

**GATESHEAD COMMUNITY PANEL MEMBER AGREEMENT**

This Community Panel Member Agreement describes the arrangement between the volunteer and Gateshead Youth Offending Team.

**The community panel member agrees to:**

1. Sit as one of at least three members of a youth offender panel

2. Help meet the responsibilities of the youth offender panel as follows:

* Operate on restorative justice principles, enabling young offenders to take responsibility, make reparation and achieve reintegration into the law-abiding community
* Provide a constructive forum in which to take account of the views of the victims of crime
* Draw up a contract with the offender and their family/supporter(s) to deliver the intervention needed to tackle their offending and the factors associated with it
* Meet time commitments agreed with the youth offending team, and ensure that reasonable notice is given of inability to attend panel meetings so that other arrangements can be made
* Follow the procedures and standards expected of community panel members as explained by the youth offending team
* Maintain the confidentiality of information received in the course of his or her work as a panel member and ensure that information relating to offenders, victims and others involved is not disclosed to a third party in any circumstances
* Treat all individuals appearing before panels fairly and not discriminate on the basis of age, ethnic or racial origin, gender, sexual orientation, social background, religion, disability or any other irrelevant factor
* Positively attempt to engage and support the young person using a range of communication skills
* Attend supervision, training and support provided by the Youth \Offending Team
* Notify the Youth Offending Team Manager of any relevant change of circumstances (e.g. if arrested by the police for a criminal offence)

**The youth offending team agrees to:**

1. Provide a thorough induction on the work of youth offender panels, the

 role of the community panel member and the training needed to meet the responsibilities of this role

2. Explain the standards and procedures expected of community panel members and provide encouragement and support to achieve and maintain them

3. Nominate a supervising member of the Youth Offending Team who will hold regular appraisal reviews and suggest retraining and/ or additional training as required

4. Reimburse expenses incurred by community panel members following standard procedures. Expenses must be authorised in advance by the youth offending team and all claims must be supported by receipts. The following expenses will be reimbursed:

* Travel between home and panel meetings at official rates
* Reasonable cost of crèche, childminding fees or other arrangements for dependants incurred in order to attend panel meetings

5. Provide adequate training in support of the Youth Offending Team’s Health and Safety Policy

6. Provide adequate insurance cover for volunteers while undertaking work approved and authorised by the Youth Offending Team

7. Treat all volunteers in accordance with the Youth Offending Team’s Equal Opportunities Policy

8. Address any problems, complaints and difficulties raised by community panel members

9. Inform community panel members of the agreed local termination.

**Signatures of parties to agreement**

*Signature: Signature:*

*Name: Name:*

**Community panel member Gateshead Youth Offending Team**

*Date: Date:*

This agreement is binding in honour only. It is not intended to be a legally binding contract between us and may be terminated at any time at the discretion of either party. Neither of us intends any employment relationship to be created either now or at any time in the future.