



## NEWTOWN AND LLANLLWCHAIARN TOWN COUNCIL



### COMMUNITY YOUTH REPRESENTATION POLICY\*

#### 1. Introduction

- 1.1 The Local Government (Wales) Measure 2011 was passed by the National Assembly for Wales on 15 March 2011 and approved by Her Majesty in Council on 10 May 2011.
- 1.2 The Measure will make changes intended to strengthen the structures and working of local government in Wales at all levels and to ensure that local councils reach out to and engage with all sectors of the communities they serve.
- 1.3 The Measure does not require community councils to appoint youth representatives, but sets out what they are required to do if they choose to do so.
- 1.4 The Town Council may appoint up to two individuals to be Community Youth Representatives (CYR) who:
  - are over the age of 15 but under the age of 26,
  - are considered by the council to be suitable to represent the interests of those individuals under the age of 26 who live, work or receive education or training in the community area.
- 1.5 People appointed as CYR are to hold office in accordance with the terms of the appointment (Appendix 1).
- 1.6 Any persons appointed as CYR's shall cease to be appointed when the representative reaches the age of 26.
- 1.7 CYR's are treated as councillors. However, it is important to note that CYRs
  - have no statutory powers to vote and are not regarded under the law as members of the Newtown and Llanllwchaiarn Town Council.
  - CYR's cannot represent the council on official business
  - Cannot be present where confidential items are discussed.

## **2. Before the appointment**

2.1 The council must before appointing persons as CYR, consult and publish a public notice to:

- the general public as is required for co-options and other notices,
- the Head teacher and proprietor of any school of which any part of whose premises is situated in the area of the community for Newtown and Llanllwchaiarn Town Council,
- the principal and governing body of any institution within the further or higher education sector of which any part of whose premises is situated in the area of the community for Newtown and Llanllwchaiarn Town Council,
- in any other such manner as it appears to Newtown and Llanllwchaiarn Town Council for ensuring that as many individuals as possible who are eligible for appointment are aware that the council intends to appoint such a representative e.g. youth groups, young farmers etc.

2.2 The Council must also ensure the public notice contains the contact details for Town Clerk.

## **3. Applications**

3.1 Applicants for appointment as CYR will be asked to submit information about themselves by way of completing a short application form (Appendix 2) and submitting a personal statement of no more than 300 words.

3.2 Copies of the application forms and personal statements will be circulated to all members for consideration at a meeting of the Town Council. At the meeting of the Town Council consideration of applicants will be dealt with in public session.

## **4. Voting Process**

4.1 If only one candidate applies to be appointed as a CYR then the council may resolve, that the candidate is to be elected as a Community Youth Representative in accordance with the terms of appointment.

4.2 If only two candidates apply to be appointed as a CYR then the council may resolve, that the candidates are to be elected as a Community Youth Representatives in accordance with the terms of appointment.

4.3 If there are more than two candidates, the candidates will draw lots to see who speaks first to the Council.

4.4 Each candidate will be invited to speak to the Council in the order of the draw. Any remaining candidates will be asked to leave the room whilst others are addressing the council.

4.5 A candidate may speak for a maximum of five minutes.

4.6 Voting will be in accordance with Sections 5.4 to 5.8 of the Co-option Policy.

## 5. After the appointment

5.1 The council will publicise the appointment of any CYR and authorise the creation of email addresses/insertion to the website for the CYR.

5.2 The council can authorise to appoint any CYR to any committees, sub-committees or working groups as it sees fit.

5.3 The CYR's are entitled to any of the expenses to which ordinary councillors are entitled.

5.4 CYR's are expected to sign and abide by the 'Code of Conduct' for CYR's. See appendix 3.

5.5 A breach of the 'Code of Conduct' will be referred to the Town Clerk. The Town Clerk will

- Investigate the referral
- If upheld – write to the CYR requesting a meeting to resolve the situation.
- If suspension or resignation is requested this will be reported to full council and if it is not forthcoming then the council may resolve to remove the role from that individual.

5.6 Training where appropriate will be given.

5.7 If the CYR is under the age of 18, they must provide written permission from a parent or guardian to allow them the time and support to carry out the role. See appendix 4 - acceptance of office.

5.8 Personal Data will be gathered on the CYR's only for the purpose of carrying out this role.

Amended or Reviewed	Date	Version No	Who
Approved	25/9/17	250917c/1	Sue Newham - Mayor
Amended	22/1/18	250917c/2	Sue Newham - Mayor

## Appendix 1

### Community Youth Representatives - Terms of Appointment

All Community Youth Representatives are appointed under the following terms.

