

**OFFICER DELEGATION SCHEME
RECORD OF DECISION**

Date: 04/06/2026	Ref No: CYP25-149
Responsible Officer: Jen Rust / Lisa Sowden	
Title/Subject matter: Establishment of a new Youth Justice Service structure and approval to recruit to vacant posts	
Budget/Strategy/Policy/Compliance:	
(i) Is the decision within an Approved Budget?	Yes – includes grant funding and aligned budgets
(ii) Is the decision in conflict with the Council's policies, strategies or relevant service plans?	No
(iii) Does the decision amend existing or raise new policy issues?	No
Is publication still required? (see guidance)	Yes (staffing restructure and recruitment)

Item for Decision

Approval to:

1. Establish a new integrated Youth Justice Service (YJS) staffing structure following Cabinet agreement to bring the service back in-house
2. Implement staffing changes via TUPE transfer and internal consultation processes
3. Slot eligible staff into the new structure in line with employment legislation
4. Recruit to remaining vacant posts within the agreed structure

Executive Summary

This operational decision seeks approval to implement a new Youth Justice Service structure in Bury following Cabinet approval to end the shared arrangement with Rochdale and re-establish a standalone YJS.

The new model creates a single integrated service, bringing together statutory youth justice functions and prevention services. This aligns with national best practice and strengthens early intervention, diversion, and risk management.

The restructure is required to:

- Enable safe transition from the Rochdale partnership arrangement
- Support TUPE transfer of eligible staff
- Integrate the Youth Justice Prevention Team into the YJS
- Provide clear leadership, governance and accountability
- Ensure the service is responsive to local need and demand

The proposal includes slotting-in arrangements for existing staff and a request for approval to recruit to vacant posts following this process.

Strategic / National Context

This proposal supports:

- Cabinet decision (Jan 2026) to re-establish a Bury Youth Justice Service
- Youth Justice Board expectations including:
 - Child First principles
 - Trauma-informed practice
- Children's Services transformation and adolescent offer development

It also aligns with priorities to:

- Reduce reoffending
- Improve outcomes for children and young people
- Strengthen early help and diversion pathways

Proposal

New Service Model

The new YJS structure establishes:

- Integrated prevention, diversion and statutory functions
- Clear management oversight across service areas
- Dedicated roles for courts, case management, and prevention

Key posts include:

- 2 x Team Managers (Court/Assessment and Prevention/Diversion)
- Case Managers and Case Practitioners
- Advanced Practitioner
- Referral Order Coordinator
- Victim & Reparation and data roles
- Partnership roles (Police, Health, Education, CAMHS)

Workforce Transition

The transition to the new structure will be delivered through:

1. TUPE Transfer

- Staff transferring from Rochdale YJS
- 6 staff eligible for TUPE
- Process aligned to employment legislation

2. Internal Consultation

- Youth Justice Prevention Team consultation due to commence 15.06.26
- 30-day consultation period (June–July 2026)
- Includes 1:1 meetings, union engagement and formal feedback process

3. Slotting Process

- Ringfenced assimilation into posts where applicable
- Enough posts within the new structure to ring fence current youth justice prevention staff into alternative roles
- Matching based on job descriptions and evaluation outcomes

4. Recruitment

- Approval requested to recruit to vacant posts following slotting
- Recruitment required to ensure full staffing ahead of implementation

Benefits

The new structure will:

- Improve outcomes through earlier intervention and coordinated delivery
- Reduce duplication and fragmentation across services
- Strengthen partnership working and information sharing
- Provide clear accountability and leadership
- Support a seamless pathway from prevention to statutory intervention
- Enable more efficient and sustainable use of resources

Funding & Resource

Cabinet approved an agreed budget for the new Youth Justice Service. All posts are within the agreed staffing budget for the service.

These posts will be funded by the Youth Justice Budget **Cost Code: TY00100** - Current Net budget of £629k

Existing Youth Justice Prevention funding includes:

- Staffing Budget will be created from move existing supplies and services that are paid to Rochdale currently lead delivery partner (£832k)
- Violence Reduction Unit funding (£170k)
- Turnaround Grant (£73k)

Budgets above will continue to be offset by YJB and any other related grants and partner payments and in-kind contributions.

The restructure ensures:

- Alignment of resources to service demand
- Improved financial oversight
- Medium-term sustainability

Approval to recruit to newly created vacancies

Yes

NB: Chief Officer graded roles require AD HR and AD Finance approval

Decision made by:

Signature:

Date:

Chief Executive Officer



12th June 2026

Executive Director: Jeanette Richards



09/06/2026

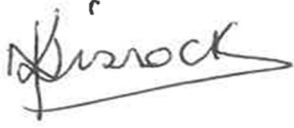

Advised by HR Business Partner

Advised by Finance Business Partner

Chief Officer graded roles: Assistant Director of HR



5.6.26

Chief Officer graded roles: Advised by Assistant Director Finance / Chief Accountant		11/06/2026
Member Consulted (only if applicable) [see note 4 below]		
Cllr Lucy Smith		15.06.2026

Notes

1. In most cases a single signature is required in accordance with the Table below.
2. The form must be published if expenditure is over £100K. However, this must be after all the required contract documentation has been completed. This is to avoid publishing exempt confidential information.
3. A report to Cabinet must be made if expenditure is over £500K.
4. In a small number of cases in accordance with the requirements of the Officer Delegation Scheme, consultation is required from the appropriate Cabinet Member who must sign the form to confirm that they have been consulted and that they agree with the proposed action. Please refer to the Guidance.
5. This form must not be used for urgent decisions.
6. Where there is any doubt officers should always err on side of caution and seek advice from Democratic Services, the Monitoring Officer or Corporate Procurement where applicable.

EXPENDITURE APPROVAL TABLE

Approval Limit	Approval By (in consultation with Finance & HR Business Partner)
Over £500,000	Cabinet.
Over£250,000 to £500,000	Chief Executive
Over£100,000 to £250,000	Executive Director
Over £50,000 to £100,000	Director/Assistant Director

Over £10,000 to £50,000	Head of Service
Up to £10,000	Service Lead

For Chief Officer Graded Roles:

Assistant Director HR Approval
Assistant Director Finance / Chief Accountant Approval