

# Category 1 Publications Committee Terms of Reference

## Responsibilities

- 1) The office for Legal Complaints (**the OLC**) has established a Category 1 Publications Committee (**the Committee**) to fulfill the functions of the OLC, as detailed in its Publishing Decisions 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 Chair 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.