



# 3 - CODE OF CONDUCT

## 1 YOUTH COUNCILLORS RIGHTS:

As a youth councillor, you will have the right to:

- 1.1 Be respected by all members of the Youth Council, regardless of their personal, religious or cultural differences, and similarly, to respect others in the same way.
- 1.2 Voice your opinion in a mature, tactful and appropriate manner, and to listen to and to respect the opinion of others. This applies both in face to face meetings and online communications including social media.
- 1.3 Be safe and feel safe and supported in all young voice activities.
- 1.4 Be supported and listened to by members of the Participation Team and other young voice champions (see Participation Team Pledge document)
- 1.5 Have any issues that are observed or represented to be taken seriously and responded to appropriately

## 2 YOUTH COUNCILLORS RESPONSIBILITIES:

As a youth councillor, you will be responsible for:

- 2.1 Regularly attending NLYC meetings
- 2.2 Attending working groups, contributing to actions and meeting deadlines you have committed yourself to
- 2.3 Responding to communications from the Participation Team in a timely and appropriate manner
- 2.4 Transporting self to meetings and activities (unless transport is a barrier to attendance, in which case assistance will be provided).
- 2.5 Contributing to fund-raising activities to support the work of the NLYC
- 2.6 Representing yourself and the NLYC in a positive way, and promoting the Youth Council in a way that enhances the reputation of the organisation
- 2.7 Actively engaging with young people in your constituency and representing their views at a local level

- 2.8 Preparing for external meetings, acknowledging the commitment of others and making best use of other people's time.
- 2.9 Participating in Youth Council meetings by discussing issues and sharing information
- 2.10 Listening whilst others are speaking in meetings and refraining from talking over those present
- 2.11 The roles and responsibilities of councillors with specific roles (chair and minute taker) are outlined in a separate document (see NLYC Specific Roles Held)
- 2.12 Adhere to the etiquette rules regarding expected behaviours in Council Chambers (can be applied across other venues where appropriate).
- 2.13 Upholding the constitution, including this code of conduct, which incorporates the set of behaviours outlined in the 'Nolan Principles' (appendix 1).

### **3 ABSENCE FROM A YOUTH COUNCIL MEETING:**

- 3.1 Out of courtesy, youth councillors should inform a member of the Participation Team if they are to be absent from a meeting. Their apologies will be noted on the Key Communications

### **4 LATE ARRIVALS AND EARLY DEPARTURES:**

- 4.1 Any late arrival or early departure should be relayed to a member of the Participation Team.
- 4.2 No youth councillor may leave the designated meeting area without first informing a member of the Participation Team.

### **5 MOBILE PHONE USAGE:**

- 5.1 The use of mobile phones during a meeting is permissible during break times and at appropriate times for use of social media to promote the meeting itself. At all other times they must be switched off or put onto silent mode.

### **6 MEMBERSHIP/SUPPORT OF A POLITICAL PARTY**

- 6.1 North Lincolnshire Youth Council is a non-party political organisation
- 6.2 Youth Councillors may hold allegiance or membership of a political party; however care must be taken to make a clear distinction between their role as a North Lincolnshire Youth Councillor and any other party political activity.

### **7 SANCTIONS**

- 7.1 All youth councillors will be encouraged to uphold this code of conduct and ensure that their behaviours are in line with the values of the NLYC. Any behaviours that are deemed to contradict this code of conduct or the policies associated with the NLYC will be dealt with accordingly and may result in members not being able to engage and contribute to young voice activities.

## APPENDIX 1 – NOLAN PRINCIPLES

1. **Selflessness** – Youth Councillors/ Young Elected Members should act on behalf of all young people. They should not do so in order to gain financial or other benefits (freebies) for themselves, their family or their friends.
2. **Integrity** – Youth Councillors /Young Elected Members should always act in a way where they choose to do the right thing even if nobody is watching. They should demonstrate a strong moral code.
3. **Objectivity** - In carrying out any activities in relation to young people or recommending individuals for rewards or roles, Youth Councillors/Young Elected Members should make choices on merit and not personal favourites.
4. **Accountability** – Youth Councillors/Young Elected Members are responsible for their own actions and behaviour in public and need to take account that their actions and behaviours may have implications for themselves and others.
5. **Openness** – Youth Councillors/Young Elected Members should be as open as possible about all the decisions and actions that they take on behalf of other young people and be able to explain the reasons for their decisions. Information should not be given out when confidentiality is requested.
6. **Honesty** – Youth Councillors/Young Elected Members should always behave in a truthful, sincere manner and demonstrate fairness.
7. **Leadership** – Youth Councillors/Young Elected Members should promote and support North Lincolnshire Youth Council by setting a good example and encouraging other young people to follow their lead.