

## **Clay Cross Town Deal**

### **Youth Board**

#### **Terms of Reference**

##### **1. Constitution**

The Youth Board was agreed at a full meeting of the Clay Cross Town Board held on 18<sup>th</sup> June 2021.

##### **2. Membership**

- 2.1 The Clay Cross Youth Board shall consist of
  - a. Young people from the Clay Cross area who will be supported by the Skills and Enterprise Working Group.
  - b. North East Derbyshire District Council
  - c. Clay Cross Parish Council
  - d. D2N2 Careers Enterprise Company
- 2.2 The Clay Cross Youth Board may comprise of representatives of organisations agreed by the Town Board, and these may include
  - a. Local businesses
  - b. Local Youth Groups and Sports Teams
  - c. Universities and Further Education Colleges
  - d. Academies and Schools
- 2.3 Only one 'organisation' member may represent their organisation. NEDDC may have a number of supporting officers in attendance
- 2.4 A Youth Board member will no longer be a member of the Clay Cross Youth Board if:
  - a. The Board Member gives written notice to the Chair.
  - b. It is agreed by the Board that it is in the best interests that their membership is terminated, as set out in Schedule 1 below (Clay Cross Youth Board Code of Conduct).
- 2.5 Youth Board 'organisation' members may send a substitute to represent their organisation in their absence, agreed by either the Youth Board Chair or Vice Chair in advance of the meeting. The substitute must adhere to all the requirements as laid out in the agreed Terms of Reference.
- 2.6 A Chair and Vice Chair will be nominated for the Clay Cross Youth Board. A young person from the Youth Board will represent this group and will report directly to the Clay Cross Town Deal Board

### **3. Responsibilities**

- 3.1 To represent young people aged between 11 and 25 years old who live in the Clay Cross area
- 3.2 To be Youth Ambassadors for the Clay Cross Town Deal.
- 3.3 To be consulted with and make recommendations to the Town Board on the different projects within the Town Deal.
- 3.4 To increase levels of community engagement by young people

### **4. Administrative Support**

- 4.1 Administrative support to the Youth Board will be provided by NEDDC.

### **5. Quorum**

- 5.1 The minimum number of attending Youth Board members for the meeting to take place is 5 voting members, including the Chair. The meeting must include young people of Clay Cross and representation from North East Derbyshire District Council. If this number of people does not attend then the meeting can continue but no substantial recommendations can be made.

### **6. Frequency of Meetings**

- 6.1 Meetings will be held monthly initially to build up project momentum. The frequency of meetings will be reviewed after six months. Meetings may be in person, or virtually.

### **7. Conduct**

- 7.1 Youth Board members will act in accordance with the Clay Cross Youth Board Code of Conduct as seen in Schedule 1.

### **8. Notice of and invitations to meetings**

- 8.1 At least five clear working days before a meeting, a copy of the agenda and associated papers will be sent to every member of the Youth Board. The agenda will give the date, time and place of each meeting and the agenda items for discussion.

### **9. Voting**

- 9.1 Recommendations must be made based on all of or the majority of the Youth Board members being in agreement. The Chair will have the casting vote.

### **10. Minutes**

- 10.1 The Chair will sign the minutes from the previous meeting at the current meeting - after it has been confirmed by the Youth Board that the notes are accurately recorded. There will be a list of agreed action points which may also be discussed.
- 10.2 Minutes will be made available to the public.

## **11. General Matters**

- 11.1 Youth Board members may occasionally be asked to attend NEDDC meetings which NEDDC members attend.
- 11.2 Youth Board members will be asked to sign and return the Clay Cross Youth Board Code of Conduct (Schedule 1) and Declaration of Interests on an annual basis.
- 11.3 The Youth Board will be provided with appropriate and timely training and mentoring.
- 11.4 Third parties may be invited by the Youth Board to observe meetings.
- 11.5 The Youth Board may from time to time receive information that is classed as confidential or be of sensitive nature that must not be shared under Data Protection and Freedom of Information legislation.
- 11.6 Members of the public may wish to contact the Clay Cross Youth Board. Such requests will be managed by the Clay Cross Town Board Delivery Team and details will be published on the Clay Cross Town Deal website.

