

Youth Justice Management Board

Terms of Reference

The Terms of Reference contained within this document are in reference to 'Youth Justice Service Governance and Leadership' published by the Youth Justice Board on the 10th December 2021 and defined by the Crime Disorder Act 1998.

Principles:

To harness the commitment and involvement of all participating agencies both statutorily and non-statutory (as identified within the Crime and Disorder Act 1998) providing services to young people and families known the Youth Justice System within the London Borough of Croydon. In addition to comply with the Local Authorities statutory obligation contained within Paragraph 7(b) Section 2 of the Children Act 1989

It's aim(s):

- Ensure communication between partner agencies is maintained in identifying and resolving issues that might affect the success of implementing the Strategy to reduce and prevent youth crime;
- Ensure that strategy development and implementation is inclusive and responsive to the needs of Croydon's diverse community and addresses disproportionately;
- Encourage community engagement and consultation with young people to ensure the needs and perspectives of those within the Youth Justice serves are heard.
- To consider the welfare and safeguarding of children known to the Youth Justice System.
- To address the needs of victims
- To protect the public under the domain and guidance of Multi-Agency Public Protection framework.

Meeting frequency:

The meeting is held quarterly.

Chair and membership:

The meeting is chaired by the Corporate Director of Children, Young People and Education.

Please see bottom page for full list of agencies and personnel for membership details.

Agenda Support:

Circulation of agenda, minutes and supplement documents are sent by the Executive Officer in addition to the task of all minute taking.

Links to other Groups

Safer Croydon Partnership
Children's Safeguarding Partnership

Key Responsibilities:

The Youth Justice Service will:

- Ensure a clear vision is embedded for children known or at risk, to the Criminal Justice System, and that high quality services are delivered to prevent and reduce offending.
- Monitor and report on key performance indicators and targets, contained in the strategy in accordance with the guidance 'Standards for Children within the Youth Justice System' published by the Youth Justice Board;
- To determine the staffing and funding of the YJS in accordance with YJB requirements and guidance in addition to grant obligations;
- To ensure the YJS meet any new requirements from either legislation or regulation or due to emerging local need;
- Lead on the development and yearly revision of the Youth Justice Plan in accordance with Youth Justice Board's expectations;
- To oversee and ensure there is appropriate engagement of the YOS with partner agencies;
- Support and assist in the co-ordination of the delivery of services provided by the YJS and produce accurate reports on the operation and performance of the service.
- Ensure that disproportionately is considered and addressed and all agencies are playing a proactive part as outlined by the Youth Justice Service Disproportionately Action Plan.
- Provide the Board with details of characteristic(s) of children entering the system and identification of where services can be targeted outside of Youth Justice.

The Youth Justice Management Board:

This board has delegated responsibility on behalf of the Safer Croydon Partnership Board, Its purpose is to coordinate the delivery of actions that will support the strategic aim of the partnership to improve the safety of children and young people within the borough. This will include:

- Sound knowledge of the Youth Justice System and its functions and responsibilities;
- Monitoring the delivery of the borough's 'Serious Youth Violence' action plan;
- Coordinating the activity of the borough's multi-agency Gangs and Integrated Offender Management programme
- Responsibility of for the delivery of any other youth crime priorities identified within the Safer Croydon Strategy including tackling: Domestic violence/Exploitation and Modern Day Slavery.

The board is also expected to:

