

LAW COMMISSION BUSINESS PLAN 2008/2009

CHIEF EXECUTIVE'S FOREWORD

I am pleased to present the Law Commission's Business Plan for the year 1 April 2008 to 31 March 2009.

This document sets out what the Law Commission plans during the coming year, in particular relating to the delivery of projects included in the Tenth Programme of Law Reform. This runs from April 2008 and was published in June 2008. It also identifies how the Commission aims to meet its strategic aim and objectives (set out at paragraph 1.3 below).

The Business Plan sets out the core standards of service that the Commission aims to provide to its internal and external customers. The contents of this plan are directly relevant for all staff at the Law Commission and provide the basis for their work objectives for the year.

William Arnold

Chief Executive

4 July 2008

CONTENTS

PART 1: PURPOSE AND OBJECTIVES	4
Purpose of the Law Commission	4
Strategic aim	4
Main objectives for 2008-09	5
Law reform	5
Commercial and Common Law Team	5
Insurance contract law (joint project with Scottish Law Commission)	5
Illegal transactions	5
Consumer remedies against faulty goods (Joint project with Scottish Law Commission)	5
Property interests in intermediated securities	5
Criminal Law Team	6
The High Court's jurisdiction in relation to criminal proceedings in the Crown Court	5
Codification of the general principles of criminal law	6
Admissibility of expert evidence	6
Bribery	6
Fitness to plead and the insanity defence (new tenth programme project)	6
Simplification of the criminal law (new tenth programme project)	6
Property, Family and Trust Law Team	7
Easements and covenants	7
Capital and income in trusts	7
Intestate succession (new tenth programme project)	7
Public Law Team	7
Remedies against public bodies	7
Resolving housing disputes	7
Ensuring responsible letting	8
Adult social care (new tenth programme project)	8

Level crossings (joint project with Scottish Law Commission) (new tenth programme project)	8
Statute Law Repeals	8
Bill drafting, consolidation and repeal	8
PART 2: ACHIEVING THE OBJECTIVES	10
Method of carrying out law reform projects	10
Consultation and communication	11
Impact assessment	11
Wales	12
Improving the readability of papers and reports	12
Project management	12
Links with other law reform agencies	13
Selection of future law reform projects	13
The Tenth Programme	14
Success factors	14
Implementation of reports	14
Other performance indicators	15
Office standards	15
Corporate services	15
PART 3: RESOURCES	17
Funding and staffing	17
Human resources	19
Training and development	19
Performance management and pay and grading	19
Health and safety management	20
Diversity and equality	20
CONTACT LIST	21
ORGANISATION CHART	

PART 1

PURPOSE AND OBJECTIVES

PURPOSE OF THE LAW COMMISSION

- 1.1 The Law Commission was established under the Law Commissions Act 1965. The Commission is statutorily independent from Government but is sponsored by the Ministry of Justice (MoJ) and is an advisory non-departmental public body of the Ministry.
- 1.2 The MoJ was created on 9 May 2007. Its purpose is to work for a democratic and just society. The Law Commission's law reform role contributes fully to MoJ's priority to continue the programme of reforms aimed at improving the justice system for the public and to make it more responsive to the communities it serves.

STRATEGIC AIM

- 1.3 One of the hallmarks of an advanced society is that its laws should not only be just, but that they should be kept up to date and be readily accessible to all who are affected by them. The strategic aim of the Law Commission is therefore to promote reform of the law to make it accessible, intelligible and in accordance with modern needs. The Strategic Objectives which support this aim are:
 - (1) To propose and carry out programmes for the development and reform of the law so as to achieve the strategic aim.
 - (2) To carry out individual projects of law reform referred to and accepted by the Law Commission from time to time, in addition to the programmes of law reform.
 - (3) To consult widely on the work of law reform. This is to ensure that the work is directed towards areas of the law which are considered by Parliament, the Welsh Assembly and Ministers, Government, the Judiciary, citizens, businesses or other organisations to cause difficulty because the law is too complex, out of date, or inaccessible.
 - (4) To promote implementation of the Law Commission's recommendations in ways consistent with the standing of the Commission as a non-political independent law reform agency.
 - (5) To take appropriate steps to ensure that the Law Commission's work is of the highest standard, and, in that connection, to seek to attract those of the highest ability to work for the Commission.

