

# Leicester Youth Justice Management Board.

INDUCTION BOOKLET - Karen Manville

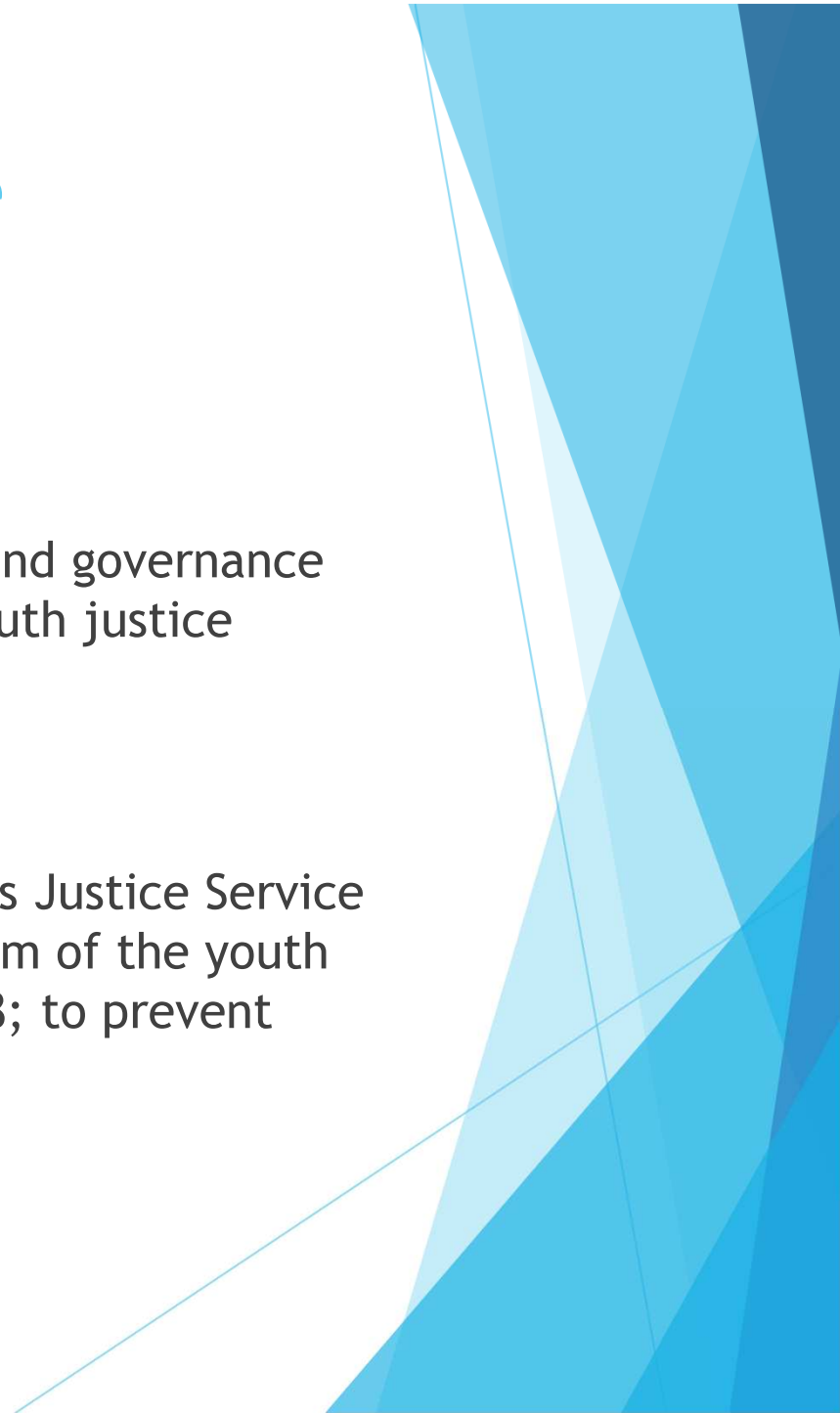
# Welcome to Leicester Youth Justice Management Board.

- ▶ You have been nominated to join the Board because you have a strategic role in relation to young people in Leicester.
- ▶ You represent an agency that is required to co-operate in the operation of the statutory functions of the board or you deliver or commission services provided to young people 10-25 and their families.
- ▶ In this pack you will find information about: your role and the expectations of your role, named key documents with which you should become familiar with and general information about young peoples expectations.
- ▶ As a member of the Board you have a duty to contribute to the effective work of the board. This should be prioritised as the representation of your organisation is key.
- ▶ Being a member of the Board yields many rewards both personal and professional. However, if you are to fulfil your role satisfactorily, your organisation also needs to recognise the commitment you are taking on and to endorse your responsibility to hold it to account if necessary.

