



Slough Youth Offending Team Management Board Terms of Reference

1. Purpose and remit

The principle aim of the youth justice system established by Section 37 of the Crime and Disorder Act (1998) is to prevent offending by children and young people. Youth Offending Teams (YOTs) were identified as one of the main vehicles by which this principle aim would be delivered.

In 1998 guidance outlined the statutory responsibility for local areas to establish a steering group (also known as Management Board) for the YOT. The initial function of the Slough Management Board (MB) was to oversee the establishment of the YOT. In order to build on this and ensure that supporting arrangements are sufficiently robust and flexible to respond to local priorities but also to the public service performance agenda emerging from the Youth Justice Board (YJB) and central Government, the MB needs to ensure the following responsibilities are addressed.

Links to appropriate guidance are provided in Appendix A

2. Accountability

Slough MB must ensure suitable governance arrangements are in place for the YOT.

- ❖ Members of the MB are accountable to an inter-authority members' group chaired by the Police. This group should be able to use Yot management information to inform strategic planning decisions aimed at preventing youth crime, safeguarding children and young people and protecting the public.
- ❖ Reporting requirements to other stakeholders need to be clearly defined and understood, including those to Local Authority members, the Police Authority, National Probation Service, Children's Trust Board, Local Safeguarding Board Clinical Commissioning group etc.
- ❖ The MB is responsible for ensuring the delivery of the local youth justice plan. It agrees the draft youth justice plan and receives progress updates as to implementation
- ❖ The MB monitors quarterly updates from the YOT Head of Service on performance against key targets and initiatives.

3. Functions

The MB must:

- ❖ Ensure that the YOT is adequately resourced with equitable contributions by all partner agencies in order to deliver effective services and infrastructure needs are addressed as stipulated in the Crime and Disorder Act 1998 (sec 38, sub section 1-3 and sec 39 sub section 1,3,4,5,6, and 7).

- ❖ Facilitate the development of an appropriately qualified staff group ensuring access to appropriate training and development opportunities to address any competence deficits identified.
- ❖ Ensure that a significant proportion of total staff from the five statutory agencies remain in the YOT to form a core staff group and in addition, seconded staff are rotated from time to time, providing access to up to date expertise.
- ❖ Actively monitor YOT performance against YJB Performance Measures/targets as well as locally agreed targets and takes corrective action in response to underperformance as appropriate.
- ❖ Actively ensure that young people the YOT works with have access to mainstream services.
- ❖ Oversees the YOT's business planning process including the Youth Justice Plan and the commissioning of local services.
- ❖ Integrate the YOT performance system with those, applying to local Criminal Justice Boards, Community Safety and Children's Services.

4. Attendance

Meetings are scheduled a year in advance to facilitate/ensure attendance by Board members. Partner's commitment is demonstrated via regular attendance. In the event that partners are unable to attend, a representative with delegated authority can be sent in their place. In the event that a pattern of non attendance begins to be established the specific partner will be approached by the YOT Head of Service to ascertain any issues and jointly consider what can be done to facilitate attendance. If erratic/reduced attendance continues then the chair of the YOT Management Board will approach the respective partner again with the aim of enabling attendance.

5. Communication

The MB requires clear lines of communication with other inter-agency structures to support it in reducing youth offending. These include:-

- ❖ Crime and Disorder Partnerships
- ❖ Local Safeguarding Children's Board
- ❖ Local Criminal Justice Boards
- ❖ Children's Trusts
- ❖ Probation Boards.
- ❖ Clinical Commissioning Group

With the complexity this level of activity creates members of the YOT Management Board will represent the YOTs issues in these groups to ensure that they contribute to preventing youth crime.

An Administrator from Slough YOT will undertake the Minutes of the MB meetings. These will be circulated within 4 weeks following the meeting. Any paperwork related to the MB meetings will be circulated one week prior to that meeting.

6. Membership

The MB must be chaired by a Chief Officer and:

- ❖ Comprise all statutory partners and other agencies that can make a significant contribution to the youth crime prevention agenda.
- ❖ Ensure that Board members are at chief officer level or representatives with sufficient seniority to be able to commit resources and take necessary decisions.
- ❖ Ensure that Board members have corporate ownership of the YOT and the youth crime prevention agenda.

In line with recommendations in 'Sustaining the Success' and local needs non-statutory members on Slough MB include:

- ❖ Courts
- ❖ Young people
- ❖ Identified local departments

Current membership and contact details for Slough MB are attached at Appendix B.

On the rare occasions that partners are unable to attend meetings and need to send deputies this will be via the Chair of the Management Board. Any deputy will need to have the authority to make decisions / commit resources.

7. Meeting frequency

The frequency of Management Board meetings will be quarterly. A schedule for 2018 meeting dates and venues is attached at Appendix C.

Terms of reference agreed: 2017
Reviewed date: 2019

Appendix A: Links to relevant guidance for structure and operation of Youth Offending Teams' Management Boards

1. Interdepartmental guidance "Establishing Youth Offending Teams" (December 1998)

<http://www.homeoffice.gov.uk/docs/yotcirc2.html#ANNEX%20A>

2. Youth Justice Board guidance "Sustaining the Success" (October 2004)

<http://www.youth-justice-board.gov.uk/Publications/Downloads/Sustaining%20the%20Success.pdf>

3. Crime and Disorder Act 1998

<https://www.legislation.gov.uk/ukpga/1998/37/contents>

Appendix B: Current Membership of Slough YOT Management Board

Organisation	Representative	Position	Contact details (e-mail)
Thames Valley Police	Sarah Grahame	Superintendent, Slough LPA Commander	sarah.grahame@thamesvalley.pnn.police.uk
Slough Children's Service Trust	Andrew Bunyan	Interim Chief Executive	andrew.bunyan@scstrust.co.uk
Slough YOT	Shelley LaRose	Head of Service	shelley.larose@scstrust.co.uk
Slough Borough Council	Ketan Gandhi	Head of Young People's Services, Customer & Community Services	ketan.gandhi@slough.gov.uk
Thames Valley National Probation Service	Caroline MacGowan	Senior Probation Officer	caroline.macgowan@thames-valley.probation.gsi.gov.uk
Clinical Commissioning Group	Kazem Bholah	Joint Director Service Delivery	kazem.bholah@berkshire.nhs.uk
Slough Borough Council	Garry Tallett	Community Safety Partnership Manager	garry.tallett@slough.gov.uk
Berkshire Youth Court	Penny Wood	Berks Magistrates Courts	penny.wood.jp@ejudiciary.net
Education and Children's Services	Ian Johnson	Senior Teacher Haymill Centre	ianjohnson@haybrookcollege.slough.sch.uk
Independent	Declan Grant	Youth Ambassador	declangrant246@gmail.com
Cambridge Education	Tony Broome	Head of Schools Services	tonybrowne@slough.gov.uk
Slough YOT	Allison McCaugherty	Finance & Business Manager	allison.mcaugherty@slough.gov.uk
Thames Valley Police	James Hahn	Chief Inspector, Criminal Justice	james.hahn@thamesvalley.pnn.police.uk

Appendix C: Management Board dates for 2018

Date	Time	Venue
Monday 18th June 2018	11am – 1pm	Meeting Room 1, Ground Floor West, St Martins Place
Monday 3rd September 2018	11am – 1pm	Meeting Room 1, Ground Floor West, St Martins Place
Monday 3rd December 2018	11am – 1pm	Meeting Room 1, Ground Floor West, St Martins Place