

LONDON YOUTH ASSEMBLY

London Youth Assembly Handbook 2020-21

LONDON YOUTH ASSEMBLY

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About the London Youth Assembly

When I had the opportunity to join the London Youth Assembly, I knew it was not one that I could pass up! I was excited about the prospect of meeting young people from across the city who cared about the same things I did and saw how the LYA's position in City Hall gives it a unique and important position in London's political landscape. I decided to run for chair because I felt that I had a clear vision for the LYA. I love that this body has the capacity for the sharing of best practice, as well the possibility of scrutiny and campaigning and the possibility for each of these is what I wanted to help facilitate during my time as chair. Covid-19 did not make this an easy thing to do, but it gave me a chance to try and figure out what the LYA looks like in a remote setting. Working online meant that I was able to be at and facilitate many more of the sub-regional meetings than I might have otherwise been able to! I also had to look at how we could make decisions as a group and developed a motions procedure, which I hope will prove useful in future LYA cycles. As well as this, I hope that the LYA continues to engage young people and give them the tools and opportunity to explore the important issues in our community. I hope that this engagement leads to valuable connections with key decision makers, campaigns, effective scrutiny, and a dynamic network of youth voice groups ready to make change in London.

Emily Warnham, Chair of the London Youth Assembly 2019-20



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The London Youth Assembly is a voluntary federation of existing London boroughs' youth councils, supported by the Greater London Authority with the Assembly Secretariat playing the lead role.

It comprises representatives (s)elected by each of the Borough Youth Councils, Parliaments and Forums, with the aim of providing young people with an environment where they can come together and share ideas, best practice, knowledge, expertise and resources, for the benefit of young people across London.

The core functions of the London Youth Assembly are: to coordinate existing campaigns and work undertaken by individual London borough youth councils across the city in order to achieve better outcomes; to provide a forum for young people to engage with, and hear from, key people in London government; and to provide a forum through which young people in London can contribute to the development of plans and policies, for example by being given and responding to consultations on key strategic issues within London government.

The London Youth Assembly is a democratic body. While the views of all LYA Members are important and all should be taken into account, the LYA must decide and agree objectives and activities through discussion and voting, before anyone can speak on behalf of the LYA.

Web page - <https://www.london.gov.uk/about-us/london-assembly/london-assembly-publications/london-youth-assembly>

Membership

Each borough will need to s/elect two London Youth Assembly Members. These roles can be elected through the existing body of young people already involved in the youth forum or can be from the wider population of young people. The way in which the elections for the two positions are conducted is at each borough's discretion.

The LYA will accept members between the ages of 11 and 19 (up to 25 with a disability). Once a Member is beyond the age boundaries, they will form part of an LYA Alumni that can act as a support network for the LYA. Each borough is at liberty to impose their own age restrictions for membership and elections.

Diversity and inclusion will continue to be ensured through each of the boroughs' current systems, to ensure that all young people are included and involved.

The LYA members' term of office is suggested to last for at least a year. The full term of office for the role can be determined by each borough.

The Member's role will be to attend Sub-Regional and LYA meetings to represent their borough. They will need to prepare updates from their borough for these meetings to inform others of their priorities, progress and plans. Members will also need to feedback Sub-Regional and LYA progress back to their borough.

Chair and Deputy Chair

The role of the Chair will be to confirm the agenda before every meeting and chair each meeting, focusing the discussion on the relevant agenda items. The Chair will be the key link between the London Assembly and the LYA liaising with the lead Assembly Member to share updates over any potential collaboration. The relationship between the lead Assembly Member and LYA Chair will be integral in keeping a link between the LYA and London Assembly so that

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each body's work is as effective as possible. The Chair will also be responsible for greeting and introducing any guest speakers that will be attending the meeting. The role of the Deputy Chair will be to aid the Chair in the running of meetings, ensuring that all Members are on task and contributing equally.

