

30th August 2018

Please ask for J Starr - 01799 510559 - jstarr@uttlesford.gov.uk

Dear Colleague

UTTLESFORD PILOT YOUTH COUNCIL

A meeting of the Uttlesford Youth Council will be held in the Committee Room, Council Offices, London Road, Saffron Walden on **Tuesday, 11th September 2018 at 5.30pm.**

Yours sincerely

John Starr

AGENDA

- 1** Apologies
- 2** Minutes – To approve the minutes of the meetings held on 8th May and 4th July 2018
- 3** Youth Council Constitution – Electoral term / Speaking at Council / Co- option (deferred at the previous meeting)
- 4** Discussion on the proposed Housing / planning seminar
- 5** Update from working groups
- 6** Date and time of next meeting (scheduled for 7th November, 5.30pm)

To: All members of Uttlesford Youth Council

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**YOUTH COUNCIL MEETING held in the COUNCIL OFFICES LONDON ROAD
SAFFRON WALDEN at 5.30pm on 8 MAY 2018**

Present: Councillor J Reid – Acting Chairman
Councillors T Birkbeck, H Briffa, R Davey, A Gerard, A McHugh, E Reid and I Whittle.

Officers in attendance: B Ferguson (Democratic Services Officer) and J Starr (Community Officer).

Also present: District Councillors A Gerard and P Fairhurst; and former Youth Councillor C Yallup.

YC19 **APOLOGIES**

Apologies were received from Councillor Wolter. Councillor J Reid acted as Chairman in her absence.

YC20 **ELECTIONS AND RECRUITMENT WORKING GROUP**

Councillor Birkbeck provided an update on the work of the Elections and Recruitment working group, which had met a number of times since the last Youth Council meeting. The working group had drafted guidelines for schools who wanted to hold elections and this document was tabled for Members' consideration.

The Youth Council discussed the election guidelines and there was agreement that if the draft was to be distributed to schools, a change to the Youth Council constitution would be required.

The Community Officer said the Young Essex Assembly (YEA) could possibly help in the task of running elections, and their advice could be sought when the Youth Council held its training and YEA induction session. He said the proposal would require a change to the constitution and advised councillors to seek legal guidance before confirming the amendment.

AGREED to seek the legal advice of the Assistant Director – Governance and Legal Services on the constitutional change to the elections procedure.

As well as drafting guidelines, the Elections and Recruitment working group had produced an 'Elections pack' that could be distributed to schools. The pack would contain election aids, such as guidance, posters and communication materials, which would help student bodies hold elections in their respective schools.

Charles Yallup, a former Member of the Youth Council who had been assisting the Elections Working Group, presented an election poster he had designed, and asked for comments.

The Youth Council discussed the design and there was general agreement that the poster was effective. Members agreed that communication materials needed to be bold and forceful, to ensure young people were engaging with the Youth Council.

The Community Officer said there was still a budget available to the Youth Council, and printing posters and communication materials would be an appropriate outlay.

YC21 **STRUCTURE PROCEDURES**

The Community Officer said there needed to be more correspondence between Youth Councillors and himself in between meetings, to ensure that agenda production was driven by the Youth Council. He said Councillor Wolter had come in to help prepare the current agenda, but the responsibility should be shared by as many Youth Councillors as possible, to reduce the burden on the Chairman. He added that communication needed to be improved even on subjects such as transport to and from meetings, as taxis were available if Councillors requested them.

YC22 **UPDATE ON THE PROPOSED TRAINING DAY / PLANNING SEMINAR**

The Community Officer said the YEA training and planning seminar still needed to be scheduled.

District Councillor Fairhurst said he would be available to help present the planning seminar. He said Nigel Brown, the Development Manager at the Council, would also be invited.

Members discussed the topic of planning and agreed it was one of the most important issues facing the District.

The Community Officer said he would circulate a link to the National Planning Policy Framework (NPPF) to Youth Councillors.

Members discussed when the seminar could take place.

