



EREWASH YOUTH FORUM TERMS OF REFERENCE

Purpose and Role of the Erewash Youth Forum

The purpose of the Erewash Youth Forum is to engage young people (aged 11-19 yrs) in a consultative process that empowers them to share their views, interests and needs with each other so that their collective voice will inform Service Providers, and contribute to the decision making process in relation to service planning and the deployment of identified resources.

The Forum will develop strategies to encourage and support young people to be active participants in shaping local services relevant to them, and to develop their skills in representing the diverse groups of young people within the district.

The role of the Forum will be to empower its members to represent the views of young people at:

- County Youth Forum and UK Youth Parliament through its elected representatives.
- The Local Strategic Partnership through attendance at the meetings (when requested).
- The Derbyshire Connexions Partnership through attendance by County Youth Forum members at Board meetings.
- Governing bodies at schools and colleges through school councils and student support services.
- The Children & Young People's Strategic Partnership through the County Youth Forum.
- Local Partnerships that impact on the lives of young people through strategies to be agreed locally.

Membership

Any person aged 11 – 19yrs will be entitled to be a member of the Erewash Youth Forum, but the Forum should seek to establish a core group of members within the 13 – 19 age range to include the two district representatives elected to the County Youth Forum, and representatives from each:-

- Secondary School Council
- Voluntary Organisation
- Youth Service Provision

And ensure that those groups of young people who are traditionally under-represented or not members of the above groups are encouraged and supported to be members of the core group.

Meetings and Annual Conference

There will be 6 meetings per year in addition to the Annual Conference.

The Annual Conference shall be held during the month of September during which the Forum shall report on their achievements and priorities for the coming year.

Chair and Vice Chair

The Chair and Vice Chair shall be appointed on a termly basis unless Forum members decide otherwise.

If both the Chair and the Vice Chair are absent from any meeting, before any other business is transacted the members of the Forum present shall choose one of their number to preside at that meeting only.

Between meetings of the Forum, the Chair or in her/his absence the Vice Chair, may take action on its behalf on matters that are of a routine character or need to be dealt with before the next meeting.

Quorum

A quorum for a Forum meeting shall be not less than one third of the core group (4).

If an insufficient number of members are present decisions are subject to ratification at the next quorate meeting.

Proceedings of the Youth Forum

Every question to be decided at any meetings of the Forum shall be determined by a majority of votes of the members present and voting on the question. Where there is an equal division of votes, the Chair of the meeting shall have a second or casting vote.

Code of Conduct

Forum members are expected to conduct themselves in a manner that upholds the good reputation of the Forum. The Code of Conduct, set out in schedule 1 applies to members of the Erewash Youth Forum.

Clerk to the Forum

Erewash Borough Council in partnership with Derbyshire County Council Youth Service will ensure the Forum receives the necessary administrative support including keeping the minutes of proceedings.

Erewash Youth Forum Strategic Group

In July 2009 Erewash Youth Forum introduced an officer led strategic steering group. The strategic group is responsible for the future development of the Erewash Youth Forum, to oversee the agenda items and to trouble shoot any issues that arise. The strategic group will meet four times per year and has representation from Erewash Borough Council and Derbyshire County Council.

Invited Observers

The following shall receive copies of the Agenda/Minutes and be invited to attend all meetings as ex-officio members.

- a) The Chair of the Local Strategic Partnership or his/her representative
- b) Director of DCC Children and Younger Adults Department
- c) The Chief Executive of Derbyshire Connexions or his/her representative
- d) The District Youth Manager
- e) The 11-19 Young People's Service Manager

- f) The Erewash Borough Council Consultation Officer
- g) Persons nominated by the District Youth Forum e.g. Pride in Erewash Co-ordinator

Elected Members

In order to achieve an appropriate balance between young people and adult observers, it has been agreed that elected members may attend the meeting as a maximum of x 2 per meeting.

To be able to attend the Erewash Youth Forum as an observer, elected Borough and County Council members are required to request their attendance to the Youth Forum Strategic Group, up to 2 weeks before the meeting. A member of the Strategic Group will contact members to state whether they are able to observe at the meeting.

To contact the Erewash Youth Forum Strategic Group email consultation@erewash.gov.uk

Youth Forum Support Workers

The Erewash Youth Forum will be supported by Erewash Borough Council, the Derbyshire County Council District Youth Manager, youth workers from the District Youth Work Team, the Engaging Young People Unit and where appropriate Connexions staff, teachers, voluntary sector workers, parents & carers and other adults interested in the development of the forum.

All support workers are expected to assist in:

- Enabling young people to attend meetings and functions of the forum.
- Listening to and respecting the views of forum members.
- Providing positive encouragement to all forum members.
- Working within an empowerment model of youth participation.
- Offering their opinions and ideas as and when appropriate, and to recognise when help is required.
- Sharing examples of good practice to assist forum members to make informed choices and decisions.

- Supporting forum members to develop local networks to represent young people.
- Supporting forum members to make presentations and prepare reports to relevant organisations.

Schedule 1

CODE OF CONDUCT – FOR MEMBERS

Interpretation

In this code, the following words shall have all the following meanings:

"the Forum"	The Erewash Youth Forum
"Member"	A person elected on to the Erewash Youth Forum
The United Kingdom Youth Parliament	The United Kingdom Youth Parliament
"Support Worker"	refers to the support worker (teacher / youth worker etc)

Scope

1. The Code of Conduct should be observed whenever a Member,
 - (a) attends a meeting of the Forum
 - (b) acts as a representative of the Forum

2. Where a Member of the Forum is elected to participate on United Kingdom Youth Parliament that Member must,

(a) When acting for the United Kingdom Youth Parliament, follow the United Kingdom Youth Parliament's Code of Conduct.

(b) When acting for the Forum, adhere to this Code of Conduct.

General Obligations

Members must:

- (a) Treat others with respect
- (b) Respect each other's opinion
- (c) Respect majority decisions
- (d) Not discriminate against others

Members of the Forum must not use their position to secure an advantage for themselves or a disadvantage for others.

Members of the Forum must conduct themselves in a manner which will maintain and promote the good reputation of the Forum.

Registration of Gifts and Hospitality

Members of the Forum must report any gifts or hospitality received over the value of £25 at the next Forum meeting. If a gift or hospitality is

received over the value of £25 and there are no further meetings to be held, the Member should inform their Support Worker.

Breach of Obligations

If a Member becomes aware of any conduct by another Member which he or she reasonably believes breaches the Forum's Code of Conduct, he or she should report the alleged breach to their Support Worker.