitality Register	Available in electronic or hard copy format from the London office
Log of Requests to AJTC under the Freedom of Information Act,	Available in electronic or hard copy format from the London office
Information Asset Register	Available in electronic or hard copy format from the London office
Register of Members' Financial and Other Interests	Available in electronic or hard copy format from the London office

The services we offer

Title	Availability
<i>Adjust</i> electronic newsletter	Website http://www.ajtc.gov.uk/adjust/adjust_latest.htm Or as email by sending a subscription request to adjust_mailing@ajtc.gsi.gov.uk
Responses to Consultations by other Organisations	Website http://www.ajtc.gov.uk/news/consultation-responses.htm Or as a hard copy from the London office

Press Releases	Website http://www.ajtc.gov.uk/news/press-releases.htm Or as a hard copy from the London office
Reports and other Publications	Website http://www.ajtc.gov.uk/publications/publications.htm
Legacy documents published by the Council on Tribunals	http://www.council-on-tribunals.gov.uk/index.htm
Material from Conferences and Events run by the AJTC and its Scottish or Welsh Committees AJTC including: <ul style="list-style-type: none"> • Programmes • Lists of Attendees • Delegate briefing and other handouts • Speaker notes and presentations 	Available in electronic and/or hard copy format from the London office (there may be a charge for some items)