

Epping Forest Youth Council
Tuesday, 7th February, 2017

Agenda

You are invited to attend the next meeting of **Epping Forest Youth Council**, which will be held at:

Council Chamber, Civic Offices, High Street, Epping
on Tuesday, 7th February, 2017
at 7.00 pm .

Glen Chipp
Chief Executive

Democratic Services
Officer

R Perrin Tel: (01992) 564532
Email: democraticservices@eppingforestdc.gov.uk Tel:
01992 564532

Members:

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

Youth Councillors are reminded of the need to contact Diane or Louis if they are unable to attend a meeting

1. CONFIRMATION OF CHAIRMAN & VICE-CHAIRMAN

At the last meeting it was agreed that Samuel would chair this meeting. Christopher would be Vice-Chairman.

2. APOLOGIES FOR ABSENCE

3. MINUTES (Pages 5 - 12)

To confirm the minutes of the last meeting of the Youth Council are correct.

4. MATTERS ARISING

To consider matters arising from the previous meeting.

5. COMMUNITIES SELECT COMMITTEE PRESENTATION

Di to report on the presentation to be made to the Communities Select Committee on 14 March 2017.

6. SCHOOL UPDATE

Youth Councillors to report on any updates from their schools.

7. YOUTH COUNCIL CUP

Di to present the Youth Cup.

8. SUBMISSION FORMS

To consider any new submission forms received and to give updates on any previous submission form.

9. EPPING FOREST YOUTH COUNCIL CONSTITUTION (Pages 13 - 16)

Youth Councillors to agreed and adopted the (attached) EFYC Constitution for their Term of Office 2016-2018.

10. BUSINESS FOR NEXT MEETING

Items of business for consideration at future meetings;

- 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; and
- Bullying Awareness

11. ANY OTHER BUSINESS

- (a) Notices by Diane;
- (b) Notices by Louis;
- (c) Any other Notices; and
- (d) Youth Councillor Notices.

12. DATE OF NEXT MEETING

To note that the next meeting will be held on Tuesday 7 March 2017 at 19.00 – 21.00 at the Civic Offices.



MINUTES

Committee:	Epping Forest Youth Council	Date:	Tuesday, 10 January 2017
Place:	Council Chamber, Civic Offices, High Street, Epping	Time:	7.00 - 9.00 pm
Members Present:	F Jordan (Chairman), R Singh (Vice-Chairman), J Adams, C Brooks, M Chick, B Doyle, A Freeman, A Gohil, S Halcrow, J Hammant, A Hantig, N Honey, R Hughes-Franklin, L Nakimuli, J McNulty, M Sonny-Warren, A Theodorou, O Upton, A Whelan and A Yaman		
Apologies:	C Collins, S Copeman, B Dilek and Z Foster		
Officers Present:	D Butler (Youth Engagement Officer), L Walton (Youth Engagement Assistant), R Perrin (Democratic Services Officer), G Wallis (Community, Health & Wellbeing Manager) and G Gold (Assistant Community Health & Wellbeing Manager)		
Guest Present	Councillor H Kane (Portfolio Holder Leisure & Community Services) Emma Selby and Chyna Desveaux (NHS NELFT Positive Mental Health Project) Councillor J Lea (Chairman of the Council), Mrs L J Rolfe (High Sheriff of Essex), Matthew Tinker (Former EFYC) and Joe Pascoe (Former EFYC).		

11. CONFIRMATION OF CHAIRMAN & VICE-CHAIRMAN

It was noted that Finlay would be Chairman and Raajveer would be the Vice Chairman for this meeting.

12. MINUTES

RESOLVED:

That the minutes of the meeting held on 6 December 2016 be taken as a correct record.

13. MATTERS ARISING

Finlay asked the following Members for updates following matters raised at the last meeting;

- Nina advised that she had not yet been in contact with the Student Leadership Team about Epping St John's School Bus issue. She hoped to update Members at the next meeting; and
- Marley advised that the First Aid trainer could not commit to training the Youth Councillors due to their own commitments.

14. COUNCILLOR H KANE, LEISURE AND COMMUNITY SERVICES PORTFOLIO HOLDER

The Portfolio Holder for Leisure and Community Services, Councillor H Kane introduced herself to the Youth Council. She explained her role which comprised of

Leisure Management, Health, Sport, Arts, Community and Sports Development including the District Leisure Centres, the Museum in Waltham Abbey and Lowerwood, Grant Aid requests, Young people and the Youth Council.

