

HNBHN Regional Human Service and Justice Coordinating Committee Terms of Reference

Preamble

The Ontario government's policy framework for people with clinical needs who come in conflict with the law, *A Provincial Strategy to Coordinate Human Services and Criminal Justice Systems in Ontario*, was approved in June 1997.

Human Services and Justice Coordinating Committees were established in response to a recognized need to coordinate resources and services, and plan more effectively for people who are in conflict with the law.

The two primary areas of emphasis for the committees are:

1. to provide a planning table to bring together service providers to find solutions to the problem of the criminalization of people with the defined unique needs, and;
2. to develop a model of shared responsibility and accountability in dealing with this group of offenders at points of intersection with the justice system.

A provincial, regional and local committee structure is mandated by the Interministerial Working Group, and the Ministry of Health and Long-term Care. A Provincial Human Services and Justice Coordinating Committee will address provincial service and policy issues, identify solutions to systemic problems and make recommendations to appropriate Ministries. The HNBHN Regional committee was established on June 22, 2005 in response to ministry requests and the voluntary commitment of all local committee chairs.

The HNBHN Regional committee is established to coordinate communication and service integration planning between health, criminal justice developmental service organizations and local committees within specific regions.

The mandate and function of this regional committee is to

- conduct research
- gather statistics
- share information
- identify gaps in service
- conduct evaluations
- address policy issues
- develop performance measures
- develop work plans

Currently, the local committees reporting to the regional committee include Hamilton, Halton, Niagara, Brant and Haldimand Norfolk.

Goal

To develop an integrated, coordinated and seamless service delivery system that meets the needs of this client population and supports community safety.

Objectives

1. Facilitate communication through effective linkages among health, criminal justice and social service sectors, and between local committees.
2. Identify issues with respect to service delivery and capacity.
3. Address issues such as access to and duplication of services.
4. Consult with local committees to determine predominant issues.
5. Coordinate regional training opportunities for all sectors involved in serving the target population.
6. Provide informed input and advice concerning research, system design, planning, program implementation, and resource allocation to the partner ministries.

Membership

The HNBHN Regional Human Services and Justice Coordinating Committee will be comprised of a minimum of one representative from each Local committee.

In addition, the Regional Committee will include representatives from the ministries involved in this initiative: Ministry of Health and Long-term Care, Ministry of Community and Social Services, Ministry of Children and Youth Services, Ministry of the Attorney General, Ministry of Community Safety and Correctional Services. The committee will also include representation from the Forensic Program of a designated facility. Additional members will be considered by the committee as the needs are identified. This may include representatives identified with the court system and particular populations such as native, Francophone, priority disability groups and other's.

The chair will be selected annually, by the committee. Membership will be reviewed every two years by the committee.

Membership recruitment will be the responsibility of the committee. A membership task group will be formed for the purpose of committee membership recruitment.

Chair

Chairperson/ co-Chairs will be voted for a two-year term and reviewed annually.

Frequency of Meetings

The Regional committee will meet at least quarterly throughout the year.

Managing the Committees' Work

The Committee will develop an annual work plan, and review those of the local committees to identify opportunities for sharing of best practices and innovative service solutions. Work plans will be reviewed annually to identify outcomes, work that has been completed, and projects that will be continued in the next year.

The Regional Committees will review the committee structure for that region and will determine the need for additional local committees.

The work plans will be submitted to the Provincial Committee for information purposes and to identify provincial opportunities for sharing of best practices and innovative service solutions. Sub committees will be created accordingly.

Reporting Relationship

The Local Committees will develop work plans and budgets¹ and will submit those to the Regional Committees. The Regional Committees will develop a work plan and budget² for the Region (encompassing all local and regional plans), which will be submitted to the regional designated transfer payment agency. The transfer payment agency will submit budgets and work plans to the MOHLTC Regional Office for approval.

Terms of Reference Review

The terms of reference will be reviewed annually with committee members with an evaluation of the committee.

¹ Local committees may allocate budgets to administrative costs, meeting costs, travel, training and special projects.

² Regional committees may allocate budgets to administrative costs, meeting costs, travel, regional training and special projects.