

Diocese of Lancaster
Youth Service Management Group
Terms of Reference

1) INTRODUCTION

- a) Following a review of the Youth Service in 2003 it was agreed that a new single management body should be established to manage both the Outreach and Residential arms of the service. This new body replaces the Governing Body of Castlerigg and the Management Group of the Outreach Service.
- b) The Youth Service is part of the Lancaster Roman Catholic Diocesan Trust (Registered Charity 234331) and therefore the Bishop and Trustees are ultimately responsible for the management and operation of the Service in civil law. The Management Group act on behalf of the Trustees for those matters pertaining to the operation of the diocesan trust, and also on behalf of the Bishop for those matters pertaining to pastoral welfare and Church teaching.
- c) The Management Group is an executive body, but also advises the bishop on matters pertaining to work with/for young people.
- d) These Terms of Reference are approved by the Bishop and Trustees and may only be changed with the approval of the Bishop and Trustees.

2) IN OUTLINE, THE MANAGEMENT GROUP IS RESPONSIBLE FOR:

a) ORGANIZING THE SERVICE

1. The strategic planning and review necessary to ensure the continuation and development of the Youth Service as part of the diocese's pastoral welfare.
2. The preparation of Development Plans and Action Plans.
3. Ensuring the day-to-day smooth and efficient running of the Service.
4. Identifying and formulating Youth Service Policies.
5. To ensure that the ethos of Castlerigg Manor remains faithful to its original constitution: 'The declared aim of the Centre is to help and educate Young People so to develop their physical, mental, moral, and spiritual abilities so that they may grow to full maturity as persons and members of society and their condition of life may be improved.'

b) PERSONNEL

1. The overall appointment, support and appraisal of those employed by the Youth Service. Also for establishing levels of remuneration and the Terms and Conditions of employees in accordance with diocesan policy on these matters.
2. Employee disciplinary and grievance hearings.
3. To ensure that all staff have been properly vetted as part of the recruitment process.
4. Line management of the Diocesan Youth Officer.
5. Line management of the priest Director of Castlerigg (except for those matters pertaining to the priestly vocation that are proper to the Diocesan Bishop).

c) RESOURCES AND HEALTH AND SAFETY

1. The provision of suitable premises for the Youth Service in consultation with the bishop and trustees.
2. To maintain Youth Service premises in a safe condition in accordance with relevant legislation and good practice.

3. Ensuring that safe working practices exist in the Youth Service for employees, young people and other parties.

d) FINANCIAL & ADMINISTRATIVE

1. To set and monitor annual budgets.
2. The preparation of annual financial returns for the Outreach and Residential Service to the satisfaction of the Trustees and Auditors.
3. The preparation of an Annual Report and/or any other review of the Service's work.
4. To provide adequate insurance cover for the Youth Service.
5. That proper records are kept.
6. Overseeing funding applications.

3) MEMBERSHIP

- a) The Management Group will be appointed by the Bishop.
- b) The Group will consist of no fewer than five persons and no more than seven.
- c) Normally, at least one member of the Management Group should be a Diocesan Trustee.
- d) The period of office for the Management Group will normally be three years, after which membership will be reviewed by the bishop.
- e) The quorum for meetings will be four persons.
- f) The Chairperson of the Management Group is the Bishop.
- g) The Bishop will appoint a Vice-Chair (having consulted other members) to conduct the affairs of the Management Group in his absence. The tenure for post will be for the duration/remainder of the period of office of the Management Group in any three-year period
- h) The Group shall appoint a Secretary. The tenure of the post shall be as above
- i) The Group shall appoint a Treasurer. The tenure of the post shall be as above.
- j) Specialists or observers may be invited to attend all or part of meetings with the permission of the Chair/Vice Chair.
- k) Should a member of the Management Group fail to attend meetings regularly then the Chair may revoke their membership by letter.
- l) The Bishop may dissolve the Management Group notifying members in writing.
- m) 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 group may be reviewed.

4) MEETINGS

- a) The Management Group should meet termly, i.e. three times a year.
- b) Extraordinary Meetings may be convened by the Chair or Vice-Chair.
- c) Members of the Management Group are required to declare any interests they may have in an agenda item, and may be required to withdraw from a meeting.
- d) Items on an Agenda may require a full and frank discussion of sensitive matters. Members of the Management Group need to respect the confidentiality of such discussions. On occasion the Chair/Vice-Chair may ask that part of a meeting be deemed to be 'in secret'.
- e) The Vice-Chair shall be responsible for the Agenda of meetings.
- f) Items for the Agenda should normally be agreed with the Vice-Chair at least two weeks before a meeting. Members of the Management group should receive all papers pertaining to a meeting at least five days before a meeting wherever possible.

- g) The person chairing a meeting will decide if 'Any Other Business' items may be submitted.
- h) The Group may appointed ad-hoc sub-committees and define their roles and responsibilities accordingly.

5) DECISIONS

- a) The Management Group can decide a question before them by a simple majority vote of those present. Such a vote will not always be necessary, with many matters being settled by consensus.
- b) The person chairing the meeting has a second casting vote if a split decision has been reached.

6) MINUTES

- a) Minutes shall be kept by the Secretary or other appointed person.
- b) Minutes of all meetings should be properly recorded and circulated within two weeks of a meeting.
- c) Minutes will be proposed and voted on at the next meeting of the Group, subject to any amendments. Only then will they be deemed to be a true and accurate record of the previous meeting.
- d) Copies of minutes will be archived and available in the Youth Office.

7) LIMITS OF FINANCIAL DELEGATION

- a) The Management Group have been delegated authority by the Trustees to incur all normal operational expenditure in accordance with the annual budget.
- b) The bishop must approve the creation of new posts.
- c) The Group have authority to commit extraordinary expenditure up to £20,000 on urgent repair work to Youth Service premises.
- d) Any expenditure beyond £20,000 must be referred to the Diocesan Trustees or Executive Committee.
- e) At least two signatures will be required on financial instruments that require the Group's authorisation.