

Llantwit Youth Council –

Annual Report:

April 2021 – March 2022.



SEPTEMBER 13

Llantwit Youth Council

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Introduction:

In recent years Youth Councils have become a staple of statutory services, usually supported, and funded by the local authority and in turn the local Town Councils themselves. Especially with recent changes in voting age in Wales. The need for the facilitation of young people's participation in local and national politics while fostering an understanding of democracy in Wales has never been more important.

Llantwit Youth Council (LYC) is a youth council that represents the views of young people in Llantwit Major. The project works in partnership with Llantwit Major Town Council and the Vale of Glamorgan Youth Service to ensure that the voices of young people in the town are considered by local decision-makers.

Members of LYC are aged 11 – 18 and have been elected from local schools and youth organisations or are co-opted from other groups. LYC is a democratic youth provision. It strives to ensure young people's voices are heard regarding the changes being made in their local area. At its very core LYC strives to empower young people to take responsibility in running and developing the youth voice within their area. It encourages discussion and engagement in relevant issues, decision-making and with local political figures. LYC is particularly dedicated to representing a variety of young people by including members of all backgrounds and abilities. The youth council liaises with both Llantwit Major Town Council and the Vale of Glamorgan Youth Service and Council, to ensure the views of young people in Llantwit Major are listened to. The aim of the youth council is to represent the young people of Llantwit Major by organising the discussion and implementation of ideas that would be of benefit to the community, not just its young people.

Being part of LYC has benefitted young people both socially and educationally. Members have developed a variety of transferable skills that will help them in their future careers including the ability to plan; achieve specific outcomes; accept responsibility; time management; problem

solving; working with the public; dealing with the press; organising projects; working as members of a team; and communication skills. LYC members have grown in confidence and have gained certificates that they can present on their CV's and on applications for employment and further education

Quotes from Llantwit Youth Council Members:

"I love the social aspect of LYC. Through being a member of LYC, I have made friends with many young people and had experiences which I wouldn't have had if I wasn't part of the Youth Council."

"Being a member of LYC as improved my self-confidence. It has also improved my public speaking which I would always struggle with before being a LYC member."

LYC meets once a month and members attend Llantwit Major Town Council meetings. Furthermore, members attend a variety of additional activities such as task group meetings, training sessions and community events. Between April 2020 and March 2021 LYC members have engaged with twenty sessions which have been recorded by the Vale Youth Service and will be discussed later in the report.

The work of LYC is coordinated by a qualified part-time Youth Action Worker and is managed by the Vale Youth Service. LYC is funded by Llantwit Major Town Council who cover the cost for the Youth Action Worker (8 hours per week, 40 weeks per year). Funding also covers some small projects costs such as equipment, promotional materials, and refreshments for members. A full breakdown of the expenditure will be provided later in the report.

Membership:

Below is a list of young people who have been members of LYC between April 2021 and March 2022, including the roles they undertake and the organisations they represent. Please note that the elected roles fall in line with the academic year as this meets the needs of the young people. All elections take place by secret ballot.

Name:	Organisation:
Taran Ellerton	Independent
Cai Ellerton	Independent
David Maughan	Llantwit Major High School
Aimee Turrell	'I AM ME'
Beccy Thomas	Independent
Tia-Jade Allen	Llantwit Major High School
Lexi-May Allen	Llantwit Gymnastics
Paige Holley	Independent
Rhys Jones	Independent
Eleanor Fyfe	Rights Ambassadors
Harrison Bishop	Independent
Chad Sloper	Llantwit Major High School

For the academic year 2020/21, David Maughan was elected the Chair and Aimee Turrell was elected the Vice-Chair. For the following academic year 2021/2, Taran Ellerton was elected Chair and two members will share the role of Vice-Chair. All have undertaken specific Chair induction training to enable them to fulfil these roles. Furthermore, all LYC members undergo induction training to enable them to undertake their role of youth councillor.

All LYC members receive recognition for undertaking the role of a youth councillor and the Youth Action Worker maintains a log of all volunteer hours completed. Volunteering hours are highly sought after by some young people and being a volunteer is highly regarded by employers and educational establishments as well as being an excellent addition to CV's and personal statements. In total LYC members have contributed over 100 hours of volunteering between April 2021 and January 2022. This has all been during the pandemic and their commitment has helped shape the development of LYC.



Members have previously received national recognition through the Millennium Volunteer scheme for their volunteering contribution but unfortunately that scheme no longer exists. Whilst the Vale Youth Service arrange a meaningful equivalent, members have been presented with inhouse certificates and rewards. Three members have reached 50 volunteering hours, two have reached 100 volunteering hours, one member has reached 150 volunteering hours and one member has reached 200 hours. The Youth Action Worker also continues to provide support and evidence for members who are utilising their LYC involvement for both Welsh Bacalaureate and Duke of Edinburgh studies.

