

Pride in Place Neighbourhood Board in Raffles and Morton

Youth Board

Terms of Reference

1. Name and status

The group shall be known as the **Pride in Place Raffles and Morton Youth Board**, referred to in these Terms of Reference as “the Youth Board”.

The Youth Board is established by the Pride in Place Neighbourhood Board for Raffles and Morton (“the Neighbourhood Board”).

The Youth Board is a youth participation, advisory and learning group. It is not:

- the Neighbourhood Board;
- a legal entity;
- independently responsible for public money;
- authorised to enter into contracts or employ people; or
- authorised to make commitments on behalf of the Pride in Place Programme, the Neighbourhood Board, any school or the accountable body.

The Youth Board may make recommendations, including recommendations about how an indicative youth budget should be used. Formal approval and implementation shall remain the responsibility of the Neighbourhood Board and the accountable body.

2. Purpose

The purpose of the Youth Board is to ensure that children and young people have a meaningful voice in shaping the future of Raffles and Morton.

It shall provide opportunities for young people to:

- identify issues affecting them and their communities;
- contribute to the Pride in Place Plan and individual projects;
- propose ideas and improvements;
- influence how an agreed youth budget may be used;
- engage directly with the Neighbourhood Board and local organisations;
- develop leadership, communication, teamwork and decision-making skills;
- learn about community leadership, public funding and local democracy; and
- take an active role in improving their neighbourhood.

The Youth Board shall be supported to develop its own priorities and ways of working within the framework set by these Terms of Reference.

3. Guiding principles

The Youth Board shall:

- place young people's views and experiences at the centre of its work;
- be inclusive, welcoming and accessible;
- provide a safe environment in which young people can express their views;
- respect different backgrounds, experiences and opinions;
- ensure that participation is voluntary and not dependent on academic ability or confidence;
- involve young people in genuine decisions rather than tokenistic consultation;
- explain clearly what young people can and cannot decide;
- provide feedback about how recommendations have been considered; and
- operate in accordance with appropriate safeguarding, equality and data protection requirements.

The Youth Board shall contribute to, but shall not replace, wider engagement with children and young people across Raffles and Morton.

4. Administration and school involvement

The Youth Board may be administered:

- by one lead school;
- jointly by several participating schools;
- through a partnership between schools and the Pride in Place team; or
- by another suitable youth or community organisation approved by the Neighbourhood Board.

Where more than one school or organisation is involved, a lead organisation shall be identified for administration and safeguarding purposes.

The lead organisation should normally provide or coordinate:

- meeting space;
- parental or carer communications and consent where required;
- attendance and emergency contact records;
- safeguarding arrangements;

- appropriate staff support;
- risk assessments;
- support with recruitment and accessibility; and
- practical administration.

The Neighbourhood Board and the lead organisation shall agree their respective responsibilities in writing.

5. Membership

Membership should include young people who live, study or have a significant connection to Raffles and Morton.

The Neighbourhood Board may agree an appropriate age range according to the activities being undertaken. Different activities or subgroups may be created for different age groups.

Members may be recruited through:

- primary and secondary schools;
- colleges and alternative education providers;
- pupil referral and specialist education settings;
- youth groups and community organisations;
- open applications;
- targeted outreach; and
- nominations from young people or organisations.

Membership should, as far as reasonably possible, reflect the diversity of young people in the neighbourhood.

Particular efforts should be made to involve young people who may be less likely to participate through traditional school councils or formal meetings, including:

- disabled young people;
- young carers;
- children with special educational needs;
- young people from minority communities;
- children experiencing disadvantage;
- young people in alternative provision;
- home-educated young people; and
- young people who do not regularly engage with schools, youth services or community organisations.

No single school or organisation should dominate the Youth Board where several schools or organisations are involved.

6. Chairing and youth leadership

The Youth Board shall be chaired by a member of the Neighbourhood Board appointed by the Neighbourhood Board.

A young person may be appointed or elected as Youth Co-Chair.

The Youth Co-Chair should be encouraged and supported to take a leading role in:

- planning meetings;
- helping to set agendas;
- welcoming members;
- introducing agenda items;
- facilitating discussions;
- summarising views;
- presenting recommendations; and
- reporting to the Neighbourhood Board.