MAIN OBJECTIVES FOR 2008 - 09

- 1.4 The Commission's main objectives for 2008/09 are to carry out a number of law reform, statute law repeals and consolidation projects. New projects included in the Tenth Programme, which lasts until 2011, are included below only where work is expected to begin in 2008/09.

Law reform

- 1.5 The law reform work of the Commission is undertaken within four teams. The teams are currently carrying out the following law reform projects.

Commercial and Common Law Team

INSURANCE CONTRACT LAW (JOINT PROJECT WITH SCOTTISH LAW COMMISSION)

- Aims: This project assesses claims that insurance contract law is inadequate and inaccessible.
- Milestones: Publish consumer and business summary papers resulting from the summer 2007 consultation in May and October 2008 respectively. A second consultation paper on further issues such as insurable interest, post-contractual good faith and damages for late payment is planned for 2009/2010.

ILLEGAL TRANSACTIONS

- Aims: This project considers claims that the law on illegality is complex, uncertain, arbitrary and, on occasion, unjust.
- Milestones: Publication of final report planned for September 2008.

CONSUMER REMEDIES AGAINST FAULTY GOODS (JOINT PROJECT WITH SCOTTISH LAW COMMISSION)

- Aims: This project consists of simplifying the remedies available to consumers for faulty goods.
- Milestones: Consultation paper planned for December 2008.

PROPERTY INTERESTS IN INTERMEDIATED SECURITIES

- Aims: This project looks into issues affecting the ownership and transfer of securities that are held not directly by investors but indirectly through a chain of one or more intermediaries.
- Milestones: Publish further updated advice to HM Treasury on the UNIDROIT Convention in May 2008.

Criminal Law Team

THE HIGH COURT'S JURISDICTION IN RELATION TO CRIMINAL PROCEEDINGS IN THE CROWN COURT

- Aims: This project considers how the High Court's criminal jurisdiction over the Crown Court might be modified, together with the implications for the High Court's criminal jurisdiction over magistrates' courts and courts martial.
- Milestones: Work on this project is on hold to allow for completion of other Criminal law team projects.

CODIFICATION OF THE GENERAL PRINCIPLES OF CRIMINAL LAW

- Aims: This project consists of reviewing and revising Part 1 of the Criminal Code of 1989 (Criminal Law: A Criminal Code for England and Wales, Law Com No 177).
- Milestones: Final report and draft Bill on intoxication planned for September 2008. Final report and draft Bills on conspiracy and preparatory offences and criminal attempt planned for summer 2009. A consultation paper on corporate criminal liability is planned for the second half of 2009.

ADMISSIBILITY OF EXPERT EVIDENCE

- Aims: This project considers the admissibility of expert evidence in England and Wales and whether there is a need for a new approach to the determination of evidential reliability.
- Milestones: A consultation paper is planned for July 2008.

BRIBERY

- Aims: This project considers the full range of structural options for a scheme of bribery offences. It will also look at the wider context of corrupt practices so that it will be clear how existing provisions complement the law of bribery.
- Milestones: Final report and draft Bill in the second half of 2008.

FITNESS TO PLEAD AND THE INSANITY DEFENCE (NEW TENTH PROGRAMME PROJECT)

- Aims: This project consists of identifying better and more up-to-date legal tests and rules for determining unfitness to plead and legal insanity.
- Milestones: Work will begin on the project in the second half of 2008.