Youth Councillors that belonged to clubs or groups with the district could apply for grants through the Grant Aid scheme. Details were available from www.eppingforestdc.gov.uk/grantaid

The Youth Councillors asked Councillor H Kane about her role as a Councillor and thanked her for attending.

15. NHS NELFT POSITIVE MENTAL HEALTH PROJECT

The Youth Council received a presentation from Emma Selby and Chyna Desveaux regarding the NHS NELFT Positive Mental Health Project.

Emma advised that both a mobile App and website had been launched to meet the growing need for better communication and universal support in child and adolescent mental health care. My Mind had been developed using an experience based Co-design which established not only the needs of young people, families and clinicians using the app but also took into account their thoughts on how their needs could be met and ensured that the finished product was endorsed by users. The universal app allows anyone to download a version of the App, which signpost users to a number of Apps, websites and downloads that had been approved as helping young people to support their own mental health and emotional well-being. Emma advised that the highlight of the App was the ability for clinicians and young people to communicate using instant messaging video technology, allowing young people and clinicians to keep in contact more effectively as well as reducing time wasted on unanswered calls. All written communication within the app uploaded automatically onto the electronic patient record within 24 hours.

Emma advised that this had all been possible because of the Epping Forest Youth Council, who had taken one of their top priorities from a Youth Conference held with young people across the District. EFYC carried out a great deal of research and planning and received a substantial grant from Epping Forest District Council to put together a program that would support and resource young people across the district to better understand and manage their own emotional wellbeing and also know where they could go for more help.

Emma advised that former Youth Councillor Matthew Tinker and Joe Pascoe were continuing to be involved with the NHS NELFT App and look to help push this App nation wide.

Di advised that EFYC had created a MiLife roadshow, which incorporated inactivate theatre, advice on MiLife boxes and how they can help, NHS clinicians, NELFT and clips on real life. The roadshow was piloted at Epping St John's School, with comments taken board and the roadshow altered to help improve the service, which has now been role out to all the state secondary schools in the District.

The website available for Epping Forest residents <http://www.milife.org.uk/signup.htm>

The website for NELFT My Mind <http://www.nelft.nhs.uk/my-mind>

The Youth Councillors thanked Emma and Chyna for their presentation.

The High Sheriff advised that she endorsed the EFYC project and believed that Youth Councillors were working well head of the trend.

16. THE HIGH SHERIFF OF ESSEX - MRS L J ROLFE JP

The High Sheriff of Essex, Mrs L J Rolfe JP attended the Youth Council meeting to explain her role, to hear about the Mental Health project and inform Youth Councillors about the national Crimebeat Awards.

The High Sheriff advised that her role was over 1000 years old and she was the 836th High Sheriff of Essex and only the seventh lady to do this position. The role originally was the as Monarchs man, who collected taxes but now the role includes attendance at royal visits in the County and support for Her Majesty's High Court Judges, active and supportive role within the County both in relation to the Police and emergency services and in lending encouragement to public sector agencies such as the probation and prison services and to voluntary sector organisations involved in crime reduction and social cohesion.

The High Sheriff advised that the Youth Crime prevention Charity of the High Sheriffs' Association in England and Wales was called the National Crimebeat Awards. It secured sponsorship and organised an annual awards which recognised the most innovative and successful crime prevention projects carried out by young people.

The High Sheriff urged the Youth Council to enter as the MiLife project feed into the reduction in crime.

Applications could be submitted to submissions@national-crimebeat.org.uk and the deadline was Tuesday 17 January 2017.

17. SCHOOL UPDATE

Di advised that this was an opportunity for Youth Councillors to update their fellow Members on information from their schools. All Youth Councillors have a notice board within their schools and they were encourage to renew the information with the New Youth Council and contact details and make it their own to promote the Youth Council.

Davenant Foundation School – Fin advised that his School Council had raised issues about Bullying.

Epping Forest College – Blake advised that EFYC had been mentioned in the college blog and in the student union to get more young people involved.

Epping St John's School – Marley advised that a student had shaved off his hair for charity.

Ongar Academy – Oliver advised that Cyber bullying was a concern for the school.

Roding Valley High School – Maitland advised that he had found a place for the suggestion box which would be in the reception area.

Independent - Ashwin advised that at Debden Park High School they had been part of a charity event for Shelter.

18. YOUTH COUNCIL CUP

Di advised that the Youth Cup was an award presented to four Youth Councillors over the year for outstanding work, contribution, effort and attendance. Officers at the Youth Strategy Group consider the Youth Councillors every quarter to determine the winners. The four winners would then be invited to the Chairman's Civic Awards Dinner held within the District in March of year.