AGREED to hold the planning seminar at 4.00pm on 30 May, 2018.

YC23 **DISCUSSION ON WORKING GROUPS – PROGRESS / NEW GROUPS**

Members discussed the following:

Communications

Members accepted the invitation of District Councillor Fairhurst, who had offered to take members of the Communications working group to see a journalist at the Saffron Walden Reporter.

Mental Health

The Community Officer said he could arrange a meeting with the Council's Communities team, who were working with mental health organisations that went into schools to educate pupils on the issue of mental health. He said the Communities team would be keen to hear the views of the Youth Council and there was an opportunity to have a real input on policy in this area.

Councillor Whittle said the Community Officer should contact the Child Adolescent Mental Health Service (CAMHS), which specialised in young people's mental health.

Plastics

District Councillor Gerard said the Scrutiny Committee had recently discussed the issue of recycling and the views of the Youth Council were welcomed. He said a trip to the District's recycling facility was also a possibility.

The Youth Council discussed plastics, and the broader subject of recycling. Litter picks, recycling schemes and requesting retailers to ditch plastics were all mentioned.

Members agreed to put plastics, and the proposition of a dedicated working group, on the next agenda.

YC24

DATE OF NEXT MEETING

The date of the next meeting was agreed as 4 July at 5.30pm.

The meeting ended at 7.30pm.

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**YOUTH COUNCIL MEETING held at the COUNCIL OFFICES LONDON ROAD
SAFFRON WALDEN at 5.30pm on 4 JULY 2018**

Present: Councillor M Wolter
Councillors T Birkbeck, R Davey and O Woor.

Officers in
attendance: R Dobson (Democratic and Electoral Services Manager), B
Ferguson (Democratic Services Officer), F Gardiner (Communities
Manager) and J Starr (Community Officer).

Also present: District Councillors P Fairhurst and B Light; P Kempster and S
Rabczak.

YC25 **APOLOGIES**

Apologies were received from Councillors H Briffa, J Fairhurst, A McHugh, E
Reid, J Reid and District Councillor Lemon.

The Democratic Services Officer said the Youth Council had not achieved
quorum and therefore no resolutions could be passed at the meeting.

YC26 **MINUTES**

Members deferred approval of the minutes until the next quorate meeting.

YC27 **NATIONAL DEMOCRACY WEEK**

The Democratic and Electoral Manager explained the electoral registration
process for potential electors aged sixteen or seventeen. Throughout the
presentation she stressed the importance of registering to vote; if potential
electors had not registered before an election, they would be unable to exercise
their right to vote on polling day.

She said sixteen or seventeen year olds could register in a variety of ways but
the most straightforward method was to register online at [www.gov.uk/register-to-
vote](http://www.gov.uk/register-to-vote). She added that a National Insurance number would be required.

Members agreed in principle that it would be helpful if the Democratic and
Electoral Services Manager visited schools to talk about the importance and
practicalities of electoral registration.

The Community Officer said this could be progressed as a joint initiative between
the Youth Council and Electoral Services, particularly if scheduled during the
Youth Council's election period in September or October. He said it would be a
good time to promote democracy in a general sense.

Councillor Birkbeck said young people were not interested in 'National Democracy Week' but they were interested in democracy. Schools were continuously informing pupils of the importance of democracy, but this was not enough to create sufficient enthusiasm or engagement with young people. He said holding a mock referendum on a relevant and pressing issue, such as abortion, would be a good way to generate youth engagement with democracy.

The Chairman said a Democracy working group would be established at the next quorate meeting to help take this issue forward.

YC28

YOUTH COUNCIL CONSTITUTION

As the meeting was not quorate the Chairman deferred the decisions on changing the constitution and co-opting new members until the next meeting. She said the items would be on the next agenda.

Councillor Birkbeck asked for the amended constitution to be included with the minutes of this meeting (please see attached).

Members said they were happy to speak at Council and requested a Youth Council item on the next possible Full Council agenda.

