



WILTSHIRE YOUTH OFFENDING TEAM EXECUTIVE BOARD

TERMS OF REFERENCE 2017/18

1. Introduction

- 1.1 The Wiltshire Youth Offending Team is established under Section 37 of the Crime and Disorder Act with the principal aim of preventing offending by children and young people and promoting safer communities. The Board is required to manage the performance of the prevention of youth crime agenda, and ensure the delivery of the statutory principal aim at local level. This includes reducing the likelihood of reoffending by young people and the risk of harm that they can cause to other people and themselves.
- 1.2 The Local Authority (through the Corporate Director/Director of Children's Services) is required to take the lead in ensuring that adequate and suitable governance arrangements are in place to ensure that all the statutory partner agencies are fully participative in the Executive Board as required under relevant legislation.

2. Aims

- 2.1 The Board will be responsible for ensuring that (where required) the Youth Justice Plan and related plans are prepared, monitored and delivered. It will provide the overall strategic direction for Youth Justice Services, and monitor objectives linked to key performance indicators, within the national framework established by the Youth Justice Board and other locally agreed priorities.
- 2.2 The Board will establish and monitor a staffing profile for the YOT which ensures clarity of roles; holds individuals to account; and provides for the skills, knowledge and experience base needed to fulfil the objectives set. The Board is responsible for recruiting and selecting the Head of Service, and for ensuring that there are sufficient resources deployed to meet the stated aim.

2.3 Statutory Partners and Functions

- 2.4 Section 39 (1) of the Crime and Disorder Act 1998 requires the co-operation of the named statutory partners to form a YOT. Section 38 (1, 2) identifies the statutory partners and places upon them a duty to co-operate in order to secure youth justice services appropriate to their area. These statutory partners are:

- Local Authority
 - Police
 - National Probation Service
 - Community Health
 - Voluntary Sector Representative
 - CAMHS
 - Police and Crime Commissioner
- 2.5 To support the YOT, additional partners may also be recruited to the joint strategic effort to prevent offending by children and young people.
- 2.6 The Act does not prescribe how services are delivered, but sets out two principal statutory functions assigned to each YOT in Section 39 (7):
- to co-ordinate the provision of youth justice services for all those in the authority's area who need them
 - to carry out such functions assigned in the youth justice plan formulated by the local authority.
- 2.7 In addition, by providing the youth justice services outlined at Section 38 (4) of the Act, the local authority also addresses its duty, under paragraph 7(b) of Schedule 2 of the Children Act 1989, to take reasonable steps designed to encourage children and young people within the area not to commit offences.
- 3. Board Membership**
- 3.1 The composition and governance of the Youth Offending Team is informed by national and local strategic requirements and relevant policy directives, as well as by the Youth Justice Board's document 'Sustaining the Success' 2004 and Modern Youth Offending Partnerships Guidance on Effective Youth Offending Team Governance in England 2013 which requires members to have sufficient seniority and authority to be able to commit resources to the YOT or the wider youth crime prevention agenda.
- 3.2 The Board will consist of senior representatives of the following partners: Wiltshire Council Children's Services, Public Health, Wiltshire Constabulary, National Probation Service, Oxford Health NHS Foundation Trust (CAMHS), and Voluntary Sector, HM Courts, Lead Member for Children's Services, and Children's Community Health (Virgin Care). Additionally other members with full voting rights are to include: Wiltshire Council's Crime and Disorder Partnership and other co-opted members (including representatives from the YJB/NOMS)..
- 3.3 Other representatives from related organisations or stakeholders will also be invited to attend as appropriate and the Board recognises a duty to encourage and support representation and views from these organisations that have a role in preventing and reducing offending by

young people; including soliciting the views of young people themselves.

- 3.4 The Board will normally be chaired by a Corporate Director of Wiltshire Council or their representative. The Vice Chair will normally not be held by Wiltshire Council.

Board Members will consistently attend and constructively participate in the YOT Executive Board. The Chair will hold those to account who persistently fail to

- attend (or send a suitable representative);
- support and engage with the Board's activities; and/or
- take action as required and agreed by the Board in a timely fashion.

An assessment of agency attendance and participation will be provided in each YOT annual report.

- 3.5 All members of the Executive Board have full voting rights. The DCS (Chair) must satisfy him/herself of that before any vote, the Executive Board group is quorate (i.e. at least two-thirds of voting members are present)

- 3.6 The Head of Service Early Help (Wiltshire Council) or other delegated posts will provide administrative support to the Executive. YOT staff will also attend but do not have voting rights. They are Officers (not Members) of the Board.

4. **Linkages with other strategic groups**

- 4.1 The Board will ensure that there are strong linkages with the following strategic groups:

- The Children's Trust Board for Wiltshire, in particular with regard to the CTB's priorities, commissioning role and monitoring of area based grants.
- Wiltshire Safeguarding Children's Board
- The Wiltshire Criminal Justice Board
- MAPPA Strategic Board
- Wiltshire Community Safety Partnership
- Other identified community and governance groups

5. **OPERATIONAL**

- 5.1 The Board will ensure effective delivery of services to prevent youth crime by;

- Securing the appropriate financial, estates, personnel, strategic planning, effective practice delivery and data management in accordance with national and local legislative and policies/procedures (in this, there is an expectation that partners will advocate for and prioritise appropriate resourcing for the YOT Partnership).

- Monitoring the performance of the YOT against key elements of effective practice, local targets, and Inspections to ensure continuous improvement.
- Ensuring that the work of the YOT is integrated into the Local Criminal Justice Board, MAPPA Strategic Management Board, Community Safety Partnerships, Children’s Trust and Local Safeguarding Children’s Board, and that across the multi-agency partnership there are clean lines of communication
- Contributing to and approve the Annual Youth Justice Plan Strategy (where required) for recommendation to Partner agencies prior to final submission to the Youth Justice Board. This includes taking part in self-assessment and peer review exercises at an Executive Board level.
- Ensuring that the Youth Offending Team is appropriately resourced to be able to deliver on its Strategy.
- Determining the overall financial and human resources of the YOT to meet the requirements of the Youth Justice Plan (this includes commitments to partnership funding both ‘in-kind’ and through direct contribution.
- Ensuring that YOT staff receive appropriate training and development opportunities in order to deliver best practice.
- Ensuring that core staffing is retained from the statutory agencies, and that YOT continues to operate within a multi-agency co-location model, and that systems are in place to maintain continuous staff secondment.
- Ensuring that the work and development of the YOT is given a high profile within all partner agencies and within Wiltshire, through effective marketing to improve public confidence in the Youth Justice System.
- Ensuring that YOT is prepared for formal inspections and has an internal quality assurance process.
- Ensuring that the YOT as delivery team is aware of its strengths and weaknesses, has a focus on improvement and learning and is confident in Quality Assurance process.

TOR presented to the Board	06/12/2012
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