

Appendix A
Education and Young People's Services



**Early Help and
Preventative Services**

Youth Advisory Group (YAG)
Terms of Reference

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Terms of Reference for the District Based Youth Advisory Group

Responsibilities

The overarching responsibility of the Youth Advisory Groups is to ensure there is a good understanding of the Youth Offer within their respective Districts and the developments required to enable it to remain consistently of a high standard, from their perspective, for children and young people, aged 8 – 19 years (up to 25 with additional needs), living in the District.

The specific responsibilities are to:

1. focus on the strategic needs and priorities for young people in each District, by including the network of services providers for children and young people in the membership of the Group to establish a local strategy for young people aged 8-19
2. draw the representatives of young people on the Youth Advisory Group [maximum of four] from those elected from the District to the Kent Youth County Council, those attending universal access youth work sessions co-ordinated by the Youth Hub and those known to the commissioned youth work provider(s) based in the District.
3. receive updates on the District Plan and the actions being taken by both the Local Children's Partnership Group and by the Children's Health & Wellbeing Board where relevant to young people
4. have oversight, with the support of the Youth Hub Delivery Manager, of the opportunities being made available to children and young people, by the provider(s) of commissioned youth work services in their respective Districts
5. receive statistics about work with young people in the District/Borough, in order to measure the effectiveness of provision and to enable proposals for the development and planning of specific services.
6. ensure the Local Children's Partnership Group in each District is informed (and kept up to date) of the priorities the Youth Advisory Group has agreed and is working towards
7. receive information on new Government, County Council or partner agency initiatives, which will assist the Group to carry out its strategic advisory function
8. Ensure communication on the work of the Youth Advisory Group is undertaken with other groups in the District looking at issues such as Safeguarding, Child Sexual Exploitation, community safety, regeneration, education, health and personal development
9. Assist in responding to and reporting on County Council and Government initiatives that impact on work with young people

Functions

1. The Youth Advisory Groups should meet four times per year
2. The Youth Hub Delivery Manager to brief the Chairperson to ensure the agenda for each meeting is relevant to the needs and interests of the local youth population
3. An annual county level meeting – hosted by the KCC Cabinet Member for Community Services - will be held between the Chairs of the Youth Advisory Groups, District Managers for Early Help and Preventative Services, Youth Hub Delivery Managers and the Head of Service: 0-25 responsible for Youth to review the activities of the year and to work towards a common direction

Membership

Membership should be linked to local community, needs and priorities and must be reflective of these. Membership may change in light of changing priorities. Core Membership is likely to include:

- Local Member (Chair)
- Young Person (Co-Chair)
- Vice Chair (To be agreed by YAG). In absence of a vice chair or chair that the YHDM shall chair meeting
- Youth Hub Delivery Manager
- District Manager
- Head of Service (shall attend at least one per year)
- Youth Participation
- Commissioning Officer
- Selected representation from District Youth Forum.
- Local member of KYCC
- Voluntary Sector- to act as representatives of the sector rather than one agency.
- Commissioned Youth Partners
- Statutory Sector- this may include:
 - Job Centre Plus Manager
 - Public Health
 - Social Services District Manager
 - District Council representative (e.g. Housing)
 - Police
 - Community Safety Unit
 - Troubled Families
 - Youth Justice
 - Progression and Participation Manager
 - CXK
 - Schools
 - Sexual Health Outreach Nurse