



<b>Subject:</b>	Belfast City Youth Council (BCYC) Terms of Membership and Recruitment
<b>Date:</b>	12 September 2023
<b>Reporting Officer:</b>	David Sales, Director Neighbourhood Services
<b>Contact Officer:</b>	Nicola Lane, Neighbourhood Services Manager, CNS Margaret Higgins, Lead Officer, CNS

<b>Restricted Reports</b>	
Is this report restricted?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If Yes, when will the report become unrestricted?	
After Committee Decision	<input type="checkbox"/>
After Council Decision	<input type="checkbox"/>
Some time in the future	<input type="checkbox"/>
Never	<input type="checkbox"/>

<b>Call-in</b>	
Is the decision eligible for Call-in?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

<b>1.0</b>	<b>Purpose of Report or Summary of main Issues</b>
1.1	The purpose of this report is to; <ul style="list-style-type: none"> <li>Seek members approval to amend the Terms of Reference of the Belfast City Youth Council (BCYC).</li> <li>Provide an update on the upcoming recruitment exercise for new members to the BCYC</li> </ul>
<b>2.0</b>	<b>Recommendations</b>
2.1	The Committee is asked to: <ul style="list-style-type: none"> <li>Approve the revised terms of membership of the Belfast City Youth Council</li> <li>Note the proposed recruitment exercise process for new members to the BCYC</li> </ul>
<b>3.0</b>	<b>Main report</b>
	<u>Overview</u>
	<b>Background</b>
3.1	Members will recall at a previous Committee they received an update on the work of the Belfast City Youth Council (BCYC) and the recruitment exercise which will begin in October

to select the next cohort of young people to the Council. Members asked for further information to be provided in relation to the operation of the BCYC and recruitment exercise.

3.2 The Young People’s Coordinator, Stevie Mulholland, was appointed in November 2022 and part of the role involved revisiting the Terms of Reference of BCYC as these had not been reviewed for some time. In addition, since the Terms of Reference were drafted, the Education Authority has developed Youth Assemblies in each Council area but noted that BCC had already established the BCYC. In preliminary discussions, it had been agreed that BCYC would complement the work being undertaken by EA but that the BCYC would retain its own governance and identity.

3.3 The Terms of Reference 2020-23 are attached at Appendix 1.

3.4 The Young People’s Co-ordinator is the only dedicated officer to the BCYC. To deliver the programme, work with up to thirty young people at a time and maintain safeguarding standards required, additional support is sought from several sessional contracted Youth Workers.

3.5 **Recommendations**

Based on a number of discussions with the young people, officers and the sessional contracted youth workers, two recommendations on improving the functioning of the BCYC are proposed for consideration which would be reflected in a Revised Terms of Reference:

Current Position	Proposed Change	Rationale
Number of Members: 40 4 young people from each of the 10 DEAs	Reduce the number from 40 to 30. Target: 3 young people per DEA	<ul style="list-style-type: none"> <li>Logistically managing and delivering a programme with 40 young people- facilitating discussions, maintaining effective groupwork practice, organising activities, ensuring everyone has an opportunity to effectively participate is difficult with such a large group. Reducing the number of participants will increase opportunities for members to engage more effectively and receive a more quality experience.</li> <li>Staff Resources- There is one dedicated officer allocated to the BCYC. In order to be</li> </ul>

			<p>safeguarding compliant, additional support needs be brought in. The service also requires consistency of leaders/facilitators. Thus we need to ensure that the delivery team is consistent and maintains effective relationships with the young people. Reducing the number of participants should enable a more consistent support team to be engaged which leads to positive relationship building.</p> <ul style="list-style-type: none"> <li>Resources Programme Delivery. The BCYC meet twice per month. Costs are incurred for transport, food, refreshments, venue hire. Reducing the numbers will contribute to more effective allocation of the budget towards programming.</li> </ul>
	<p>Duration. Membership of BCYC is for 2 years.</p>	<p>Increase duration to be coterminous with Council- 4 Years. When selected, the new BCYC intake in 2023 will be in place until the June 2027</p>	<ul style="list-style-type: none"> <li>Experience of delivering the BCYP programme shows that it takes a year for the members to form into a working group and plan their programme. Programme delivery is therefore restricted to less than 1 year.</li> <li>Previous Belfast Youth Forums have sought additional time to deliver their programme. Requests were considered and approved by Council.</li> <li>Being coterminous with Council provides more opportunity for BCYC members to grow into the role, build capacity and leadership skills, build relationships with Councillors and officers and input into our longer-term plans e.g. Belfast Agenda</li> </ul>
<p>Therefore, Members are asked to approve the proposed changes presented above.</p> <ul style="list-style-type: none"> <li>BCYC shall have 30 members – 3 from each DEA.</li> <li>The duration of the term of the BCYC will be 4 years to ensure it is coterminous with Council term.</li> </ul>			

3.6

**Recruitment and Selection**

The Young People's Co-ordinator is currently working with Council's Corporate Communications team to finalise the comprehensive marketing and communications plan, to underpin our recruitment and selection process. However, he has also been engaging with a wide range of youth organisations in advance of the recruitment phase.

