

**Victims Taskforce Victim Centred Approach Work stream 1
Governance Group
Terms of Reference**

Purpose

1. The terms of reference are made in relation to the Governance Group of the Victims Taskforce Victim Centred Approach work stream (work stream 1), which is being led by Victim Support Scotland. The ambition is for the group to work in an action and outcomes focussed manner to progress the workplan outlined by the Victims Taskforce.
2. This requires all members and their organisations to commit to providing high-level strategic leadership, focussing on what members can do individually, in collaboration and collectively to improve victims experience.

Remit

3. The primary role of the Taskforce is to co-ordinate and drive action to improve the experiences of victims and witnesses within the criminal justice system, whilst ensuring a fair justice system for those accused of crime.
4. The Taskforce have published a [work plan](#) which contains individual work streams focused around set topics. Work stream 1 aims to foster the development of a new 'victim centred' approach, involving collaboration between all Taskforce members and structured and targeted engagement with victims, witnesses and families.
5. This Governance Group will oversee the planning and delivery of work stream 1 and ensure that recommendations in this area are considered and implemented with an understanding of the perspective of victims and witnesses.
6. The Governance Group will delegate operational delivery of work stream 1 to a relevant operational group.

Membership and Responsibilities

7. Membership is detailed in **Annex A**, current as of September 2019. Membership is drawn from the wider Taskforce membership.
8. Meetings will be conducted by the Chair Kate Wallace and/or other representatives from the work stream 1 lead, Victim Support Scotland.
 - Members will demonstrate commitment to make a positive, practical, meaningful and lasting contribution to the work of the Taskforce Workstream 1 whilst working with other members to drive action to improve the experiences of all victims and witnesses within the criminal justice system.
 - Members will communicate with and provide feedback from their organisations and ensure regular communication with the Taskforce

workstream and other relevant stakeholders.

- Members of the Governance Group are expected to attend or dial-in to meetings. However, the substitution of a deputy is acceptable on the understanding that the deputy will provide a report on the meeting to the substantive member and the group they represent. Members submitting apologies for meetings, and who are unable to send a deputy, should notify the secretariat at the Scottish Government in advance.
- All members of the Governance Group will make a full declaration of interests. If a member is uncertain as to whether or not an interest should be declared, they should seek guidance from the chair.

Frequency of meetings

9. It is proposed that the Governance Group will meet quarterly initially, with the frequency of meetings revisited after the first year of the group. As with the Taskforce, the Governance Group will be in place for the remainder of the current Parliament, to May 2021.

Secretariat

10. Secretariat support for the group will be provided by the Scottish Government Victims and Witnesses Policy Team.

Annex A– Membership

- Kate Wallace, Victim Support Scotland (Chair)
- Sandy Brindley, Rape Crisis Scotland
- Linda Brown, CICA
- Lynn Burns, victim representative
- Willie Cowan, Scottish Government, Criminal Justice Division
- Anne Marie Hicks, COPFS
- Stuart Houston, Police Scotland
- Jim O'Neill, Scottish Prison Service (deputy for Colin McConnell, CE)
- David Fraser, Scottish Courts and Tribunal Service (deputy for Eric McQueen, CE)
- Marsha Scott, Scottish Women's Aid
- Tirion Seymour, Victim Support Scotland
- Colin Spivey, Parole Board for Scotland