



Leicester Youth Justice Management Board

Terms of Reference 2022-23

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 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 & 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 Early Help and Prevention.
- 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.
- g) to monitor and review the progress made in achieving the objectives and performance targets set out in the annual Youth Justice Plan
 - h) through the Head of Service for Early Help and Prevention and the Service Manager for CYPJS, ensure that the service is prepared for inspection by the HMIP (HM Inspectorate of Probation) and that requests for 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.

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
Martin Samuels (Chair)	Strategic Director: Social Care and Education Leicester City Council	Martin.Samuels@leicester.gov.uk
Caroline Tote	Divisional Director: Social Care and Early Help Leicester City Council	Caroline.Tote@leicester.gov.uk
Karen Manville	Head of Service: Early Help and Prevention Leicester City Council	Karen.manville@leicester.gov.uk
Brian Bodsworth	Service Manager – CYP Justice Service Leicester City Council	Brian.bodsworth@leicester.gov.uk
Sue Welford	Principle Education Officer (representing Connexions & Education Welfare)	Sue.Welford@leicester.gov.uk



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	Leicester City Council	
Sophie Maltby	Head of Service SEND Support Service – SEN and disability	Sophie.maltby@leicester.gov.uk
Grace Strong	Strategic Director Violence Reduction Network	grace.strong@leics.pcc.police.uk
Tracie Rees	Director: Adult Social Care and Commissioning (representing SEND) Leicester City Council	Tracie.Rees@leicester.gov.uk
Sarah Hancock	Senior Operations Manager Turning Point, Leicester	Sarah.Hancock@turning-point.co.uk
Gavin Drummond Soon to be replaced by Jim Hatton	Detective Chief Inspector Leicestershire Police	Gavin.Drummond@leicestershire.pnn.police.uk Jim.hatton@leicestershire.pnn.police.uk
Bob Bearne	Head of Leicester, Leicestershire & Rutland Probation Service	Bob.bearne1@justice.gov.uk
Rob Howard	Consultant for public health	Rob.howard@leicester.gov.uk
Kayleigh Lord	Clinical Team Leader, Young Peoples Team , Child and Adolescent Mental Health Service	Kayleigh.lord@nhs.net
Mamps Gill	Head of I & E Midlands Youth Justice Board	gill.mamps@yjb.gsi.gov.uk
Currently vacant (previously Andy Cook)	(Representing Courts)	vacant
Currently vacant (Previously Simon Downs) currently Kira Hughes covering	Office of Police and Crime Commissioner	kira.hughes@leics.pcc.police.uk

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Grace Strong	Strategic Director, Violence Reduction Network (LLR)	Grace.Strong@leics.pcc.pnn.gov.uk
Bharti Solanki	Business Support Officer, LCC	Bharti.solanki@leicester.gov.uk

These Terms of Reference will be reviewed annually, next review date July 2022.

Appendix A: Regular Reporting schedules

Board meeting	Report	Author	Period covered
End of Jan 2021	YOS Performance & Quality Assurance Report	CYPJS: Service Manager	
	Finance Report	Accountant	
	Strategic Partnership Delivery Plan	Head of Service: EHP & LYJMB leads	
End of April 2021	YOS Performance & Quality Assurance Report	CYPJS: Service Manager	
	Finance Report	Accountant	
	Strategic Partnership Delivery Plan and Youth Justice Plan	Head of Service: EHP & LYJMB leads	
End of September 2021	YOS Performance & Quality Assurance Report	CYPJS: Service Manager	
	Finance Report	Accountant	
	Strategic Partnership Delivery Plan	Head of Service: EHP & LYJMB leads	
Start of Jan 2022	YOS Performance & Quality Assurance Report	CYPJS: Service Manager	
	Finance Report	Accountant	
	Strategic Partnership Delivery Plan	Head of Service: EHP & LYJMB leads	



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Q1 April – Jun 2021 – case level data submitted on 31st July 2021 – Yot data summary released END Aug 2021
– First yomb should take place – between end of Sep 2021

Q2 – July -Sep 2021 – case level data submitted on 31st Oct 2021– Yot data summary released END Nov 2021
– second yomb meeting should take place MID Dec or early Jan 2022 (avoid xmas period)

Q3 – Oct -Dec 2020 – case level data submitted on 31st Jan 2021 – Yot data summary released END Feb 2021
– third yomb meeting should take place End of March 2021

Q4 – Jan- March 2021 case level data submitted on 31 April 2021 – Yot data summary released END June 2021– Fourth yomb meeting should take place End of July 2021