



QUAKER PEACE & SOCIAL WITNESS

CRIME, COMMUNITY AND JUSTICE SUB-COMMITTEE



Quaker Peace
& Social Witness

TERMS OF REFERENCE

1) Summary of Purpose

Within the context of overall QPSW policy, to set policy and determine priorities for the work of QPSW in relation to crime, community and justice. The aim of the work is to support Friends in Britain Yearly Meeting in making their witness in the area of crime, community and justice.

2) Membership

Members of the Sub-Committee will be appointed by Quaker Peace & Social Witness Central Committee (QPSWCC). The Sub-Committee will comprise eight to ten Friends, around one third retiring annually on a rolling basis, to ensure continuity. Each Friend will be appointed for a term of three years, and may be invited to serve for a second triennium, or exceptionally a third.

The Sub-Committee will appoint a Clerk and Assistant Clerk from their number.

QPSW Central Committee may appoint one of its number to receive all minutes and papers of the Sub-Committee and to attend at least one meeting a year as a two-way Link between the Sub-Committee and Central Committee. Though the Sub-Committee may not co-opt, it may invite other Friends or specialists to attend specific meetings for particular agenda items or to give advice. The Sub-Committee will be serviced by a member of the QPSW staff team, and other QPSW staff may be invited by the Clerk to attend as appropriate for items on the agenda. Meetings will not normally take place without a QPSW staff member being present, except by agreement with the General Secretary or Assistant General Secretary. Minutes will be agreed in and by the meeting, in accordance with Quaker practice and circulated to Sub-Committee members.

3) Frequency of Meetings:

The Sub-Committee will normally hold meetings between 3 and 6 times a year, at a time, and in a manner and place, to suit Sub-Committee members. The Sub-Committee may meet more or less frequently, but this must be agreed by the Sub-

Committee as a whole, in consultation with the appropriate Assistant General Secretary.

Decisions which must be made between meetings may be taken by the Clerk on the advice of the relevant staff and in consultation with the Assistant Clerk and with other Sub-Committee members as appropriate. Such decisions will be formally minuted at the next meeting of the Sub-Committee.

4) Duties and Responsibilities

- A. To agree, prioritise, oversee and review as needed the work plan of the Programme, ensuring that the work is manageable, achievable and commensurate with the human and financial resources available.
- B. To agree a list of key priority areas for the work, ensuring that the work is commensurate with the human and financial resources available.
- C. In response to minutes passed from Meeting for Sufferings, to advise QPSW Central Committee whether it might be appropriate for the work plan to incorporate specific new areas of concern in the Sub-Committee's area of responsibility.
- D. To make submissions to government and other decision-makers in accordance with agreed procedures, and make recommendations to QPSW Central Committee on public statements within the Sub-Committee's area of responsibility. Submissions to the Scottish Parliament or Welsh Assembly should be made in consultation with General Meeting for Scotland or the Meeting of Friends in Wales, as appropriate.
- E. To ensure that links with appropriate reform and campaign groups are maintained.
- F. To agree the editorial policy for newsletters and other communication materials produced by those working on the programme.
- G. To use, as appropriate for the Sub-Committee, the modes of working set out in *A Framework for Action 2009 – 2014* and summarised below.
Empowering and supporting British Friends by:
 - i. exploring, testing and challenging ideas and good practices coming from individuals and meetings and sharing them widely;
 - ii. gathering and researching information, networking and supporting networks to take action, acting as a hub for information and exchange;
 - iii. being a forum for debate, with Quakers and others, to build knowledge and courage;
 - iv. expressing a Quaker voice and acting as advocates on national issues,
 - v. providing up-to-date materials, training, advice and information,
 - vi. working with Quakers in other countries, the Quaker Council for European Affairs, Quaker United Nations Office, Friends World Committee for Consultation and, as appropriate, other churches and faiths,

vii. exploring partnership arrangements, including ones where the lead is taken by meetings and other Quaker bodies.

H. To collaborate with other QPSW Central Committee Sub-Committees and processes as appropriate.

5) Accountability

The Sub-Committee is accountable to QPSW Central Committee, and will normally report in writing and in person (through its Clerk) to Central Committee once a year, or as directed by Central Committee, in preparation for which it will, using the guidelines provided:

- i. evaluate its work, including work achieved and work in progress and, in the light of that evaluation, will
- ii. assess its priorities for the coming year(s).

From time to time Central Committee will review the Sub-Committee and/or the programme of work to ensure that it is effectively addressing Friends' concerns.

The Sub-Committee's minutes will be received regularly by Central Committee and the Sub-Committee may communicate with Central Committee by specific minute on matters of advice or action, and should always do so when major decisions with significant resource or policy implications need to be taken.

In addition the Sub-Committee will be expected to provide help with fundraising for its work and reports for other BYM committees or external funding bodies as may be requested from time to time.

6) Use of Quaker Faith and Practice

All Sub-Committee members are advised to read Chapter 3 of Quaker Faith and Practice, and are reminded that they all share in the responsibility for ensuring that their work is within the spirit of Quaker Faith and Practice, adheres to the constitutional principles set out in Chapters 3 and 8, and is compliant with Britain Yearly Meeting policies.

7) Committee Handbook

All members will be supplied with a copy of the BYM Committee Handbook, and its use is encouraged.

8) Authority

The Sub-Committee will work within these terms of reference, as approved by minute QPSWCC 11/114 of Quaker Peace & Social Witness Central Committee held 25-27 November 2011.