SIMPLIFICATION OF THE CRIMINAL LAW (NEW TENTH PROGRAMME PROJECT)

- Aims: This project seeks to identify and either abolish or modernise those common law and statutory offences which, either through changing political and social conditions or because they have been overtaken by the creation of new statutory offences, are either no longer necessary or are outdated in their current form.

-
- Milestones: This project does not really lend itself to milestones, as the scope of it is open-ended in that it is not a project that is devoted to a discrete area of the law. In that sense, it is like statute law revision. Commencement of work on this project is subject to progress on other projects, but is unlikely to be before the start of the year 2009/10.

Property, Family and Trust Law Team

EASEMENTS AND COVENANTS

- Aims: This project considers claims that the law concerning easements, covenants and profits a prendre is in many respects outdated and problematic.
- Milestones: A consultation paper on the general law of easements, profits and covenants was published on 28 March 2008. Policy proposals will be developed and submitted for approval to the Commissioners in May 2009.

CAPITAL AND INCOME IN TRUSTS

- Aims: This project considers the reform of the rules governing classification of trust receipts as capital or income and the fair apportionment of capital and income between beneficiaries.
- Milestones: Approval of policy and instructions to Parliamentary Counsel in summer 2008 followed by publication of the final report in March 2009.

INTESTATE SUCCESSION (NEW TENTH PROGRAMME PROJECT)

- Aims: This project involves a general review of the law of intestacy. It also considers the legislation under which family members and dependants may apply to court for financial provision from a deceased person's estate.
- Milestones: Work on the project is expected to begin in summer 2008 following the filling of two new lawyer posts.

Public Law Team

REMEDIES AGAINST PUBLIC BODIES

- Aims: This project considers the remedies, particularly monetary remedies, available to individuals where a public authority has acted unlawfully.
- Milestones: Consultation paper planned for July 2008 subject to ongoing discussions with MoJ and other departments.

RESOLVING HOUSING DISPUTES

- Aims: This project considers the best means of ensuring the proportionate resolution of housing disputes.
- Milestones: Publication of final report on 13 May 2008.

ENSURING RESPONSIBLE LETTING

- Aims: This project investigates how the private rented sector can best be regulated.
- Milestones: Publication of final report planned for August 2008.

ADULT SOCIAL CARE (NEW TENTH PROGRAMME PROJECT)

- Aims: This project reviews the law under which residential care, community care and support for carers is provided.
- Milestones: Following approval of the Project Initiation Document in April 2008, work in 2008/09 will focus on the publication of a scoping paper in November 2008. Work on the substantive project will begin in January 2009.

LEVEL CROSSINGS (JOINT PROJECT WITH SCOTTISH LAW COMMISSION) (NEW TENTH PROGRAMME PROJECT)

- Aims: The project considers the law regulating the use, safety requirements, closure and other aspects of railway crossings with a view to providing a modern, balanced and legal structure for their regulation.
- Milestones: Following approval of the Project Initiation Document in April 2008, work will concentrate on production of a consultation paper for publication in June 2009.

Statute Law Repeals

- 1.6 Statute Law Repeals is about removing legislation from the statute book if it is obsolete or if it otherwise has no further practical utility. The work helps to modernise the statute book, leaving it clearer and shorter, and is an integral part of the general process of statute law reform.
- 1.7 The 18th Statute Law Repeals report and bill was published on 29 January 2008. The Bill was introduced in the Lords on 27 February 2008 and is expected to receive Royal Assent during the summer.
- 1.8 Work in 2008/09 on projects, which will be included in the 19th Report and Bill due for publication in 2012, will include a range of topics including railways, Dublin and poor relief.

Bill drafting, consolidation and repeal

- 1.9 Parliamentary Counsel will complete work on Bills on intoxication and illegal transactions and trusts. During the course of the year they will receive instructions from teams for the drafting of Bills on bribery, attempts and conspiracy, capital and income in trusts and insurance.

