



cmetsb

Bord Oideachais agus Oiliúna
an Chabháin agus Mhuineacháin
Cavan and Monaghan
Education and Training Board

Operating Procedures and Terms of Reference for the Cavan and Monaghan Education and Training Board

Youth Work Committee

Management functions in the Youth Work Programme, other than personnel matters, are assigned to a committee established by the ETB in accordance with the Education and Training Boards Act 2013 Section 44.1.(b).

1. Youth Work Programme aims and objectives

Pursuant to the Education and Training Boards Act 2013, the Cavan and Monaghan Education and Training Board (CMETB) has statutory functions regarding the delivery of education and training within the Cavan and Monaghan region.

A Youth Work Committee may be established by the ETB in accordance with Section 44 of the Act. Cavan and Monaghan Education and Training Board has, on the 17th day of December 2019, established the Cavan and Monaghan Education and Training Board Youth Work Committee.

Section 10 of the Education and Training Boards Act 2013 ('the Act') sets out the functions of each Education and Training Board ('ETB'). The youth work function for an ETB is provided for in subsection (j), namely to: "*support the provision, co-ordination, administration and assessment of youth work services in its functional area and provide such information as may be requested by the Minister for Children & Youth Affairs in relation to such support.*"

1.1 Provision:

- To support the provision of youth work in Cavan and Monaghan ETB's operational area.
- Cavan and Monaghan ETB Youth Work Committee will develop a Youth Work Plan as informed by the [National Youth Strategy](#) / National Youth Policy Framework [Better Outcomes, Brighter Futures](#) (2014-2020).

1.2 Coordination:

- Identify local needs analysis / gaps as informed by Department of Children and Youth Affairs (DCYA) progress reports, etc.
- Interagency collaboration with agencies and groups such as Tusla, Children and Young People's Services Committees, Local Community Development Groups, Drugs and Alcohol Task Forces, Irish Youth Justice Service, local authorities, HSE, Comhairle na nÓg, schools, Youthreach and others as appropriate.
- Support and complement formal education.

1.3 Administration:

CMETB currently provide an administrative, oversight and governance function to the following DCYA Funded Projects.

Monaghan Youth Service Projects

- ISPCC Monaghan Project – funded through “UBU – Your Space, Your Place” and managed by the [ISPCC](#)
- Include Youth Service – funded through “UBU – Your Space, Your Place” and managed by [Youth Work Ireland](#)
- Youth Information Centre – funded by the YIC and managed by [Youth Work Ireland](#)

Cavan Youth Service Projects

- Bounce Back South East Cavan – funded by “UBU – Your Space, Your Place” and managed by [Youth Work Ireland](#) (Lead) and the [ISPCC](#)
- Bounce Back West Cavan – funded by the “UBU – Your Space, Your Place” managed by [Youth Work Ireland](#) (Lead) and the [ISPCC](#)

Non DCYA Funded Youth Projects

CMETB currently provide an administrative, oversight and governance function to the following non DCYA Funded Projects.

Monaghan Youth Service Projects

- Journeys Monaghan – Funded by SEUPB and managed by [Youth Work Ireland](#)
- Healthy Ireland Strand 3 – funded by [Pobal](#) and led out by CYPSC Monaghan Interagency partners

Cavan Youth Service Projects

- Healthy Ireland Strand 3 – funded by [Pobal](#) and led out by CYPSC Cavan Interagency partners
- Journeys Cavan – Funded by SEUPB and managed by [Youth Work Ireland](#)

Cavan and Monaghan ETB administer an annual funding call for Volunteer Led Youth Groups – **The Local Youth Club Grant Scheme** on behalf of DCYA

- Other Projects/Groups: LGBT, Youth Capital, Youth Employment etc.

1.4 Assessment

National Quality Standards Framework

Implement the roll out and support of the [National Quality Standards Framework](#) for youth work services funded by the DCYA. The role of the ETB is to facilitate and oversee this process with DCYA-funded youth work services in its operational area.

