



Procedure for Board Members Attendance at Commission Meetings

Where a Member of the Commission is unable to attend a meeting (Board, Committee or Policy meeting) he/she should submit his/her apologies, giving details of why he/she cannot attend, to the Chairman or Chief Executive of the Commission in advance of the meeting.

Where a Member fails to attend three consecutive meetings (Board, Committee or Policy meetings) and the Chairman considers that there is cause for concern, the Chairman of the Commission will speak to the Member concerned about his/her non-attendance at meetings and the Chairman will keep a note of the discussion and the reasons for non-attendance.

The Chairman of the Commission will bring to the attention of the Scottish Government's Criminal Justice Directorate all instances where a Member has failed to attend Commission meetings for three consecutive months, whether or not the Chairman has any concerns regarding the Member's attendance.

It will then be a matter for the Scottish Executive to consider whether any form of action is required and whether it is appropriate to bring into effect the provisions of paragraph (7)(a) of Schedule 9A to the Criminal procedure (Scotland) Act 1995 which state:

"Her Majesty may at any time remove a person from office as a member of the Commission if satisfied –

that he has without reasonable excuse failed to discharge his function as a member for a continuous period of three months beginning not earlier than six months before that time;"

In addition, the Chairman will, in the course of his annual appraisal of Board Members' performance, review each Member's attendance record over the course of the year.

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