The appointed Neighbourhood Board member shall remain responsible for ensuring that meetings are properly supported, safe, inclusive and consistent with these Terms of Reference.

The adult Co-Chair shall support and mentor the Youth Co-Chair and shall not expect the young person to carry adult, legal, financial or safeguarding responsibilities.

The Youth Co-Chair may be appointed for a fixed period or the role may rotate between members.

Other youth leadership roles may be created, including Deputy Co-Chair, communications lead, project lead or school representative.

7. Functions

The Youth Board may:

- advise on the development and review of the Pride in Place Plan;
- identify priorities for children and young people;
- comment on projects being considered by the Neighbourhood Board;
- undertake surveys, workshops and other youth engagement;
- develop proposals for youth-led projects;
- recommend how an agreed youth budget should be used;
- help design accessible and youth-friendly communications;
- invite relevant organisations to discuss local issues;
- support approved activities and events;
- review the impact of projects on young people; and
- raise matters with the Neighbourhood Board.

The Youth Board may establish short-term working groups for particular projects, provided that appropriate adult support and safeguarding arrangements are in place.

8. Youth budget and project recommendations

The Neighbourhood Board may identify an indicative budget for projects proposed or prioritised by the Youth Board.

The amount, permitted uses and timescale of the budget shall be agreed by the Neighbourhood Board.

The Youth Board may be invited to:

- gather ideas from young people;
- develop project proposals;
- assess proposals against agreed criteria;
- discuss costs, benefits and risks;
- prioritise proposals; and
- recommend how the available budget should be allocated.

Recommendations should normally include:

- a description of the proposal;
- the need or opportunity it addresses;
- who would benefit;
- an estimated cost;
- any delivery partner identified;
- safeguarding or accessibility considerations; and
- how success could be assessed.

All recommendations are subject to approval by the Neighbourhood Board.

The Neighbourhood Board may approve, amend, defer or decline a recommendation where necessary because of cost, legality, deliverability, safeguarding, procurement, eligibility or consistency with the Pride in Place Programme.

Where a recommendation is not approved as presented, the reasons should be explained to the Youth Board in an accessible way.

The Youth Board shall not:

- hold or directly administer public funds;
- make payments;
- enter into contracts;
- appoint suppliers;
- make grants;
- employ staff; or

- commit the Neighbourhood Board or accountable body to expenditure.

Approved projects shall be commissioned, purchased, funded and managed through the Neighbourhood Board and accountable body's proper procedures.

9. Meetings

The Youth Board shall normally meet at least once each school term, with additional meetings or workshops arranged when necessary.

Meeting times and locations should be suitable and accessible for young people and should take account of:

- school hours and examinations;
- school holidays;
- transport;
- accessibility needs;
- caring responsibilities;
- faith and cultural commitments; and
- the age of participants.

Meetings may take place in person, remotely or through a hybrid arrangement, subject to appropriate safeguarding and online-safety arrangements.

Agendas should be written in clear, accessible language and circulated in advance wherever possible.

Meetings should be interactive and may use workshops, small-group discussions, voting exercises, creative activities and visits rather than relying only on formal committee procedures.

As the Youth Board is primarily advisory, no formal decision-making quorum is required. However, the Chair may defer a recommendation where attendance is too limited or insufficiently representative.

10. Reporting to the Neighbourhood Board

The Youth Board shall provide regular updates and recommendations to the Neighbourhood Board.

The Youth Co-Chair or other Youth Board members may be invited to attend a Neighbourhood Board meeting to present their views.

A young person attending a Neighbourhood Board meeting shall:

- be appropriately prepared and supported;

- be accompanied by the adult Co-Chair or another suitable adult;
- only attend for appropriate agenda items;
- not be expected to remain for confidential or unsuitable discussions; and
- be offered an alternative way to contribute where attending in person would not be appropriate.

Young people should be supported to present recommendations in the format most comfortable for them, including verbally, in writing, by video, through artwork or by presentation.

