



Community Justice Advisory Committee

Terms of Reference

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1. Purpose and objectives of the Committee

- 1.1 The purpose of the Committee is to provide advice, counsel and bring forward, proposals and recommendations to the Board of CJS on discrete areas of policy or practice which impact on outcomes for delivery of Community Justice in Scotland.
- 1.2. The Committee will review and consider the thinking and evidence about Community Justice and develop advice, proposals and recommendations for improvements and innovations to prevent offending at all stages of the Justice journey. In particular, it will consider some of the more challenging issues and obstacles in both the medium and long term for improving and developing Community Justice and reducing offending throughout Scotland.
- 1.3 It will also provide an initial sounding board for the Chief Executive and Senior Staff to discuss more radical or sensitive proposals prior to these going to the Board.

2. Aims

- 2.1 The Committee will work with other stakeholders as appropriate.
- 2.2 The aim will be to support our partners to improve outcomes for people involved with the justice system, their families, communities, and people harmed by crime.
- 2.3 The Committee may:
 - Invite recognised experts to hold thematic discussions on justice system priorities and emerging issues from the wider sector.
 - Contribute to the community justice-related knowledge and evidence base, including identifying opportunities for generating improvement and innovation across the justice sector.

3. Membership

- 3.1 The membership of the Committee will be determined by the Chair of CJS.
- 3.2 It will have a Standing Membership of at least five members -
 - The Deputy Chair of CJS
 - Two other Members of CJS
 - The Chief Executive
 - A co-opted expert member with judicial experience and knowledge of Courts Systems.
- 3.3 Other expert members may be co-opted as appropriate depending on the requirements of the Committee. These may be for varying periods of time.

The Committee may decide to invite other experts or other individuals whose participation would assist the Committee's deliberations to attend its meetings.

- 3.4 Members of CJS staff with expertise and knowledge in the matters covered by the Committee may also be invited to attend.
- 3.5 The quorum for the Committee is three Standing Members, one of whom must be a Member of CJS. Where the meeting is not quorate, but at least one Member of CJS is present the meeting may go ahead with any actions being homologated by circulation of the Standing Members.

4. Meetings

- 4.1 Meetings will take place as decided necessary by the Chair in consultation with the Board.
- 4.2 The Committee will be chaired by the Deputy Chair of CJS.
 - Meetings will be sequenced before Board Meetings.
 - The agenda for each meeting will be agreed by the Chair of the Committee following consultation with the Standing Members.
 - Secretariat will be provided by CJS, usually by the Board Secretary.
 - A record of outcomes, proposals or recommendations from the Committee will go to the Community Justice Scotland Board for consideration and decision.

5. Paper and Presentation Guidelines

- 5.1 Papers may go to the sub-committee through a range of mechanisms -
 - The CJS Research and Ethics Committee,
 - The CJS Academic Advisory Group,
 - A consultation request requiring expertise in a facet of community justice,
 - Or requests from the Board or Chief Executive (through the Chair) for the Committee to consider particular topics or issues.

6. Output

- Any report of the Committee may be published on the CJS website with the approval of the Board.
- Sharing of information and resources (including confidential materials) will be handled via secure e-mail or secure Teams Group accessed by invitation only.

7. Confidentiality

- 7.1 Members of the Committee who are co-opted members or ad hoc members are bound by the provisions of the CJS Board Code of Conduct.
- 7.2 Members and other attendees are required to respect the confidentiality of matters discussed at the meeting. Documents circulated by or papers of the Community Justice Advisory Committee, and the notes from the meetings are confidential but may be shared internally including with the CJS Board unless expressly stated as confidential or in draft form. Sharing of such documents externally or those marked or stated as being confidential will require the agreement of the Committee Chair.

8. Feedback on the Performance of the of Committee.

- 8.1 The Board will feedback on the Committee's performance annually.