

MINUTES

Committee: Epping Forest Youth Council **Date:** Tuesday, 7 February 2017

Place: Council Chamber, Civic Offices, **Time:** 7.00 - 8.00 pm
High Street, Epping

Members Present: S Copeman (Chairman), C Collins (Vice-Chairman), J Adams, C Brooks, M Chick, B Dilek, Z Foster, A Freeman, A Gohil, S Halcrow, J Hammant, A Hantig, N Honey, R Hughes-Franklin, F Jordan, J McNulty, R Singh, M Sonny-Warren, A Theodorou, O Upson, A Whelan, A Yaman, D Bacheta and L Nakimuli

Apologies: B Doyle, G Gold(Assistant Community Health & Wellbeing Manager)

Officers Present: D Butler (Youth Engagement Officer), L Walton (Youth Engagement Assistant) and R Perrin (Democratic Services Officer)

25. CONFIRMATION OF CHAIRMAN & VICE-CHAIRMAN

It was noted that Samuel would be Chairman and Christopher would be the Vice Chairman for this meeting.

26. MINUTES

The Chairman advised that a copy of the minutes were included within the agenda, which all Youth Council should receive through the post around 5 days before the meeting. The minutes were a written document of the Youth Council meetings and Youth Councillors were asked to read through them to check whether they were a correct record of the meeting.

Di asked Youth Councillors to bring the relevant agenda with them to the meeting and if they were not receiving them by post, to check that their address details were correct.

Marley, Oliver, Jude and Maitland had not received their agenda's through the post.

ACTION: Beckie to check their addresses were correct.

RESOLVED:

That the minutes of the meeting held on be taken as read and signed by the Chairman as a correct record.

27. MATTERS ARISING

Nina advised that she had spoken with the Student Leadership Team at Epping St John's School and would be meeting with the Head teacher to discuss the school bus issue.

Di asked whether Youth Councillors had designed and sought out a location for the new suggestion boxes within their schools. The Youth Councillors would be trained and assisted with making a presentation in assembly, to promote and explain the use of the suggestion boxes to fellow pupils.

Marley had suggested the main office for Epping St John's and Finlay and Alex T were going to make a presentation to advertise the suggestion boxes at Davenant Foundation.

28. COMMUNITIES SELECT COMMITTEE PRESENTATION

Di advised that the Communities Select Committee had invited the Youth Councillors to their meeting to give a short presentation about their work, achievements and an update on what they would like to use the project funding for in the future. The project funding was £5,000 and the previous Youth Councillors had used the funding to start the MiLife project. The meeting would be held on Tuesday 14 March 21017 and four Youth Councillors were required to present the information to the Committee.

The following Youth Councillors offered to attend – Alex T, Zachary, Ashwin, Marley, Samuel, Lisa, Finlay, Annabelle, and Jude.

ACTION: Youth Councillors to consider some project ideas for the future funding and what they would like to achieve in their term of office. Di asked Youth Councillors to either Text or Email the ideas to her.

29. SCHOOL UPDATE

Youth Councillors feedback on any relevant information from their school;

Chigwell School – Abigail advised that she had presented the information on MiLife and My Mind, which had received positive feedback;

Davenant Foundation School – Alex T advised that they had promoted the MiLife and My Mind websites with school. Also, Finlay had attended the School Council and Bullying was priority for them.

Independent – Ashwin advised that he and (former Youth Councillor) Matthew Tinker had attended a British Youth Council event at the Houses of Parliament. Matthew had been presented a Backbencher Award for his contribution to the Youth Parliament debate held on 11 November 2016.

Epping St John's – Marley, Annabelle and Nina advised that there had been trips to the West End arranged to see Matilda and the School of Rock, a French theatre company had been into the school to perform a play entirely in French and a visit to the Houses of Parliament has been arranged for year 11 pupils.

Roding Valley High School – Maitland advised that he was organising a trip to a Brixton radio station in collaboration with Black History Month. He was currently organising posters and consent forms for year 11 pupils.

West Hatch High School – Davin advised that a new fence had been installed around the school.

30. YOUTH COUNCIL CUP

Di advised that the Youth Council cup was awarded to Youth Councillors that had gone the extra mile or had done something outstanding which benefited the community or school they attended.

The two winners of the Youth Council cup were Ashwin and Lisa, who would be attending the Chairman's Civic Awards Dinner on Friday 17 March 2017.

Ashwin continues to be a high achieving Youth Councillor, who had recently achieved the Jack Petchey Achievement Award for his commitment and enthusiasm towards the Youth Council's Mental Health project. Ashwin attends Debden Park High School and was incredibly studious and an outstanding representative of the community.