The Chair will be responsible for the LYA's social media pages, with assistance from the Deputy Chair. This will involve uploading updates and content from meetings, sharing links to meeting minutes, advertising the LYA and reviewing all comments. Training on how to appropriately use social media platforms will be provided.

The Chair and Deputy Chair will be called upon for any additional meetings that may be required for consultation work with the London Assembly/Mayor's Office.

Sub-Regions

The London Youth Assembly is made up of four Sub-Regions -

- North East (Barking and Dagenham, City of London, Enfield, Hackney, Haringey, Havering, Islington, Newham, Redbridge, Tower Hamlets, Waltham Forest)
- North West (Barnet, Brent, Camden, Ealing, Hammersmith and Fulham, Harrow, Hillingdon, Kensington and Chelsea, Westminster)
- South West (Croydon, Hounslow, Kingston, Merton, Richmond, Sutton, Wandsworth)
- South East (Bexley, Bromley, Greenwich, Lambeth, Lewisham, Southwark)

These groups help to coordinate campaigns and issues, and the agendas for the full Youth Assembly meetings.

Sub-Regional Meetings

Sub-Regional meetings can be used to identify the different priorities in each borough and what each youth forum is doing to tackle the issues. Where commonalities arise, the meeting provides a key opportunity to share information, ideas and campaign materials to aid progress in each borough.

Sub-regional meetings can also be an opportunity to submit agenda items for the upcoming LYA meeting. For instance, if all boroughs are campaigning on gang-related violence or knife crime, Sub-regions can suggest these issues as agenda items.

Constituent London Assembly Members will also be invited to attend sections of these meetings so that young people have the opportunity to raise more local concerns to those who represent them.

LYA Meetings

LYA meetings will take place every two months to maximise the potential impact of the body. The meetings will be held via virtual platform, Microsoft Teams. When the group is able to meet in person, meetings will take place in the Chamber at City Hall. The meetings will vary between evenings and holidays to be accessible for all. When meetings take place in City Hall, refreshments will be provided in advance of each meeting by the GLA for LYA members and any accompanying adults. Both Members are invited to attend the full LYA meetings.

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It is anticipated that the Mayor will attend one LYA meeting a year to maintain the connections between the LYA and Mayor's Office. There is also the opportunity to invite Assembly Members, key London officials, such as the Police, Transport and Fire Commissioners, and Deputy Mayors from the Greater London Authority.

During the meeting LYA Members will discuss the agenda items and ideas that have been developed during the Sub-Regional meetings and previous LYA meetings. Once everyone has pitched their ideas and discussed the topics, action points will be decided.

The Chair, Deputy Chair and GLA Staff will meet after the main meeting to confirm the next steps to be taken by the individual boroughs and at the next Sub-Regional meeting. They will also evaluate the success of the meeting and whether any aspect could be improved for the next meeting. This will also be an opportunity to deliberate over who to invite as the next guest speaker.

Agenda setting

The Assembly Secretariat will collate the information sent by the Sub-Regions to form a draft agenda. The LYA Chair, in consultation with the Deputy Chair will determine the agenda for each full LYA meeting and ensure that it is circulated to all relevant persons in good time. The agendas may contain: issues of importance to young people in London, as decided by the Chair; matters requested for consideration by the LYA's sub-regional groups; sessions with representatives from London government (the Mayor of London, London Assembly Members, key officials from services such as the Metropolitan Police Service, Transport for London and the London Fire Brigade). Once the agenda has been finalised by the Chair it will be sent out to all boroughs and uploaded to the Google Classroom platform at least one week ahead of the next LYA meeting.

Records and Minutes

Members of the Assembly Secretariat will take the minutes of the meetings and list of action points. This list will roll over to every meeting until the actions have been completed. These minutes will then be checked by the Chair before being distributed to LYA Members. Copies of the minutes will also feature on the LYA webpage and social media to be as accessible as possible to everyone across London.