YC29

PROPOSED PLANNING/HOUSING SEMINAR

Members discussed the proposed planning/housing seminar. There was general agreement that young people were interested in the issues of planning and housing, and they should contribute to the Local Plan in Uttlesford.

The Community Officer said the seminar needed to be arranged before the Uttlesford Local Plan consultation period ended in September, to ensure young people in the District contributed towards their views to the consultation process.

Councillor Birkbeck said those invited to address the seminar should display a range of views on planning issues, including local groups and officers at the council, so the young people who attended were truly well informed.

Councillor Fairhurst said the Assistant Director – Planning should arrange a consultation with the Youth Council and requested officers to contact him.

The Community Officer said a realistic date for the seminar was likely to be in early September, but he would keep Members informed.

YC30

WORKING GROUPS

Members discussed the following Working Groups

- **Plastics** – Councillor Birkbeck requested an item on the next agenda.
- **Elections** - Councillor Birkbeck tabled a draft resolution, which included a motion to adopt proposed election guidelines in the constitution (resolution and guideline documents attached). As the meeting was not quorate, a binding resolution could not be made. Members discussed the prospect of holding a virtual meeting by using social media or voting buttons via email.
- **Communications** – The Chairman and Councillor Birkbeck had arranged to meet a journalist at the Saffron Walden Reporter to help raise the profile of the Youth Council and increase participation before the scheduled elections in September.

The Community Officer said the Youth Council now had a formal Council email address and he would circulate details following the meeting.

YC31

DATE OF NEXT MEETING(S)

- 11th September at 5.30pm
- 7th November at 5.30pm
- 9th January at 5.30pm
- 7th March at 5.30pm

The meeting ended at 7.00pm.

This is an amended document and not the actual constitution. Highlighted objects have been changed.

Constitution of the Uttlesford Youth Council

Objectives

The Uttlesford Youth Council exists to give the young people of Uttlesford a voice in the affairs of the Uttlesford District Council (UDC). It endeavours to represent specifically the views of young people, especially on those issues in which they have particular interest.

The Youth Council will be recognised in the Constitution of the District Council, and its members will be invited to attend meetings of the Full Council and will be offered a suitable speaking slot to voice matters of concern to young people up to twice annually, and also exceptionally, by prior arrangement with the Democratic Services of the District Council.

The Youth Council will engage with the District Council on any matters of concern and the District Council will in turn undertake to provide a response within ten working days of the matter first being raised.

Electing councillors

Eligibility

Candidates for the Youth Council must

- (a) be aged at least 13 on the 31st of August in the calendar year in which the elections for which they are standing are held, and no older than 19 when they stand for election, and
- (b) be either
 - (i) living or working in the district, or
 - (ii) attending school, college, or sixth form in the district.

