



## **Hillingdon Youth Council**

### **Constitution**

#### **Name**

- The name of the group shall be Hillingdon Youth Council, and hereafter in this document shall be referred to as HYC.

#### **Aims and Objectives**

- The HYC will represent and communicates the views of young people in the London Borough of Hillingdon
- The HYC will be a voice for the young people in Hillingdon and will represent their views to decision makers within Hillingdon, meeting and working with groups and agencies that work with and around the issues affecting young people to ensure the needs of young people are addressed
- The HYC will establish links with local groups to ensure they are aware of the needs of individuals or groups of young people who may experience disadvantage or are unable to speak for themselves, in order to represent their views
- The HYC will promote and encourage activities, events and opportunities for young people from the London Borough of Hillingdon
- The HYC will plan, organise and deliver thematic events for young people that explore issues and enable young people to share their views, ideas and opinions
- The HYC will plan, organise and deliver a range of charity and fundraising activities to support local initiatives and charities working to support young people
- The HYC will develop and deliver campaigns raising knowledge and awareness of issues affecting young people
- The HYC will seek to raise the profile of young people in a positive way
- The HYC will participate in national and regional initiatives including the British Youth Council, Youth Voice Initiative and UK Youth Parliament to encourage and initiate communication between young people, local and national government
- In pursuit of these aims and objectives, the HYC will not be linked to any political party and will promote local democracy to young people

#### **Membership**

- The HYC will comprise 2 members elected annually from each of the participating schools within Hillingdon. Representatives will serve for one year and be elected by the student body or nominated by the school council
- Additional spaces will be made available annually for members of underrepresented groups, including but not limited to, young carers, looked after children, young people with SEND. Representatives will serve for one year and be elected or nominated by their group
- Members must be aged 11-19 years (up to 25 years with SEND), upon turning 19 years (25 years with SEND) membership of the HYC will end
- Each member must live, study or be in local authority care, in the London Borough of Hillingdon
- A member may resign from the HYC at any time by informing the targeted programme coordinator in writing. Where a vacancy arises the HYC may bring in a new member but this is not necessary

## **Key Responsibilities**

- Members will represent and communicate the views of young people in the London Borough of Hillingdon to decision makers within Hillingdon, meeting and working with groups and agencies that work with and around the issues affecting young people to ensure the needs of young people are addressed
- Members will establish links with local groups to ensure they are aware of the needs of individuals or groups of young people who may experience disadvantage or are unable to speak for themselves, in order to represent their views
- Members will debate and discuss issues affecting young people in order to decide which issues to focus on each term
- Members will form subgroups when needed, to work on projects or campaigns, and will feed back progress to the full youth council
- Members will plan, organise and deliver thematic events for young people that explore issues and enable young people to share their views, ideas and opinions
- Members will plan, organise and deliver a range of charity and fundraising activities to support local initiatives and charities working to support young people
- Members will develop and deliver campaigns raising knowledge and awareness of issues affecting young people
- Members will participate in national and regional initiatives including the British Youth Council, Youth Voice Initiative and UK Youth Parliament to encourage and initiate communication between young people, local and national government

## **Attendance**

- Members of HYC are expected to attend all sessions, where this is not possible they must send apologies via the targeted programme coordinator
- Members of HYC should attend at least 75% of sessions each term
- Any HYC member who fails to attend a HYC meeting in three months will be removed from the HYC, except in exceptional circumstances such as long term sickness

## **Meetings**

- The HYC will meet on a weekly basis during term time, meetings will occur on Mondays (excluding Bank Holidays and school holidays)
- HYC meetings will run from 4.30-6.30pm
- HYC meetings will be delivered at Fountains Mill Young Peoples Centre, dependent on availability of rooms, advance notice will be provided of any changes in venue
- As a member of HYC you have a responsibility to attend HYC meetings and arrive on time. It is important that HYC members attend regularly in order to be able to participate fully

## **Political Views**

- The HYC is a non-party political organisation
- Members may hold allegiance or membership of a political party, but cannot express their political views as a HYC member or on behalf of HYC

## **Finance**

- The HYC finances and budget will be administered under the same policies and guidelines as the London Borough of Hillingdon local authority
- The Universal Youth Service coordinator will take responsibility for the monitoring of any finances and budgets, including any funds raised by youth council members or any external funding received for the youth council
- The HYC budget must be spent on activities that support the aims and objectives of HYC. The budget will be used to fund all HYC training, team building, activities, campaigns and projects
- The budget will also fund all of HYC miscellaneous costs, for example, publicity, postage, stationery, room hire and refreshments