# Remit of the Leicester Youth Justice Management Board.

The strength of the Board's leadership, strategic direction and governance directly impacts on the outcomes for young people in the youth justice system and the services they receive.

The management board holds the Children and Young Peoples Justice Service (CYPJS) to account to ensure that it achieves the primary aim of the youth justice system, as set out in the Crime and Disorder Act 1998; to prevent offending by children and young people.



# Key Roles and Functions of the Board

Key responsibilities encompass the following:

- ▶ Providing direction and governance to the CYPJS.
- ▶ Monitoring measurable objectives linked to key performance indicators, including the National Standards for Youth Justice.
- ▶ Ensuring the CYPJS tailors its services to the needs of local young people and that they have an opportunity to shape the services and interventions they receive.
- ▶ Holding accountable the CYPJS and partner agencies for their contribution to performance against the Youth Justice Indicators and other local measures.
- ▶ Assisting the local authority in their duty to formulate and implement the statutory annual youth justice plan. This plan sets out how youth justice services in the area are to be composed, provided and funded; how the CYPJS will operate, what functions it will carry out and its key priorities .
- ▶ Engaging and utilise the benefits of multi-agency delivery.

# The Board will fulfil the following range of functions:

Ensure adherence to all relevant National Standards.

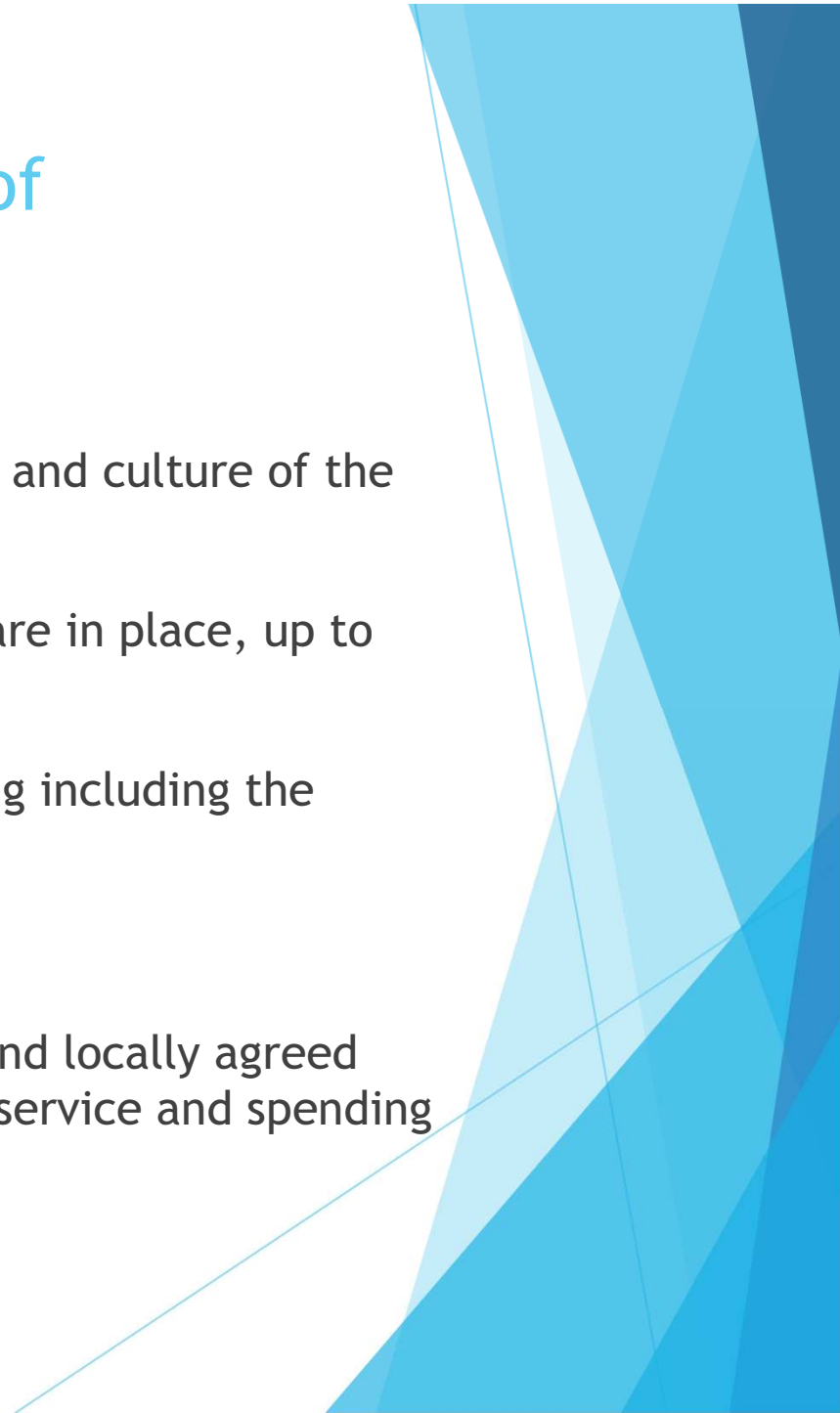
Provide appropriate leadership including setting the principles and culture of the service.