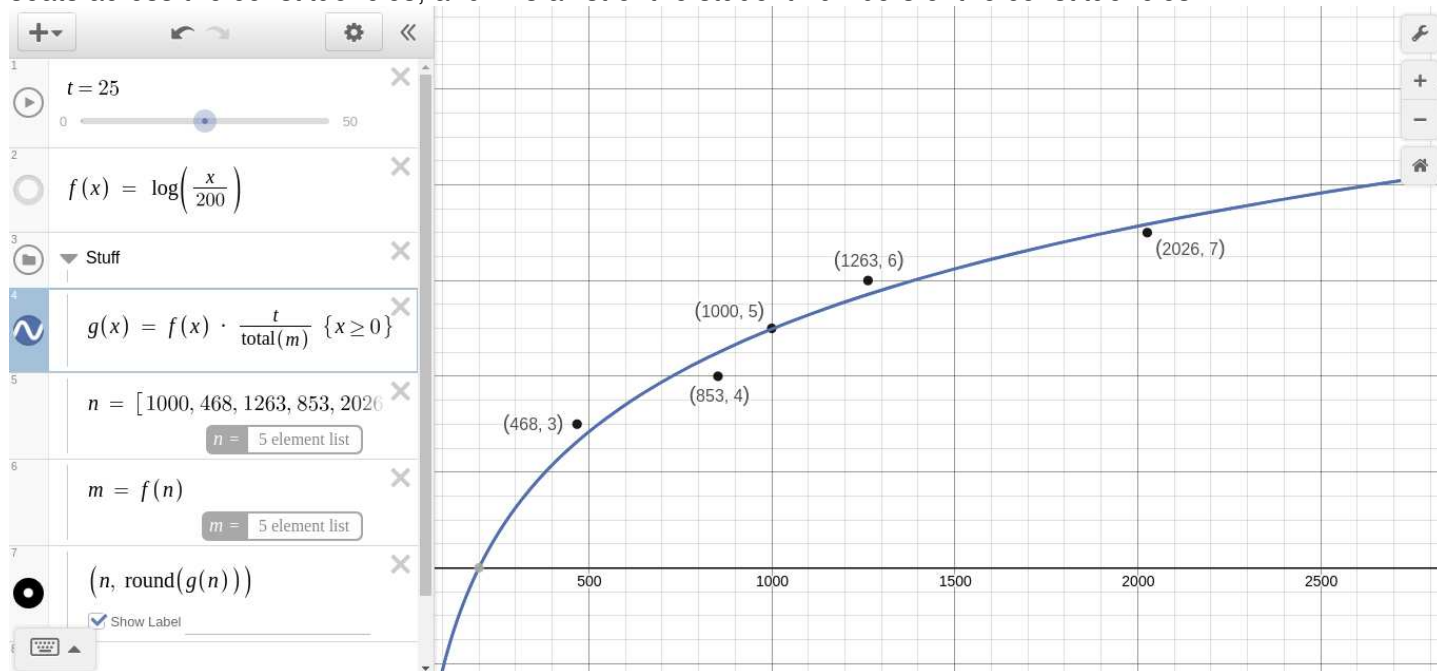
There is no limit on the number of terms that a councillor may serve, nor any restrictions on standing consecutively.

Election pools (constituencies)

A number of seats on the council be available for each secondary school, college, and sixth form in the district, with weightings based upon their sizes thus:

Constituency	Number of students (201601)	Number of seats
Felsted School	~ 1,000	5
Forest Hall School	468	3
Helena Romanes School and Sixth Form Centre	1,263	6
Joyce Frankland Academy, Newport	853	4
Saffron Walden County High School	2,026	7
Residents not attending school in the district	-	3
	Total:	28

The number of seats for each constituency is calculated according to this graph, where t is the total number of seats across the constituencies, and n is a list of the student numbers of the constituencies:



In addition to the school-based seats, three seats are available for residents of the district who meet the eligibility criteria but who do not attend school, college, or sixth form in the district (see table above). Those who wish to stand for the Youth Council will be invited to apply by application. Applications will be considered by the Youth Council at the first meeting after the election and successful candidates co-opted.

If the Youth Council has any vacant seats following elections or after resignations, then it may, by majority vote, co-opt an eligible member to fill each seat. Substitutes who wish to be co-opted are to be considered for the seat first, before seeking to co-opt a member who did not stand for election.

Election

Each educational institution is given the responsibility to hold its own elections. The Youth Council will offer support to the institutions to hold campaigns, promote the elections, and hold the elections with the help of the incumbent councillors for that institution. **The election guidelines and election pack created by the youth council should serve as the primary guide for institutions on how to hold their elections.**

The candidates for each constituency will be ranked in descending order of preference after voting. The number of councillors to be elected for each school will be taken from the list of candidates in descending order of votes given to each candidate (beginning with the candidate with the highest number of votes). **{{removed deputies section}}** **If a councillor cannot attend a meeting, then may choose to nominate somebody to act a substitute. The constitutional power of a substitute is nothing, they do not count toward establishing a quorate and are not given a vote without the express and signed written permission of the councillor they represent. Councillors are not obliged to send a substitute but may wish to if they know they will vote on an agenda item, or have some notices to give out.**

Any seats belonging to a councillor whose term has not expired and who is not standing down will not filled by election.