Lisa has been an outstanding Youth Councillor and has mentored the newly elected members. Lisa has grown in confidence since joining the Youth Council and has been a founder member of the MiLife Positive Mental Health project which was now being delivered in schools across the Epping Forest district. Lisa is the Head Girl at King Harold Business & Enterprise Academy and represents young people in the Waltham Abbey area.

Di advised that Finlay and Marley would be presented with the Youth Council Cup at the next meeting. Furthermore she had to inform the winners beforehand due to the date of the Civic Awards evening, which they were required to attend and that the new Youth Councillors had only been in office since November 2017.

ACTION: Ashwin, Lisa, Finlay and Marley to attend and report back to the Youth Council. The dress code was formal/smart and was being held at the Marriott Hotel, Waltham Abbey.

31. SUBMISSION FORMS

Young Essex Assembly

Di advised that the Young Essex Assembly would be attending a future meeting/training of the Youth Council and Jonathan Arundell would advise. The idea would be for both groups to make a short presentation to each other and share experiences.

Big White Wall – Hayley Gillam

Di advised that the Big White Wall offers counselling to support young people in the community and would like to speak with the Youth council to promote their service.

AGREED that Di would confirm dates with Jonathan Arundell and that Hayley Gillam would be invited to attend the Youth Council meeting on 4 April 2017.

32. EPPING FOREST YOUTH COUNCIL CONSTITUTION

Beckie advised that Constitution set out the rules and protocol for the Youth Council. The Youth Councillors were required to adopt the Constitution for their Term of Office.

AGREED that the Youth Council Constitution (attached) be adopted for their Term of Office, 2016-2018.

33. BUSINESS FOR NEXT MEETING

Marley advised that he would like to add Young Carers aged between 10-18, who look after family members.

AGREED that the following items would be considered at future meetings/training events;

- Transport for young people;
- Youth Council Conference;
- Cyber Bullying;
- Drug & Alcohol Misuse;
- Stopping cuts to the NHS;
- Weapons in Schools/Colleges;
- First Aid Training for young people;
- Bullying Awareness; and
- Young Carers (10-18yrs old)

34. ANY OTHER BUSINESS

Notices by Di;

- Mental Health training – This was an accredited course and there were 16 spaces available. The training would be intense and require Youth Councillors to present the information back to other peers. Youth Councillors were asked to complete an expression of interest form. The training would take place at North Weald Airfield training room from 8.55 am to 5 pm with lunch provided on Tuesday 14 February 2017.

The following Youth Councillors expressed interest in attending; Lisa, Annabelle, Nina, Zac, Suzannah, Jude, Ashwin, Marley, Belle, Charley, Alex T, Alex H and Raajveer.

- Police and Crime Commissioner – There was a public meeting to be held n Thursday 16 February at 6.30-8.30 p.m. in the Council Chamber, Epping.

The following Youth Councillors expressed interest in attending; Jacob, Marley, Jude and Nina.

- Loughton Town Civic Celebration – Alex H, Alex T and Jacob had been selected to represent the Youth Council at the Loughton Town Mayor's Civic Celebration on Sunday 26 February 2017 and present a short reading.

- Houses of Parliament – The trip to the Houses of Parliament had been booked for Monday 3 April 2017. There would be two pickups made by the coach at 9.45 am, Epping Sports Centre and 10.15 am, Loughton Tube Station.

- Epping Forest Strategy Group – This was a strategy group that meet with organisations and Essex County Council Members to discuss Youth Services in the District. This would take place at Murray Hall, Loughton Youth Centre at 5p.m -7 p.m. on 6 March 2017.

The following Youth Councillors expressed interest in attending; Finlay, Annabelle, Ashwin and Alex T.

Notices by Louis;

- Diary Dates – Louis asked Youth Councillors to check the weekly Diary Sheets that are emailed out to Youth Councillors each week, to ensure that everyone was update to date with events.
- Motiv8 – This was a dance showcase for age groups 5-18 years old held at Epping Forest College on Monday 27 March and 28 March 2017. The Youth Council had been given 3 tickets for the event.

The following Youth Councillors expressed interest in attending; Annabelle, Regan, Jacob and Oliver.

- Instagram Account – Louis advised that this had now been set up for the Youth Council and any images should be sent to him or Di to be uploaded.

Di advised that following the meeting Youth Councillors would be considering their manifestos to consolidate them into three main priorities for 2016-2018.

35. DATE OF NEXT MEETING

To note that the next meeting would be held on Tuesday 7 March 2017 at 19.00 – 21.00 in the Council Chamber, Civic Offices.

CHAIRMAN

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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) two nominated representatives from each secondary school in the district;
- (b) two 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.

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