

Category 1 Publications Committee Terms of Reference

Responsibilities

- 1) The office for Legal Complaints (**the OLC**) has established a Category 1 Publications (**Cat 1**) Committee to fulfill the functions of the OLC, as detailed in its Publishing Decisions Policy (**the policy**), which is intended to guide the OLC in the exercise of its discretion under Section 150, Legal Services Act 2007.
- 2) These functions will principally involve:
 - a) considering applications by the Chief Ombudsman for OLC approval to publish the details of ombudsman decision(s) where there has been a pattern of complaints or set of individual circumstances which indicate it is in the public interest that the firm or individual shall be named; and
 - b) taking such decisions and making such arrangements that it judges are necessary to exercise the authority of the OLC as set out in the policy.

Authorities

- 3) The Committee is authorised by the Board to:
 - a) act in relation to any activity or topic covered by these Terms of Reference;
 - b) procure, external legal or other independent advice, subject to the budgetary delegations and any other criteria or policies which apply to the OLC.

Membership

- 4) The Chair of the Committee will be the Chair of the OLC or such other Lay Board member as the Chair (of the OLC) shall nominate.
- 5) The Committee will consist of the Chair, one Lay and one Non-Lay member as may be appointed by the Chair.
- 6) A majority of the Committee's Members will always be lay persons.

Meetings

- 7) The Committee will meet as required in order to receive applications from the Chief Ombudsman.
- 8) The quorum for a meeting of the Committee will be three Members, attending in person or by telephone, video-conferencing facility or email.
- 9) Legal Ombudsman staff will attend the committee as required by the Chief Ombudsman.
- 10) The Committee will have the right to direct those attending a meeting to withdraw to facilitate the open and frank discussion of particular matters.
- 11) The Board Secretary will be secretary to the Committee.

Reporting

- 12) The minutes and papers of each meeting of the Committee will be circulated to the Board.
- 13) The Chairman of the Committee will present by not later than 30 April of each year a written report about the activities of the Committee in the preceding financial year to the Board.