- Have a dedicated, evidence based action plan, that details the activity that will be delivered throughout the year, informed by partnership analytical product (e.g. the annual strategic assessment) and interventions best to tackle identified issues. Action plans to be inclusive of any inspection or thematic inspection actions that may have been identified;
- To scrutinise and monitor performance against targets and indicators set by the Board, approving remedial plans and escalating issues where appropriate.
- To act as the partnership's expert group on the priorities tasked to the group by the board and evaluating the outcomes of key projects in order to identify, collate and share best practice.
- To scrutinise and monitor the expenditure of any grant funding allocated to the group's action plan(s) to ensure effective and efficient use of finance.
- To ensure that resources, including information, are shared effectively in order to support the Partnership's strategic priorities.
- To ensure that risks to the delivery of the action plan are captured effectively and ensure that processes are in place to mitigate them appropriately.
- To identify and escalate emerging risks and unresolved or cross cutting issues to the Safer Croydon Board.
- The Board will be accountable to the Safer Croydon Partnership Board for the effective scrutiny and monitoring of delivery against, annual action plans, indicators and targets.
- The Board Chair will attend, report and be held to account by the Safer Croydon Partnership Board on the
 - Progress of on the delivery of the programme action plan(s), on a by exception basis. This is to occur at least once per financial year.
 - delivery of agreed performance indicators (see appendix 2)
- All chairs of the case management and operational groups linked to the programme board in the partnership structure chart (Appendix 1), will be held accountable by the programme board for the delivery of activity supporting the outcomes of the programme board action plan and supporting management information.

Information sharing

- Members of the programme board must adhere at all times to the information sharing and storage regulations as set out in: General Data Protection Regulations (GDPR), Data Protection Act 2018, and SCP Information Sharing Protocol.

- Personal information and data may be shared amongst the membership of the Board as set out in the borough's Information Sharing Protocol under Sections 17 and 115 of the Crime and Disorder Act 1998.
- All members must take responsibility for the collection, storage and/or destruction of their confidential documents at the end of each meeting. No document is to be shared and any breach reported to: data.breach@croydon.gov.uk

Membership:

Membership is drawn from Senior Management within the Council and external organisations. Agencies who are of a senior strategic position and able to advise and take responsibility for the development, direction and implementation of youth crime prevention strategy and to make the links with other related service plans.

Membership is defined by the Crime and Disorder Act as being statutory (mandatorily have to attend) and Voluntary.

Statutory:

- Metropolitan Police
- Education
- Health
- Children's Social Care
- HM Courts
- Probation
- Housing

Voluntary:

- Community Sector

Organisation	Name	Role	Contact Details
Croydon Council	Debbie Jones	Chair of the Board	Debbie.Jones@Croydon.gov.uk
Croydon Council	Kristian Aspinall	Director of Culture and Community Safety	Kristian.Aspinall@croydon.gov.uk
Croydon Council	Emma Carter	Service Manager YJS	Emma.Carter@croydon.gov.uk
Police	Dan Smith	Detective Superintendent	Daniel.d.smith@met.pnn.police.uk
Croydon Council	Roisin Madden	Director Children's Social Care	Roisin.Madden@croydon.gov.uk
Croydon Council	Vicki Wilshire	Head of Service Access	Vicki.wiltshire@croydon.gov.uk

		Support and Intervention	
Croydon Council	Cliff Hilderly	Youth Engagement Service Manager	Cliff.Hilderly@croydon.gov.uk
Croydon Council	Shelley Davies	Director of Education	Shelley.Davies@croydon.gov.uk
Croydon Council	Mary Larbie	Director of Housing Resident Engagement and Allocations	Mary.Larbie@croydon.gov.uk
Croydon Council	Shelley Prince	Head of Service – Commissioning	Shelley.Prince@croydon.gov.uk
Probation Service	Selene Grandison	Head of Probation	Selene.Grandison@justice.gov.uk
HMCTS	Kirstin Khan	Court Manager	Kirstin.Khan@justice.gov.uk
NHS-CCG	Connie Ikhifa	Senior Commissioning Manager	Connie.Ikhifa@swlondon.nhs.uk
Victim Liaison Unit	Sharon Morris	Victim Liaison Officer	Sharon.Morris@justice.gov.uk
Community / Voluntary			
Community Sector	Andrew Brown	BME Forum Manager	andrew@bmeforum.org
CAYSH	Ann Tighe	Chief Executive	Ann.Tighe@caysh.org
CVA	Steve Phaure	Chief Executive	Steve.Phaure@cvalive.org.uk