An annual report will be compiled from the action list by the Assembly Secretariat, Chair and Deputy Chair with consultation with LYA Members following final meeting of each year. This report will help the LYA achieve the goals they set out at the start of the year. The report will be shared via email and published on the LYA webpage, Google Classroom and social media platforms.

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LYA Meetings and Achievements 2018 - 2020

Since the launch of the London Youth Assembly in November 2018, LYA Members have welcomed and questioned several key figures in London about their work and the impact of their work on young Londoners.

On 22 November 2018, at the launch of the London Youth Assembly, LYA Members asked Sophie Linden, Deputy Mayor for Policing and Crime questions on knife crime and youth safety.

Other key figures who have attended meetings and answered questions from LYA Members have included Martin Hewitt, Chairman of the National Police Chiefs' Council, Unmesh Desai, London Assembly Member & Chair of the Police and Crime Committee and Lib Peck, Director of the Violence Reduction Unit.

In February 2019, the Mayor of London, Sadiq Khan attended the London Youth Assembly and spoke about the importance of youth voice, and participation in politics. At the meeting, it was decided by LYA Members that they should put together a series of recommendations for the Mayor of London, focused on the key LYA Priorities for that year 'Youth Violence and Safety' and 'Mental Health and Wellbeing'.



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Recommendations for the Mayor of London

When the London Youth Assembly first convened, we decided to focus our deliberations for the remainder of the municipal year on Youth Violence & Crime and Mental health & Wellbeing.

At the London Youth Assembly meeting on Tuesday 19th February 2019, we resolved to put together a report for the London Assembly to present to the Mayor of London. The report would contain recommendations on initiatives to reduce of youth violence & crime and improve the mental health & wellbeing of young Londoners.

These recommendations look at how the Mayor of London and London Assembly can work with the London Youth Assembly to deliver these programmes.

The London Youth Assembly is divided into four Sub-Regions. Each Sub-Region has met to make their contributions and these suggestions have been compiled into the following report.

In addition to the recommendations to the Mayor, young people consistently make the case for early engagement in the decisions that affect them. We suggest that the Mayor of London has events focused on young people to provide forums for them to share their views.

In addition, we believe it would be helpful for London Assembly Members to attend Sub-Regional meetings to discuss proposals in detail and talk to young people about the issues in their area.

For an example of where this type of consultation worked well with young people, the Youth Violence Commission invited young people to join the panel. We believe that this was meaningful and representative, and linking directly with Commissioners and decision makers engaged 12,500 young people across the borough of Waltham Forest.

Youth Violence and Safety

Key Findings from campaign work

The issue

During discussions that took place at the four Sub-Regional meetings, LYA Members acknowledged that the issue of Youth Violence and Safety is one that impacts all young people in London.

The LYA participants discussed some of the factors that might lead to someone engaging in violence. These include, but are not limited to – drugs, peer pressure, difficult start in life, mental health and school exclusions. In addition, some young people may not fully appreciate the consequences of carrying a knife.

To date, there have been a number of effective programmes targeting the prevention of youth violence in each borough, such as; education, community projects and other targeted work.

The LYA is keen to work more closely with Metropolitan Police Service (MPS) on the issue of youth violence and safety. Young people want police to engage more with them socially and they would like to avoid their only context with the police being when there is an assumed problem, or for the purposes of Stop and Search.

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The LYA participants discussed the issue of race in the context of stop and search. There is a misconception amongst young people that only young black boys are being stopped and searched. Police have assured young people that any lawful search must be based on evidence the police have received. However, better communication is required between young people and police on this issue.

