Youth offending team  
terms of reference

The following document is a sample ‘terms of reference’ that your YOT can use as a template and adapt to suit your local circumstances.

Signing up to a terms of reference can improve the effectiveness of meetings by ensuring that all group members are clear about the role of the group and what is in and out of the scope.

Terms of reference for YOT

# Purpose

For example:

The purpose of this Youth Offending Team (YOT) is to coordinate cross-agency responses to youth offending with a focus on 10-16 year olds, in line with the strategies and approaches set out in the Youth Crime Action Plan (YCAP) and, in particular, to work to improve outcomes for young Māori in the youth justice system.

# Key focus and deliverables

For example:

The YOT will:

* Keep up to date on issues affecting the youth justice
* collate information and monitor data about local offending and reoffending trends
* at a strategic level, monitor how agency staff are working together to help individuals and sort out any issues that come up
* work together to identify community youth justice issues and solve problems
* make decisions as a collective group
* take a strategic governance and leadership role for the youth justice community
* make sure decisions are implemented within the YOT members’ organisations or agencies
* advise senior managers within the member agencies of issues highlighted at YOT meetings, and of any decisions
* engage and involve local stakeholders such as non-government organisations and iwi groups in work to reduce youth crime in our community
* in consultation with the wider community, take responsibility for creating and implementing a community action plan aimed at reducing youth crime
* review and update the action plan regularly (see step 7 of the YCAP *Community action planning guide*) at justice.govt.nz/ycap

# Scope

For example:

* The YOT is a strategic rather than an operational group.
* As a strategic group, the YOT is responsible for making sure that cases of individual young offenders are managed effectively between the government agencies by checking that:
* recurring issues are highlighted and dealt with
* systems are in place to help agencies work together well.
* The YOT will not undertake individual case coordination as part of the regular strategic meetings.
* The YOT may identify the need for a service/programme and then enable, coordinate or facilitate the introduction of that service. However, as a group, the YOT will not deliver services or programmes.

# Membership

|  |
| --- |
| The core YOT has representatives from: |
| List of agencies and organisations |

|  |
| --- |
| The wider YOT has representatives from: |
| List of agencies and organisations |

# Roles and Responsibilities

For example:

The chair will be decided by agreement and will rotate each year. If no one volunteers, representatives from NZ Police and Child, Youth and Family will alternate the role. There will be a secretary and a statistics coordinator, to be decided by agreement.

# Expected contribution

For example:

The YOT members will:

* attend all YOT meetings or send a suitable replacement
* engage with local constituents and iwi on youth crime issues and action planning
* support the YOT by acting on subgroups where needed
* in the case of government agency staff, report to their managers on the progress of the YOT and any issues in the functioning of the YOT.

# Meeting arrangements

**The core YOT will meet**

(For example, monthly)

**The wider YOT will meet**

(For example, monthly or straight after the meeting of the core YOT)

**Subgroups will meet** as needed and as arranged between members.

**Case coordination meetings** will take place(For example, weekly)

And will include the following YOT members and other YOT members as needed.

# Confidentiality

The YOT members will keep confidential all information shared at meetings, and any documents given to the YOT. Unless members have been given consent to share, they should not discuss or show any information that has been shared at the YOT meetings to external parties outside of the YOT.

YOT members will comply with the Official Information Act 1982 and the Privacy Act 1993 (the Acts) in YOT discussions. The chair will be responsible for making sure members are aware of the provisions in the Acts, and for explaining to new YOT members the extent to which written materials from meetings are ‘discoverable’ under the Official Information Act.

# Conflicts of interest

Members will perform their functions in good faith, with honesty and impartiality, and will avoid situations that may compromise their integrity, or otherwise lead to conflicts of interest.

Members of the YOT who face potential conflicts of interest, or perception of a conflict, will tell the chair as they come up. The chair will make sure each conflict is managed appropriately.

# Review

The terms of reference will be reviewed in (month and year), if not before.

Signed and agreed on (date)

CHAIR’s SIGNATURE