

Terms of Reference



Community Justice Partnership
Protecting People in Moray



Purpose Statement	Moray Community Justice Partnership (MCJP) will work collaboratively to; • Assist agencies to work together to promote community justice outcomes and activity • Improve outcomes for those with convictions, their families, victims, witnesses, and the wider community impacted by crime
Group Purpose	• Oversee the development and implementation of a Local Community Justice Partnership Outcome and Improvement Plan (CJOIP) • To meet statutory responsibilities with regards to Community Justice • To work together to hear and understand the views of people who have been impacted by the justice system
Duty to Cooperate	The Community Justice(Scotland) Act 2016 places a duty on community justice partners to: • Collaborate with Partners within the partnership and Community Justice Scotland • Share information and provide advice and assistance between partners • Coordinate activities (to prevent unnecessary duplication), • Joint commissioning of service delivery/activities and funding where appropriate

Membership

The membership of the MCJP will have a representative from each statutory service consistent with the requirements of the Community Justice (Scotland) Act 2016.

These are:

- Crown Office and Procurator Fiscals Office
- Integration Joint Board (IJB) for Health and Social Care
- Local Authority
- NHS
- Police Scotland
- Scottish Courts and Tribunals Service
- Scottish Fire and Rescue Service
- Scottish Prison Service
- Skills Development Scotland

Statutory partners will be represented from a senior level, to support strategic leadership, make decisions and commit resources necessary to the work of the partnership. Partners will nominate a substitute to act in their absence.

Local authority services represented:

- Housing
- Public Protection Team
- Social Work
- Police Partnership Development Officer

MCJP recognises the key role the third sector play in the delivery of the community justice agenda, and as such has representation from a number of organisations.

Third Sector Representatives:

- Elgin Street Pastors
- Families Outside
- Moray Women's Aid
- SACRO
- TSI Moray
- Victim Support Scotland
- Moray Rape Crisis
- Moray Wellbeing Hub

In addition MCJP have representation from;

- Department of Work and Pensions
- Moray College UHI

Chair and Vice Chair	The MCJP shall elect from its membership, a chairperson and vice-chairperson. These positions will be reviewed on a biennial basis.
Meetings	The Community Justice Strategic Group will meet quarterly. The times, dates and venues will be scheduled on an annual basis by the Chair and Coordinator and communicated to all members.
Business Support	The MCJP will be supported by Moray Council. Partnership members should communicate items for the agenda two weeks in advance of the set meeting date to the Coordinator. An agenda and meeting papers will be circulated to partners at least five working days prior to the meeting. A minute of the meeting will be sent to the Chair and once approved, circulated to partners for comment.
Thematic Sub-Groups	The group may choose to convene short life working groups to progress identified key actions/tasks. The focus and membership of the sub-group will be agreed by the partnership and the Chair of the sub-group will be responsible for feeding back progress to the partners.
Quorum	The MCJP will be quorate for business when the Chair or Vice Chair and five or more other representatives of the partnership are present.
Reporting Arrangements	The Community Justice Partnership will formally report to the Public Protection Chief Officers Group in accordance with the agreed reporting schedule.
Terms of Reference	The Terms of Reference will be reviewed annually by the partnership or when changes in the Community Justice (Scotland) Act 2016, Community Justice Scotland, and National and Local policy arise.
Date of Next Review	September 2026