Recommendations for the Mayor of London

The London Youth Assembly (LYA) would like to make the following recommendations to the Mayor of London in relation to Youth Violence & Crime:

1. To hold regular Knife Crime Workshops. This has been done in some boroughs and has helped explain the issue to many young people.
2. For the Mayor to hold a summit to educate young people. Education needs to be a focus for any violent crime initiative.
3. To support the LYA to make a knife crime video and link with police and other agencies to ensure the video is factual and to support to the distribution of the video across London and the UK.
4. For the Mayor of London to speak directly to young people and ensure hard to reach and less engaged young people are involved.
5. To hold large London Wide Campaigns & Events throughout the year to engage young people.
6. For the Mayor's Office to organise workshops all over the City, to engage young people in the issue, and educate about knife crime including early engagement. Engaging with young people through youth clubs.
7. To enable more engagement from the Police in local high-risk schools. Year 9 is a pivotal age in secondary school – This would be an ideal time for Police to enter schools and educate students about youth violence and the consequences.
8. For young people to be included on more discussion panels and play more key roles in engaging with decision makers.

Mental Health and Wellbeing

Key Findings from campaign work

The issue

One of the key focus areas of the London Youth Assembly is Mental Health and Wellbeing. 'One in eight (12.8%) 5 to 19-year olds had at least one mental disorder when assessed in 2017' (NHS Digital).

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Young people are often unaware of the mental health support that is available to them. Equally they are often unaware of the different services available to provide support. It is often difficult to recognise a mental health condition.

Young people in some of the London Youth Assembly Sub-Regions have identified that there may be a reluctance among young people about mental health issues they may be experiencing.

Recommendations for the Mayor of London

The London Youth Assembly would like to make the following recommendations to the Mayor of London in relation to Mental Health & Wellbeing:

9. For the Mayor of London to support the creation of a London-wide wellbeing map of services, which would include information about what the services specialise in and how they can be utilised.
10. For the Mayor to write to the Secretary of State for Education to encourage student wellbeing to become a measure for school effectiveness.
11. to ensure that the programme to have a Mental Health First Aider in all schools, funded through the Mayor of London Young Londoners fund, is being rolled out.
12. For the London Youth Assembly to work alongside the Assembly and the Mayor of London to educate parents, guardians and carers to help them better understand and identify poor mental health in young people through events and workshops.
13. The Mayor to provide funding to Youth Councils for them to host events to raise awareness of mental health issues.



Katie Bacon, Chair of London Youth Assembly 2018-19 and Sadiq Khan, Mayor of London

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London Youth Assembly Annual Plan 2019-20

Key Priorities

'Protecting the environment' and 'Youth Violence and Safety' for this year's priorities, with consideration for Mental Health.

The Focus of the LYA

Campaigning

- Information sharing between boroughs to work on similar campaigns
- Running an LYA specific campaign – to be decided at an LYA meeting early on in the year

Scrutiny

- LYA Members & Deputies need to be aware of legislation and policy;
- Reports will need to be accessible to young people monitoring public policies;
- Prepared questions for speakers – the LYA needs to study the related policy area before it questions people

Goals for LYA 2019/20

1. Promoting the LYA message across to the public and getting more exposure so that people across London know what the LYA is through social media campaign
2. Monitoring public bodies and holding them to account through consultation and scrutiny. This will lead into feeding into policy area
3. LYA to engage more with young Londoners and help young Londoners express their opinions. This can be achieved through social media, events and public meetings
4. More organisation around sub-regional meetings
5. More of a defined relationship with the Assembly Members.
6. Youth engagement in politics – involvement in People's Question Time

Skills and training

Throughout the year LYA Member's and Deputy's skills and training will be developed through workshops and training sessions covering the following topics:

- Training on how to ask questions of the guest speakers
- Clarity on the responsibility of LYA members and deputies;
- Public speaking workshops;
- Workshops to plan ahead (like the Summer workshop);
- Information session on the role of the GLA and what happens at City Hall
- Information sessions on relevant policy areas;
- Training on how to bid for funding
- Training on how to gather information on campaign topics

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Communication

Communication is key for the London Youth Assembly – GLA officers share lots of documents and information throughout the course of the year. Members and Deputies to provide email address at the start of the year.

At the end of 2019/20 the group will discuss the following:

- Other themes for the future of the London Youth Assembly
- Evaluation and self-assessment of the year



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LYA Code of Conduct

London Youth Assembly Members are young people that are s/elected through youth councils/parliaments/forums who volunteer their time and are an important and valued part of the London Youth Assembly.

