



FREEDOM OF INFORMATION POLICY
CIVIL JUSTICE COUNCIL

October 2017

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Role of the Civil Justice Council

The CJC is an Advisory Public Body which was established under the Civil Procedure Act 1997 with responsibility for overseeing and advising on improvements to the civil justice system.

The Council meets at least four times a year. We provide advice to the Lord Chancellor, the Judiciary and Civil Procedure Rule Committee on the effectiveness of aspects of the civil justice system, and make recommendations on changes to develop it.

Freedom of Information Act 2000

The Freedom of Information (FOI) Act 2000 (the Act) establishes a general right of access to all types of recorded information held by public authorities.

On making a request for information under the Act you are entitled to be informed in writing by the Council whether it holds information of the description requested and have that information communicated to you.

The Civil Justice Council must respond promptly within 20 working days unless the information sought is subject to one of 24 exemptions recorded by the Act. The Information Commissioner's Office provides an avenue for appeal should the applicant feel their request has not been dealt with satisfactorily.

A fee may be charged for processing Freedom of Information requests although most requests will be free.

Publication Scheme

The Civil Justice Council operates a publication scheme and this document lists the classes of information and documents that are routinely published and the manner in which they are published. Single copies of all publications in this scheme are provided free of charge. Requests for multiple copies may accrue a printing or copying charge, depending on the number, type and quantity.

The Publication Scheme is regularly reviewed.

Responsibility for the Publication Scheme

Peter Farr (Secretary of the Council) has overall responsibility for the Civil Justice Council's Publication Scheme.

The person responsible for maintaining the Publication Scheme is:

Graham Hutchens
Royal Courts of Justice
Strand
London
WC2A 2LL
DX 44450 Strand
Graham.hutchens@judiciary.uk

If you wish to obtain a hard copy of any of the publications contained within the scheme, please contact Graham Hutchens as set out above. Electronic copies are generally available on the Council's website:

<https://www.judiciary.gov.uk/related-offices-and-bodies/advisory-bodies/cjc/>

Copyright

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Classes of Information

The publication scheme is a complete guide to the information routinely published by the Civil Justice Council. This provides a description of the classes or types of information published.

Class: Freedom of Information Policy
Definition: Policy detailing documents regularly published by the Council
Format available: Hard copy, web format
Links: tbc

Class: Annual Report
Definition: Annual Report on the Council's activities
Format available: Hard copy, web format
Links: <https://www.judiciary.gov.uk/related-offices-and-bodies/advisory-bodies/cjc/cjc-publications/cjc-annual-reports/>

Class: Business Plans
Definition: A document setting out the work of the Civil Justice Council which has been approved by the Master of the Rolls and Ministers.
Format available: Hard copy, web format
Link: <https://www.judiciary.gov.uk/related-offices-and-bodies/advisory-bodies/cjc/cjc-publications/cjc-business-plans/>

Class: Register of Members' Interests
Format available: Hard copy, web format
Links: <https://www.judiciary.gov.uk/related-offices-and-bodies/advisory-bodies/cjc/membership/>

Class: Synopses of CJC meetings and associated papers
Notes: Papers provided by third parties may be excluded from publication. Older minutes and papers may only be available in hard copy format.
Format available: Hard copy, MS Word document format
Link: <https://www.judiciary.gov.uk/related-offices-and-bodies/advisory-bodies/cjc/cjc-publications/minutes/>

Class: Consultation Responses
Definition: Responses to policy consultation papers by which input is sought on matters affecting the public.
Format available: Hard copy, MS Word document format
Link: <https://www.judiciary.gov.uk/related-offices-and-bodies/advisory-bodies/cjc/government-consultations/>

Class: Working Group Reports
Definition: Reports on civil justice topics
Format: Hard copy, MS Word document format
Link: Varied – see CJC website

Comments and complaints about the Publication Scheme

If you have any comments or complaints about our Publication Scheme please write, in the first instance, to:

Alexandra Morton
Civil Justice Council
Royal Courts of Justice
Strand
London
WC2A 2LL
DX 44450 Strand

Alexandra.morton@judiciary.uk

If you remain dissatisfied, then the matter can be reviewed internally or can be referred to the Information Commissioner.

It is intended to deal with the investigation of complaints within twenty working days and to complete internal reviews also within twenty working days.

Alternative format versions of this report are available on request from Alexandra Morton (Alexandra.morton@judiciary.uk).

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