

East Lothian Community Justice Partnership

Draft

Terms of Reference: Role, Remit and Membership of East Lothian Community Justice Partnership

1 Vision for the Community Justice Partnership

The East Lothian Community Justice Partnership (referred to in the remainder of this document as 'the CJ Partnership') exists to promote equality and drive local community planning activity to improve outcomes for people wherever they are on the justice pathway, and to improve outcomes for their families, victims and the wider community.

The CJ Partnership oversees the planning and delivery of community justice and will strengthen the coordination of services in East Lothian, which will help in the prevention of offending or reoffending.

The CJ Partnership will focus on making the most of the services and resources available within statutory partner organisations operating in East Lothian and in East Lothian communities and in wider partnerships. The CJ Partnership aims to deliver services that are joined-up and responsive to local need and in doing so recognising local strengths and areas for improvement.

2 Membership of the CJ Partnership

The initial membership of the CJ Partnership is set out in the governing legislation – the Community Justice Scotland Act 2016.

The CJ Partnership will have responsibility for determining its membership beyond the legislative requirements, by requesting and co-opting added members as determined necessary for the CJ Partnership to discharge its responsibilities effectively on behalf of the East Lothian Partnership.

The CJ Partnership will consist of a minimum of 8, up to a maximum of 15 members.

The CJ Partnership Chair and Deputy/Vice Chair will be in place for 12 months to be followed by the Deputy /Vice Chair taking up the position for the following 12 months.

3 CJ Partnership's Aims

The CJ Partnership partner organisations and representatives appointed to the CJ Partnership, will aim to:

- i Work together across organisational boundaries to set strategic direction and ensure local co-operation in the development, implementation and monitoring of Community Justice plans, planning, actions, priorities and resources for East Lothian on behalf of the East Lothian Partnership.

- ii Oversee developments related to Community Justice in East Lothian primarily through the Reducing Reoffending Group (RRG) and by implementation of National and Local Community Justice Plans.

- iii Provide effective governance, performance management, information and performance data, in order to evaluate progress on the implementation and monitoring of the East Lothian Community Justice Local Outcome Improvement Plan.

- iv Consider and make recommendations to the East Lothian Partnership on the allocation of any additional partnership funding that comes into the local authority or any other partner agency in relation to community justice, recognising that decisions sit with the partner organisation receiving the funding. If the partnership through the RRG applies for and receives funding then the RRG will provide recommendations to the CJ Partnership as to the allocation of the funding.

- v Lead on and encourage local conversations about community justice to support ex-offender reintegration, reduce stigma and raise awareness of community justice issues.

- vi Engage stakeholders in a co-productive way in order to fulfil the aim of improving community involvement and knowledge of Community Justice initiatives.

- vii Participate in, contribute to, and influence the formation of Scottish Government legislation and policy and of Community Justice Scotland or any other policies relevant to Community justice to inform local policy and practice.

4 CJ Partnership Meetings

The CJ Partnership will meet at least three times per year.

In the absence of the CJ Partnership Chair a Deputy Chair will chair the meeting.

A decision of the CJ Partnership can only be valid with a quorum of 5 members plus either the Chair or a Deputy Chair, on a one member one vote basis.

The approved minutes of the CJ Partnership will be forwarded to the East Lothian Partnership and Integrated Joint Board for information.

5 Confidentiality

CJ Partnership members agree that any information or documents can be shared and exchanged – with due cognisance to general data sharing regulations and protocols. The presumption will be that documents are for sharing across the Partners unless marked

confidential. The Partnership will also endeavour to make appropriate arrangements for relevant documents to be available on the web to members of the community, directly or through partner organisations.

6 Changes to the CJ Partnership Terms of Reference

Once agreed, at least two-thirds of members must vote in favour of any changes to the Terms of Reference of the CJ Partnership, in the presence of the Chair or Vice Chair. Proposed changes may be submitted in writing to the Chair/Vice Chair 7 days in advance of a meeting of the CJ Partnership.

7 Disputes

CJ Partnership members have a duty to work co-operatively and constructively with each other and collectively to achieve the aims and responsibilities of the Partnership as set out in this document.

In the unlikely event of dispute occurring at the CJ Partnership and not being resolved, the matter will be referred back to the RRG for resolution. If the dispute remains unresolved, it will return to the CJ Partnership and if remaining unresolved after this second meeting, it will be referred to the East Lothian Partnership for discussion and resolution of the issue.

Date of Approval: CJ Partnership Meeting of xx 2018.