Di advised that as the elections had been delayed the four Youth Councillors would be selected shortly as names had to be submitted. Officers would discuss the Youth Councillors so far and would announce the winners at the next meeting.

19. SUGGESTION BOXES

Louis showed the Youth Councillors the new suggestions boxes for each of the schools. They were to be mounted to the wall and need to be accessible by pupils within the schools. Louis asked Youth Councillors to design an A4 poster to advertise and explain the purpose of the suggestion box, which would be put on the front of the box.

ACTION: All Youth Councillors to design a poster for the suggestion box and speak to the Head Teacher for permission to mount the box securely on a wall that was in a well used student area.

20. SOCIAL MEDIA

Fin advised that Sam had sent his apologies for this meeting, but he felt that the Youth Council need to either update their social media with Snapchat or Instagram accounts.

Di advised that this was something officers could look into and agreed in principle but a Youth Councillor would need to be the administrator and review the information upload to these accounts. It would be the responsibility of Youth Councillors to moderate and check the information they uploaded.

21. SUBMISSION FORMS

Di advised that the Young Essex Assembly had been invited to attend and meet the Youth Council. They had recently been elected to there position and were aiming to attend the meeting in March 2017.

ACTION: Di to arrange and liaise with YEA.

22. BUSINESS FOR NEXT MEETING

Fin advised that this item was for Youth Councillors to raise items to be discussed at a future meeting or to have training provided. Youth Councillors were expected to do some research and preparation regarding the item and have a discussion at the following meeting.

Items raised previously;

- Cyber bullying;
- Drug and Alcohol Abuse;
- Stop cuts to NHS;
- Weapons within Schools/College;

- Bullying Awareness; and
- Transport

Youth Councillors discussed a Youth Conference to establish their peers priorities and concerns for their term of office. Di advised that a Youth Conference was normally held in October to co-inside with Local Democracy Week.

New items;

- Better information about the politics for young people; and
- To see whether Youth Councillors could raise money at school for the Youth Council projects.

23. ANY OTHER BUSINESS

Notices by Di;

- Emotional Wellbeing & Mental Health Services (EWMHS) NHS - All Members were invited to attend a meeting with EWMHS on Wednesday 18 January 2017 at 5pm-6.30 pm, Hemnall Street to talk about the MiLife project and how they could work with EFYC to improve mental Health Services for young people.
- Houses of Parliament – Di advised that two dates had been offered for a tour of the Houses of Parliament on 15 February or 3 April 2017.

Agreed that Monday 3 April 2017 would be the date for the trip to the Houses of Parliament.

Notices by Louis;

- Diary Sheets – Diary updates were issued by email every week. Members should look through them as they would include any last minutes changes to events/time or locations.
- Transport – Louis asked any Members requiring transport to meetings/training etc should WhatsApp Louis by 5 pm on the Friday before, so that it reduced costs and picks could be arranged.

Notices by Becky;

- Constitution – Becky advised that the Constitution was the Youth Council set out the rules of the Youth Council and training about Local Government which would be provided later in the year and explain the Constitution and it's purpose.

Notices by Gaby;

- Attendance – Gaby advised that Members needed to notify Di or Louis about apologies and that attendance would be monitored.

Notices by Gill;

- Gill advised that the Youth Councillors had demonstrated a wonderful start to their Term of Office and congratulated them all.

24. DATE OF NEXT MEETING

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

CHAIRMAN

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Grant Aid Scheme

For Clubs, Societies and Community Groups



Funds are available to support local leisure and community groups in their work.

Applications are welcome for funding towards projects to improve facilities, such as equipment purchase, capital projects and new initiatives—large or small.

WHO CAN APPLY?

Community-based organisations within the Epping Forest District, which operate for the benefit of Epping Forest residents. Priority will be given to groups, which achieve at least some of the criteria:

- Charitable and non-profit making
- Based, or active, in the Epping Forest District
- Provide services to meet key social needs within the district
- Non political
- Can show clear aims and objectives and effective strategies for achieving these
- Have considered alternative funding sources or put forward schemes as part of 'matched' funding proposals

Further details of eligibility criteria and conditions are given on the Council's application form for grant aid and on the District Council website at www.eppingforestdc.gov.uk

Application forms are available from Nicola Wilkinson, Community Policy and Grants Assistant, Epping Forest District Council, 25 Hemnall Street, Epping, CM16 4BZ

Telephone 01992564484 or

Email: nwilkinson@eppingforestdc.gov.uk



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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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