-
- 1.10 Consolidation is carried out by the Parliamentary Counsel seconded to the Law Commission. Counsel's capacity to conduct consolidation is dependent on the number of counsel operating at the Commission, the drafting requirements of law reform projects and the support of the relevant Government Department. Work is currently being carried out in relation to Representation of the People, Charities, the Health Service Commissioner for England and Pensions.

PART 2

ACHIEVING THE OBJECTIVES

METHOD OF CARRYING OUT LAW REFORM PROJECTS

2.1 The Law Commission's basic methods of carrying out a project are well established. They are as follows:

- Identification of the exact scope of the project, determining the resources required and setting a timetable. (Sometimes in order to determine the exact scope of the project it is appropriate to carry out a scoping study and consult interested parties.)
- Analysis of the perceived defects in the present law. This frequently involves empirical as well as legal research in order to find out not only the theoretical defects in the law but the problems experienced in practice.
- Study of the law in other jurisdictions.
- Informal consultation with experts and interested parties, sometimes in co-operation with the relevant Government Department.
- Assessment of the impact of reform options.
- Issue of a formal consultation paper. (If it is a high profile subject and the full consultation paper is lengthy, it may be appropriate to issue a shorter version for the non-specialist.)
- Analysis of the views expressed on consultation and further consideration of any issues, which emerge.
- Agreement of policy among Commissioners.
- Instructions to Parliamentary Counsel to prepare a Bill (unless, exceptionally, no Bill is required).
- Preparation of the final Report and Bill.
- Promotion of the Bill and provision of after-sales service to the relevant Government Department.

2.2 The following sections consider some of these stages in a little more detail.

CONSULTATION AND COMMUNICATION

- 2.3 Consultation lies at the heart of the Law Commission's work. Communication of the Commission's proposals/recommendations (and the reasons for them) determines the public's and Government's understanding and acceptance of its work. Presentation should always be fair and balanced – it is not appropriate to attempt to mask difficulties or hide parts likely to be unpopular with the media - but the Commission should continue to improve its media skills so that recommendations and the reasons for them are properly understood. It is particularly important to try to improve the accuracy of public understanding at the time of the launch of consultation papers and reports, so that public debate does not proceed on an ill-informed basis. With that in mind, the Commission must always consider how best to communicate proposals not only to the press but to interested parties who are likely to be asked to comment.
- 2.4 Raising the Law Commission's visibility is important in order to engage as wide an audience as possible. This is relevant not only to proposals/recommendations for reform of specific areas of the law, but also to debate about new areas for consideration in the future programmes of law reform.
- 2.5 The Commission will continue to develop the work on stakeholder and public engagement started in 2005 with the expansion of its Communications Team and the introduction of a new website. The communications plan for each project will identify key stakeholders and assess the most appropriate methods of engagement. This may include seminars, attendance by project staff at conferences, publicity in the media – press, TV and radio and a mix of traditional and innovative consultation techniques.
- 2.6 The Commission will also seek to maximise its impact on the widest possible audience by tapping into the wealth of citizen engagement initiatives happening around Whitehall and beyond. Opportunities for reaching new audiences, such as communities and young people, will be explored.
- 2.7 All its reports and papers will continue to be available for downloading free of charge from the Law Commission website. Last year the Commission took part in DCA's Hansard Society managed web-forum consultation pilot scheme by launching a consultation on the Tenth Programme. This was a new venture for the Commission. In 2008/09 the Commission will explore possibilities for further use of new technologies in consultation techniques. The Commission's Communications Strategy gives more detail of the plans for 2008/09 and beyond.

IMPACT ASSESSMENT

- 2.8 The value of Law Commission recommendations should not necessarily be measured solely in monetary terms. However, there are many projects where the economic consequences are a vitally important consideration in assessing the case for reform.

