

# BINGLEY TOWN COUNCIL



Bingley Town Council, Myrtle Place, Bingley, BD16 2LF

## Terms of Reference

### Youth Involvement Working Group

#### **Membership – up to 10 Members**

**(To be elected annually at the Annual Meeting of the Council each year)**

- The Youth Involvement Working Group (YIWG) is to consist of up to 10 members, including up to 5 Town Councillors.
- The Chair and Vice Chair of the YIWG are to be elected annually at the first meeting of the Working Group following the Annual Meeting of the Council and shall hold office until the first meeting of the Working Group following the Annual Meeting of the Council in the subsequent year.
- The quorum of the Working Group is three.
- Members have to be aged 16+ to join.
- DBS checks are required for all adult members (18+) and staff working with the YIWG.

#### **Aims**

The YIWG in the initial phase will consider whether young people want a formal body to present themselves as a diplomatic body (i.e. as a Youth Council, informal meetings, standing agenda on Bingley Town Council's agenda) and assess the feasibility and sustainability of this as an ongoing concern.

#### **Objectives**

To enable young people in Bingley to:

- Have their say.
- Feel heard and listened to.
- Feel included and to have a stake in their town.

The intention is to have as broad a representation of young people in Bingley as possible on the group.

#### **Meetings**

The Town Clerk will call YIWG meetings. Members will be summoned to attend meetings which will be held in a meeting room in the parish and Public Notice of the meeting shall be given in accordance with Schedule 12, Para 10(2) of the Local Government Act 1972.

#### **Documentation**

Minutes of all meetings will be recorded by the Town Clerk and circulated at Full Council meetings of Bingley Town Council. All resolutions and recommendations to Full Council shall be recorded in the minutes.

#### **Accountability**

The YIWG has an obligation to ensure that all meeting attendees, especially those under 18 years of age, are treated respectfully and to ensure their safety.

YIWG has no delegated authority to implement any representative structures without approval from Full Council.

### **Dispensations**

The YIWG has delegated authority to deal with dispensations in relation to items on the Working Group's agenda.

### **Scope**

The YIWG are to:

- Listen to young people about issues both relating to Bingley and broader issues of the day and engage with young people in a way to encourage further involvement.
- Escalate issues that the YIWG deems appropriate to Full Council.
- Engage with Youth Workers to ensure that as wide a range of young people are represented.
- Engage with local secondary school stakeholders.
- Engage with local primary school stakeholders.

### **Review**

The YIWG's terms of reference are to be reviewed annually at the Annual Meeting of the Council.

**Date of approval:** 28<sup>th</sup> June 2022; **Date of next review:** May 2023.