

INTRODUCTION TO YOUTH AND COMMUNITY MANAGEMENT COMMITTEES

The Management Committee will provide...

A forum for local people with an interest in young people and the community to meet together to provide Youth and Community Services as defined by the policy of the Borough Council

A channel for the concerns of young people and the Community to be communicated directly to elected Members and for Members' views (and the constraints under which the Council operates) to be communicated to the Service

An opportunity to involve local voluntary groups and users of Centres and Projects in their management

A wider view of the provision of Youth and Community Services in an area, not just building based

A forum for receiving, dealing with or passing on complaints from local people about the Service

The benefits of this are...

A responsive service with the involvement of local people, including young people, in identifying need and making provision to meet that need and being accountable to those people

Better mutual confidence between Members and the Service, common purpose, faster communication, less uncertainty, more trust

A partnership approach to the provision of Youth and Community Services in an area avoiding overlap or duplication of provision and a more efficient and effective use of resources

Resources can be committed for the benefit of services for young people and the community, not for the benefit of keeping a building going

Immediate and more personal response likely which may prevent greater difficulties building up, by people who will more closely relate to the situation.

**THE ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD
CHILDREN'S SERVICES
YOUTH SERVICES**

Constitution of Management Committees of Youth and Community Centres and Projects.

(Revised constitution)

1. NAME

The name of the Committee shall be the 4 Marlow Road Youth Service Management Committee.

2. OVERALL PURPOSE

To support the council in providing accessible local youth provision and support the youth work staff in their efforts to supply the youth provision that they are duty bound to provide.

3. OBJECTIVE

The objective of the 4 Marlow Road Youth Service Management Committee shall be:

- i To support the staff of the youth service in their endeavours to provide activities and events for the youth service provision as identified through the council's policies and procedures.
- ii To provide equality of opportunity for all and to ensure that no person will receive less favourable treatment on the grounds of race, colour, nationality, ethnic or national origins, sex, sexual orientation, marital status or disability, or be disadvantaged by conditions or requirements which are not covered by legislation or existing codes of practice.

4. MEMBERSHIP

- i The 4 Marlow Road Youth Service Management Committee shall be constituted quadrennially and shall consist of a maximum of 8 members namely:
 - 3 people appointed by the Royal Borough at least, one of whom shall be an elected Member
 - 4 co-opted representatives of others within the centre or the community who are able to enhance the work of the committee , 50% of these should be young people under the age of 25
 - 1 co-opted representative from the youth work staff
- ii The term of office for each member of the Management Committee shall expire on 30 June 2012 and every fourth year thereafter, provided that every member shall continue in office until the appointment of a successor.
- iii At its first meeting and annually thereafter the Committee shall appoint from its members a Chairman, Secretary and Treasurer.

- iv The Youth Worker will act as adviser to the Committee by the preparation of an agenda for the meeting, in consultation with the Chairman.
- v All members of the Management Committee have the right to vote and where appropriate the Chairman will have a casting vote.

5. MEETINGS OF THE MANAGEMENT COMMITTEE

- i Meetings shall be held at least 4 times a year. The quorum shall be three members.
- ii If any member shall fail to attend three consecutive meetings without acceptable explanation, s/he shall cease to be a member of the Committee, and a replacement member will be appointed for the remainder of the member's term.
- iii The Director of Children's Services or a representative(s) shall be empowered to attend all meetings of the Management Committee and to speak, but not to vote there at.
- iv The Director of Finance has a right of access to all financial records including such voluntary funds as may exist in order to undertake such internal audit investigations as are deemed to be appropriate.
- v Special meetings of the Committee may be called by the Chairman or by any four members of the Committee at seven clear days' written notice.

6. RESPONSIBILITIES

- i The Committee shall conform to the regulations and practice of the Royal Borough with regard to finance and the conditions of service of employees.
- ii The Committee shall provide Youth services within the parameters of the policy of the Royal Borough.
- iii The Committee will raise, control and manage such funds as may be established for the benefit of the youth service as a whole, and for investment in the youth service in the locality, provided that such funds are subjected to annual examination and report by an Auditor appointed by the Management Committee. Copies of all these accounts shall be submitted to the Royal Borough's Director of Finance.
- iv The Committee shall be responsible to the Royal Borough for oversight of the youth provision developed, delivered and managed at 4 Marlow Road.
- v The Committee will ensure that the purchase of/and or repair of any equipment meets the procurement and operating policies of the council
- vi The Committee may use the income raised to employ staff subject to the availability of adequate resources and to the application of any Council regulations in force.
- vii The Committee should approve staff paid through their fundraising and volunteers and record that approval for insurance purposes. All recruitment will comply with council policies.
- viii The Committee shall have representation on selection panels for professional staff along with officers of the Royal Borough. The decision to appoint shall be by the mutual agreement of both parties.

- ix The Committee may request an investigation of the work of staff in post.

7. DUTIES OF THE PROFESSIONAL YOUTH WORKER

- i The professional Youth Worker shall be responsible to the Management Committee for the day to day running of the youth service at 4 Marlow Road.
- ii The professional Youth and Community Worker shall attend each meeting of the Management Committee unless excused by the Principal Youth Officer or her/his deputy and shall report in writing to each meeting on the programme of activities.
- iii The professional Youth Worker shall ensure that an agenda and all relevant supporting papers including the written report from the Worker's are prepared to the standard format used by the Royal Borough and circulated not less than seven days in advance of the meeting.
- iv The Youth and Community Worker shall be responsible for the supervision, support and development of all voluntary and paid staff.
- v As Cost Centre Manager, the Youth and Community Worker has delegated authority and responsibility for Council finance at the centre or project. After full consultation and agreement with the treasurer of the Management Committee, the Worker will prepare budgets for Committee approval and will operate them according to the procedures of the Royal Borough.

8. YOUNG PEOPLE'S COUNCIL

The Management Committee shall ensure that adequate consultation is carried out with the young people and that in addition to representation on the management committee that a young people's forum is established; or other preferred means determined by young people.