

## **Appendix A**

### **Youth Mayor Protocol and Declaration of Agreement**

#### **Overview**

In common with a number of other local authorities across the County and nationally, commencing in 2019, Gedling Borough Council has introduced the appointment of a Youth Mayor. The Youth Mayor is nominated annually from within the Gedling Youth Council in April and formally appointed at the Council's Annual General Meeting and Mayor making ceremony. The role is non – political and ceremonial and open to young people aged 13 years and over. In nominating the Youth Mayor, Gedling Youth Council Members are advised to consider candidates who have demonstrated a significant track record of service on the Gedling Youth Council.

#### **Role of the Youth Mayor**

The Youth Mayor acts as a role model for young people and an advocate of Citizenship and Pride in the Borough, mirroring the role of the existing Civic Head. The appointee represents the Council at an agreed schedule of Civic engagements within the Borough, wherever possible outside of school hours, attending alongside either the Mayor or Deputy Mayor.

#### **Guidance, support and supervision**

The Youth Mayor is supported by the GBC Community Relations Team. Notification of engagements, including dress protocols and arrangements, will be provided by the Civic Officer / Democratic Services Team. Advice on transport to engagements is provided by the Council along with an opportunity to claim reasonable travel expenses incurred whilst attending engagements, Civic planning meetings and meetings of the Council. The number of engagements attended by the Youth Mayor is dependent upon their availability, and that of a parent or guardian to accompany them. The list of annual engagements below gives examples of the types of engagements available.

#### **Examples of regular Civic Engagements within the Borough**

- Pride of Gedling Awards
- The Mayor's Civic Service
- A Dare Graduation
- A Care Home visit
- A Play Event / Arnold Carnival / Other suitable
- Duke of Edinburgh Award Ceremony
- The Remembrance Sunday event
- A Christmas Lights switch on

#### **Attendance at Civic Engagements**

Instructions pertaining to the Youth Mayor's attendance at engagements will be sent to the Youth Mayor and their parent or guardian by email by the Civic Officer in the Democratic Services Team. It is important that these are read carefully and confirmations off attendance or queries directed to the Civic Officer in a reasonable

timeframe prior to the event in question. Any invitations sent directly to the Youth Mayor by members of the public or local organisations must be forwarded on to the Civic Officer in the Democratic Services Team, who will then respond to the enquiry.

**Punctuality at Civic events is extremely important**, therefore the Youth Mayor, parent or guardian should ensure that adequate arrangements are in place to facilitate their prompt arrival at the appointed time. If unavoidably delayed for any reason, the parent or guardian should make contact with the Mayor's Chauffeur at the earliest opportunity to ensure minimal disruption to the proceedings of the engagement. The contact number for the Mayor's Chauffeur will be provided for this purpose and must not be shared with any third party.

### **Travel expenses**

Reasonable travel expenses in the form of mileage claims at 52.2 pence per mile if travelling by car, bus tickets or taxi receipts as applicable, should be submitted to the Community Relations Manager in the Community Relations Team within one month of the date incurred.

### **Code of Conduct**

As a high profile representative of the Borough Council, the Youth Mayor is expected to uphold an exemplary standard of conduct and at all times be mindful of the reputation of the Council.

Requirements include:

#### **Remain apolitical**

The Youth Mayor must remain apolitical at all times when acting or representing the office of Youth Mayor.

#### **Personal appearance and presentation: Dress code**

The Youth Mayor and their parent/guardian should ensure that they are both smartly and conservatively dressed when attending Civic engagements and Council meetings. Further advice will be contained in the civic engagement information provided prior to each engagement.

#### **Attitude and behaviour**

The Youth Mayor should treat others with respect, including the organisations and members of the public that they work alongside, being polite and courteous to Council associates and members of the public alike. The Youth Mayor should not:

- do anything which may cause the Council to breach the Equality Act 2010
- bully or intimidate any person
- do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, the Council, or the reputation of the Council itself.
- use or attempt to use the position as Youth Mayor improperly to confer on or secure for themselves or any other person, an advantage or disadvantage
- speak or make any decisions on behalf of the Council

## **Communication**

The role of Youth Mayor at Gedling Borough Council is not a democratically elected position, as is the case at some Local Authorities. There is therefore no specific requirement that the duties of this role include formal written communication with the public. Any external communication to the Youth Mayor (i.e. requests for attendance at engagements, press statements etc.) should be directed to the generic Civic Email inbox: [civic@gedling.gov.uk](mailto:civic@gedling.gov.uk).

The role of Youth Mayor is not an appropriate channel for members of the public to direct service complaints about the Council. Should such incidences arise, the Youth Mayor is advised to inform the individual to contact the Council directly.

Although not anticipated, in the event of any requirement for social media mentioning Gedling Borough Council to be generated by the Youth Mayor, this would need to be sent on behalf of the Youth Mayor by members of the Council's communications team from a dedicated GBC social media account.

During their term of office, the Youth Mayor should maintain an awareness of their own personal social media and ensure that the content presents no risk to the reputation of the Council. Further advice can be provided by the GBC Communications Team.

## **Safeguarding**

In accordance with Safeguarding of young people national guidelines, if under 18 years of age the Youth Mayor must be accompanied by a parent or guardian to all engagements, and the parent or guardian will carry full responsibility for the young person at all times. A risk assessment will be conducted on the role and updated annually. The Youth Mayor and their parent or guardian is required to sign this terms of agreement, and both the Youth Mayor and their parent or guardian will be required to complete a Gedling Borough Council photography consent form.

## **Attendance at Full Council**

The Youth Mayor will be invited to attend meetings of the Council. The Youth Mayor is not required to attend, however if he / she chooses to do so, the Youth Mayor may be invited to speak by the Mayor, however is not entitled to vote.

## **Regalia**

Unlike the Civic Head, there will be no requirement for the wearing of robes of office however a suitable Youth Mayor medallion of office has been created to enable the Youth Mayor to be clearly identifiable at events and in the media. The medallion should be worn by the Youth Mayor when attending all Civic engagements and Council meetings. The medallion will be retained by the outgoing Youth Mayor at the end of the term of office.

## **Declaration of agreement**

The Youth Mayor and parent or guardian have both read and understand the above information and guidance and, in signing below, each agree to adhere to the terms set out in the Youth Mayor Protocol.

**Youth Mayor**

Name in capitals:

Signature: .....

**Date:** ...../...../.....

**Parent or Guardian of the Youth Mayor**

Name in capitals:

Signature: .....

**Date:** ...../...../.....