## **12. Review**

- 12.1 The Town Deal Board may amend these terms of reference at any time and will review them on an annual basis.

## **Clay Cross Youth Board Code of Conduct**

This Code of Conduct is based on the Clay Cross Town Board Code of Conduct. It sets out the expected behaviours required by the Youth Board Members.

The role of the Clay Cross Youth Board is to

- Be consulted with and make recommendations to the Clay Cross Town Board.
- Be Youth Ambassadors for the Clay Cross Town Deal

When acting in a Youth Board member capacity, all members must be committed to behaving in a professional way to achieve best outcomes for our residents:

### **Selflessness**

- All members should act solely in terms of the public interest.

### **Integrity**

- All members must avoid external inappropriate influences and should report these if they do happen.

### **Objectivity**

- All members must act and make recommendations impartially, fairly and on merit, using the best evidence and without discrimination or bias.

### **Accountability**

- All members are accountable for their decisions and actions to the public.

### **Openness**

- All members must make recommendations in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for doing so.

### **Honesty**

- All members should be truthful.

### **Leadership**

- All members should exhibit these principles in their own behaviour and be prepared to challenge others poor behaviour if it occurs, supported by the Skills and Enterprise Working Group.

### **Conflict of Interests**

A conflict of interest arises where a Youth Board Member, a close associate, a friend, immediate family, a business or organisation has an interest in a matter which is the same as, connected to, or may be affected by the matter being discussed. Any conflict of interest must be declared. A Register of Interest will be maintained by the Secretary to the Clay Cross Town Board.

### **Registration of Gifts and Hospitality**

Any gift or hospitality worth £50 or more, either offered or received by a Youth Board member in connection with their official duties as a Youth Board member and the source of that gift or hospitality (or offer) within 28 days of receiving it. Corporate gifts or hospitality are acceptable such as through attendance at events or conferences.

### **Complaints**

Where a person believes that the conduct of any Board Member of the Clay Cross Town Board or Youth Board does not meet the standards above, a complaint may be made either by email [Sarah.Sternberg@bolsover.gov.uk](mailto:Sarah.Sternberg@bolsover.gov.uk) or in writing to:

Head of Corporate Governance and Monitoring Officer, North East Derbyshire District Council, 2013 Mill Lane, Wingerworth, Chesterfield, Derbyshire, S42 6NG.

The complaint should set out as follows:

- The nature of the complaint
- Details of how the Board Member was acting in an official Clay Cross Town Board or Youth Board capacity.
- Details of which Nolan Principle has been breached any why
- If relating to a conflict of interest, details of how the conflict has occurred and impact of that conflict.

A Joint Strategic Director will review the complaint and determine if the Clay Cross Town Board or Youth Board Member was acting in an official capacity and if the complaint was proven, whether a Nolan Principle would have been breached. If both these criteria are met, the complaint will be referred to the Chair (or Deputy Chair in their absence or if the Chair is subject to a complaint) of the Clay Cross Town Board

### **Removal of a Clay Cross Youth Board Member from the Board**

In the event Clay Cross Youth Board Members conduct falls short of that expected and a breach of the Code of Conduct has taken place, the Board may remove that Board Member from the Clay Cross Youth Board.

The Youth Board Member will be given at least 14 clear days' notice in writing of the meeting of the Town Board at which the resolution will be proposed and the reasons why it will be proposed; and

The Youth Board Member will be given a reasonable opportunity to provide an explanation either in person and/or writing. The Board Members must consider any

explanations made by the Youth Board Member and inform them of their decision following such consideration.

There shall be no right of appeal from a decision of the Board's decision to terminate the membership of a Youth Board Member.

**Further information**

Please e-mail any further queries to [Sarah.Sternberg@bolsover.gov.uk](mailto:Sarah.Sternberg@bolsover.gov.uk)

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