

## ROLES AND RESPONSIBILITIES

### *TIME TO BE HEARD*

#### (THE PILOT FORUM FOR ADULTS IN RESIDENTIAL CARE AS CHILDREN)

##### Chair

Before *Time to be Heard* is in operation:

- to work with officials in the SurvivorScotland team to establish *Time to be Heard* on time and within Scottish Government (SG) budget, acting within the parameters set by Scottish Ministers
- to work with SG officials (including Communications Health) on any media or publicity issues concerning *Time to be Heard*
- to work with SG officials on issues of relevance to *Time to be Heard* arising from the Scottish Human Rights Commission Framework
- to chair the Advisory Group and ensure that members are aware of and (so far as practicable) adhere to their responsibilities (see below)

While *Time to be Heard* is in operation :

- to chair the hearings so that they are undertaken with integrity and sensitivity
- to oversee the financial, administrative and technical arrangements for *Time to be Heard* with particular consideration for their efficiency, effectiveness and suitability
- to work with the support team who assist at the hearings
- to deal with queries from the media and stakeholders
- to supervise compliance with Data Protection (DP) requirements and be responsible to the DP Commissioner for such compliance
- to oversee the implementation of the process review of *Time to be Heard*
- to oversee any arrangements for facilitating reporting allegations to the police by the participants (if they wish) and also in other circumstances where reporting is considered necessary

After *Time to be Heard* has finished hearings with participants:

- to ensure that personal data is retained confidentially and that DP requirements and commitments made to participants are implemented
- to complete a report on the evidence gathered through *Time to be Heard* and the implications of that evidence
- to complete a report on the *Time to be Heard* process
- to work with SG officials (including Communications Health) on any media or publicity issues concerning *Time to be Heard*

#### Commissioners

- to assist the Chair in undertaking his responsibilities (as indicated above)
- to sit with the Chair at any hearings of *Time to be Heard* (one Commissioner at each hearing)

#### The Advisory Group

(taken from Paper AA1/2 Advisory Group papers)

- to provide expert advice on the pilot plans prepared by SurvivorScotland Team
- to identify gaps in proposals put to them by the Team
- to anticipate any challenges or unintended consequences of the proposals focussing particularly on risk assessments provided by the Team
- to act as an independent verifier of the plans
- to confirm that the human rights framework to be provided by SHRC is taken fully into account in plans for the pilot and in the pilot itself
- to assist with key issues arising during the pilot
- to consider any outstanding issues at the end of the pilot
- to comment on draft reports of the pilot's work, in particular anticipating the establishment of any full Forum