-
- 2.9 The Commission appointed an Economic Advisor in November 2007 as it intends to provide economic impact assessment in all its reports. By doing that it can demonstrate not only the policy imperatives for reform but the economic benefits of doing so. Providing the in-house skills to do this is a priority and the Commission expects to fill an additional post to support the Economic Advisor in the first half of the year.

WALES

- 2.10 The Law Commission is the Law Commission for England and Wales. The Commission must therefore maintain a dialogue with the Welsh Assembly Government about developments in the law, which are likely to affect Wales.

IMPROVING THE READABILITY OF PAPERS AND REPORTS

- 2.11 In the recent past the Commission has produced full length and summary versions of some of its long or complex reports or consultation papers so that those readers who do not wish to have the full, often technical, detail are still able to engage with the Commission's work.
- 2.12 The Communications Team, in collaboration with the relevant legal team, will continue to develop a detailed communications plan for each project. As part of that process, consideration will be given to producing suitably drafted papers so that their content can reach as wide a readership as possible. The Commission will continue to look at other methods of making its publications more accessible, for example by evaluating the success of the recently produced 'Easy Read' versions of the report on Murder, Manslaughter and Infanticide and the general information booklet which are available on the website.

PROJECT MANAGEMENT

- 2.13 Project management is an important tool for the Commission. It allows internal planning of Commissioners meetings and publishing and communications resources. It enables the Commission to provide reliable information to stakeholders about the likely timings of key stages. It allows scrutiny of projects as they progress. This is important because, as experience has shown, if proper control of a project is lost, it can be difficult to regain and can also have adverse effects on other parts of the Commission's programme.
- 2.14 Each step leading to the report and the Bill should be identified at the outset of the project with calculations of the human and financial resources to be made available and the time each stage is programmed to take. The planning includes an assessment of risk factors, which may disrupt the project, and contingency plans for responding to such occurrences.

-
- 2.15 In setting a timetable there are balances to be struck. There is almost no such thing as a straightforward Law Commission project, because the Commission deals with areas, which are problematic. That is the reason for undertaking them. The easier part of the project is identifying the problems. The harder part is devising solutions, which will work and will not create unintended side effects. The aim of good law reform is that it should be intellectually sound and coherent, practical, and expressed as simply and clearly as possible. The Law Commission has built its reputation on the quality of its work and that quality must not be jeopardised in order to meet deadlines. On the other hand, to build into a project a large amount of additional time to allow for unforeseen problems would not be good management.
- 2.16 The Commission's strategy is to evaluate the risks as best it can at the outset of each project, to allow sufficient, but not excessive, time to carry it out. The Commission also keeps each project under regular review to see whether adjustments need to be made either in the timetable or the resources allocated to the project. The Commission will hold meetings of a Programme Board three times in the year for this purpose.

LINKS WITH OTHER LAW REFORM AGENCIES

- 2.17 The Law Commission is an active member of the Commonwealth Association of Law Reform Agencies (CALRA), having sponsored CALRA's first conference in 2005. The Commission will continue to support the work of CALRA and, for the second year, will offer a small grant to meet part of their administration costs.
- 2.18 The Chairman and Chief Executive regularly receive visitors from foreign law reform bodies and will continue to develop relations with their foreign counterparts whenever possible. The Corporate Services Team will continue to facilitate study visits from foreign officials associated with the Chevening Fellows Programme organised by Bradford and Birmingham Universities.
- 2.19 The Commission will again host foreign visitors, who are participating in the Lawyers and Government Study Programme supported by the Foreign and Commonwealth Office and the British Council.
- 2.20 The Commission continues to undertake joint projects with the Scottish Law Commission, with whom it enjoys excellent relations.
- 2.21 The Commission will support the development of the newly formed Northern Ireland Law Commission and will continue to meet regularly with officials from the three UK Law Commissions and the Irish Law Commission to share best practice and discuss developments.