National Quality Standards for Volunteer-led Youth Groups

As a natural progression to the NQSF for staff-led projects, the Department has rolled out a set of [National Quality Standards for Volunteer-led Youth Groups](#). They present an opportunity for youth groups to demonstrate their commitment to best practice and to the delivery of quality programmes and activities, which meet the needs and expectations of their young members. All youth groups funded through the Local Youth Club Grant Scheme are required to engage in the standards process.

The Youth Work Committee (YWC) must work collaboratively with the Youth Officer, who is Secretary to the Committee, to facilitate the exercise of these functions.

2. Function of the Youth Work Committee

Cavan and Monaghan ETB will establish a Youth Work Committee as an ETB committee under Section 44.1 (b) of the Education and Training Boards Act 2013. This Committee will have responsibility for the Youth Work provision under its remit which will be a composite committee for all Youth Work Programmes in Counties Cavan and Monaghan.

The functions of the Youth Work Committee are:

To make recommendations to the Education and Training Board on the performance of its functions under the ETB Act – Section 10

- (i) Support the provision, co-ordination, administration and assessment of youth work services in its functional area and provide such information as may be requested by the Minister in relation to such support
and
- (j) assess the manner in which it performs its functions is economical, efficient and effective.

Terms of reference, operational procedures and membership of the Committee are to be appropriate to the execution of the functions set out above.

3. Terms of Reference

Cavan and Monaghan Education and Training Board also determined these Terms of Reference for the Cavan and Monaghan Education and Training Board Youth Work

Committee on the above date, in line with the board's powers under section 44(1)b. and same are signed hereunder by the Chairperson of Cavan and Monaghan Education and Training Board as verification of said determination.

The remit of the Youth Work Committee is to:

1. Be informed of the youth work function conducted by Cavan and Monaghan Education and Training Board;
2. Inform Cavan and Monaghan Education and Training Board of the information relating to youth work, received by it, from the Executive of Cavan and Monaghan Education and Training Board.
3. Provide oversight of Cavan and Monaghan Education and Training Board youth work function.

The Youth Work Committee does not and shall not fulfil any executive functions of the Education and Training Board as these are within the remit of the Chief Executive and/or his/her delegates.

4. Establishment of the Youth Work Committee

- 4.1 The ETB is the body corporate for all schools, centres for education and education programmes established or maintained under its patronage in accordance with Schedule 3 and of Section 9 (7) of the Education and Training Boards Act, 2013.
- 4.2 It is the duty of the ETB for the purposes of ensuring that its Youth Work Programme is managed in a spirit of partnership, to establish a committee the composition of which is agreed between the ETB and the Minister.
- 4.3 The members of a committee shall be formally appointed by the ETB in its capacity as corporate body.
- 4.4 On the election of a new ETB, an incoming committee shall become effective on being constituted by such ETB. These arrangements shall at all times be in accordance with these Operating Procedures.
- 4.5 Existing or former members of a committee shall be eligible for nomination or election provided that they have retained their qualifications for such nomination or election.
- 4.6 When making appointments to a committee established under Section 44 of the Education and Training Boards Act, 2013, the ETB shall comply with directions given by the Minister in respect of appropriate gender balance.

- 4.7 As provided for in the 1998 Act Section 14 (7) no action shall lie against a member of a committee/board in respect of anything done by a member in good faith (acting in accordance with the provisions set out in this document) and in pursuance of the above mentioned Acts or any regulation made by the Minister or the ETB.

5. Membership of the Youth Work Committee

- 5.1 Membership of a Youth Work Committee must be a minimum of 8, but no more than 12 in accordance with Section 44 (2) of the Act. Cavan and Monaghan ETB Youth Work Committee shall consist of [REDACTED] members.
- 5.2 Membership may consist partly of members of the Education and Training Board and partly of members who are not members of that board but appointed by the ETB.

