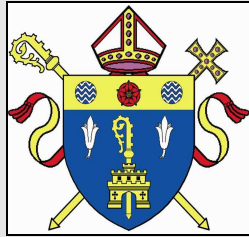


The Youth Service Management Group

TERMS OF REFERENCE



The Diocese of Lancaster

INTRODUCTION

The Youth Service Management Group is a Commission (and an executive body) of the Catholic Diocese of Lancaster whose members are appointed by the Bishop of Lancaster to act on his behalf and on behalf of the other Trustees of the Diocese for those matters pertaining to the operation and direction of the Diocesan Youth Service. The Youth Service Management Group is also charged with advising the Bishop and Diocesan Trustees on a strategic vision for the Church's ministry to young people within the Diocese.

The Youth Service Management Group will be a broad-based group freely chosen by the Bishop for their knowledge and experience of our Local Church and her needs as well as their competence in youth ministry and other related work with young people, education, management, business etc. The Youth Service Management Group will consider carefully how best to use our resources as a Diocese together with the urgent and pressing needs of the 'New Evangelisation' today to "spend time with young people; propose to them the Gospel and accompany them in following Jesus [and] guide them to discover their vocation in life and in the Church". **Proposition 51, Final List of Propositions, Synod of Bishops 2012.**

The following Terms of Reference are approved by the Bishop and Diocesan Trustees and may only be changed with the approval of the Bishop and Trustees. They shall, however, be reviewed in three years' time (from the date of signing) by the Bishop and Diocesan Trustees.

A. MEMBERSHIP:

- 1) The Bishop shall be President of the Youth Service Management Group and he shall appoint a Chair for a period of three years.
- 2) The Bishop will freely appoint members of the Youth Service Management Group. The Group will consist of no fewer than seven persons, with at least one (but preferably two) member(s) of the Management Group being a Diocesan Trustee.
- 3) The Diocesan Trustee member(s) of the Youth Service Management Group is (are) to give a written and verbal report to the Diocesan Trustees twice a year.
- 4) The period of office for membership on the Youth Service Management Group will be three years, after which individual membership is reviewed by the Bishop.

- 5) The Director of the Diocesan Youth Service shall be a voting member of the Youth Service Management Group – *ex officio*. The Director is to ensure that his/her written report is circulated to all members of the Youth Service Management Group at least five working days before a meeting.
- 6) The *quorum* for meetings shall be 5 members of the Youth Service Management Group. A simple majority vote of those present can decide a question, with many matters being settled by consensus if possible.
- 7) The Chair of the meeting has a second or casting vote if a split decision has been reached.
- 8) The Bishop shall appoint a (non-voting) Minuting Secretary to the Management Group, responsible for producing the agenda and the taking and issuing of minutes relating to the work of the Group.
- 9) Specialists or observers may be invited to attend all or part of a meeting by the Chair.
- 10) The Bishop will appoint a line-manager for the Director of the Youth Service who shall be a member of the Youth Service Management Group.
- 11) The Bishop may dissolve the Youth Service Management Group, notifying members in writing. In the event of *Sede Vacante* the Group will continue to function, unless the Diocesan Administrator dissolves it. When a new Bishop is appointed the membership of the Group is to be reviewed by him.

THE YOUTH SERVICE MANAGEMENT GROUP IS RESPONSIBLE FOR THE FOLLOWING:

B. DIRECTING THE SERVICE:

- 1) The strategic planning and ongoing review necessary to ensure the continuation and development of the Youth Service.
- 2) Supporting and guiding the day-to-day smooth and efficient running of the Youth Service.
- 3) Reviewing then adopting and monitoring all Youth Service policies and procedures.
- 4) Ensuring that all diocesan review and policy documents – including the most recent - especially those relating to work with young people are adhered to within the Service.
- 5) Requiring, supporting and monitoring an on-going **Service Development Plan** for the Diocesan Youth Service.