SELECTION OF FUTURE LAW REFORM PROJECTS

- 2.22 The Law Commission's strategy in the selection of projects to include in its law reform programmes for submission to Parliament through the Lord Chancellor is:
- to consult as widely as possible with government departments, Parliamentarians, commercial organisations, voluntary bodies, the legal profession, academics, local government, faith groups, regulatory bodies, organisations representing minorities and the general public;

- to try to develop long-term planning with Government, both on ways of improving methods of regulation and identifying areas where there is most need for organisation, simplification and reform of the law;
- to keep good working links with Chairs of Parliamentary Committees in each House and with the main opposition parties with a view to identifying areas of the law in need of review;
- to assess each potential project in terms of its importance and viability as a Law Commission project bearing in mind the criteria set out in the Law Commissions Act; and
- to achieve a portfolio of work containing a fair balance between projects that have immediate priority so far as the Government is concerned and projects that further the wider statutory duty of the Law Commission (i.e. where there is a cogent case for law reform in the public interest).

THE TENTH PROGRAMME

- 2.23 The Tenth Programme started on 1 April 2008. A review of the processes used to develop the Tenth Programme will be undertaken this year to inform and improve the development of future Programmes.

SUCCESS FACTORS

Implementation of reports

- 2.24 Recent developments should see an improvement in the implementation rate of Commission reports. A new House of Lords procedure, to be run on a trial basis initially, will allow for and facilitate the approval of technical, non-controversial recommendations. The Commission will identify two suitable reports to be used for the new procedure before the end of the current Parliamentary session (November 2008).
- 2.25 In a Ministerial Statement on 25 March 2008, the Lord Chancellor announced a strengthened role for the Commission, including the introduction of a statutory duty on the Lord Chancellor to report annually to Parliament on the Government's intentions regarding the Law Commission's outstanding recommendations. In addition, there will be statutory backing for the current protocol governing the arrangements, which underpin how departments work with the Commission.
- 2.26 The Law Commission's Annual Report indicates those reports, which have been implemented by Government (by legislation or by other means), and those, which have not yet been implemented. The latter category includes reports that have been accepted and are awaiting implementation.
- 2.27 The current practice is to treat a report as accepted or implemented if any of its recommendations are accepted or implemented. The Commission does not attempt to describe the extent of implementation in more detail. A simple totting up of the number of individual recommendations implemented and unimplemented, without regard to the individual impact of each recommendation, would be of little value.

Other performance indicators

- 2.28 There are obvious problems with assessing the success of a report purely in terms of implementation. The availability of Parliamentary time and the nature of competing Governmental priorities may often have more impact on the form and extent of implementation than the quality of the Commission's recommendations.
- 2.29 In 2008/09 the Commission will monitor and record judicial and academic citations as well as citations by other law reform bodies of Law Commission reports or recommendations. Data will also be collected on mentions in Hansard and in the press. This additional information will help the Commission to measure its reach and impact in a new way.

Office standards

- 2.30 All staff at the Commission operate under a set of core office standards which deal with external contacts and communications, together with internal issues such as staff management, Information Technology, use of resources, health and safety, security and team-working.
- 2.31 The following service standards apply in dealings with stakeholders and members of the public:
- The Commission will write in plain English and structure and tailor its communications to the recipient. It will reply (or send a holding letter) in response to enquiries within 10 working days of receipt (or to an agreed timetable). Freedom of Information requests will be dealt with in accordance with the times set out in the Freedom of Information Act (20 working days).
 - Commission staff will answer telephone calls within 5 rings or as soon as possible if the line is engaged dealing with another caller.
- 2.32 Specialist legal staff are also expected to observe detailed specified standards appropriate to their band.