In considering the most effective composition of the Youth Work Committees, the ETBI Youth Network recommends to ETBs boards the appointment of at least 1 and no more than 3, members of the ETB and for the remaining membership to include representation from the following 4 groups:

- Representatives from the Voluntary Youth Sector (a minimum of 1 and not more than 3);
- Representatives from Statutory Bodies e.g. HSE, An Garda Síochána, Local Authorities, Childrens Services Committees (a minimum of 1 and not more than 3);
- Young Persons from Comhairle na n-Óg or similar youth structure, one male and one female (a maximum of 2);
- Co-option representatives of organisations with an interest in the youth work sector e.g. third level colleges providing youth work courses in the ETB area (not more than 1).

It is important that the participation of young people is supported, and that capacity building is provided to these representatives to maximise their participation.

- 5.3 In making appointments, the ETB will ensure gender and geographic balance among the membership.
- 5.4 Such nomination must be based on the principle of equality of representation for each of the two counties.
- 5.5 Gender balance shall be respected and Ministerial direction in this regard complied with in the composition of a committee.

Note: All members of Youth Work Committee must be formally appointed to the committee by the ETB, irrespective of whether they are local authority, community,

industry or ETB nominees. This requirement applies to the filling of casual vacancies as much as to the establishment of a committee and initial appointment to membership of the committee.

6. Term of Office of the Youth Work Committee

The term of office of the Youth Work Committee shall normally be for the term of office of the ETB.

7. Vacancy in Membership the Youth Work Committee

A vacancy occurring in the membership of the Youth Work Committee shall be filled for the remainder of the term of office by the ETB appointment of a member nominated or elected by the body which had nominated or elected the person who had ceased to be a member.

8. Quorum for Committee Meetings

8.1 The quorum for the Cavan and Monaghan Education and Training Board Youth Work Committee shall be **4**.

8.2 If fifteen minutes after the time appointed for a meeting, a sufficient number of members to form a quorum is not present, or if at any time during a meeting a quorum is not maintained, or if at any meeting the business is not completed, the meeting shall stand adjourned until a later date and a special meeting shall be summoned as soon as may be convenient.

8.3 Any meeting may be adjourned by resolution.

9. Termination of Committee Membership

Any member of the committee who:

- (a) is absent from six consecutive meetings of the committee or all meetings of the committee over the course of a two year period, except for reasons approved by a committee, or
- (b) is incapacitated from acting in line with the provisions of Section 34 of the Education and Training Boards Act, 2013, or
- (c) ceases to hold the appropriate qualification for membership of the committee, or
- (d) communicates in writing to the secretary of a committee a wish to resign, shall thereupon cease to be a member of the committee.

10. Committee Dissolution or Committee Member Removal by ETB

10.1 In accordance with Section 44(13) and Section 44(15) of the Education and Training Boards Act, 2013, an ETB may, with the consent of the Minister:

- (a) for good and valid reasons stated in writing to a member of a committee, remove that member from that office, or
- (b) if satisfied that the functions of a committee are not being effectively discharged, dissolve that committee.

10.2 Where the ETB proposes to remove a member of a committee from that office or to dissolve a committee, the ETB shall inform the member or committee by notice in writing of the ETB's intention and the reasons therefor.

10.3 If, at the end of a period of one month after the date of the notice provided for in subsection (2) the ETB, having considered any representation made to it by or on behalf of the member or a committee, remains of the view that the member should be removed from office or that a committee should be dissolved, then the ETB may, subject to the approval of the Minister, by notice in writing and stating its opinion and the reasons therefor, remove the member from office or dissolve a committee as appropriate pursuant to Section 44 subsections (14) and (15) of the Education and Training Boards Act, 2013.

10.4 A copy of every written notice issued under this section and any representations made to the patron shall be delivered to the Minister as soon as may be after it has been made.

10.5 Whenever the ETB dissolves a committee, the ETB may, subject to the approval of the Minister, appoint any person or body of persons as the ETB thinks fit to perform the functions of a committee.

