

Epping Forest Youth Council
Tuesday, 11th December, 2018

Agenda

You are invited to attend the next meeting of **Epping Forest Youth Council**, which will be held at:

Council Chamber, Civic Offices, High Street, Epping
on Tuesday, 11th December, 2018
at 7.00 pm .

Derek Macnab
Acting Chief Executive

Democratic Services
Officer

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Members:

Youth Councillors S Bakalov, J Beavis, A Flynn, T Fontenelle, A Gohil, S Halcrow, S Halcrow, B Hodgkinson, J James, R Kent, A Kuhaendran, D Mehr, J McNulty, J Nag-Chaudhury, F New, E Nsofor, O Okeke, H Pickering, O Smith, Z Smith, O Upson, A Whelan, M Wilson and A Yaman

Youth Councillors are reminded of the need to contact Diane or Paula if they are unable to attend a meeting

1. CONFIRMATION OF CHAIRMAN & VICE-CHAIRMAN

At the last meeting it was agreed that Suzannah would chair this meeting. Arjun would be Vice-Chairman.

2. APOLOGIES FOR ABSENCE

3. MINUTES (Pages 5 - 8)

To confirm the minutes of the last meeting of the Youth Council are correct.

4. ACTIVE LIVING

Ezra Folan attending to discuss Active Living with the Youth Council.

5. DRUGS REPORT

To finalise the drug report.

6. PROJECT UPDATES

Youth Councillors to update on projects.

7. YOUTH COUNCILLOR UPDATES

Youth Councillors to report on school issues, achievements, events and training that they have accomplished since the last meeting.

8. YOUTH COUNCIL CONSTITUTION (Pages 9 - 12)

To formally agreed the attached Youth Council Constitution.

9. MANIFESTO

Di to report.

10. VOTING AND THE NEW YOUTH

Arjun would be making a short presentation on voting and young people.

11. EVENT FEEDBACK

Youth Councillors to feedback on any events that they have attended in relation to the Youth Council since the last meeting.

12. CHAIRMAN'S CHARITY

Youth Councillors to discuss fundraising ideas and identify group(s) to support.

13. YOUTH COUNCIL CUP

To present the Youth Council Cup.

14. SUBMISSION FORMS

To consider any new submission forms received and to give updates on any previous submission form.

15. ANY OTHER BUSINESS

- (a) Notices by Diane;
- (b) Notices by Paula;
- (c) Any other Notices; and
- (d) Youth Councillor Notices.

16. DATE OF NEXT MEETING

To note that the next meeting will be held on Tuesday 8 January at 19.00 – 21.00 at the Civic Offices.



MINUTES

Committee:	Epping Forest Youth Council	Date:	Tuesday, 6 November 2018
Place:	Council Chamber, Civic Offices, High Street, Epping	Time:	7.00 - 8.15 pm
Members Present:	S Bakalov, J Beavis, A Flynn, S Halcrow, S Halcrow, B Hodgkinson, J James, R Kent, A Kuhaendran, D Mehr, F New, E Nsofor, O Okeke, H Pickering, O Smith, Z Smith, A Whelan, M Wilson and A Yaman		
Apologies:	J McNulty and J Nag-Chaudhury		
Officers Present:	R Perrin (Senior Democratic Services Officer), P Dunley (Youth Engagement Assistant) and G Gold (Assistant Community Health & Wellbeing Manager)		
Guest Present:	Councillor D Wixley		

48. CONFIRMATION OF CHAIRMAN & VICE-CHAIRMAN

It was noted that Annabelle would be the Chairman and Suzannah would be Vice-Chairman for this meeting.

The Chairman then asked for Youth Councillors who wished to be a Chairman at a future meeting to indicate and a rota would be created. Each person would be the Vice-Chairman the meeting before they were Chairman.

AGREED:

That the following rota of Chairman and Vice Chairman be agreed for 2018/20.