CORPORATE SERVICES

- 2.33 The Corporate Services Team (CST) is responsible for providing support services to the Commission. It is the CST's aim to provide a safe, comfortable working environment, which provides all staff with the funding, tools and accommodation they need so that they are able to concentrate on delivering the Commission's core business.
- 2.34 Staff in the CST team provide their services either directly or by acting as an intermediary with those at MoJ HQ who have central control or act as advisers.
- 2.35 The services provided by the CST are:
- Programme and project management; including reporting to the Programme Board three times a year, running the Commission's project database and liaising regularly with team managers on project milestones, time-tabling and risk issues;

-
- Facilities Management; including premises maintenance, health and safety, IT liaison, records management, post and print room;
 - Planning for and managing the office move to Victoria this autumn;
 - Human Resources; including running the annual Research Assistant recruitment and liaising with other recruitment providers according to the type of vacancy, drawing up contracts for secondees and consultants, training and development matters (see the separate Training and Development Plan) including induction and all other aspects of personnel work;
 - Finance; including in-year profiling, monitoring and forecasting, budget bids for future years, regularity and propriety, risk management reporting and all other aspects of finance work;
 - Communications; both external and internal including devising a communications strategy, stakeholder management, liaising with the media, launch events, managing the website, arranging printing and laying of publications in Parliament, managing the internal intranet and all other aspects of communications work (see the Communications Strategy for more detail); and
 - Secretarial support to senior staff.

2.36 MoJ's Democracy, Constitution and Law Group provides Library services. Three of their staff work at the Commission.

PART 3 RESOURCES

FUNDING AND STAFFING

- 3.1 The budget allocation from MoJ for the year amounts to £3,835,000 net.
- 3.2 The Full-Time-Equivalent headcount ceiling for the year is 62. The budget allocation does not cover the paybill costs of the posts filled by the Chairman, his clerk and the three library staff provided by E Delivery Group as they are funded directly by other parts of MoJ. See Annex A for an organisation chart showing the team structure.
- 3.3 A detailed split of the allocation is shown in the table below:

Administration	£3,464,380*
Programme	£555,726
Gross Total	£4,020,106
Income	£185,106
Net Total	£3,835,000

*Made up of £2,953,177 pay-bill and £511,203 other admin

- 3.4 The Chief Executive is the Budget Holder with the Head of Corporate Services as Budget Manager. Budgets are not delegated to team managers although they are responsible for maintaining an appropriate level of staffing, as agreed with the Chief Executive.

3.5 Staffing levels (full time equivalents) for 2008/09 for each team are shown in the table below. The figures do not include staff paid from other MoJ sources (Chairman and clerk, library staff) nor the security guards.

TEAM	Actual at 1/4/08	Proposed at 31/3/09
Parliamentary Counsel	3 incl PS	4 incl PS
Commercial and Common Law	1x Comm'r 1x TM 3.6x Lawyer 4x RA Total 9.6	As 1/4/08 Total 9.6
Criminal Law	1x Comm'r 1.6x TM 3x Lawyer 2x RA Total 7.6	1x Comm'r 0.6x TM 3x Lawyer 3x RA Total 7.6
Property, Family and Trust Law	1x Comm'r 1x TM 1x Lawyer 3.2x RA Total 6.2	1x Comm'r 1x TM 4x Lawyer 5x RA Total 11
Public Law	1x Comm'r 1x TM 3.9x Lawyer 3x RA Total 8.9	1x Comm'r 1x TM 3.3 x Lawyer 5x RA Total 10.3
Statute Law Repeals	1x TM 0.6x Lawyer 1x RA 1x PS Total 3.6	As 1.4.08 Total 3.6
Impact Assessment	1x Economist	1x Economist

	Total 1	1x Assistant statistician/ researcher Total 2
Corporate Services Team (including Chief Executive) The figures at 31.3.09 do not include possible reductions resulting from the move to Victoria with the exception of the Band C part-time Facilities Manager post (0.6)	1X SCS 2X Band A 1.6x Band C 3x Band D 3x Band E 2x agency staff Total 12.6	1X SCS 2X Band A 1x Band C 3x Band D 4x Band E 1x agency staff Total 12
TOTAL (headcount = 62)	52.5	60.1

