

## **JAC ADVISORY GROUP**

### **TERMS OF REFERENCE**

#### **Purpose**

The purpose of the JAC Advisory Group (The Group) is to work with the JAC and drafting judges to:

- Provide advice and work collaboratively to develop material associated with JAC selection exercises

The Group will respect the differing views of members and recognise that these differences should not prevent the Group from taking a joint approach in helping to develop high quality materials associated with the JAC selection exercises.

#### **Functions**

Members of the Group:

1. Will provide advice on selection exercises at the planning stages and contribute ideas towards the development of assessment materials. This may be done on an individual or collective basis. For example:
  - a. Multiple choice tests, situational questions
  - b. What areas need to be considered (jurisdiction, complexity, level, which competence)
  - c. Type of questions
2. May be assigned to work with drafting judges on the development of materials, with oversight by JAC.
3. Will form a view that the material is fit for purpose and provides an equal opportunity to all eligible candidates. This will include analysis of dry-runs.
4. Will consider feedback reports following Qualifying Tests to help identify any future improvements to related selection exercise material.
5. May, through the Chair, make the Commission Board aware of any concerns in relation to the group's ability to meet its purpose or deliver its functions.

#### **Principles**

- JAC owns all selection exercise materials
- Comments expressed by AG members will inform the development of materials but the final decision rests with JAC

- Comments on the materials are welcomed from all members, including suggestions for improvement but AG members are expected to demonstrate support for JAC aims and objectives outside of meetings

### **Confidentiality**

All papers and discussions relating to specific tests and role plays must be kept confidential to the AG. Those who attend the Group represent their own views rather than those of their organisation, and are able to discuss materials within meetings with drafting judges and AG members. However, papers and discussions relating to other practical and policy issues (i.e. not relating to the selection materials for specific exercises) may be shared more widely within members' organisations. The Secretariat will provide clear advice about which papers and discussions may be disclosed.

### **Declarations of interest**

Members of the Group will declare any connection to an exercise, and also identify any possible conflict of interest for them in contributing to the discussion. All members are required to confirm to the secretariat any 'declaration of interest or conflict' upon receipt of the agenda, and ahead of papers being issued.

### **Tenure/conditions**

- Tenure is limited to three years, with no expectation of renewal
- AG members will sign a confidentiality agreement
- AG members will be asked to stand down if they wish to apply for any JAC exercises

### **Membership**

Membership will comprise:

JAC Commissioner (in the Chair)

JAC Head of Operations

Tribunal Judges (jurisdictions as appropriate) as agreed with SPT

Courts Judges (jurisdictions as appropriate) as agreed with SPJ

Members of the:

Bar Council

Law Society

CILEx Council

Additional members may be invited.

## **Secretariat**

The Secretariat will be provided by the JAC, which will also circulate agendas and action based minutes of meetings.