Chairs for Full Council Meetings 2018 - 2020

Month	Chairman	Vice Chairman
November 2018	Annabelle	Suzannah
December	Suzannah	Arjun
January 2019	Arjun	James
February	James	Jasmine
March	Jasmine	Stannimir
April	Stannimir	Onyeka
May	Onyeka	Zak
June	Zak	Rene
July	Rene	Archie
September	Archie	Daniel
October	Daniel	Florence
November	Florence	Simran
December	Simran	Abigail
January 2020	Abigail	Harriette
February	Harriette	Megan

March	Megan	Barnaby
April	Barnaby	Oliver Smith
May	Oliver Smith	

49. MINUTES**RESOLVED:**

That the minutes of the meeting held on 9 October 2018 were a correct record.

50. YOUTH COUNCILLOR UPDATES

Braeside Independent School – Simran and Sam advised that there had been Art and Christmas card competitions held at the school.

Chigwell School – Abigail advised that pupils had just returned following the half term break and it was exam period.

Davenant Foundation School – Archie advised that the school council had been elected and recently met, there had been a non-uniform day and events had been held for Remembrance Day.

Debden Park High School – Rene advised that the school was taking part in the Operation Christmas Child, which asked pupils to fill a shoe box with small gifts. Other events included a Halloween party for year 7, a sing and song night and an independent reflective week for pupils to consider what could be improved around the school.

Epping St John's School – Megan advised that teachers had been reaffirming respect between them and pupils.

The Ongar Academy – Harriette advised that the year captains had been chosen.

Roding Valley High School – Jasmine advised that year 11 pupils were completing their mock exams and preparing for the sixth form opening evening. Florence was looking at involving the Youth Council in school life and Daniel advised that form representatives had been chosen.

West Hatch High School – Arjun advised that the school had been preparing for the opening evening and the Christmas Performance.

51. DRUGS SURVEY

Abigail presented the final report to Youth Councillors regarding the drugs survey. There were positive outcomes in the survey that revealed that although some young people had tried certain substances, there was not a wide scale problem in the District and young people felt able to say no. It also highlighted the main reason for a young person trying drugs was down to boredom.

The four recommendations were as follows;

1. To lobby the Government and MP's to prevent the sale of legal highs to under 18;
2. That restrictions were brought in on the age of purchasing legal highs;
3. Find other alternatives to the canisters; and

4. That the consequences of legal highs and awareness should be increased.

Councillor D. Wixley asked that the report be shared with Members of the Council, the PFCC be advised and District Commander, Chief Inspector Lewis Basford.

Gaby advised that the report would be shared with all the relevant stakeholders.

52. YOUTH COUNCIL CONSTITUTION

Gaby advised that the Youth Council Constitution set out the Youth Council operates how decisions were made and what procedures were followed. In particular it set out the commitment required by Youth Councillors including their required attendance. Youth Councillors were asked to look over the Constitution so that it could be formally agreed at the next meeting.

ACTION: Youth Councillors and Officers to check the Constitution for any amendment or updates required.

53. EVENT FEEDBACK

Young Essex Assembly – Arjun advised that he, Daniel, Eleanor and Jyoti attended the hustings event at Loughton Youth Centre on Tuesday 23 October 2018.

British Youth Council – Archie advised that he, Jyoti and Eleanor had attended the BYC Diversity Conference. It was a very good event and EFYC hosted a stall, which had a lot of enquiries from other delegates about the work that was done by EFYC.

Hen Power – Harriette, Barnaby and Megan had attended this event, which incorporated residents from a residential home in North Weald

Training – Youth Councillors had taken part in training in the half term holiday which included 'Sparks for Life', the Essex Magistrates and survival guides following criminal activity. Youth Councillors had decided to create survival guides for young people to help cope with or prevent young people being the victim of crime.

Youth Activity map – Arjun and Barnaby advised that they would help research the youth groups within the district with Paula, to complete the tube map of youth groups.

