

# Constitution of East Ayrshire Children and Young People's Youth Cabinet

## NAME OF ORGANISATION

1. The name of the body shall be the **East Ayrshire Children and Young People's Youth Cabinet** (Youth Cabinet), and hereafter in this document shall be referred to as Youth Cabinet.
2. The Youth Cabinet will receive development and administrative provision from East Ayrshire Council: Young People, Sport & Diversion Team, with lead support and direction given by the Vibrant Communities Worker responsible for Youth Participation, Democracy and Engagement (Youth Voice).

## TERMS OF REFERENCE

3. To promote and encourage youth participation in young people's issues, consultations etc and increase opportunities to make changes to policies and procedures, affect change locally and nationally in some cases for the young people East Ayrshire.
4. To encourage and initiate communication between young people and Local Government, Scottish Government and the UK Government on all issues affecting young people.
5. To raise the profile of young people in a positive way working with Joint Council Cabinet Officers and the Executive Officers of the Community Planning Partnership Team of East Ayrshire in line with governing documents, policies and relevant priorities.
6. To ensure the East Ayrshire Children and Young People's Cabinet is aware of the needs of individuals or groups of young people who may experience disadvantage or are unable to speak for themselves and will therefore be pivotal to representing their views on their behalf.
7. To be a voice for the young people in East Ayrshire and to represent their views to decision-makers within the East Ayrshire authority (and nationally if required).
8. To inform the East Ayrshire Council Cabinet and Community Planning Partnership of young people's views so that they can make informed decisions about young people more effectively.

9. To take an active role and present a young person's perspective on various events and decisions.
10. To meet and work with groups and agencies that work with issues affecting young people to ensure the needs of young people are addressed adequately.
11. To form sub-groups as and where appropriate to carry out the work of the Youth Cabinet. These subgroups will report progress and conclusions to the full East Ayrshire Children and Young People's Cabinet at scheduled meetings.
12. To participate and contribute in national and regional initiatives, such as consultations for Scottish Youth Parliament and UK Youth Parliament events. (Through the MSYP membership for the Authority, namely 2 for Kilmarnock and Irvine Valley and 1 for Carrick, Cumnock and Doon Valley Constituencies).
13. To celebrate the achievements and successes of young people in the East Ayrshire Authority area.
14. To plan, organise and deliver 'thematic' events for young people in East Ayrshire that explore issues and enable young people to share their views, ideas and opinions, e.g. Youth Conferences, Youth Awards Events etc. with the relevant Vibrant Communities Worker(s).
15. To inform young people throughout East Ayrshire of the work of the Youth Cabinet by using various communication methods such as access to East Ayrshire Children and Young People's Cabinet Report Papers, Presentations and Social Media.

#### **EAST AYRSHIRE CHILDREN AND YOUNG PEOPLE'S CABINET MEMBERSHIP**

16. The Youth Cabinet shall consist of a maximum of 64 Youth Cabinet Members including the Chair and Vice Chair.
17. All Youth Cabinet members must be between Primary 6 age and 25 years inclusive. On their acceptance to the Youth Cabinet they shall be called 'Youth Cabinet Members'.
18. Youth Cabinet members must either be in education, work or reside within East Ayrshire.

19. The Youth Cabinet is an opportunity open to all young people in East Ayrshire however all members need to be active members of the Cabinet and understand the commitment required from them throughout their elected period.
20. Youth Cabinet members cannot stand as a candidate after their 25th birthday.
21. The Youth Cabinet members successfully elected to the Youth Cabinet are agreeing to a minimum term of office as a Youth Cabinet Member of 2 years as per the agreed election cycle.
22. All Youth Cabinet members over 14 (due to the responsibilities involved) can stand for positions of Chair and Vice Chair, other than MSYP's who are not elected on to the Cabinet, however they will still have full voting rights. The positions will be elected by secret ballot at the AGM which follows the Election period in June. All Youth Cabinet Members shall be given an opportunity to vote. The number of votes received by candidates in any election will not be revealed. The vote will be counted by a tally method and no more than 2 re-counts will be given.
23. The term of office for Chair and Vice Chair will be one year from the election event. All Youth Cabinet members will initially hold their positions for a two year period are eligible to stand for election or re-election. (Again with the exception of MSYP's). However the maximum term of holding these positions for any one person will be 4 years.
24. The term of office of both Chair and Vice Chair will begin immediately after they have been voted in, with training being provided as and when required.
25. A member of the Youth Cabinet may resign at any time by informing the Chair or Vibrant Communities representative in writing. A by-election may be held depending on the duration of the remaining term of office. The Vice Chair shall be given the option to take the role of Chair if agreed by the Youth Cabinet Members of the Cabinet, and the vote would be taken to replace the Vice Chair. This will be the decision of the Youth Cabinet Members and the Vibrant Communities representative.

