

SFJ AD5

Promote multi-agency working at agencies' meetings



Overview

This standard is about working with other agencies through involvement at their meetings. Joint working with other agencies is a key aspect of work and it is vital that individuals represent their own agency effectively and promote multi-agency working.

This standard focuses on obtaining information and making constructive contributions, and reflects relevant aspects of statutory and non-statutory policies relating to multi-agency working.

There are two elements

- 1 Prepare for meetings with agencies
- 2 Make contributions at agencies' meetings

Target group

This standard is applicable to those with responsibility for representing their own agency at other agencies' meetings.

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Performance criteria

Prepare for meetings with agencies

You must be able to:

- P1 confirm the nature and purpose of the meeting and that it is relevant to you and your agency's work
- P2 identify the information that you require both for and from the meeting, through discussing the issues which may be raised with colleagues, in advance of the meeting
- P3 confirm the input required from your agency in advance of the meeting
- P4 prepare materials, where required, in advance of the meeting
- P5 review relevant materials in preparation for the meeting

Make contributions at agencies' meetings

You must be able to:

- P6 communicate to encourage an open exchange of views and information including the sharing of information where required
- P7 present required information clearly, accurately and succinctly, consistent with the formality and nature of the meeting
- P8 present facts and judgements clearly and objectively
- P9 identify relevant information during the process of the meeting and record it accurately, legibly and completely
- P10 ask relevant questions, where necessary, to check understanding and to explore particular aspects further
- P11 challenge the contributions from others in a professional manner and where necessary
- P12 explain clearly and accurately the nature of, and the rationale for, your organisation's policies and practices when these are questioned
- P13 acknowledge the views of others, even if they differ from your perspective
- P14 explain and interpret any abbreviations used which may be unclear to others, and avoid the use of jargon
- P15 provide feedback to others in your organisation on the meeting, and identify any further action to be taken

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Knowledge and understanding

Working within the justice sector

You need to know and understand:

- K1 the nature of the justice sector within which you work, including the roles and functions of the principal agencies within the sector and their structures, methods of communication and decision making processes
- K2 how your work and work role interacts with others in related agencies
- K3 the benefits of working collaboratively, both across agencies and across disciplines
- K4 how teams and collaborative work evolve over time and the impact of this on relationships and effective working
- K5 the functions, procedures and resources of different meetings
- K6 the different forms of report which are required for different meetings and the importance of effective preparation
- K7 how to present your case at meetings even when this may not be high on others' agenda
- K8 the value of networking informally around meetings
- K9 ways of identifying and addressing problems with information
- K10 the ways in which it is necessary to alter communication when working with different individuals and representatives of different agencies
- K11 the importance of providing feedback to relevant colleagues upon the outcomes from meetings, and how to do this
- K12 the specific legislation and guidelines of good practice which relate to the work being undertaken and the impact of this on your work
- K13 the circumstances and the correct procedure to follow when it is statutorily necessary to share information with other agencies
- K14 the nature, extent and boundaries of your work role and its relationship to others
- K15 the principles of equality, diversity and anti-discriminatory practice

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