C. PERSONNEL:

- 1) Overseeing the selection, appointment and appraisal of those employed by the Youth Service, establishing levels of remuneration and the terms and conditions of employees, in accordance with Diocesan policy; carefully approving any amendment in roles, job descriptions or remuneration. At least one member (but preferably two) of the Youth Service Management Group should be present for all Youth Service interview panels.

- 2) Ensuring systems are in place for processes of employee disciplinary and grievance hearings.
- 3) Ensuring adequate systems are in place for the induction of newly-appointed staff; ensuring checks and references are fully adhered to (CRB registry) and determining and supporting appropriate on-going training and development.
- 4) Carefully reviewing and recommending any new posts within the Youth Service in consultation with the Trustees of the Diocese.

D. RESOURCES AND HEALTH AND SAFETY:

- 1) Ensuring and monitoring the provision of suitable premises for the Youth Service in consultation with the Trustees and their Executive Officers.
- 2) Ensuring the maintenance of the Youth Service's property – a responsibility which is delegated on a day to day level - to the Director of the Youth Service.
- 3) Ensuring safe working practices exist in the Youth Service for employees, young people and other parties.
- 4) Monitoring the Safeguarding and Health & Safety procedures of the Youth Service – a responsibility which is delegated on a day to day level to the Director of the Youth Service.

E. MEETINGS:

- 1) The Youth Service Management Group will meet at least six times per year. Meetings are to be convened by the Chair or President only.
- 2) Extraordinary meetings may also be convened by the Chair or President.
- 3) Members of the Youth Service Management Group are required to declare any conflict of interests they may have at the beginning of each meeting, and may be required to withdraw from a meeting.
- 4) Agenda items shall be submitted in writing to the Minuting Secretary three weeks before the next meeting. The agenda shall be agreed between the Chair and Secretary - in consultation with the Director of Youth Service - and be forwarded to all members at least five working days before the meeting date.
- 5) Members of the Youth Service Management Group should receive all papers pertaining to a meeting at least five working days before a meeting wherever possible to allow for adequate preparation.
- 6) Minutes of meetings shall be kept by the Minuting Secretary and will be circulated at least five working days before a meeting.
- 7) The Minuting Secretary will ensure minutes are archived and annually lodged with the Diocesan offices.
- 8) The Chair will decide if 'Any Other Business' items may be submitted.

- 9) The Youth Service Management Group may appoint – with the express approval of the Chair - ad hoc sub-committees and define their roles and responsibilities accordingly.

THE YOUTH SERVICE MANAGEMENT GROUP IS ALSO RESPONSIBLE FOR THE FOLLOWING:

F. FINANCIAL AND ADMINISTRATION

- 1) Setting and monitoring annual budgets and levels of annual expenditure.
- 2) Presenting, to the Trustees of the Diocese, annual financial returns for the Youth Service to the satisfaction of the Trustees and Auditors.
- 3) Overseeing the preparation of an Annual Report and in presenting this to Trustees and other agencies.
- 4) Requiring, supporting and monitoring an on-going **Business Plan** for the Diocesan Youth Service.
- 5) Supporting and endorsing funding applications initiated by Diocesan Youth Service personnel.
- 6) Appointing auditors in the Diocesan Youth Service and ensuring the relevant accounting procedures are in place and adhered to by all staff.

G. LIMITS OF FINANCIAL DELEGATION:

- 1) The Youth Service Management Group has been delegated its authority by the Diocesan Trustees to incur the normal operational expenditure in accordance with the annual budget.
- 2) The Youth Service Management Group has authority to commit extraordinary expenditure up to £20,000 on any one item of urgent repair work to Youth Service premises, in consultation with the Diocesan Finance Committee. However, the Youth Service management Group is **not** permitted to go overdrawn.
- 3) Any expenditure beyond £20,000 must be referred to the Diocesan Trustees – using their proper protocols.
- 4) At least two signatories will be required on documents that require formal Group authorisation.

+ Michael Campbell OSA

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Bishop of Lancaster



Date: 9 March 2013