



Subject:	Belfast City Youth Council (BCYC) Terms of Membership and Recruitment
Date:	10 th October 2023
Reporting Officer:	David Sales, Director Neighbourhood Services
Contact Officer:	Nicola Lane, Neighbourhood Services Manager, CNS Margaret Higgins, Lead Officer, CNS

Restricted Reports	
Is this report restricted?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Please indicate the description, as listed in Schedule 6, of the exempt information by virtue of which the council has deemed this report restricted.	
Insert number <input type="checkbox"/>	
<ol style="list-style-type: none">1. Information relating to any individual2. Information likely to reveal the identity of an individual3. Information relating to the financial or business affairs of any particular person (including the council holding that information)4. Information in connection with any labour relations matter5. Information in relation to which a claim to legal professional privilege could be maintained6. Information showing that the council proposes to (a) to give a notice imposing restrictions on a person; or (b) to make an order or direction7. Information on any action in relation to the prevention, investigation or prosecution of crime	
If Yes, when will the report become unrestricted?	
After Committee Decision	<input type="checkbox"/>
After Council Decision	<input type="checkbox"/>
Sometime in the future	<input type="checkbox"/>
Never	<input type="checkbox"/>

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

1.0	Purpose of Report/Summary of Main Issues
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1.1	<p>The purpose of this report is to;</p> <ul style="list-style-type: none"> • Seek members approval to amend the membership numbers of the Belfast City Youth Council (BCYC) from 40 to 30. • Provide an update on the upcoming recruitment exercise for new members to the BCYC.
2.0	Recommendation
2.1	<p>Members are asked to;</p> <ul style="list-style-type: none"> • Approve the proposal to amend the membership numbers of the Belfast City Youth Council (BCYC) from 40 to 30. • Note the proposed recruitment exercise process for new members to the BCYC
3.0	Main Report
3.1	<p><u>Overview</u></p> <p>Background</p> <p>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 November 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.</p> <p>The Young People’s Co-ordinator, Stevie Mulholland, was appointed in November 2022 and part of the role involved revisiting the Terms of Reference of BCYC. The current terms of reference are attached at Appendix 1.</p> <p>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.</p> <p>Recommended Amendment to Membership of BCYC</p> <p>Discussions with the young people, officers and the sessional contracted youth workers who support the operation of BCYC, has identified challenges in operating the Youth Council with its current membership numbers. It is proposed that reducing the membership from the current quota of 40 to 30 members would improve the functioning of the BCYC.</p> <p>Members are asked to consider this proposal which would be reflected in a Revised Terms of Reference if accepted. Membership would continue to be drawn proportionately from each DEA (3 members from each DEA, rather than 4) and the membership of the Forum would</p>

seek to have a balance in terms of the background of the members that is reflective of the make up of the city. The rationale for this proposed change is outlined below.

- 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 higher quality experience.
- Staff Resources - There is one dedicated officer allocated to the BCYC. In order to be 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.
- Resources for Programme Delivery - The BCYC meet twice per month and costs are incurred for transport, food, refreshments, venue hire. Reducing the numbers will contribute to more effective allocation of the budget towards programming and campaigns.

Recruitment and Selection

3.6

The Young People’s Co-ordinator is currently working with Council’s Marketing and Corporate Communications team to finalise the marketing and communications plan that will underpin our recruitment and selection process. 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														
October	<ul style="list-style-type: none"> • 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; <table border="0" data-bbox="533 1675 1310 2024"> <tr> <td>– Youth Work Alliance</td> <td>– EA Youth Service</td> </tr> <tr> <td>– Voluntary Sector Youth Providers</td> <td>– R City</td> </tr> <tr> <td>– Street Beat</td> <td>– NIYF</td> </tr> <tr> <td>– Community Restorative Justice</td> <td>– NICCY</td> </tr> <tr> <td>– Shankill Alternatives</td> <td>– Extern</td> </tr> <tr> <td></td> <td>– Volunteer NOW</td> </tr> <tr> <td></td> <td>– Cara Friend</td> </tr> </table> 	– Youth Work Alliance	– EA Youth Service	– Voluntary Sector Youth Providers	– R City	– Street Beat	– NIYF	– Community Restorative Justice	– NICCY	– Shankill Alternatives	– Extern		– Volunteer NOW		– Cara Friend
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		<ul style="list-style-type: none"> - Common Youth - Transgender NI - ACT Initiative - Rainbow project - Belfast Met - VOYPIC - Disability Action - Fóram nan Óg <ul style="list-style-type: none"> • Prepare content for all media and promotional materials. • Design website and social media • Set-up online application • Meet with Council’s Youth Champions
3.7	November	<ul style="list-style-type: none"> • Publicity campaign and promotional events <ul style="list-style-type: none"> ○ Launch the Recruitment process - 2nd November. ○ Dedicated Webpage designed and promoted. ○ Social Media ○ Press releases. ○ Eshots ○ Advertising • Deliver 6 Area-based Roadshows between 6th to 24th November. • Deliver 3 Online information sessions between 6th to 24th November. • Ongoing face to face contacts with organisations. • Application process opens 2nd November . This will be through an online system. Provision for hardcopy applications will also be made available at the engagement meetings and Roadshows if requested. • Application process closes 30th November
	December	<ul style="list-style-type: none"> • Assessment of applications - 1st to 5th December. • Interview Process - 6th to 20th December. • Belfast City Youth Council members selected and notified by 29th December.
	January	<ul style="list-style-type: none"> • Committee Report – Update on outcome of Recruitment • Welcome event organised with the new BCYC members, parents, Lord Mayor/Deputy Lord Mayor, Councillors, and Officers - 10th January 2024
	<p>Please note that Members can contact the Young People’s Co-ordinator at mulhollandstevie@belfastcity.gov.uk 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><u>Financial & Resource Implications</u></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> <p><u>Equality or Good Relations Implications</u></p>
3.9	<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>Appendices - Documents Attached</p>
	<p>Appendix 1: Current Terms of Reference for Belfast Youth Council</p>