This agreement makes expectations clear around what is good practice and conduct as a London Youth Assembly Member. This document incorporated 'The Local Authorities (Model Code of Conduct) Order 2007 and The Relevant Authorities (General principles) order 2001; these are standards by which Adult Councillors are expected to work by.

We aim to give young people, between the ages of 11 – 19 and up to 25 with disabilities or special educational needs a voice on issues, which matter to them, to participate in improving services and taking action.

We, Youth Workers & Assembly Secretariat Staff, will do our best:

- to introduce you to how the London Youth Assembly works, your role in it and to provide any training you need.
- to provide regular opportunities to meet with your youth workers so that you can tell us if you are happy with how your work is organized and get feedback from us;
- to respect your skills and to do our best to support individual needs;
- to consult with you and keep you informed of possible changes;
- to provide a safe working environment for you to be actively involved;
- to work applying our equal opportunities policy, which gives young people a chance to work, learn and live free from discrimination, prejudice & bullying;
- to try to resolve fairly any problems, grievances and difficulties you may have while you volunteer with us;
- in the event of an unresolved problem, to offer an opportunity to discuss the issues with the Chair of the London Youth Assembly, Youth Workers or the Assembly Secretariat at the GLA;
- work with parents, carers, other appropriate adults and services to support your active involvement with the London Youth Assembly.

LYA Members, we expect you to:

- respect each other's opinions and differences;
- listen to each other;
- maintain good time keeping & be punctual;
- take responsibility for your own actions;
- challenge the issues not the person;
- don't presume things;
- manage personal issues and stress. Tell a youth worker and leave them outside of the LYA;
- to help the LYA represent the voice of young people in your area;
- to perform your volunteering role to the best of your ability;
- to maintain any confidential information when required;
- to meet time commitments to and to give reasonable notice so other arrangements can be made when this is not possible;

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- work with Assembly Members, officers and other Services to make sure that young peoples' voices are heard;
- represent young people at LYA and at other public forums;
- work with the wider community and other groups to make your community a better place to be;
- talk with other young people and find out what they need and want;
- liaise and share information between your school council, local youth council and the LYA
- provide young people with information where appropriate
- wear clear identification when required through ID badges,
- Any correspondence/ communication in your role as an LYA Member MUST first be agreed by a Youth Worker facilitator.

Code of Conduct for the London Youth Assembly meetings

- One person to speak at a time
- Listen when a person is talking and don't talk over them
- If you wish to speak raise your hand the Chair of the meeting will prompt you when you can make your point
- Be respectful to each other at all times
- Challenge the issue and not the person; you will at times disagree and this is OK
- Take all opinions seriously; everyone is entitled to a view!
- Work together including everyone as a valued member of the LYA
- Do not judge on grounds of age, ability, gender etc.
- Don't ever be afraid to talk
- Mobile phones should be on silent/ vibrate and should be in pockets or bags. Headphones must not be worn during meetings. Emergency calls should be taken outside of the meeting room.
- Leave the room quietly at the end of the meeting – remember you are representing young people
- Do not attend any meetings/events under the influence drugs or alcohol
- No fighting or play fighting
- Arrive on time; if for any reason you are late please enter the meeting quietly with minimum disruption.
- Bullying will not be tolerated in LYA sessions
- Be responsible using social network sites
- Please remember to follow the Youth Council Standards at all times.

CONSEQUENCES

- Challenged by other LYA members / youth workers
- Verbal warning
- Asked to wait outside
- If your behaviour is disruptive, you can be asked to leave the meeting
- If you're disrespecting anyone, you will be asked to leave the meeting
- If you are under the influence of anything you will be asked to go home

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- If you have a disagreement with a meeting, you will be supported to work things out by a youth worker
- Your role as an LYA Member can and will be withdrawn at any time if your continued behaviour is inappropriate.
- This will be reviewed annually.
- This can be reviewed as and when required; or new issues arise at LYA Meetings with LYA members and the youth involvement worker.

