
Proposals for the Reform of Civil Advice and Assistance

Making your response

We ask you to consider and comment on the proposals set out in the consultation paper. In setting out your comments, you should respond to the specific proposals that are set out in Sections 2 – 4 . We are seeking comments to our proposals by **Friday 28 January 2005**.

You should complete this response form, to give information and to advise if your response is confidential. This will help ensure we handle responses appropriately.

Written comments should be submitted to:

Civil Advice and Assistance Reform Consultation
Access to Justice Division
Scottish Executive
2nd Floor West
St Andrew's House
Regent Road
EDINBURGH EH1 3DG

You can also fax your response to 0131 244 8325, clearly marking it 'Civil advice and Assistance Reform Consultation'.

Or you can email your response to: aareform@scotland.gsi.gov.uk

The Scottish Executive Consultation Process

Consultation is an essential and important aspect of Scottish Executive working methods. Given the wide-ranging areas of work of the Scottish Executive, there are many varied types of consultation. However, in general Scottish Executive consultation exercises aim to provide opportunities for all those who wish to express their opinions on a proposed area of work to do so in ways which will inform and enhance that work.

While details of particular circumstances described in a response to a consultation exercise may usefully inform the policy process, consultation exercises cannot address individual concerns and comments, which should be directed to the relevant public body. Consultation exercises may involve seeking views in a number of different ways, such as public meetings, focus groups or questionnaire exercises.

Typically, [Scottish Executive consultations](#) involve a written paper inviting answers to specific questions or more general views about the material presented. Written papers are distributed to organisations and individuals with an interest in the area of consultation, and they are also placed on the Scottish Executive web site enabling a wider audience to access the paper and submit their responses¹. Copies of all the responses received to consultation exercises (except those where the individual or organisation requested confidentiality) are placed in the Scottish Executive library at Saughton House, Edinburgh (K Spur, Saughton House, Broomhouse Drive, Edinburgh, EH11 3XD, telephone 0131 244 4552).

¹ <http://www.scotland.gov.uk/consultations>

The views and suggestions detailed in consultation responses are analysed and used as part of the decision making process. Depending on the nature of the consultation exercise the responses received may:

- indicate the need for policy development or review
- inform the development of a particular policy
- help decisions to be made between alternative policy proposals
- be used to finalise legislation before it is implemented

If you have any comment about how this consultation exercise has been conducted, please send them to the address given above.

RESPONDEE INFORMATION FORM

Part A - Your details

Please complete the details below and attach it with your response. This will help ensure we handle your response appropriately:

Name:

Postal Address:

Consultation title: **CONSULTATION ON REFORM OF CIVIL ADVICE AND ASSISTANCE**

1. Are you responding as: (please tick one box)

- (a) an individual (go to 2a/b)
(b) **on behalf of** a group or organisation (go to 2c)

2a. INDIVIDUALS:

Do you agree to your response being made available to the public (in SE library and/or on SE website)?

- Yes (go to 2b below)
No, not at all

2b. Where *confidentiality is not requested*, we will make your response available to the public on the following basis (**please tick one** of the following boxes)

- Yes, make my response, name and address all available
Yes, make my response available, but not my name or address
Yes, make my response and name available, but not my address

2c ON BEHALF OF GROUPS OR ORGANISATIONS:

Your name and address as respondents *will be* made available to the public (in the SE library and/or on SE website). Are you content for your response to be made available also?

- Yes
No

SHARING RESPONSES/FUTURE ENGAGEMENT

3. We will share your response internally with other SE policy teams who may be addressing the issues you discuss. They may wish to contact you again in the future, but we require your permission to do so. Are you content for the Scottish Executive to contact you again in the future in relation to this consultation response?

- Yes
No

Part B - Your comments – CIVIL ADVICE AND ASSISTANCE REFORM

Use of this part of the form is optional - further or more detailed responses can be submitted to us in the manner you find most convenient. If you do not use this part of the form, please refer to specific recommendations or paragraph numbers from the report where appropriate, to help us to analyse your response.

In setting out your comments, you should respond to the specific proposals that are set out in sections 2-4 of the consultation paper.

Entry to civil advice and assistance (2.1 – 2.4)

What are your views on the proposals?

The list of case categories (2.5 – 2.6 and Appendix 1)

What are your views on the proposals? (Please include any specific comments on the list in Appendix 1):

Civil advice and assistance for listed categories (2.7 – 2.14)

What are your views on the proposals?

Civil advice and assistance for diagnostic cases (2.15 – 2.17)

What are your views on the proposals?

Civil advice and assistance following a diagnostic interview for matters not within the listed categories (2.18 – 2.19)

What are your views on the proposals?

Financial assessment (3.1 – 3.6)

What are your views on the proposals for financial assessment?

Remuneration (4.1-4.2)

What are your view on the proposals for remuneration?:

Impact assessment

We are interested in your views as to whether you think the proposals for the reform of civil advice and assistance as set out in the consultation paper might impact differently on particular minority groups compared to the population as a whole.

Comments:

Other issues

Are there any other issues you would like to raise or comments you would like to make on the proposals?

Comments:

Thank you for completing this form.