**Northumberland County Council**

**Youth Service Review**

**Terms of Reference**

**July 2017**

**Subject of Service Review** NCC Youth Service

**Commissioning Officer** Cath McEvoy

**Reviewing Officer**  Jill Baker

**Terms of Reference for Reviewing Officer**

To undertake a review of Northumberland Adolescent Service (NAS) Youth Service in respect of the following areas:

* Service management, specifically to determine what (if any) efficiencies and savings can be made.
* Workload for current Service Manager and the 4 Senior Leads
* The Youth Worker role within the Service, and and where this role could be better utilised / managed within the larger NCC service, for example Early Help.
* The duplication of roles of the existing Participation Service within the children team and Participation Service within the youth service, including a recommendation with regard to a joined up / more efficient model, and to include the advocacy for LAC
* Current work within the schools
* Potential duplication of work within the wider service by including all the managers from wider NAS.
* Youth service provision during annual NCS programmes to determine what (if any) adverse effects such NCS provision has on established / day-to-day programmes
* Role of Band 7 administrative post to determine how best to utilise this role within the wider (NAS) Service

**Methodology**

To include:

* Attendance at the NAS management meeting and completion of a consultation exercise.
* Interviews with key staff as appropriate
* Interviews with the administration team
* An analysis of key data
* Where and at what point do the Youth Service support local communities to “grow their own”

The Reviewing Officer will compile a detailed report with appropriate appendices to be presented to the Commissioning Officer with recommendations as to future action which may include the need to delete posts within the management structure.

Documents already provided to the reviewing officer are as follows:

Youth service current staffing structure

Youth service current priorities

Youth service current 17/18 Budget

Youth service most recent restructure in 2015/2016

All youth worker Job descriptions

Timescale – an initial report of findings to be presented to the Commissioning Officer within six - eight weeks of the date of this brief.

**Cath McEvoy**

**Service Director Children Services**

**September 2017**