Loughton Town Council – Zak and Jasmine gave a presentation and overview of the Youth Council to the Loughton Town Council. Councillor D. Wixley thanked the Youth Councillors on behalf of the Town Council.

Drugs Project – Stannimir advised that he and the Council's Chairman, Councillor R Bassett had located the bus with the Youth Council poster on the back of it and had taken photographs.

54. SUBMISSION FORMS

Young Essex Assembly (YEA) – Arjun, Eleanor and Jyoti had applied to be a Member of YEA. Arjun advised that voting was open to youth groups and secondary schools all around the district with the top seven being elected.

Christmas Social – Paula asked Youth Councillors to WhatsApp her details and attendance for this event on 4 December 2018.

Communities Select Committee – Stannimir would be attending the next Select Committee on 13 November 2018.

Remembrance Day Services – Youth Councillors were asked to represent the Youth council at the Remembrance Service at Epping and Loughton.

Youth Council Charity – Gaby asked Youth Councillors to consider whether to support the Council's Chairman's Charities or whether they would like to raise money for another charity.

ACTION: Youth Councillors to consider and decided.

55. ANY OTHER BUSINESS

- Water Bottles – Youth Councillors enquired about reusable water bottles. Gaby advised that the Community Services Team would be attending a future meeting to explain the services they provide and would supply Youth Councillors with a re-usage bottle.
- Remembrance Sunday – Youth Councillors held a minutes silence in respect of the commemorations that were being held on Sunday 11 November 2018.

56. JACK PETCHEY AWARD

Gaby advised that Stannimir had won the Jack Petchey Award for October for his public speaking, being a natural leader, acceptance of new challenges and was a responsible Youth Councillor.

Gaby advised that Zak had won the Jack Petchey Award for November for his commitment, public speaking, being a good role model and good all round Youth Councillor.

Both Youth Councillors would attend a future Jack Petchey Award ceremony to receive their medallion and certificate.

57. DATE OF NEXT MEETING

That the next meeting would be held on 11 December 2018.

CHAIRMAN

Epping Forest Youth Council

Constitution

Agreed Mission statement and Purpose of the Epping Forest Youth Council

“To represent the views of young people and see they are put into action.”

Setting Aims and Objectives

The Youth Council must agree its aims and objectives for their Term of Office within six months of election.

Term of Office

The Youth Councillor's Term of Office shall run for two years following their Annual meeting.

Chairman and Vice Chairman:

The Chairman of the Youth Council meetings shall be elected on a meeting by meeting rolling basis with the Chairman for the following meeting being appointed at each Youth Council meeting. The Vice-Chairman will then assume the position of Chairman for the full Council meeting following the one that they have been Vice Chairman.

At the annual meeting the Youth Council shall appoint a Chairman as the first item of business.

The position of Chairman shall be open to all voting youth councillors up to a recommended maximum of twice in any one Youth Council Term of Office.

General Principles

The following general principles of operation are agreed:

- (a) The Youth Council is non-party political and does not affiliate itself to any Political group or party;
- (b) Youth Council members will not miss school to undertake any duties in connection with the Youth Council unless in exceptional circumstances and this is agreed in advance with their Parent or Carer and Head Teacher of the School concerned.
- (c) Support will be supplied to the Youth Council by officers of Epping Forest District Council, who will ensure resources are available to the Youth Council to operate;
- (d) The frequency, venue, dates and times of Full Youth Council meetings, training and working groups will be agreed by the Youth Council at their annual meeting.
- (e) Agenda for full Youth Council meetings will be sent to members' home addresses five clear days before each meeting, alternatively Youth Councillors can request that the Agenda be emailed to them five clear days before each meeting. Minutes of all Youth Council meetings will be taken to record the decision made at each meeting and confirmed as a correct record at the next meeting.

