



## **Citizens Assembly of Scotland**

### **Role of Secretariat**

The Remit and Terms of Reference allows for the establishment of a dedicated Secretariat to the Citizens' Assembly of Scotland.

The Citizens' Assembly will be supported by a Secretariat and advisers who will:

1. Provide professional advice and support to Conveners to enable them to carry out their functions;
2. Provide support and advice to members;
3. Ensure the provision of appropriate evidence to support Assembly proceedings and produce the final report and any interim outputs from the Assembly;
4. Co-design the delivery of the Assembly with contracted facilitators;
5. Establish and support meetings of the Stewarding Group;
6. Manage delivery of services through contracts in place for: recruitment of members; design and facilitation; Communications, PR, News and Media; and digital services;
7. Direct communications activities in relation to the Assembly, including wider public engagement activity;
8. Be responsible for project governance and resource management, including managing the Assembly's budget;
9. Be responsible for record keeping and compliance;
10. Liaise with Scottish Government, as and when required.

The Secretariat will be led by a Secretary appointed by the Scottish Government but reporting to, and taking direction from, the Conveners of the Citizens' Assembly.

The Secretary will be supported by a wider team, comprised of civil servants and expert advisers. For the duration of the Assembly those staff will report to the Secretary and take direction from Conveners. The civil servants will at all times remain subject to the Civil Service Code and be required to act in accordance with the Scottish Public Finance Manual.



The relationship between the Conveners and the Scottish Ministers is as set out in the Memorandum of Understanding between the Scottish Ministers and the Conveners of the Citizens' Assembly of Scotland on the Independence and Administration of the Citizens' Assembly of Scotland.

### **Provide professional advice and support to Conveners to enable them to carry out their functions**

The Secretariat will provide professional independent advice to Conveners to enable the Conveners to discharge their duties. This includes:

- Provision of advice on all matters relating to their responsibilities
- Diary support and logistics
- Co-ordinating correspondence
- Supporting Conveners at events
- Agreeing communications for the Citizens' Assembly

The Secretariat will support Conveners in their dealings with Assembly facilitators and other contractors, the Stewarding Group, and others as necessary.

### **Support to members**

The Secretariat will work with the recruitment contractor and invite members to join the Assembly, making necessary arrangements for accessibility to ensure full participation by members. It will work with Conveners to develop a Code of Conduct for members.

The Secretariat will be the point of contact for members and responsible for member liaison. They will be responsible for ensuring the smooth running of the Assembly, including all logistical arrangements around Assembly meetings, reimbursement of travel costs and processing members' gift of thanks.



The Secretariat will be responsible for member engagement throughout the lifetime of the Assembly, including communication between meetings.

The Secretariat will work within the Information Handling Policy and have due regard to safeguarding requirements.

### **Ensure the provision of appropriate evidence to support Assembly proceedings and produce the final report and any interim outputs from the Assembly**

As directed by the Conveners, the Secretariat will lead on sourcing, commissioning, and ensuring delivery and presentation of the expert advice and evidence required by the Assembly – with assistance from the design and facilitation service contractor and the Stewarding Group.. The Secretariat will also be responsible for recording and reporting any outputs of the Assembly, including the final report and recommendations of the Assembly.

### **Co-design the delivery of the Assembly with contracted facilitators**

The Secretariat will work with the contractors to co-design the Assembly to ensure that it is consistent with implementation of the remit and terms of reference.. This will include facilitating Conveners' input to shape the overall design and delivery of the Assembly.

### **Establish and support meetings of the Stewarding Group**

The Secretariat will establish the Stewarding Group to help guide decision making about the design of the Citizens' Assembly. This will mean coordinating the Stewarding Group to enable the Conveners' to take advice from these experts.

### **Manage delivery of services through contracts in place for: recruitment of members; design and facilitation; Communications; PR, News and Media; and digital services**



The Secretariat will be responsible for managing the different contractors working on the Assembly, including those responsible for design and facilitation; Communications; PR, News & Media; and digital services.

### **Direct communications activities in relation to the Assembly**

The Secretariat will facilitate Conveners' giving strategic direction to the branding, communications and engagement of the Assembly. This will be done by liaising closely with contractors before, during and after the Assembly meetings.

### **Project, governance and resource management**

The Secretariat will ensure appropriate project management and governance principles are in place to deliver the Citizens' Assembly. The Secretariat will manage the Assembly's Budget in line with the requirements of the Scottish Public Finance Manual.

The Secretariat will oversee the research that is being carried out into the work of the Assembly.

### **Record keeping and compliance**

The Secretariat will ensure appropriate record keeping is maintained in line with the Information Handling Protocol.

### **Liaison with Scottish Government**

The Secretariat will liaise with the Scottish Government, including in relation to the use of resources and data and information, as and when required and in keeping with the principles of the Memorandum of Understanding.