## **CABINET POSITIONS**

26. The Chair, Vice Chair and Youth Cabinet Members all have a dedicated expectations descriptor, outlining their duties and responsibilities and will be required to keep an audit/record of their development /training needs. There will be a general Code of Conduct that all must agree to, and sign off.
27. In the absence of the Chair, the Vice Chair will take the role of chairing the regular meetings. In the case of Joint Cabinet or Joint Community Planning

Partnership Meetings, this will also be the agreed protocol where they will co-chair with the EAC Cabinet and CPP Chair(s).

28. The Youth Cabinet may identify and appoint other roles for its members as it considers necessary to meet the work/needs of Youth Cabinet. This could be as sub group chairs etc for specific issue based groups, research and/or advocacy roles. There is also an opportunity to shadow some of the Office Bearers to gain experience.
29. The Youth Cabinet members will be assisted and supported by the Vibrant Communities Worker from East Ayrshire Council.

## **IDENTIFICATION AND LOGO**

30. The standardised and accepted Youth Cabinet logo must only be used in accordance with Council Policy on Youth Cabinet correspondence, advertising etc and through promotion of the Youth Cabinet on social media platforms.
31. The agreed Logo is shown below and can also only be updated or amended in accordance with the Constitution rules of amendments, with a 40% membership in agreement to any alterations being made.



## CABINET MEETINGS

32. The Youth Cabinet will meet at least 4 times per year with additional Joint Cabinet Meeting and CPP Joint Meeting at specified agreed dates.
33. The Youth Cabinet may hold additional meetings to address specific issues and tasks as and when is considered necessary.
34. The Youth Cabinet Members may also be asked to attend their local forum groups/ school/community councils, organisations etc in which they can relay information to and from the Cabinet.
35. The Cabinet may invite individuals or interested parties having special knowledge or experience relevant to any matter under consideration by the Youth Cabinet to participate in their meetings. These parties will have no voting rights. The invite must be agreed by the Chair and Vice Chair and effected through the Vibrant Communities Worker.
36. All decisions taken at the Cabinet meetings will be by a simple majority vote; a secret ballot can be asked for at any time. If there is an equal split in votes then the Chair will be permitted to use a casting vote. Decision-making by voting can only take place if 25% of the current membership are present. The minimum number of members required to hold a meeting will also be 25%.
37. Three Elected members will be invited to attend each meeting to support the Youth Cabinet and refer back to Council any issues or questions that require to be addressed on behalf of the Youth Cabinet. The Elected members shall be nominated by EAC Cabinet/Members Services.
38. Youth Cabinet members will be required to feed back the content of their discussions and decisions at local meetings and share the minutes of the Youth Cabinet with all young people and Council Cabinet members, this will be shared through the Council Internet with directions to the Youth Cabinet page.
39. Administrative, organisational tasks and preparation of papers will be completed by the Vibrant Communities Worker in agreement with members of the Youth Cabinet.
40. Members of the Youth Cabinet are expected to attend all scheduled meetings. Where this is not possible they must send their apologies to the Chair or the Vice Chair **and** the Vibrant Communities Worker. This will also be recorded in the minutes of the meeting under apologies.

41. However, if a youth cabinet member is absent from three or more meetings then contact should be made by the Vibrant Communities Worker to explain any mitigating reasons, and report to the Youth Cabinet which may lead to removal from the Youth Cabinet depending on circumstances.