The Neighbourhood Board shall provide regular feedback about the action taken in response to the Youth Board's contributions.

11. Safeguarding

The safety and wellbeing of children and young people shall take priority over all other considerations.

The Youth Board shall operate under the safeguarding policies and procedures of the lead school or administering organisation, together with any relevant Pride in Place safeguarding requirements.

A named Designated Safeguarding Lead and appropriate deputy shall be identified for the Youth Board.

The Designated Safeguarding Lead shall be responsible for receiving and acting upon safeguarding concerns. The Chair and other adults shall not investigate safeguarding disclosures themselves but shall report them promptly through the agreed procedure.

Appropriate arrangements shall include:

- informed consent from young people;
- parental or carer consent where appropriate;
- emergency contact information;
- safe recruitment and suitability checks for adults;
- appropriate Disclosure and Barring Service checks where legally required or appropriate to the role;
- suitable adult supervision;
- clear professional boundaries;
- risk assessments for meetings, visits and events;
- arrangements for first aid and emergencies;
- safe transport and collection arrangements;
- online-safety procedures;
- photography, filming and publicity consent;
- secure handling of personal information;

- procedures for responding to disclosures or concerns; and
- clear routes for young people to raise worries or complaints.

Adults should avoid being alone with an individual young person wherever reasonably possible. Meetings, mentoring and digital communications shall take place through agreed and appropriately supervised channels.

Safeguarding information shall be explained to young people in a clear and age-appropriate way.

Participation in the Youth Board shall not create an expectation that a young person will share personal experiences or disclose sensitive information.

12. Conduct and participation

Members shall:

- treat one another with dignity and respect;
- allow others to speak;
- avoid bullying, discrimination or intimidating behaviour;
- respect personal boundaries;
- protect confidential and personal information;
- use digital platforms responsibly;
- disclose relevant interests where appropriate; and
- follow the behaviour expectations of the lead organisation.

Young people shall be supported to understand these expectations rather than being expected to interpret formal governance policies without assistance.

Concerns about behaviour should be addressed proportionately, with the wellbeing and continued inclusion of the young person considered wherever possible.

The Chair may pause a meeting, remove someone from an activity or refer a matter through safeguarding or behaviour procedures where necessary to protect participants.

13. Confidentiality and information sharing

The Youth Board should operate openly wherever possible.

Young people should be told that confidentiality cannot be guaranteed where information raises concerns about their safety or the safety of another person.

Personal or sensitive information shall only be shared where necessary and in accordance with safeguarding and data protection requirements.

Young people's names, images, recordings or personal information shall not be published without appropriate consent.

Meeting records should focus on the matters discussed and recommendations made rather than attributing personal views to individual young people unless permission has been given.

14. Support, accessibility and expenses

Participation shall be free of charge.

Reasonable support should be provided to remove barriers to participation. This may include:

- accessible meeting venues and materials;
- communication support;
- transport assistance;
- refreshments;
- digital access;
- support workers or interpreters;
- reasonable adjustments; and
- reimbursement of agreed expenses.

Any expenses shall be managed through the relevant approved procedure and shall not be paid directly from a budget controlled by the Youth Board.

Young people should be offered appropriate training and development, which may include:

- chairing meetings;
- public speaking;
- teamwork;
- project planning;
- budgeting;
- community engagement;
- equality and inclusion;
- safeguarding awareness; and
- understanding local decision-making.

15. Records and administration

A proportionate record shall be maintained of:

- attendance;
- matters discussed;
- recommendations made;
- agreed actions;
- safeguarding arrangements where relevant; and
- feedback received from the Neighbourhood Board.

Safeguarding records shall be kept separately and securely in accordance with the lead organisation's procedures.

Administrative support shall be provided by the lead school, administering organisation, Pride in Place staff or another arrangement approved by the Neighbourhood Board.

16. Review

These Terms of Reference shall be reviewed after the Youth Board's first year and at least every two years thereafter.

Young people shall be involved in reviewing how the Youth Board operates.

The Neighbourhood Board may amend, suspend or replace these Terms of Reference where necessary, following consultation with the Youth Board and lead organisation where reasonably practicable.