

Decide Your Logo

Luton Young People's Council

Date: 26th February 2020

Time: 5:00 p.m.

Place: Committee Rooms 1 & 2, Town Hall

Young Councillors

Rujeena Ali	Amina Iqbal	Mahiya Rahman
Hanan Bayanoni	Nabilah Kabir	Hashim Saeed
Arjan Bedi	Tamzid Khandoker	Printhika Sasikaran
Shani Clarke	Ikram Kouroughli	Sulayman Sayez
Anika Dutta	Sofia Mahmutaj	Nida Zahra
Sleeman Eid	Ruqaiya Mazar	
Kadeja Gedeon	Nishorgo Mostofa	

Minimum number to be present: 6 Young Councillors

Youth Support	Charley August	01582 547900
	Abdul Halim	01582 548355
Meeting Support	Ra'ana Riyaz	01582 546669
	Nuzhat Uddin	01582 546041

Please ensure that all mobile phones are switched off or put on silent

Agenda Item	Subject	Presenter	Page No.
1	Election of Chair <i>To decide who is Chair for 2020/2021</i>	NU/RR	
2	Election of Vice Chair <i>To decide who is Vice Chair for 2020/2021</i>	NU/RR	
3	Apologies for Absence	NU/RR	
4	Allocation of Mentors/Wards <i>To decide which mentors will work with which Young Councillors</i>	MD	
Discussion Items			
5	Priorities <i>What are your areas of focus for the future?</i>	CA	
6	Creating a Logo <i>To come up with ideas for a new logo</i>	CA	3
7	Draft Terms of Reference <i>To consider the draft Terms of Reference</i>	DJ	4 - 8
8	Dates of Future YP Council Meetings <i>To agree the dates for 2020/2021</i> <ul style="list-style-type: none"> • 04-06-2020 • 10-09-2020 • 01-12-2020 • 11-03-2021 	NU/RR	
9	Items for Next Meeting <i>To consider these ideas for discussion at the next meeting and any other ideas you have – e.g.:</i> <ul style="list-style-type: none"> • Social Media • Allocation of Specialist Areas • Access to Training Opportunities • Projects 	NU/RR	

Item 6

Examples of Logos



The Voice Of The Future

FIRST DRAFT

LUTON YOUNG PEOPLE'S COUNCIL

TERMS OF REFERENCE

What are we all about?

To allow young people of Luton to have a voice on the issues that matter most to them.

Is this true for you?

What are our Aims?

- To represent the views of young people across Luton.
- To work towards a better future for young people in Luton.
- To help the Council understand the needs and interests of young people in Luton.
- To allow young people to come together to discuss issues of importance to them
- To give young people a direct voice to decision makers and hold them to account
- To support young people to play an active role in their local community.

What do think of these ideas? What would you like to see here?

What are our membership and attendance requirements?

- Our membership is one young person, resident in Luton, representing each of Luton's 19 ward areas, between the ages of 13 to 21 (25 for those with a disability).
- We are appointed for two years.
- We commit to attending regularly, playing an active role at meetings and act as a representative and contact for other young people in our areas.
- If anyone leaves or doesn't attend regularly, we can be replaced by a person on the reserve list.

This could be a pool of people who express an interest at various youth related events?

- If we can't attend any more, we can let the Democracy Manager know that we have resigned.
- If we don't attend 3 consecutive meetings without a good reason, we can be removed from the membership.

What would YOU find encouraging to acknowledge your commitment to attend?

Our meeting Rules!

- We will elect a Chair and Vice-Chair each year.
- We will ask those who are interested to tell us why they think they will make a good Chair.
- If the Chair isn't present, the Vice-Chair will preside.
- If they are both absent, another member will be elected to Chair for that meeting only.
- We need at least 6 people present to hold the meeting (called the "quorum")
- If there are less than 6 people we will need to have our suggestions agreed at the next meeting.
- We will vote on ideas by holding up our hands and the ideas with the most votes will win.
- If a vote is tied, the Chair will have a second vote.
- We don't have to vote on any item if we don't want to.