- (f) Voting on issues at Youth Council shall be by majority by show of hands. The Chairman has the right to vote but no second or casting vote. The Youth Council members will be bound by such decisions.
- (g) Youth Council meetings shall be open to attendance by the public by prior arrangement and stakeholder/officers/District Councillors can be asked to attend if requested;
- (h) Youth Council meetings shall be webcast with agreement of Youth Council members;
- (i) Youth Council members shall keep senior district council members and officers informed of their work including regular liaison as necessary;
- (j) The Youth Council shall be able to appoint working groups as necessary to meet their agreed objectives with reports and action from those groups being agreed via the Full Youth Council meetings. It is expected that each Youth Councillor will be a member of at least one working group if appointed by the Youth Council.
- (k) The Youth Council may, at any Youth Council meeting, determine individual member responsibilities to be reviewed at the annual meeting. Such responsibilities shall be recorded in the minutes of the meeting.

Youth Council Membership

There shall be three types of voting member:

- (a) nominated representatives from secondary school in the district;
- (b) up to two nominated representatives from Epping Forest College elected in a manner determined by their own college; and
- (c) up to five co-opted independent members from young people attending School/Sixth Form/College/Home Educated and working within or outside the district, with their membership being determined using appointment criteria agreed by the Youth Council and appointed by the Youth Council or by a Panel of members appointed by the Youth Council at the annual meeting and priority will be given to new candidates and previous Youth Councillors who had not completed a full term of office.

The following shall be co-opted non-voting members:

Those Epping Forest members of the Young Essex Assembly not already members of the Epping Forest Youth Council.

Other eligibility criteria

In addition to the requirements for voting members, Youth Councillors must:

- (a) Be aged between 12 and 17 in the year of their appointment; and
- (b) Be living in the district.

Ceasing to be a youth councillor:

Members will automatically cease to be a Youth Councillor:

- (a) On the date of the annual meeting if not re-elected;
- (b) From the date of a written letter of resignation – resignations will not cause a re-election to be held unless the Youth Council determine otherwise; or
- (c) By failing to attend at least 50% of scheduled meetings, training, or working group meetings in any rolling six-month period unless their absence for a longer term has been agreed in advance by the Youth Council. Reasons for absence must be advised to the Council Officers in advance
- (d) There shall be a warning limit of 60%. If a Youth Councillors attendance drops below 60% within three-month period then the appropriate officer will advise the Councillor accordingly.

Conduct:

All Youth Councillors must abide by the following conduct rules:

- Every member of the Youth Council should attend meetings and training and must send apologies to the designated officer if unable to attend.
- Be on time to meeting they are expected to attend.
- Mobile phones should be set to silent or vibrate during meetings or training and members should leave the meeting to answer a call.
- Only one person should talk at a time and always through the Chairman at Youth Council meetings. There should not be any background chat.
- Respect each other and each others views, and must not be discriminatory, judgemental, racist, sexist or offensive regardless of gender, religion, political opinion, racial group, age, marital status, medical conditions, social behaviour or sexual orientation.
- Work together with each other and not exclude any other Youth Councillor from any task.
- Freely offer views, thoughts and suggestions and give and receive feedback in a constructive way.
- To treat information given to them with sensitivity and appropriate confidentiality.
- Not to do anything that would bring the Youth Council or Epping Forest District Council into disrepute.
- When attending any Council meetings or other events, always conduct themselves in a way that meets the conduct criteria above, wearing ID and uniform and appropriate dress.

Constitutional Review

Reviews of this Constitution will be undertaken as necessary and at the end of the Youth Council Term of Office. All changes proposed shall be made at the Youth Council meetings with the agreement by majority vote of those present.

Financial matters

Epping Forest District Council to meet transport costs of attending meetings, training and other events, on request and with prior agreement.

Dissolution clause

In the event of the Youth Council being dissolved, any received Grant Funded money that remains unspent after such dissolution and the satisfaction of all debts and liabilities of the Youth Council shall be transferred to any organisation with similar purposes which is not carried on for the profit or gain of its individual members.