The primary role of a Community Youth Representative is to represent the voice, opinion and thoughts of the young people within the Newtown area to the Newtown and Llanllwchaiarn Town Council.

The role of a Community Youth Representative is:

- Non-political.
- A position held for a period not exceeding two years unless the Youth Representative resigns before.

Other duties would include:

- Visiting youth groups and organisations within the town to act as a link as well as to get ideas.
- To promote the work of the Newtown and Llanllwchaiarn Town Council and its initiatives.
- To increase youth participation firstly at the Newtown and Llanllwchaiarn Town Council and secondly across the community (including setting up activities/events)
- To participate without a *vote* at Town Council meetings.
- To participate in committees, sub-committees without a vote or working groups as authorised and appointed to by the Council.
- Feedback ideas and be the voice of the young people in the town.
- Sit on the Town Council as a Community Youth Representative for a period of time decided by the Council at appointment. – delete – covered about
- Learning how the Town Council works and therefore representing the best interest of the Newtown and Llanllwchaiarn Town Council and community.

**Appendix 2  
Newtown & Llanllwchaiarn Town Council  
Application for Community Youth Representative**

**Name:**

.....

**Age:** .....

**Address for  
Correspondence**.....

...

.....

**Telephone Number(s)**

.....

**E mail**

.....

**Eligibility**

**To be a Community Youth Representative you must:**

- **Be between the ages of 15 and 25, and**
- **Be able to represent the interests of persons who live, work or receive education or training in Newtown who are under the age of 26, and**
- **If under the age of 18 have parental/guardian permission to carry out the role**

**I confirm that I am eligible to apply for the position of Community Youth Representative at Newtown and Llanllwchaiarn Town Council:**

..... (Signed)

**Date** .....

**Please return this form with your personal statement (no more than 300 words) to:**

**The Town Clerk  
The Cross  
Broad Street  
Newtown  
Powys  
SY16 2BB**

**Or email it to [townclerk@newtown.org.uk](mailto:townclerk@newtown.org.uk)**

**Appendix 3**  
**Code of Conduct for Community Youth Representatives**

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LLANLLWCHAEARN**



**NEWTOWN AND  
LLANLLWCHAIARN  
TOWN COUNCIL**

**Model Code of Conduct for Community Youth Representatives**

**Adopted by the Town Council  
22 January 2018**

**This document follows the Model Code of Conduct prescribed by the Local Authorities (Model Code of Conduct) (Wales) Order 2008, as amended by the following statutory instruments and adapted to assist the role of Community Youth Representatives:**

- Co-operative and Community Benefit Societies and Credit Unions Act 2010 (Consequential Amendments) Regulations 2014 – (No. 2014/1815) (“the 2014 Regulations”) – effective from 1 August 2014.**
- Local Authorities (Model Code of Conduct) (Wales) (Amendment) Order 2008 (No. 2016/84) – effective from 1 April 2016.**

## THE MODEL CODE OF CONDUCT

### 1. You must —

- (a) carry out your duties and responsibilities with due regard to the principle that there should be equality of opportunity for all people, regardless of their gender, race, disability, sexual orientation, age or religion;
- (b) show respect and consideration for others;
- (c) not use bullying behaviour or harass any person; and
- (d) not do anything which compromises, or which is likely to compromise, the impartiality of those who work for, or on behalf of, your authority.

### 2. You must not —

- (a) disclose confidential information or information which should reasonably be regarded as being of a confidential nature, without the express consent of a person authorised to give such consent, or unless required by law to do so;
- (b) prevent any person from gaining access to information to which that person is entitled by law.

### 3. You must —

- (a) not conduct yourself in a manner which could reasonably be regarded as bringing your office or authority into disrepute;
- (b) report, whether through your authority's confidential reporting procedure or direct to the proper authority, any conduct by another member or anyone who works for, or on behalf of, your authority which you reasonably believe involves or is likely to involve criminal behaviour (which for the purposes of this paragraph does not include offences or behaviour capable of punishment by way of a fixed penalty);
- (c) report to your authority's monitoring officer any conduct by another member which you reasonably believe breaches this code of conduct;
- (d) not make vexatious, malicious or frivolous complaints against other members or anyone who works for, or on behalf of, your authority.

### 4. You must comply with any request of your authority's monitoring officer, or the Public Services Ombudsman for Wales, in connection with an investigation conducted in accordance with their respective statutory powers.