Elections shall **take place during school hours in** October or November annually, **as decided by the institution.** The terms of the councillors-elect will begin on the day of election. The duration of each term shall be **approximately two years**, ending on the day of the second election after that in which they were elected.

Each institution may decide eligibility to vote, but nobody outside of the institution without an obvious link may vote.

The full guidelines for holding elections can be found in the Election Guidelines document, and should serve as the primary point of reference.

General principles

The Youth Council will adhere to the following principles:

- (a) Although councillors are still permitted to be a member of a political party whilst serving their term, the Youth Council itself will always be strictly non-party political, and all meetings will be conducted on that fundamental principle.
- (b) Councillors will not miss school, college, sixth form, or work to undertake any duties for the Youth Council, unless in exceptional circumstances where it has been permitted for the councillor in question by
 - (i) their school, and
 - (ii) their parent or guardian (if under 18 years of age).
 - (iii) their employer
- (c) All councillors shall endeavour constantly to remain aware of and represent the interests of their constituents.

Meetings

- (a) The Youth Council will hold a full meeting every other month, scheduled in the previous meeting to be
 - (i) during the first week of the month,
 - (ii) in a venue in Uttlesford to which either the Uttlesford District Council or the Essex Youth Services has access, and
 - (iii) from 17:30 to 19:30,unless otherwise agreed. Meetings may be held more frequently if necessitated by urgent business to be considered.
- (b) Meetings of the Youth Council are open to members of the public, district councillors and officers, by prior arrangement through contacting someone nominated by the Youth Council. Any young person whom the Youth Council represents is permitted by prior arrangement to attend an open-session forum at the beginning of the meeting and participate in discussions, but will have no vote. The Youth Council may vote to expel any person on the basis of disruptive behaviour.
- (c) Minutes will be taken at full council meetings, by a councillor confirmed for the role at the beginning of the meeting, comprising at least
 - (i) a list of all councillors present and all apologies received,
 - (ii) details of proposals made and the outcomes of votes upon them,
 - (iii) any significant contributions to discussions by a councillor, andIf a councillor is not available to fulfil this role, the District Council will provide the services of an officer (usually from the Democratic Services team) to undertake this role. Minutes will be published on the Youth Council's page of the website.
- (d) An agenda for each full council meeting will be produced and circulated with at least five full days before the meeting. The agenda will include the undermentioned standard items as well as any matters for discussion as agreed by the chairman. The standard items are:
 - (i) apologies made by councillors who cannot attend the meeting,
 - (ii) minutes of the last meeting to be signed off for accuracy,
 - (iii) any items of business specified on the agenda,
 - (iv) any other urgent business, and
 - (v) the date, time, and venue of the next meeting.

- (e) A meeting of the Youth Council will only be quorate if it comprises
 - (i) at least seven councillors, and
 - (ii) councillors representing at least three different constituencies.

Proposals

Proposals

Any councillor may make a proposal in a meeting.

The proposer may withdraw their proposal at any time before voting.

The procedure for motion to be considered is as follows:

- (a) The proposal must first be seconded.
- (b) The proposal is then opened for discussion and debate by the councillors present.
- (c) Whilst discussion is open, the proposer may agree to amend their proposal, or any councillor can propose an amendment. If either the original motion or any amendment proposed is seconded, it will be put to the vote and determined by a majority show of hands.

Majority show of hands

First those in favour of the motion will be asked to raise their hands, and then those against. Each councillor may only vote once. Any hands which are not raised will be counted as abstentions. For the motion to be passed, a simple majority of councillors who voted must vote for the motion.

If the vote is tied, a second discussion period shall ensue, followed by a second vote. If this is also tied, the person acting as chairman will have a casting vote.

A councillor is only eligible to vote if they have been present for the entire discussion of the motion.

