



Leicester Youth Justice Management Board

Terms of Reference 2024-25

1. Background

1.1 Youth Offending Services (YOS's) were established nationally in 2000. Performance and standards of YOS's nationally are overseen by the Youth Justice Board (YJB). The YJB stipulates that each YOS must be overseen by a management/partnership board. The YJB provide guidance in relation to effective governance by Boards, and the key points can be summarised as follows:

- a) the management board should provide strategic direction with the aim of preventing offending by children and young people.
- b) all statutory funding partners, the local authority, police, national probation service, and health, must be represented on the board.
- c) members of the management board should be empowered with the capacity to make strategic decisions.
- d) the Board should determine how appropriate youth justice services are provided and funded.
- e) the Board should oversee the formulation of a draft youth justice plan.

1.2 The guidance also suggests that in discharging functions relating to youth offending, the board may benefit from considering broader membership. The guidance suggests additional optional partners which could be on an ad hoc basis when required as follows;

- a) youth courts
- b) court legal advisors
- c) community safety managers
- d) housing providers
- e) voluntary sector representatives
- f) local secure establishment
- g) elected members

2. Purpose of the board

2.1 To provide an inter-agency management forum to oversee and monitor the work of the Leicester Children and Young People's Justice Service to meet the statutory principal aim of preventing offending and reoffending by children and young people.

3. The objectives and responsibilities of the Board

3.1 The objectives of the board are as follows:

- a) to take overall management responsibility for the establishment and development of the Leicester Children and Young People's Justice Service (CYPJS)
- b) to provide the formal reporting line and receive regular reports on the progress and work of the CYPJS
- c) to take all delegated management decisions not within the authority of the Head of Service for The Prevention Service.
- d) to provide the necessary budget overview, including the review of agency contributions.
- e) to provide a forum for resolution of inter-agency issues.
- f) to receive and approve the draft Youth Justice Plan prior to final approval by elected members and



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- members of the partnership authorities. To help shape this plan in partnership.
- g) to monitor and review the progress made in achieving the objectives and performance targets set out in the annual Youth Justice Plan. To provide high support and high challenge.
 - h) through the Head of Service for The Prevention Service and the Service Manager for CYPJS, that the service is prepared for inspection by the HMIP (HM Inspectorate of Probation) and that all required information by the Board are met promptly.
 - i) to ensure that the work of the CYPJS makes the necessary links with the Leicester, Leicestershire and Rutland Criminal Justice Board, as well as the key strategic links required by the Crime and Disorder Act 1998, particularly those in relation to the wider crime and disorder reduction strategies and specific youth crime reduction strategies.

4. The Method of Operation

4.1 The board will meet on a quarterly basis, holding four meetings a year. The agenda will consist of the following regular items:

- a) Performance (quantitative and qualitative)
- b) Finance
- c) Partnership updates
- d) Exception reporting for Critical Learning Reviews.
- e) Thematic deep dives – spot lights

4.2 One week prior to each Management Board, the relevant documents will be circulated to all members. The reporting schedules are attached as appendix A. As appropriate, reports will progress through other relevant governance arrangements.

4.3 Meetings are scheduled to last up to 3 hours with minutes taken. Minutes will be circulated to members within 10 working days of the meeting. Administration support will be provided by the Head of Service.

4.4 Management board members are responsible for attending the meeting or sending a nominated representative on their behalf.

4.5 Management Board members are responsible for ensuring key information is shared with their agencies.

The Membership of the Board

Group Members	Role	Contact
Laurence Jones (Chair)	Strategic Director: Social Care and Education Leicester City Council	laurence.jones@leicester.gov.uk
Damian Elcock	Divisional Director: Social Care and Early Help Leicester City Council	damian.elcock@leicester.gov.uk
Karen Manville	Head of Service: Prevention Service Leicester City Council	Karen.manville@leicester.gov.uk



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Brian Bodsworth	Service Manager – Youth and Youth Justice Service Leicester City Council	Brian.bodsworth@leicester.gov.uk
Jessica Nichols	Head of Service SEND support Education Leicester City Council	jessica.nichols@leicester.gov.uk
Sophie Maltby	Director of Education	Sophie.maltby@leicester.gov.uk
Grace Strong	Strategic Director Violence Reduction Network	grace.strong@leics.pcc.police.uk
Wendy Hope	<i>Head of Quality & Safety</i> <i>LLR Integrated Care Board</i>	wendy.hope@nhs.net
Andrea Knowles	Senior Operations Manager Turning Point, Leicester	andrea.knowles@turning-point.co.uk
Henry Henderson	Detective Chief Inspector Leicestershire Police	henry.henderson@leicestershire.pnn.police.uk
Bob Bearne	Head of Leicester, Leicestershire & Rutland Probation Service Deputy chair of the board	Bob.bearne1@justice.gov.uk
Kayleigh Lord	Clinical Team Leader, Young Peoples Team , Child and Adolescent Mental Health Service	Kayleigh.lord@nhs.net
Mamps Gill Tracy Green	Head of I & E Midlands Youth Justice Board	gill.mamps@yjb.gsi.gov.uk tracy.green@yjb.gsi.gov.uk
Laura French	Public Health <i>Engagement, Partnerships, Inequities & Communities (EPIC) Team</i> Leicester City Council	Laura.french@leicester.gov.uk
Jon Rosenthal	(Representing Courts)	jon.rosenthal.jp@ejudiciary.net



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	Business Support Officer, LCC	
Team Managers On rota basis for performance and QA section and Participation/coproduction agenda items.	Carol.hughes Derrick Kabuubi Ivor Sutton Kelly Summerfield	Carol.hughes@leicester.gov.uk Derrick.kabuubi@leicester.gov.uk Ivor.sutton@leicester.gov.uk Kelly.summerfield@leicester.gov.uk

These Terms of Reference will be reviewed annually, next review date September 2025.

Appendix A: Regular Reporting schedules

Board meeting	Report	Author	Period covered
End of Jan 2025	CYPJS Performance & Quality Assurance Report	CYPJS: Service Manager	
	Finance Report	Accountant	
	Strategic Partnership Delivery Plan	Head of Service & LYJMB leads	
	Developing the Youth Justice 5-year Plan	Heads of Service and partnership	
March 2025	Workshop on the youth justice plan and management board reflection time	Head of Service and partners	
End of April 2025	CYPJS Performance & Quality Assurance Report	CYPJS: Service Manager	
	Finance Report	Accountant	
	Strategic Partnership Delivery Plan and Youth Justice Plan	Head of Service & LYJMB leads	
End of September 2025	CYPJS Performance & Quality Assurance Report	CYPJS: Service Manager	
	Finance Report	Accountant	
	Strategic Partnership Delivery Plan	Head of Service & LYJMB leads	



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Late December 2025 - Start of Jan 2026	CYPJS Performance & Quality Assurance Report	CYPJS: Service Manager	
	Finance Report	Accountant	
	Strategic Partnership Delivery Plan	Head of Service & LYJMB leads	