## **Code of Conduct**

- All HYC members must adhere to the code of conduct throughout their meetings and work (Appendix A)

## **Equal Opportunities**

- HYC is committed to the implementation of equal opportunities throughout its work and are committed to pursuing equality of opportunity for all
- All members of HYC are equal in status regardless of race, gender, sexual orientation, national or ethnic origin, physical, sensory or learning disability, political or religious beliefs, responsibilities for dependents, socio-economic background or on any other grounds that cannot be justified through the policy of the council
- All those involved in the work of HYC will be expected to promote equality and justice at all opportunities and will ensure that no-one is treated unfairly or discriminated against
- All those working with HYC will be expected to challenge any forms of prejudice or discrimination

## **Formal Complaints Procedure**

- If a complaint is lodged against the HYC or a HYC member, the formal complaints procedure will be used to investigate it
- Once a complaint is received the HYC Universal Youth Service coordinator will investigate it in line with London Borough of Hillingdon policies and procedures

## **Alterations to the Constitution/Amendments**

- The HYC constitution will be reviewed by the HYC members on an annual basis
- Any amendments to this constitution will be agreed at this HYC meeting following consultation with the Universal Youth Service coordinator
- As the host body, amendments to the constitution will be ratified by the London Borough of Hillingdon

## **Dissolution**

- The HYC may be dissolved by a majority decision at a meeting of all members, called for this specific purpose
- The meeting will be arranged with 21 days notice and the reason for the dissolution must be put in writing and sent to all members 14 days prior to the meeting
- If the dissolution is agreed by the majority of those present at the meeting, the decision shall be referred to the London Borough of Hillingdon

## Appendix A

### Hillingdon Youth Council - Code of Conduct

#### Rights and Responsibilities

- HYC members have the right to be respected by all members of the HYC regardless of their personal, religious or cultural differences, and similarly, to respect others in the same way
- HYC members have the right to freedom of speech and to voice their opinion in a mature, tactful and appropriate manner, and to listen to and respect the opinions of others
- Any young person aged between 11-19 years (up to 25 with additional support needs) has the right to have their views heard and listened to by HYC
- As a member of HYC your duty is towards all young people in the London Borough of Hillingdon, and you have a duty to actively engage with them and represent their views at a local level. Your choices and decisions should always be informed by what your constituents want
- HYC members have a responsibility to identify, discuss and debate issues of concern to young people. You can do this by getting involved in questionnaires, holding surgeries, replying to letters and emails, taking part in meetings and responding to plans and consultations
- HYC members have a responsibility to act on issues highlighted by young people and identify how to make a change at a local level or resist unwanted change. You could do this by lobbying, meeting decision makers, organising consultations and campaigning
- As a member of HYC it is important that you take your role and duty seriously when you are representing the HYC, both in and outside HYC meetings

#### Conduct

- HYC members must adhere to the equal opportunities policy
- HYC members must not consume or be under the influence of alcohol or illegal substances during any HYC activity
- At all times HYC members should act and communicate in a way that does not damage the reputation of the HYC (and therefore the London Borough of Hillingdon). Communication includes letters, phone calls, face to face meetings and social media.

#### Meetings

- As a member of HYC you have a responsibility to attend HYC meetings and arrive on time. It is important that HYC members attend regularly in order to be able to participate fully. HYC meets every Monday during term time (excluding bank holidays and school holidays).
- Members of HYC should attend at least 75% of sessions each term
- If you cannot attend a HYC meeting you should forward your apologies to the targeted programme coordinator
- HYC members should respect and listen to what others are saying during HYC meetings, and other meetings HYC members are involved in
- Any late arrival or early departure must be relayed to the targeted programme coordinator
- HYC members must ensure that their mobile phones are turned off or are on silent during meetings

#### Social Media - Instagram

- The purpose of the account is to allow Hillingdon Youth Council (HYC) members to engage with young people and vulnerable communities virtually as per constitution aims
- No personal details on any communications bar the generic email address [youthcouncil@hillington.uk](mailto:youthcouncil@hillington.uk), or a link to facilitate a return communication channel
- The account status to be public with no followers
- Posts will be vetted and managed by Universal Youth Service coordinator
- HYC to run account in line with LBH Corporate Comms policies and procedures