Chairmanship

Chairman

Election

A chairman will be elected with a term of one year, in the last full meeting under the chairmanship of the incumbent chairman. Any councillor may stand for the role of chairman, unless they are the incumbent chairman. Time will be allocated towards the end of the meeting for candidates to make a short speech, and for a vote to be taken. The chairman will be elected by secret ballot. The candidate with the plurality of votes (the most votes, whether or not by overall majority of those present) will be elected.

The chairman-elect's term will begin at the end of the meeting in which they are elected.

Role

The chairman will be responsible for

- (a) chairing full meetings during their term (including ensuring that minutes are taken, directing the Youth Council through the agenda, and overseeing discussions and voting),
- (b) agreeing agenda items for full meetings during their term,
- (c) appointing councillors to working groups and appointing chairmen of working groups, and

- (d) communicating with the chairmen of the working groups to ensure that they have the resources needed.

After a second discussion period, the chairman receives a casting vote to determine the outcome of a tied vote. The chairman can delegate work as agreed to the vice chairman either at or outside of formal meetings, provided that a report back is made to the next meeting.

Vice Chairman

Election

A vice chairman will be elected at the same time, and with the same term and method of election, as the chairman.

Role

The vice chairman will chair meetings in the absence of the chairman. They are expected to assist with the chairman's work outside of meetings.

Working groups

A working group is a voluntary team of councillors which exists to research and make proposals relevant to the terms of reference on which it has been set up. A working group may be created by vote at a meeting. Upon the creation of a working group, the chairman will either before the conclusion of the meeting or immediately after the meeting has finished:

- (a) appoint councillors to serve on the working group — the chairman will ask for a show of hands for volunteers, and should appoint an appropriate number of councillors to the working group, taking into account the number of other working groups on which each councillor sits and the distribution of schools across the councillors —,
- (b) appoint a chairman, or two co-chairmen, of the working group — the chairman will ask the working group's members for a show of hands for volunteers, appointing the chairman or co-chairmen based upon suitability for the working group —, and
- (c) with the members of the working group, agree suitable terms of reference and a date by which the working group must report back, and set a date, time, and venue for the first meeting of the working group.

Ceasing to be a councillor

A councillor will cease to be a councillor

- (a) at the end of their term of office, failing re-election,
- (b) upon formally resigning, by means of signed letter given to the chairman (or vice chairman if the resigning councillor is the chairman),
- (c) upon moving out of the area or school, college, or sixth form which they represent,
- (d) by failing to attend five meetings in a row, having received a warning letter after missing two in a row,
or
- (e) by being expelled for poor attendance and poor performance. If a councillor misses two meetings in a row, their expulsion on the basis of poor attendance will be put forwards for discussion at the third

meeting. The rest of the Youth Council is to vote upon the matter, guided by evidence of how likely the councillor is to adequately improve their attendance in future meetings, and how useful the councillor has been to the Youth Council outside of the Full Council meetings (such as in working groups).

Constitutional review

A proposal can be made at any Council meeting to amend any part of the Constitution. The Constitution will be approved by the District Council and any amendment must be agreed by majority vote at a Council meeting.

Uttlesford Youth Council - Election Guidelines

Allocated Seats

The seats allocated to each school in the Uttlesford District are as followed

Constituency	Number of students (201601)	Number of seats
Felsted School	~ 1,000	5
Forest Hall School	468	3
Helena Romanes School and Sixth Form Centre	1,263	6
Joyce Frankland Academy, Newport	853	4
Saffron Walden County High School	2,026	7
Residents not attending school in the district	-	3
	Total:	28

[1]

All schools should, at the end of November, have elected a number of representatives equal to the number allocated.

Candidate eligibility

The terms of the councillors-elect will begin on the day of election. The duration of each term shall be approximately two years, ending on the day of the second election after that in which they were elected^[2]. In the case of incumbent councillors from the school, as the term length is two years if a councillor does not step down they do not need to seek re-election.