Ensure appropriate service level and partnership agreements are in place, up to date and implemented as agreed.

Address any identified barriers to effective partnership working including the resolution of any conflicting partner objectives.

Oversee and contribute to the Partnership and Delivery Plan.

Ensure the CYPJS is adequately resourced, with all statutory and locally agreed funding contributions. Have an oversight of the budget of the service and spending against the budget.



## Functions continued:

Receive regular evidence of the impact, performance and quality of the service including knowing the views of service users. Where necessary request work on performance in order to identify and achieve improvements.

Have oversight of all inspection outcomes and processes for reporting and identifying the learning from these and serious incidents and ensure actions are put in place to address these.

Oversee the development of a comprehensive workforce strategy that supports an effective learning organisation and ensures staff development needs are addressed.

Have an awareness of Board member's training needs and a plan to meet these including an induction plan for members as needed.

# Strategic links and reporting lines

To operate effectively the Board needs to ensure that at a strategic level it links into the following partnerships/ agendas:

- ▶ Multi Agency Public Protection Arrangements
- ▶ Leicester Safeguarding Childrens Partnership
- ▶ Safer Leicester Partnership
- ▶ PREVENT
- ▶ Troubled Families
- ▶ Early Help Strategic Partnership Board
- ▶ Childrens Trust
- ▶ Corporate Parenting Board
- ▶ Strategic Offender MAPPA Management Board

▶ All Boards have a common purpose to reduce offending, safeguard and improve outcomes for children, young people , their families and victims by serving the communities of Leicester.

# Expectations of members of the Board

As a minimum the Board would expect Strategic Board members to:

- ▶ Actively contribute to all Board meetings and CYPJS events.
- ▶ Provide a pen picture for information upon membership.
- ▶ Complete any relevant actions within the timescales agreed.
- ▶ Provide challenge both within their own organisation and to other partner agencies to ensure the best outcomes for children in Leicester.
- ▶ Ensure that information, policies and procedures of the Leicester CYPJS are disseminated effectively within their own organisations and implemented.
- ▶ Collate and provide quality assurance information, including data, as required by the Board and contribute to quality assurance arrangements.
- ▶ Identify and support staff to participate in the inter-agency activities of Leicester CYPJS such as policy development, scrutiny of practice, training, practice development and any other initiatives.
- ▶ Make a commitment to training and workforce development.



# Expectations of members of the Board continued...

- ▶ Represent CYPJS and its activities within their own organisation.
- ▶ Contribute to the development and completion of the CYPJS Partnership and Delivery Plans as well as annual reports, specifically the Youth Justice Plan.
- ▶ Operationally, ensure that information is shared in line with CYPJS policies and procedures, including reporting difficulties within own organisation and between organisations to the Board and working with partners to find effective solutions.
- ▶ In addition many members have specific responsibilities or expertise to contribute to the effective functioning of the Board.
- ▶ Review the terms of reference yearly as a minimum.
- ▶ Attend visits to the CYPJS to link with delivery.

# Membership of the Board will consist of:

Partners who have a statutory responsibility for delivering aspects of Leicester YPJS. This includes Police, Probation, Children's Services, Health, Education.

Partners who fund key aspects of YOT resources. This includes, Health Commissioners, Probation etc.

Other key strategic partners centrally involved in the governance or delivery of services to vulnerable young people/adults in Leicester.

## ORGANISATION LEVEL OF REPRESENTATION

Terms of reference highlights key individuals.

If the nominated representative cannot attend then another appropriate manager should deputise to ensure continuity of attendance by all partners. Representatives should always be of the appropriate level to be able to make strategic decisions and commit resources as needed.

# Member's Signature

- ▶ I agree to represent my organisation at the Board
- ▶ I have read and understood the induction booklet
- ▶ I have been provided with the relevant Board terms of reference and understand the scope of the work that is undertaken
- ▶ I have read and understood the Partnership, delivery Plan and most recent Youth Justice Plan as a minimum.

Name .....

Organisation .....

Position .....

Telephone number .....

Email .....

Signed .....

Date .....