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LYA Standards

These standards are based on The Local Authorities (Model Code of Conduct) Order 2007 and The Relevant Authorities (General Principles) Order 2001. These 'Standards' are mainly concerned with how you present yourself both in your role as an LYA Member and in public life in general. This includes events where you are representing the LYA as well as your behaviour in school, college, leisure and social activities.

This applies to you as a member of a Youth Council

- Whenever you act in your official capacity as a member of the Youth Council, a UKYP rep and a member of the London Youth Assembly
- At any time where your behaviour, particularly linked to your role as a Youth Councillor & LYA Member, has led to a criminal conviction.

Below are 7 Principles LYA Members should follow.

THE SEVEN GENERAL PRINCIPLES OF PUBLIC LIFE

1. Selflessness

Members should serve only the Young People's interests and should never inappropriately give an advantage or disadvantage on any person.

2. Integrity

Members must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

3. Objectivity

Members should make decisions based on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits.

4. Accountability

Members should be accountable to the Young People and the general public for their actions and the manner in which they carry out their responsibilities and should co-operate fully and honestly with any enquiry appropriate to their particular office.

5. Openness

Members should be as open as possible about their actions, and should be prepared to give reasons for those actions.

6. Honesty

Members should be truthful.

10. Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

In your role as a London Youth Assembly Member it is expected that:

1. You will treat others with respect
2. You will not bully any person including other LYA Members, other young people, members of the public etc...
3. You will not bring the London Youth Assembly into disrepute while acting in your official capacity, or at any time through Criminal Activity that leads to a criminal

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conviction. A young person should seek to inform their youth worker should they feel they have done something which brings the LYA into disrepute.

4. You will not use your position improperly
5. You will have regard to advice from facilitators and other council members.

I have received and read the above code of conduct and standards. For points where I did not fully understand a Youth Worker has explained this to me. I agreed to abide by these rules and understand failure to do so may result in suspension of my post or possible exclusion.

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

Print Name.....

Youth Worker..... Date.....

**Your term of office with the London Youth Assembly is up to two years. After this period, it is expected that you will either step down and form part of the LYA alumni.*

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Social Media Guidelines

Social Media is an increasingly powerful tool, it is great for building and maintaining our relationships with each other, London's Youth Forums, the young people you represent and the people you work with.

We are sure you never would – but please do not post or re-tweet anything offensive, abusive or derogatory; any such posts will be reported to the relevant borough.

Please also read and act in accordance with the principles for London Youth Assembly (LYA) communications set out here:

Basic Principles

- If you wish to express your political views it is important this account is not public and has no references to the London Youth Assembly.
- If you wish to express your political views and interact with local press and colleagues, we suggest making a separate account that you can use for personal statements and views, that is not linked to LYA channels.
- The generic statement 'All views are my own' does not cover you if you refer to the London Youth Assembly in published material and therefore the Code of Conduct still applies.
- Expressing political views through still or moving images should still be distinctly separate to any public account.
- When using social media accounts that reference to the London Youth Assembly always consider the ethos and principles of our organisation.

When publishing –

- Post relevant, timely and meaningful information and opportunities. This will engage your audiences and encourage them to 'spread the word'.
- Use social media to secure the opinions of the young people you represent; this will also encourage them to talk amongst their friends and family.
- Publicise the events and campaigns you work on – often you're just a post away from being noticed by the press.

Useful tips –

- Use facts and figures - Can make a post a lot more interesting.
- Time posts well- Think about your audience and when they are likely to be online.
- Use hash tags or tags - Tag the relevant organisation. Use popular, established or understandable hash tags. This may be your first opportunity to reach out to people who don't know about your work.
- Use links - The 280 Characters limit is very rarely enough page to say everything you'd like to; links help direct people to more information on the topic.
- Be clear and concise - Your links and wording should be short but still tell the story. Links can often clutter your message and reduce the amount of space you have to write other information (particularly on twitter). Bitly.com and goo.gl are both highly recognised URL shorteners that can be used to make long URL's short and tidy.