To be eligible to run for election in the Youth Council, a young person must:

- (a) be aged at least 13 on the 31st of August in the calendar year in which the elections for which they are standing are held, and no older than 19 when they stand for election, and
- (b) be either
 - (i) living in the district, or
 - (ii) attending school, college, or sixth form in the district.^[3]

The institution recipient of this document ultimately holds responsibility for running the election and this document serves only as a guideline for how best to do it. However, we would advise the institution to follow these guidelines unless there is already a system in place for elections to various posts within the school.

Pre-election

The election should be scheduled to happen on a Thursday in October or November^[4], however as long as an election has happened before the final Thursday in November, the date is not particularly pertinent. In the interest of fairness it should happen on a day in which all students are in school, i.e not the day of a field trip.

When this date has been decided, a notice should be circulated through form of bulletin and form tutors, while the posters attached should be printed and displayed somewhere public to members of the school. In a period ideally lasting longer than two weeks after the initial message is circulated, a list of candidates for election should be gathered. While the responsibility for promoting the election lies on the shoulders of the institution we would encourage school to partake in promotion - these candidates must put themselves forward for election and not be chosen by the school, but teachers may be encouraged to encourage their students to run and assemblies could be given. Any candidate within the guidelines for running may put themselves forward for election. These candidates then have the opportunity to campaign for their election however they choose - in most case, we think this will include asking their friends and teachers to vote for them, however the institution may wish to set their own guidelines on how campaigning is done. After a minimum of two weeks of campaigning, the election day can then take place. Note that this means the election must be planned at least one month in advance: two weeks for candidates to put their names forward and then two weeks for candidates to campaign.

Election day

Election ballots should be available to every person who wishes to vote. Voting does not need to be compulsory, but any eligible person who wishes to vote may. The constitution states that only those eligible to run may vote,^[5] however the school may decide to allow teachers, staff and other members of the faculty to vote.

The ballot papers should display the names of every candidate who has put themselves forward for entry. The format for voting should be that each person may select a single candidate to vote for but if the institution wishes to they can use a Single Transferable Vote system - this requires a considerable amount more effort to tally up however. A ballot box should be, at recreational breaks in the day (lunch and morning break) be placed in a central location and watched by a volunteer. Each person may use their ballot slip to vote by crossing a box and putting it in the ballot box.

Post election

At the end of the final recreational break in the school day, the votes should be tallied. The top candidates (winners) for however many seats are up for election should have their name(s) and email(s) forwarded to youthcouncil@uttlesford.gov.uk and cc'd to istarr@uttlesford.gov.uk NO LATER than the final Thursday of November.

In the event of less candidates than available seats putting themselves forward

If less candidates put themselves forward than there are seats, the election process can be scrapped and a default win awarded to the candidates. However, the election should still be planned up until the deadline for candidacy has passed. Teachers are welcome, and encouraged, in this instance, to nominate students for election with the student's consent.

Constitution References - see attached Constitution.

[1]: Eligibility pools (constituencies)

[2]: Election

[3]: Eligibility

[4]: Election

[5]: Election



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UYC Working Group - Elections

Resolution

In the Elections Working Group, we created a plan to tackle the issue of elections.

We debated the existing structure for elections and have created new guidelines for elections which we intend to send to schools over the summer and coordinate them using in order to fill the ranks of the council. We will be sending a pack to the schools with:

- letter explaining the Youth Council and our aims
- our constitution
- the election guidelines
- and new posters.

This plan has been a work in progress for many months now and all the details can be found in the next few documents of the agenda pack. We hope to debate (and pass!) this resolution at the next meeting. It has been divided into four sections, such that some may be adopted and others returned for redrafting.

1.1

Allocation of a yearly budget of £150 from the Youth Council yearly budget to pay for printing and postage of elections material to relevant groups.

1.2

Adoption of the Youth Council Election Guidelines as official guidelines for UYC regional elections.

1.3

Resolution to send material to schools pertaining to elections (guidelines, constitution, posters) in September of each election year.

1.4

Adoption of the amendments to Version 1.4 of the Constitution, and renaming to 1.5. Resolution to send this version to the council legal department to check it before asking UDC to adopt the amended version.

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