10.6 Where the ETB removes a member of a committee the resulting vacancy will be filled in accordance with regulations made under Section 14 (6) of the 1998 Act, or as provided for under Section 44 of the 2013 Act.

10.7 The ETB shall provide, for the re- establishment of a committee under Section 44 of the 2013 Act not later than six months following the dissolution or such longer period as the ETB, with the consent of the Minister, considers appropriate and when a new committee has been established the functions of a dissolved committee shall be re-vested in a new committee and shall cease to be functions of the person or body of persons, if any, appointed under subsection (5) above.

11. Chairperson of the Youth Work Committee

11.1 Pursuant to the powers of the ETB, as set out in section 44(4) of the Education and Training Board Act 2013, a Youth Work Committee shall, from among the representatives of the Education and Training Board appoint to act as chairperson a person appointed to the Committee.

11.2 The members of a committee shall, at their first meeting, elect one of their number as chairperson for the interim. The ETB will, thereafter, designate a member to be the Chairperson. If the chairperson is absent from any meeting for a period of fifteen minutes after the officially designated commencement time of the meeting the voting members present shall, before any other business is transacted, choose one of their number to preside at that meeting. Where, at an election of chairperson, there is an equality of votes for two or more persons, one of those persons shall be elected by lot, i.e. first name drawn shall be deemed elected.

12. Secretary of Youth Work Committee

12.1 The Youth Officer shall be secretary of the Youth Work Committee. In the absence of the Youth Officer, the Director of Further Education and Training, shall attend and act as secretary. The secretary of the committee shall not be entitled to vote.

12.2 Where the committee is established before a Youth Officer is appointed, or in the event of the absence/non-availability of the Director of FET, the Chief Executive or his/her nominee shall act as secretary for the time being.

Further information regarding the role of the Secretary to a Committee is available at Appendix 4 of the ETBI Board of Management Handbook for Schools/Colleges.

13. Meeting of Committee

13.1 The Committee shall meet regularly, **at least once but not more than three times during the year** and hold such other meetings as may be necessary in the discharge of its duties.

13.2 A meeting of a committee may be convened at the request in writing of any five of its members.

13.3 The CE or his/her delegated officer under Section 16 of the Education and Training Boards Act, 2013, shall have the right to attend meetings of a committee but shall not have the right to vote.

14 Convening a Meeting

14.1 Seven clear days at least before a meeting of a committee, the secretary to the committee, in consultation with the chairperson, shall issue a notice to attend the meeting to all committee members.

14.2 This notice, which shall set out the agenda for the meeting, shall be posted or emailed, as appropriate, to the address that has been provided to the secretary of the committee for this purpose.

14.3 Meetings will follow a pre-determined agenda, in line with the template set out at Appendix 1 hereunder and will be agreed between the Chairperson of the Committee and the Executive. Same should be circulated to all Committee members up to 7 days in advance of each meeting.

14.4 Where a meeting of the committee is being requested by any five of its voting members, in accordance with 13 (2) above, the aforesaid request shall be signed by the five members convening the meeting and an original copy of the request provided to the secretary. The secretary shall subsequently issue a notice convening the meeting as provided for above.

14.5 The names of the members present at a meeting of a committee shall be recorded in the minutes of that meeting.

15 Minutes of Meeting

The minutes of the proceedings of the committee shall be kept by the secretary. The minutes shall be open to inspection by the Minister and the ETB. The secretary of the committee shall within seven days after every meeting of the committee, send to the ETB, a copy of the draft minutes of the proceedings of such meeting together with a copy of the adopted minutes of the previous committee meeting.

16 Confidentiality

Confidentiality is required in respect of the business of the Youth Work Committee and no public disclosure of the business of a committee may be made without the authority of that committee. In this respect, committees are advised to develop a procedure for dealing with matters of a sensitive nature.