Llantwit Youth Council Meetings:

LYC usually meet once a month at The Old School in Llantwit Major, to discuss a range of issues and plan, prepare or evaluate a wide variety of activities that the youth council have prioritised and set as objectives. However, due to the Coronavirus pandemic, LYC members have been adapting to monthly digital full council meetings and task group meetings on Microsoft Teams. The agendas are organised jointly by youth councillors, Youth Service practitioners and Llantwit

Major Town Councillors. Each meeting is chaired by the LYC Chair or Vice Chair and minutes are taken by a member of LYC and the Youth Action Worker.

During this period LYC have held 9 full council meetings. At the full council meeting there is an opportunity for youth councillors to discuss topical issues within Llantwit Major as well as further afield. 'Members Updates' is a standing agenda item and gives each member an opportunity to raise any issues that young people are facing in the town and report back from organisations they represent to the rest of the group. Designated Town Councillors, known as 'link councillors', attend meetings to provide a 'Town Council Update'. This also gives members an opportunity to speak to local decision-makers directly about the views and ideas of young people in the town. Members also complete surveys, consultations and discuss important issues relating to young people. LYC also host guest speakers in these meetings which allows for organisations to bring any topics of interest to the attention of LYC.

Furthermore, members have also contributed to a variety of consultations to ensure young people's voices are heard.

- UK Youth Parliament - Make Your Mark
- Climate Cymru – Add Your Voice
- Active Travel – Link Routes
- Vale of Glamorgan – Annual Development Plan
- Project Zero – Plastic Free
- Vale of Glamorgan Council – Annual Development Plan Consultation

In addition to monthly meetings, members have attended 12 task group meetings during this period. Task groups allow members to focus on campaign and project work outside of the full council meetings. This will involve, planning, developing, and carrying out the campaign. For 2020/21 the campaign has focussed on tackling period poverty in Llantwit Major.

During this period Llantwit Youth Council have attended 4 Llantwit Major Town Council meetings. LYC has two non-voting seats at the town council meetings and has a standing item on the agenda called 'Youth Council'. This allows LYC members to update the town council on recent activities and discussions.

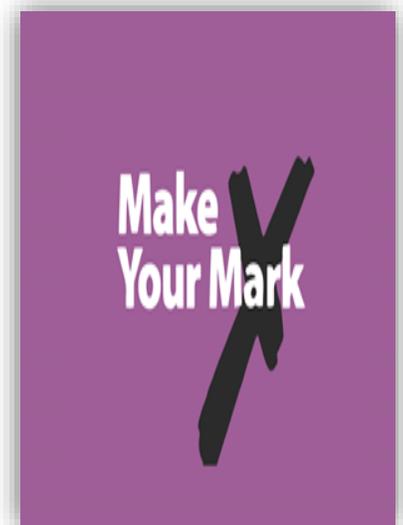
Llantwit Youth Council Action Plan:

Every year LYC create an action plan and set objectives (see appendix 5). The action plan is reviewed regularly and ensures members stay on task and can measure outcomes. During this reporting period all key objectives were achieved but some of the campaign work has been postponed due to Covid-19. The work not completed in this time will be carried over into the next financial year. Nevertheless, much has been achieved during the period of this report for LYC, and members have adapted to working online during the pandemic. LYC members and staff are keen to continue developing the successful work of the youth council and have already identified areas of work for future development.

Activities & Events:

U.K. Youth Parliaments Make Your Mark Campaign:

Due to the on-going Covid-19 pandemic the voting for the 2021 Make Your Mark Campaign has been delayed and the next ballot will now take place 1st – 28th February 2022, with registration closing December 10th, 2021. However, In November 2020, LYC members voted in the U.K. Youth Parliaments Make Your Mark Campaign. Make Your Mark is a ballot supported by local authorities, schools, and the U.K. Parliament which gives the opportunity for 11 – 18-year-olds across the U.K. to have their say and begin their democratic journey by voting on policies they want to introduce or change. The ballot gives young people all over the country a chance to vote on the issues that they think are the most



important. Due to the pandemic, this year's Make Your Mark votes were completed online. LYC members helped to encourage as many young people as possible to cast their vote online and voted themselves. The top results this year were:

UK & Devolved Topics:

1. Support our Mental Health
2. Free University
3. Stop Plastic Pollution

Local Topics:

1. Homelessness
2. Domestic Violence
3. Access to training and jobs

Well-Being Checks & Visits:

Throughout the multiple lockdowns, the Youth Action Worker has remained in contact with Llantwit Youth Council members through Social Media, Email, Text, Phone calls and 'Well-Being Checks' has remained a fixed agenda item throughout. This has been an essential piece of work which has provided key support to the Youth Council members through challenging times. In addition, regular well-being checks have provided LYC members with advice and guidance as well as the opportunity to ensure members remain engaged with the project.