HUMAN RESOURCES

Training and development

- 3.6 Staff will be given every opportunity to develop their skills, both to enable them to perform effectively in their current posts and in the longer-term development of their careers. Legal staff are required to undertake continuous professional development. Monthly lunchtime seminars will continue to provide opportunities to obtain CPD points. Legal team managers will continue to encourage their staff to identify other opportunities for CPD.
- 3.7 All managers will assist their staff to develop and enhance their skills both in relation to the MoJ's Core Competence Framework and Professional Skills for Government where that is appropriate. More detailed information on training and development is available in the Commission's Training and Development Plan.

Performance management and Pay and Grading

- 3.8 The new performance management system (including a new core competence framework containing specialist competences for lawyers and links to the Professional Skills for Government competences) was introduced on 1 April 2007. It applies to all staff below the SCS who are employed by MoJ.

Health and safety management

- 3.9 The Commission attaches paramount importance to the health and safety of its staff and others who visit its premises. The Commission's Health and Safety Policy was launched in July 2006. The policy is reviewed annually in July. Quarterly meetings of the Health and Safety Committee will take place, chaired by the Chief Executive. Staff across the Commission will continue to be represented at the Committee meetings and progress against a detailed Health and Safety Plan will be monitored. Health, safety and environment inspections, carried out jointly with Trades Union representatives, are scheduled to take place every two months throughout the year.

Diversity and equality

- 3.10 The Commission takes its responsibilities under diversity and equality legislation seriously and will continue to contribute fully to MoJ's diversity agenda, providing information as appropriate. The Commission recognises the strengths and wealth of experience, which its diverse workforce brings to the work of the Commission. Staff are encouraged to take an active part in the various MoJ networks and time is given for attendance at meetings and events.
- 3.11 The Commission will continue to ensure that equality and diversity issues are taken fully into account in the substance of the recommendations on law and policy, which the Commission makes. The Commission is committed to consulting fully with those likely to be affected by its proposals, including different groups within society, and to assessing the impact of its proposed policies and removing or mitigating any adverse effect on particular groups within society wherever possible. The Commission has produced two "Easy read" publications aimed at people with learning disabilities, and will consider more of this work in the future.
- 3.12 The Commission's full Diversity and Equality statement can be seen on the website.

CONTACT LIST

Main switchboard	020 7453 1220	
Fax	020 7453 1297	
Chairman		
The Hon Mr Justice (Sir Terence) Etherton	020 7453 1249	
Commissioners		
Professor Elizabeth Cooke	}	william.arnold@lawcommission.gsi.gov.uk
- Property, Family and Trust Law	}	
Mr David Hertzell - Commercial and Common Law	}020 7453 1246	
Professor Jeremy Horder - Criminal Law	}	
Mr Kenneth Parker QC - Public Law	}	
Chief Executive William Arnold	020 7453 1250	
Senior Parliamentary Counsel Robin Dormer	020 7453 1206	robin.dormer@lawcommission.gsi.gov.uk
Criminal Law Team Manager Christina Hughes	020 7453 1212	christina.hughes@lawcommission.gsi.gov.uk
Commercial and Common Law Team Manager Tammy Goriely	020 7453 1264	tamara.goriely@lawcommission.gsi.gov.uk
Property, Family and Trust Law Team Manager Matthew Jolley	020 7453 1251	matthew.jolley@lawcommission.gsi.gov.uk
Public Law Team Manager Richard Percival	020 7453 1236	richard.percival@lawcommission.gsi.gov.uk
Statute Law Repeals Team Manager John Saunders	020 7453 1218	john.saunders@lawcommission.gsi.gov.uk
Head of Corporate Services Ann Achow	020 7453 1226	ann.achow@lawcommission.gsi.gov.uk
Head of Communications Correna Callender	020 7453 1273	correna.callender@lawcommission.gsi.gov.uk