17 Voting

Every decision taken at a meeting of the Youth Work Committee, except as provided for in **19** below of these operating procedures, shall be determined by a majority of the votes of the members present and voting on the question. In the case of an equal division of votes the chairperson of the meeting shall have a second or casting vote save where the question is the election of the chairperson of the committee.

18 Members of Committee not Financially Interested in Youth Work Programme

18.1 Members of the Youth Work Committee are subject to the same ethical standards and obligations as may from time to time be prescribed in DES Circular Letter **(currently C/L 0002/2019)** and in the **Code of Practice attached to such circulars for the Governance of Education and Training Boards.**

18.2 Except in special circumstances, with the approval in writing of the Minister, no member of a committee shall take or hold any interest in any property held or used for the purposes of the programme, or receive any remuneration for his/her services as a member of a committee, or be interested in the supply of work or goods to or for the purposes of the Youth Work programme.

19 Rescinding Resolutions

Any resolution of a committee may be rescinded or varied at a subsequent meeting, provided all members of the committee have been given not less than seven days' written notice of the intention to rescind or vary the resolution, and of the terms of the proposed rescinding or varying motion.

Where the resolution proposed to be rescinded or varied was passed during the previous six months, the notice of the intention to rescind or vary the resolution circulated to members of the committee shall be signed by three members of the committee. No resolution passed at any committee meeting shall be rescinded at any subsequent meeting unless the motion to rescind or vary receives a two-thirds majority of the members present and voting.

20 First Meeting and Validity of Committee Procedures

20.1 The first meeting the committee shall be summoned by the ETB within one month after the committee has been constituted.

20.2 On the occasion of the establishment of the committee when all the members of the committee have not yet been elected / nominated, the members shall act as a full committee under a duly elected *pro tem* chairperson until a full committee is constituted. When the composition of the committee is complete a chairperson shall be elected.

20.3 The proceedings of the committee shall not be invalidated by a vacancy in its membership or by any defect in the election, appointment or qualification of any member of that committee.

21 Adoption of Operating Procedures

21.1 These Operating Procedures were adopted by the Cavan and Monaghan Education and Training Board as the Operating Procedures and Terms of Reference for the Youth Work Committee under the provisions of Section 12(2)(i) of the Education and Training Boards Act 2013 on 17 December 2019.

Appendix 1:

You are requested to attend the next meeting of Cavan and Monaghan Education and Training Board Youth Work Committee

to be held: _____

Date: _____

Venue: _____

AGENDA

1	Chairperson Welcome & Opening of the Meeting
2	Apologies
3	Ratification of Cavan and Monaghan Education and Training Board Youth Work Committee Minutes XX/Month/Year
4	Matters Arising
5	Update on Youth Work Function within Cavan and Monaghan Education and Training Board
6	Updates on National Youth Work Developments <ul style="list-style-type: none">• LGBTI National Youth Strategy• Targeted Youth Funding Scheme•
7	Date for next meeting
8	A.O.B.

Appendix 2:



Conflict of Interest Disclosure for Youth Work Committee
per CL 0002/2019 Code of Practice for Governance of Education and Training Boards

MEETING DATE	MEETING TYPE	VENUE	MEETING TIME
	Youth Work Committee		

Having reviewed the agenda and documentation circulated to me in advance of the meeting I make the following confirmation regarding conflict of interest in relation to the items included on the Youth Work Committee Meeting Agenda.

By signing this form, I also confirm that should a matter be raised during the course of the meeting, by way of question or response to matters before the Committee in which I would have a conflict of interest I will promptly advise the Committee of same

Where a member has identified that a conflict of interest exists, they should immediately bring it to the attention of the Chairperson so that they can absent themselves from the meeting for the duration of discussion of the item.

Name of Member:	Signature:	Conflict of Interest?		If Yes, please provide explanation of same
		Yes	No	
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				

10.				
11.				
12.				
In Attendance:	Signature	Yes	No	If Yes, please provide explanation of same
1.				
2.				
3.				
4.				
5.				