### 5. You must not

- (a) in your official capacity or otherwise, use or attempt to use your position improperly to confer on or secure for yourself, or any other person, an advantage or create or avoid for yourself, or any other person, a disadvantage;

- (b) use, or authorise others to use, the resources of your authority —
- (i) imprudently;
  - (ii) in breach of your authority's requirements;
  - (iii) unlawfully;
  - (iv) other than in a manner which is calculated to facilitate, or to be conducive to, the discharge of the functions of the authority or of the office to which you have been elected or appointed;
  - (v) improperly for political purposes; or
  - (vi) improperly for private purposes.

6. You must —

- (a) when participating in meetings or reaching decisions regarding the business of your authority, do so on the basis of the merits of the circumstances involved and in the public interest having regard to any relevant advice provided by your authority's officers, in particular by —
- (i) the authority's head of paid service;
  - (ii) the authority's chief finance officer;
  - (iii) the authority's monitoring officer;
  - (iv) the authority's chief legal officer (who should be consulted when there is any doubt as to the authority's power to act, as to whether the action proposed lies within the policy framework agreed by the authority or where the legal consequences of action or failure to act by the authority might have important repercussions);

7. You must —

- (a) observe the law and your authority's rules governing the claiming of expenses and allowances in connection with your duties as a member;
- (b) avoid accepting from anyone gifts, hospitality (other than official hospitality, such as a civic reception or a working lunch duly authorised by your authority), material benefits or services for yourself or any person which might place you, or reasonably appear to place you, under an improper obligation.



### **Personal Interests**

8. (1) You must in all matters consider whether you have a personal interest, and whether this code of conduct requires you to disclose that interest.
- (2) You must regard yourself as having a personal interest in any business of your authority. There are a long list of examples when you must declare a personal interest - please talk to the Town Clerk about this.)

### **Disclosure of Personal Interests**

9. (1) Where you have a personal interest in any business of your authority and you attend a meeting at which that business is considered, you must disclose orally to that meeting the existence and nature of that interest before or at the commencement of that consideration, or when the interest becomes apparent.
- (2) Where you have a personal interest in any business of your authority and you make
  - (a) written representations (whether by letter, facsimile or some other form of electronic communication) to a member or officer of your authority regarding that business, you should include details of that interest in the written communication; or
  - (b) oral representations (whether in person or some form of electronic communication) to a member or officer of your authority you should disclose the interest at the commencement of such representations, or when it becomes apparent to you that you have such an interest, and confirm the representation and interest in writing within 14 days of the representation.
- (3) Please talk to the Town Clerk if you think you have to disclose an interest.

### **Prejudicial Interests**

10. Where you have a personal interest in any business of your authority you also have a prejudicial interest in that business if the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest.

### **Participation in Relation to Disclosed Interests**

11. Where you have a prejudicial interest in any business of your authority you must,
  - (a) withdraw from the room, chamber or place where a meeting considering the business is being held.
  - (b) Please talk to the Town Clerk if you feel that this might apply.

## **THE REGISTER OF COMMUNITY YOUTH REPRESENTATIVE INTERESTS**

### **Registration of Personal Interests**

12.—you must,

- register your personal interests. The Town Clerk will help you with understanding this.
- Register any new personal interests if they occur.

### **Sensitive information**

13.—(1) Where you consider that the information relating to any of your personal interests is sensitive information, and your authority's monitoring officer agrees, you need not include that information when registering that interest.  
or intimidation.

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

14. You must, within 28 days of receiving any gift, hospitality, material benefit or advantage above a value specified in a resolution of your authority, provide written notification to your authority's proper officer of the existence and nature of that gift, hospitality, material benefit or advantage.

**Appendix 4  
Acceptance of Representation**

**NEWTOWN AND LLANLLWCHAIARN TOWN COUNCIL**

**DECLARATION OF ACCEPTANCE OF THE ROLE OF COMMUNITY YOUTH  
REPRESENTATIVE**

I, \_\_\_\_\_

(address) \_\_\_\_\_

having been selected to the office of Community Youth Representative declare that I take that office upon myself, and will duly and faithfully fulfil the duties of it according to the best of my judgement and ability.

I undertake to observe the code of conduct for the time being as to the conduct which is expected of representatives of our Newtown & Llanllwchaiarn Town Council and which may be revised from time to time.

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

This declaration was made and signed before me

Signed: \_\_\_\_\_

Proper officer  
of the Newtown & Llanllwchaiarn Town Council \_\_\_\_\_

If the person named above as Community Youth Representative is under the age of 18 then I

\_\_\_\_\_

Being the parent/guardian will allow my son/daughter to accept this role and I will help support and encourage them in this role. I also consent to give us permission to take photos/videos of your child and use these in our printed & online publicity

Signed..... Date .....