

Bury Council – Youth Cabinet terms of reference – DRAFT 28.04.2022

What does the Youth Cabinet do?

Their role is to represent young people's interests, views and concerns at meetings and events with councillors. As well as this, they work on projects which aim to improve situations and solve problems that affect young people

The Youth Cabinet acts as a voice for the views and opinions of young people across Bury. It does this by:

- Identifying what young people think about various issues, what they feel is important and what they would like to see done.
- Informing young people of the different services, groups and opportunities available to them.
- Involving young people in decisions that affect them and in the development of services and activities that exist for them
- Influencing others to encourage them to listen to young people and respond to their needs and wishes.
- Campaigning on important issues to try to bring about change or improvements for the benefit of young people.
- Promoting positive images of young people and highlighting the contribution they make to the community.
- Supporting young people to be happy, healthy and safe and help them to achieve their full potential and have fun.

Membership

Voting Membership of the Youth Cabinet is open to any young person who meets the following criteria;

- Is aged between 19-25 and
- Has a local connection to the Borough which could comprise of one of more of the following:
 - The young person lives in the Borough,
 - The young person schools in the Borough,
 - The young person works in the Borough, or
 - The young person attends a youth group or project in the Borough

OR

- Is a member of Youth Parliament.

Voting membership is granted indefinitely until such time as the above criteria no longer apply to the individual, and has no restrictions on the number of individuals it is granted to.

In addition to the above, indefinite Non-Voting Membership is granted to the following to enable access to the resources made available to the Youth Cabinet by the Council, to support the Youth Cabinet in the undertaking of their work and administration, and to ensure a working relationship between the Youth Cabinet and UK Youth Parliament.

- Children's Services staff
- Any other co-opted member

Non-Voting Membership is also open to the following, in the interest of the Youth Cabinet remaining politically neutral, but informed of political work within the Borough;

- Elected Members X9

Roles

- The Youth Mayor (Chairperson)
- Deputy Youth Mayor (Deputy Chairperson)

The Youth Mayor will be elected on the first Youth Cabinet meeting of the municipal year and will Chair the Youth Cabinet Committee and be a co-opted member of the Children and Young People's Scrutiny Committee. The Youth Mayor will be in term for 12 months. The Deputy Youth Mayor will automatically take the role of the Youth Mayor once their term has finished.

Any Voting Member of the Youth Cabinet may put themselves forward as a candidate for any of the roles noted.

Voting

All items put to a vote before the Youth Cabinet will be decided upon by a show of hands for those Voting Members 'For' the item, and those 'Against' the item, and Abstainers.

The process of electing Voting Members to roles within the Youth Cabinet will be undertaken via a secret ballot with a Council Officer with responsibility for children and young people acting as the 'Returning Officer' for votes cast, announcing those duly elected to the roles upon counting the ballot papers.

Where the outcome of any vote is hung, whereby there is not a clear result, a second vote may be held following additional representation or debate. Should the result remain unchanged the Chairperson may, at their discretion, allow the matter to be resolved via a 'best of three' 'Rock, Paper, Scissors' challenge undertaken for one 'For' voter, and one 'Against' voter.

For elections to Youth Cabinet roles where there is not a clear result, the same process as outlined above will take place with each contesting candidate for the role participating in the 'best of three' 'Rock, Paper, Scissor's challenge.

Expectations

- It is important that Youth Cabinet members take their role and duty seriously when representing the Youth Cabinet.
- They must attend cabinet meetings and support as many other meetings and events as possible.

- They must maintain contact with other Youth Cabinet members and the Youth Participation Worker via Youth Cabinet Facebook and responding to emails, texts, telephone calls and letters.

Quorum

For a Youth Cabinet meeting to be quorate, a minimum of 4 Youth Cabinet Members must be present. In addition to this each meeting, in order to be quorate, must be supported by three Councillor members.

Where the Chairperson and Vice Chairperson are unavailable to attend, but the meeting would otherwise be quorate, a Voting Member of the Youth Cabinet may be elected as a substitute for this meeting only, and must step down at the end of the meeting.

Agenda items, minutes and meeting papers

All agenda items will be forwarded to the Council Officer in Democratic Services by the close of business seven working days prior to the next scheduled meeting. The agenda, with attached meeting papers, will be distributed at least five working days prior to the next scheduled meeting.

The minutes of the Youth Cabinet will be prepared by the Officer in Democratic Services and forwarded to the Council Officer in the Youth Service by no later than five working days following each meeting. The minutes of the meeting are published on Bury Council's website.

Frequency of Meetings

There will be 6 Youth Cabinet meetings scheduled for each municipal year.

Additional meetings may be called in support of Youth Cabinet projects, and must be arranged at least 10 working days in advance of the proposed meeting date.