

Terms of Reference for the Practice Development Group

16th October 2018

1. Introduction

- 1.1 As set out in Priorities for Youth (Pfy), the Practice Development Group (PDG) was established in April 2016 as a forum *“for the sharing of information across all education sectors, including a range of relevant higher education providers. It will act as a hub for sharing of support materials between education providers and may also commission or develop support materials where required. It will assess the need for senior managers, youth workers, volunteers and voluntary Management Committees to develop their capacity for good governance and continuous improvement through best practice”* (Pfy; 4.13.1).
- 1.2 From April 2016 to March 2018, the PDG worked to an agreed Terms of Reference and took forward key actions emerging from the former Practice Development Unit, Quality Assurance and Outcomes Groups and the RYDP 2017-2020. This included the development and achievement of Practice Development System (PDS) Action Plans up to March 2018. As noted in the Regional Youth Development Plan (RYDP) the PDS Action Plan aims to address sectoral needs and coordinate, resource and support youth work curriculum and services.

2. Purpose of PDG ToR

- 2.1 The purpose of this document is to provide an updated Terms of Reference for the PDG; detailing the membership, actions and stakeholder engagement required to complete agreed key actions.

3. Key Actions

- 3.1 The key actions relating to the PDG will be detailed in a PDG Action Plan. The 2018-2019 PDS Action Plan sets out those to be achieved by March 2019.
- 3.2 The PDG will ensure that these targets are met within the timeframe provided and reported accordingly to the Children and Young People’s Committee (CYPS).

4. Membership

- 4.1 The Practice and Development Group is a Fixed Term Sub-Group developed by the Education Authority, which reports via the Assistant Director of Youth Services Arlene Kee to the Director of Children and Young People’s Services, Dr Clare Mangan. The group will provide updates as required to the Regional Advisory Group (RAG) and relevant papers will be provided on the Education Authority website for RAG Members once approved.
- 4.2 The Sub-Group should normally have 10 members to include the following:
 - Education Authority - four members including Chair and Secretary.
 - Regional Voluntary Youth Organisations - five members including:
 - one from the Irish Medium Sector,
 - one from Network for Youth to represent the views expressed by children and young people,
 - 3 other Regional Voluntary representatives.
 - Local Voluntary Youth Organisations representation via Youth Work Alliance - one member.
 - YCNI observer status - one member.
 - ETI observer status - one member.

- DE observer status - one member.

- 4.3 Where applicable, members will be nominated by the Education Authority whilst the Voluntary Sector Representatives will be nominated through the Strategic Forum and the Youth Work Alliance as appropriate. It is important that Voluntary Sector nominations present the breadth of interest across the Voluntary Sector and who have relevant skills and expertise in the specific areas noted in the PDS Action Plan. The organisations identified will put in place a mechanism for a two-way flow of communication between those members appointed through to the wider Voluntary Youth Sector.
- 4.4 Members are expected to bring their views and experience without prejudice, whilst approaching business in the spirit of collaboration, cohesion and mutual understanding.

5. Chairperson

- 5.1 The Sub-Group will be chaired by a Senior Official of the Education Authority. The Chairperson will be responsible for co-ordinating Agenda Items, managing the Agenda and leading discussions at the meetings whilst ensuring that the actions within the Business Plan are achieved.

6. Secretariat

- 6.1 The Secretariat for the Sub-Group will be provided by the Education Authority and is responsible for issuing a schedule of meetings, arranging meetings, preparing the Agenda and ensuring that papers are circulated to the group at least seven days in advance of the meeting. They will also take and circulate Minutes of meetings.

7. Stakeholder Engagement

- 7.1 The Sub-Group will ensure that where necessary effective stakeholder engagement is incorporated into the PDS Action Plan to ensure that the key actions are achieved.

8. Monitoring and Reporting

- 8.1 The Chairperson will report to the Assistant Director of Youth Services Arlene Kee who reports to the Director of CYPS, Dr Clare Mangan. Regular updates will be provided to the RAG. On completion of the key actions, final approval will be sought from the Children and Young People's Services Committee (Education Authority).