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Find us!

- Like our page on Instagram: London Youth Assembly (@lyassembly)
- Follow us on twitter: @LYAssembly
- Primary hash tag: #LYA This hash tag represents the partnership you will form at meetings with London Youth Assembly Members. Together your campaigning will be stronger through the use of one hash tag.

Target Audiences

Young People: It seems obvious but young people are the gateway to ensuring the ideas you are campaigning for are credible. To get young peoples' views, maintaining a relationship with them is important regardless of whether you need their views right now. Often people will shut down instantly if they feel your trying to market something to them i.e. surveys etc. A maintained relationship with them will only make gathering opinions easier.

Press (Journalists/ Local Newspapers): Interact with local journalists and local newspaper posts to create and maintain a relationship with them. This will ultimately encourage them to promote your views when and where possible and will also encourage them to approach you when relevant. Showing an interest may also encourage them to do the same in return. The local newspapers are a gateway to engaging with new people who may not be aware of the London Youth Assembly and what we do.

Decision Makers: Communicating with local decision makers regularly can mean you have better access to influencing real change within your local area. You also have a better chance of successful invites to events as they will be well informed of the work you do on a day-to-day basis.

Partnerships: By regularly sharing what you're doing to influence decision makers and promote the voices of young people you may find similar organisations or individuals who are interested in championing or supporting your ideas.

I have received and read the above Social Media Guidelines. For points where I did not fully understand a Youth Worker has explained this to me. I agreed to abide by these rules and understand failure to do so may result in suspension of my post or possible exclusion.

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

Print Name.....

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Motions Procedure for LYA

- This process will be modelled somewhat on Parliament's Early Day Motions.
 - EDMs are used to put on record the views of individual MPs or to draw attention to specific events or campaigns. Topics covered by EDMs vary widely.
 - By attracting the signatures of other MPs, they can be used to demonstrate the level of parliamentary support for a particular cause or point of view. This can be useful when, for instance, applying for a debate.
- This could allow us as an assembly to determine which issues, particularly which topical issues, are of interest to the group and where there is consensus that we should be taking action.
- Motions can be submitted via an assignment set on google classroom, which will be dedicated to submitting motions.
 - Motions should be submitted either as a google doc or a file, which can be done by clicking 'Add or Create' after clicking on the assignment.
 - Motions should have a short, descriptive title. For example, 'Youth Violence' or 'TFL Bailout'. They should be followed by a 200-word description outlining the issue and giving facts related to it.
 - Motions within the remit of City Hall will be posted to be considered by the assembly.
 - When motions submitted are outside the remit of City Hall, the submitter will be made aware and given the chance to adapt the motion if possible. Motions outside the remit of City Hall may still be considered, at the discretion of the Chair and GLA staff.
 - Motions can be submitted by both members and deputies.
- Motions can be 'Motion to action' or 'Motion to debate'.
 - If a motion is received but GLA staff/the chair feel the action is not appropriate for the LYA, the submitter may be approached and asked to reconsider the action or submit a Motion to debate. This would then allow for a conversation among members on the best course of action.
 - A motion to action may include small-scale action, such as letter-writing, petitioning, creating videos etc. However, actions which require more time/resources such as planning an event would not (in most cases) be appropriate as Motions will not be the priorities of the LYA.
- Once submitted, the chair will make a post with the motion attached and members/deputies will have the opportunity to declare whether they are in favour of or against the motion.
 - **If a Motion to debate gains 30 'yes' comments from across members and deputies, an online meeting will be arranged to discuss it.**
 - **If a Motion to action gains 30 'yes' comments, a 'Topic' will be created in the google classroom for this motion, where relevant documents e.g.**

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for social media posts, letters, petitions, may be uploaded, if relevant to the motion.