## **RELATIONSHIP WITH EAST AYRSHIRE COUNCIL CABINET**

42. The Youth Cabinet will meet at least once per annum with the full Council Cabinet.
43. The Chair or Vice Chair may be asked to meet with the Leader of the Council and or other Council Officers on separate occasions. (If and when requested to do so).
44. Sub Groups may be asked to meet with different partners and Councillor Officers in line with local issues as and when required to do so. eg Climate Change, Health and Wellbeing etc as identified by the EACYP Cabinet
45. Minutes of the Sub Group meetings will be reported back to the full Youth Cabinet in a timeously manner. Minutes from these meeting should always be forwarded to the Vibrant Communities Worker.
46. The Youth Cabinet will jointly agree with the Council Cabinet on areas of mutual work and policies that they wish to be consulted upon or engaged with as jointly deemed appropriate.

## **POLITICAL VIEWS**

47. The East Ayrshire Children and Young People's Cabinet is a non-political group.
48. Youth Cabinet members may hold allegiance or membership of a political party, but cannot express their political views as a youth cabinet member or on behalf of the Youth Cabinet.
49. The Youth Cabinet will follow the Social Media Policy currently in place at East Ayrshire Council.

## **EQUAL OPPORTUNITIES**

50. All members of the Youth Cabinet are equal in status regardless of age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation as per protected characteristics of the Equality Act 2010.
51. Youth Cabinet members are committed to Equality of Opportunity for all and will ensure fairness is built into all they do.
52. All those involved in the work of the Youth Cabinet will be expected to promote equality and justice at all opportunities and will ensure that no-one is treated unfairly or discriminated against. The Members are representing East Ayrshire Council and must ensure they act appropriately.
53. All those working with and supporting the Youth Cabinet will be expected to challenge any forms of prejudice or discrimination.

Should there be any topics that are regarded as sensitive and not age or stage appropriate for the junior Cabinet Members, then a steering group may be formed to look at these issues and relay back to the young members in an age and stage appropriate manner which will still allow them to be engaged in discussions, solutions and be heard as representatives for their age group.

## **FINANCE**

54. The Youth Cabinet finances and budgets will be administered under the same policies, guidelines and financial procedural rules as East Ayrshire Council adheres to.
55. A Vibrant Communities Worker will support the Cabinet and take responsibility for the monitoring of any finances and budgets, including any funds raised by Youth Cabinet members or any external funding received for the Youth Cabinet, as monitoring officer for East Ayrshire Council.
56. Any funds raised by the Youth Cabinet members will be credited into a bank account of the YOUTH CABINET by designated staff members as required.
57. Youth Cabinet members may be reimbursed travel expenses when undertaking particular tasks for the Youth Cabinet should organised transport be unavailable. This will be in line with the volunteer framework expenses criteria. Receipts should be kept and attached to the relevant document to claim these expenses.

## **ALTERATIONS/DISSOLUTION**

58. The Youth Cabinet Constitution may only be amended by a majority decision at the Annual General Meeting of the Youth Cabinet or at a special meeting called for that purpose.
59. The Youth Cabinet may be dissolved by a majority decision at a meeting with 40% of the members present together with the Chief Executive Officer of the Council, Children's Champion, Vibrant Communities Worker and the Chair and Vice Chair of the Youth Cabinet, called for this specific purpose.
60. The reasons for the dissolution must be made in writing and sent to all Youth Cabinet Members and Council Cabinet members and Vibrant Communities Worker, with a minimum of four weeks' notice before the date of the next meeting.
61. Any funds belonging to the Youth Cabinet would then be passed to the Young People Sport and Diversion Team to be disseminated to similar projects/groups advocating for youth voice and youth participation within East Ayrshire, for example youth fora, youth councils etc.



**AGREEMENT AND RATIFICATION BY OFFICE BEARERS:**

Signature of Chair of the East Ayrshire Children and Young People's Cabinet

S McCready

On: 16<sup>th</sup> August 2023 Date.

Signature of Vice Chair of the East Ayrshire Children and Young People's Cabinet

Caleb Lincoln

On : 16<sup>th</sup> August 2023 Date.

Amended Constitution adopted at Annual General Meeting of C & YP Cabinet. 16<sup>th</sup> August 2023.