



Reducing Re-offending Third Sector Advisory Group Terms of reference

Role of the group

1. To strengthen and build the effectiveness of the partnership between the Ministry of Justice (MoJ) and the voluntary sector in order to reduce re-offending.
2. To develop a means by which the effectiveness of the relationship between the MoJ and the voluntary sector might be assessed.
3. To advise on and support the development and implementation of policy and its implementation by the MoJ from a diverse voluntary sector perspective.
4. To provide advice and feedback on the development of competition and commissioning strategies and practice in line with the Government commitment to strengthen the role of independent providers in offender rehabilitation.
5. To contribute to identifying gaps in the provision of services for people in contact with the criminal justice system and recommend how these might be filled.
6. To report on progress to Ministers, the Deputy Director in the MoJ for Probation and Vulnerable Offender Policy, the Third Sector Partnerships and Programmes Team at HM Prison and Probation Service (HMPPS) and the CEO of HMPPS.

Leadership and membership

- A group of 15 to 20 publicly recruited senior leaders from the voluntary sector working in the criminal justice system to provide expertise and representation in one or more of the following:
 - Voice and representation from diverse organisations, including geographical location and organisation size
 - Specific policy and delivery expertise in particular areas of need (e.g. substance misuse, mental health, accommodation, employment etc.)
 - Evidenced based practice across key pathway areas
 - Research
 - Knowledge relevant to competition, commissioning as well as funding and investment models and mechanisms
 - Knowledge and expertise in working with and the needs of people in contact with the criminal justice system with protected characteristics.
- All positions are recruited through an open and public process coordinated by Clinks. Positions may be recruited for when a member of the group steps down, where 2 additional need is identified in relation to a specialist area or following a review of membership.
- Successful applicants are appointed to join the RR3 initially for a term of two years. Members can have their membership renewed for a further two years if they wish, subject to agreement from the RR3 chair and relevant government officials. At the end of that period (a total of four years), the seat must come up

for an open selection process, in which the incumbent holder is free to reapply for that role - should it continue to be a role the chair and officials feel is needed.

- The recruitment process is led by the RR3 chair and secretariat, in discussion with officials and members.
- Co-option onto the RR3 for a time limited basis is possible, subject to agreement between Clinks, MoJ and HMPPS. This is intended to respond to gaps in knowledge and expertise amongst the current RR3 membership.
- Members who miss three consecutive meetings may be asked by the chair to step down from the group.
- Membership will be reviewed every two years, in partnership with members of the RR3, Clinks, MoJ and HMPPS.
- In the event an RR3 member leaves the role they were performing at the time of their appointment; they may only retain their seat if they are still working in the voluntary sector at senior level and can demonstrate their ability to continue to provide the expertise and representation they were appointed for. If these conditions are not met, they must step down from their role on the RR3 and a replacement will be openly recruited.
- The MoJ Deputy Director for Probation and Vulnerable Offender Policy to act as a sponsor/champion within the MoJ.
- MoJ and HMPPS to identify relevant Directors, Deputy Directors and other officials to attend as appropriate/necessary to address the issues arising or to brief the group.
- Chair, secretariat and RR3 group to identify officials from other key Government departments to attend as appropriate/necessary to address cross-departmental issues arising or to brief the group
- Voluntary sector representatives and officials who are not members of the group may be engaged through time-limited special interest groups.
- Clinks will provide secretariat support to the group and chair it.

Reporting and meetings

- Reporting will be on an annual basis to the Minister responsible, the Deputy Director in the MoJ for Probation and Vulnerable Offender Policy and the Third Sector Partnerships and Programmes Team at HMPPS. The minutes and outputs of the group will be published on Clinks' website.
- Each year the group can convene time-limited special interest groups that will provide evidence to inform policy and practice as the need arises.
- Communication with the wider sector will be aided through special interest groups which may call for evidence, hold seminars and meetings with representatives from the wider voluntary sector. These groups may also consider publishing the findings and making recommendations on the basis of discussions held. These will be published by Clinks.
- Advisory group meetings will be held quarterly.
- Meeting agendas and the themes for special interest groups will be guided by an annual work plan agreed by the group and emergent issues as determined by policy and practice initiatives.
- Clinks will provide the secretariat to the group and any special interest groups and will facilitate the meetings