The timeline for recruitment is as follows:

Month	Actions
September	<ul style="list-style-type: none"> <li>• Initial engagement and contact with a wide range of organisations to raise awareness of the BCYC and promote the recruitment and selection process. This will be primarily face to face meetings within neighbourhoods and with city-wide organisations. The list for this direct engagement includes the following organisations; <ul style="list-style-type: none"> <li>– Youth Work Alliance</li> <li>– Voluntary Sector Youth Providers</li> <li>– Street Beat</li> <li>– Community Restorative Justice</li> <li>– Shankill Alternatives</li> <li>– Common Youth</li> <li>– Transgender NI</li> <li>– ACT Initiative</li> <li>– Rainbow project</li> <li>– EA Youth Service</li> <li>– R City</li> <li>– NIYF</li> <li>– NICCY</li> <li>– Extern</li> <li>– Volunteer NOW</li> <li>– Cara Friend</li> <li>– Belfast Met</li> <li>– VOYPIC</li> <li>– Disability Action</li> </ul> </li> <li>• Prepare all media and promotional materials- Corporate Communications</li> <li>• Design website and social media</li> <li>• Set-up Online application</li> <li>• Meet with Council's Youth Champions</li> </ul>
October	<ul style="list-style-type: none"> <li>• Publicity campaign and promotion events <ul style="list-style-type: none"> <li>○ Launch the Recruitment process 4th October.</li> <li>○ Dedicated Web-page designed and promoted</li> <li>○ Social Media</li> <li>○ Press releases</li> <li>○ Eshots</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Advertising</li> <li>● Deliver 6 Area-based Roadshows between 9<sup>th</sup> -30<sup>th</sup> October.</li> <li>● Deliver 3 Online information sessions between 9<sup>th</sup> -30<sup>th</sup> October</li> <li>● Ongoing face to face contacts with organisations</li> <li>● Application process opens 16<sup>th</sup> October with online applications. Provision for hardcopy applications will also be made available at the engagement meetings and Roadshows if requested.</li> </ul>
	<p>November</p> <ul style="list-style-type: none"> <li>● Publicity and promotion activities continue.</li> <li>● Online application process closes, 17<sup>th</sup> November.</li> <li>● Assessment of applications W/B 20<sup>th</sup> November</li> <li>● Interview Process begin 27<sup>th</sup> November.</li> </ul>
	<p>December</p> <ul style="list-style-type: none"> <li>● Interview process ends 13<sup>th</sup> December.</li> <li>● Belfast City Youth Council members selected and notified before 20<sup>th</sup> December.</li> </ul>
	<p>January</p> <ul style="list-style-type: none"> <li>● Welcome event organised with the new BCYC members, parents, Lord Mayor/Deputy Lord Mayor, Councillors, and Officers- January 2024- Date TBC</li> </ul>
3.7	<p>Please note that Members can contact the Young People’s Co-ordinator at <a href="mailto:mulhollandstevie@belfastcity.gov.uk">mulhollandstevie@belfastcity.gov.uk</a> to suggest specific youth organisations or clubs that should be contacted or if they have other queries about the youth council.</p>
3.8	<p><b><u>Financial &amp; Resource Implications</u></b></p> <p>All costs associated with the Youth Council have been agreed in the budget setting process. A dedicated Young People’s Co-ordinator has been assigned to facilitate the Youth Council, however, as outlined further costs are incurred to ensure safeguarding requirements are met by having sufficient staff on site.</p>
3.9	<p><b><u>Equality or Good Relations Implications</u></b></p> <p>Recruitment for the Youth Council seeks to ensure representation for young people from all sections of society, particularly relevant Section 75 groups and promotion and engagement is designed to support this.</p>
4.0	<p><b>Appendices – Documents Attached</b></p>
	<p>Appendix 1: Current Terms of Reference for Belfast Youth Council</p>