Holding Meetings

- We will meet in public 4 times per year at Luton Town Hall from 5:00 to 7:00 pm.
- We can also meet informally to discuss projects at other times, facilitated by our Youth Workers.
- We will discuss and agree our future items at each meeting
- We can bring urgent items for discussion if we let the Chair know 10 days before a meeting.
- Meeting papers will be sent by e-mail or post 5 working days before each meeting
- Outcomes and action points from each meeting will be circulated a week after each meeting.

Every year, we will hold an annual meeting to:

- Elect a Chair and Vice-Chair.
- Decide any projects we want to carry out over the year.
- Decide the dates and times of our meetings for the year.
- Change these rules if we want to.

How we can get the Council to hear us?

- We will produce a report on our activities every year.
- We will present our annual report to a meeting of Luton Borough Council's Full Council meeting, so that we can tell them about the issues that matter most to us.
- When we have discussed a matter of importance to us, or when we have finished a project, we will send our recommendations to the Council's Executive and ask our Chair to attend to explain what we would like to see happen.
- We will consider the items being discussed at the Council's Scrutiny Children's Services Review Group and ask our Chair to attend to speak on our behalf on items of interest to us. We might consider asking that our Chair become a 'non-voting co-optee' on that scrutiny committee.
- We will ask the Scrutiny Children's Services Review Group to look at our annual report and support us in making recommendations to the Executive for change.

Here are some ideas about how you can get involved and play a part in the bigger picture – what do you think?

Being Respectful

- We want to feel confident about voicing our opinions in a safe and supportive environment.
- We will be polite, give each other encouragement, listen to each other without interrupting and respect others opinions.
- We will remember that everyone is different but equal and that tolerance, mutual respect and open-mindedness are vital.
- We will get involved, co-operate and switch off our mobile phones during the meeting.
- If anyone behaves disrespectfully, we will expect our Chair to tell us to stop.
- If we carry on being disrespectful, we will expect our Chair to ask us to leave the meeting not to invite us back to the next one. We will remember that this will be a setback for all of the young people in the area we are representing.

Projects

- We might decide to have up to 3 projects and if these are meetings, to hold up to 4 supported meetings a year.
- We might decide to select our projects for the year annually
- We might decide to have a number of other events between main meetings to reach out to other young people

Who will support us?

Engagement Team Support:

The Engagement Team Youth Workers will help to:

- Promote, support and co-ordinate the work of the YP Council
- Support young people in focus groups and other activities to promote the activities of the YP Council
- Support Young People in any projects and topic investigation they wish to carry out
- Link up with other youth and community programmes and external partners to encourage participation and identify funding streams
- Facilitate the Councillor YPC mentoring programme

Democracy Team Support

The Council's Democracy Team will help to:

- provide support for the four YP Council meetings
- take forward suggestions of the YPC to the appropriate decision making body
- promote and encourage the participation of the YPC in Local Democracy week
- maintain the YPC Terms of Reference
- facilitate the annual report of and presentation by the YPC to Full Council

Corporate Director Support

Corporate Directors will be asked to provide information and send an officer to attend at least one meeting to support the YP Council if they investigate a topic.

Councillor Support

Councillors will be asked to provide mentoring opportunities for all YPC members in each Ward.

APPENDIX 1 - GDPR PRIVACY NOTICE

Under GDPR rules, young people aged 13 and above may, if they understand clearly what it will be used for, give their consent to the use of their personal data.

By now you should have received and signed up to a privacy notice that gives your consent to:

Members of the Young People's Council will be asked to give consent to the use and share their name, telephone number, e-mail address and postal address, for the purpose of:

- Sending papers for meetings by e-mail or post as the Young Person prefers
- Sending notifications, cancellations or amendments about meetings by e-mail or post
- Mentioning Young People by name in the minutes of meetings to record their contributions to the conversations.
- Sharing names with other members of the Young People's Council present
- Sharing names and contact details with Councillors mentoring young people on the Council.
- Sharing names and contact details with officers supporting young people on the Council.

Meetings of the Young People's Council being held in public, means your name will be available for everyone to see if they access the agenda and minutes of the meeting.

If the public attend, you could be filmed or referenced in different methods of social media to communicate what's happening during the meeting.