- Members/deputies may comment yes, no, or 'abstain' (choose not to vote).
 - The number 30 is an initial trial and may be reviewed based on how members/deputies engage with this process. For example, it may be lowered if members/deputies are not commenting.
 - The number 30 has been chosen as it is approximately half of our total membership (including both members and deputies).
 - We will aim to organise a meeting within two weeks; however, this will be subject to the availability of GLA staff and youth workers.
- In order to prevent overuse of the motion system, each borough will be restricted to one motion per cycle.
 - This will be reviewed based on how much the motion procedure is used.
 - Where similar motions are received, submitters will be contacted, and they will be merged and discussed as the same motion.

LONDON YOUTH ASSEMBLY

London Youth Assembly Member Role Description

The London Youth Assembly Member's main role is to represent the views of young people in their borough. It will be necessary for Members to take part in the following activities to fulfil their role:

- Attend full London Youth Assembly meetings;
- Attend Sub-Regional meetings;
- Contribute to agenda items for full meetings, and assist with actions that arise during meetings
- Attend training events;
- Meet with other young people and listen to their concerns/ issues;
- Meet with decision makers and put forward young people's issues, concerns and questions;
- Be able to communicate effectively and represent the views of other young people;
- Not to discriminate against any particular group or individual;
- Work with the Chair of the London Youth Assembly to help the London Youth Assembly meet its objectives and focus of its priorities for the year;
- Attend LYA run events.

LONDON YOUTH ASSEMBLY

Image/Video Consent Form

Young person's name: _____

Organisation (if applicable): _____

Contact address (home): _____

Tel: _____ Age (if under 18): _____

If you are aged under 18 you must obtain a parent's or guardian's consent for photos and videos of you to be used in Greater London Authority (GLA) publicity.

If you agree to have your details held by us, please tick this box

DECLARATION:

I give my consent that any photos/images/videos taken of the young person in my care during this event may be used by GLA for publicity purposes connected with this event or activity. This may include press, publications, leaflets and on the GLA internet and intranet web sites. I understand that if individual young people under 18 are identified in GLA publicity, this will be by first name only.

I acknowledge that I/he/she do(es)* not own the copyright to any of the images taken.

Signed: _____

Date: _____

If under 18 years

Parent/Carer's signature: _____

Parent/ Carer's name: _____

I do not give my consent for any photos/images taken of the child in my care during this event to be used by GLA for publicity purposes.

Signed: _____

Date: _____

If under 18 years

Parent/ Carer's signature: _____

Parent/ Carer's name: _____

Photos/images will be stored and processed in a manual file, or on a computer, for a maximum of two years following this event, and at all times in accordance with the provisions of the *General Data Protection Regulation (GDPR)* and the UK Data Protection Act 2018. You may withdraw this consent at any time. Please contact the London Youth Assembly Chair – LYAChair@london.gov.uk if you need to amend your details, if you no longer wish to have your details held, or want to withdraw your consent about the photo/image being used.

LONDON YOUTH ASSEMBLY

Travel Consent Form

Young person's name: _____

Organisation (if applicable): _____

Contact address (home): _____

Tel: _____ Age: _____

If you are aged under 18 you must obtain a parent's or guardian's consent to travel to and from City Hall unaccompanied. If we do not have their consent, you must arrange to be accompanied to and from London Youth Assembly meetings by a responsible adult. The GLA cannot accept any responsibility for your travel arrangements.

If you agree to have your details held by us, please tick this box

DECLARATION:

I give my consent that the young person in my care may travel to and from London Youth Assembly meetings at City Hall unaccompanied.

Parent/Carer's signature: _____

Parent/ Carer's name: _____

Date: _____

You may withdraw this consent at any time. Please contact the London Youth Assembly Chair – LYAChair@london.gov.uk if you need to amend your details, if you no longer wish to have your details held, or want to withdraw your consent regarding travel to and from City Hall for the London Youth Assembly.

Please visit <https://www.london.gov.uk/about-us/governance-and-spending/privacy-policies> for more information