Llantwit Remembrance Day Parade:

On Sunday 14th November, Llantwit Major Town Council held their annual Remembrance Day Sunday parade. Tia-Jade Allen represented Llantwit Youth Council at the annual parade. Prior to the parade, Llantwit Town Council sourced a wreath for the Youth Council. Tia-Jade Allen was then responsible for carrying and laying the wreath at the cenotaph.



Llantwit Youth Councils Period Poverty Campaign:

How did the Campaign start? The initial work for the Llantwit Youth Council 'Period Poverty Campaign' began in June 2018, when Councillor Jane Norman of Llantwit Major Town Council approached the Youth Council about a newly developed period poverty scheme by the Vale of Glamorgan Council. The purpose of this scheme was for all Schools in the Vale of Glamorgan to be provided with a set number of sanitary products, which were to be distributed and utilised for free to the young people in each school. Primarily, Llantwit Youth Councils involvement with the scheme extended to monitoring its progress within the schools in Llantwit Major and providing feedback on the benefits and potential improvements to the scheme. Through this initial involvement, Youth Council members became aware of the issues surrounding period poverty and the importance of tackling it. As a result, the youth councilors decided to develop a campaign to raise awareness of period poverty and provide young people in Llantwit Major with easier access to sanitary products for free.

Developing the Campaign... Through their initial involvement with the period poverty scheme led by the Vale of Glamorgan Council, Llantwit Youth Council members developed an interest and understanding on the importance of tackling period poverty. As a result, through various discussions and consultations, the youth councilors agreed that they wanted to focus on tackling

period poverty in the Vale of Glamorgan through developing a youth led period poverty campaign. Following on from these initial discussions, in the forthcoming meetings, the youth councilors developed a plan for their campaign, which included, distributing free sanitary packs to young people in the Vale, and the delivery of workshops in Schools, at Youth Organisations and Youth Groups. However, the Covid-19 pandemic meant that all original plans were halted and the Youth Council had to re-evaluate and develop an alternative plan for their campaign.

Following several discussions, the youth councilors decided to develop a digital campaign which included creating a short educative video on period poverty and when restrictions were eased, put together and distribute free sanitary packs to young people in the Vale.

Working together, the youth councilors developed an educational video to raise awareness in the local community about what period poverty is and how difficult it can be for woman and young girls when they are not able to afford essential sanitary products. In addition, the video features statistics demonstrating how period poverty has had and continues to have a direct effect on girls' educative endeavors, as well as the struggles and insecurities girls feel during their periods. The video also includes information on where young people are able to access the LYC eco-friendly sanitary packs and contact information that young people can use if they are struggling with accessing sanitary products.

Sanitary Packs – what was included & distributing them... Following the development of the informative video and various setbacks as a result of Covid-19, Llantwit Youth Council members worked diligently to progress with their campaign and put together eco-friendly sanitary packs as planned. The eco-friendly packs contain eco-friendly sanitary products such as tampons, face

masks and face towels, a compact 'Period Powerful' mirror, and sweet treats for young people to enjoy. The youth councilors put together 120 of these sanitary packs, which were free and made available for young people to access at Vale Youth Service sessions, and in various places and businesses in Llantwit Major. These places and businesses including, Llantwit Major Leisure Centre, Llantwit Major Town Hall, SPAR, Health Conscious and the CF61 building.



Concluding the Campaign... Having developed their informative video on period poverty and distributing over 100 free sanitary packs for young people in Llantwit Major to access, members of Llantwit Youth Council were happy with all the work that had been completed. In addition, the youth councilors agreed that the original aim of raising awareness of period poverty in Llantwit Major and providing the young people in Llantwit Major with free sanitary packs had been met. For this reason, all youth councilors agreed to start work on a new campaign or project which is yet to be decided.

A special Thank You... Everyone at Llantwit Youth Council that was involved in the successful Period Poverty Campaign, would like to give a special thank you to both Llantwit Major Town Council and The Vale of Glamorgan Council for their support on the campaign through helping raise awareness on period poverty and providing essential resources.



Recruitment:

Unfortunately, due to the on-going Covid-19 pandemic promotional and recruitment opportunities have been limited, as Youth Organisations and Schools are not allowing visitors or are extremely reluctant to do so. However, on 21.10.2021 the Youth Council attended Llantwit Secondary School to deliver workshops to School Council members. Through this visit, 11 young people put their interest in joining LYC forward. In addition to this, the Youth Council have been in regular contact with various Organisations, Schools and Youth Groups in Llantwit Major. Those of which include, Cardiff City Kicks, Air Force Cadets, BRO Radio, Welsh Scout Council and Ysgol Y Ddraig.

Although 2021 recruitment opportunities have been limited, recruitment is something the Youth Council will continue to push in 2022 and should be made easier with the easing of restrictions. Furthermore, Llantwit Youth Council and BRO Radio have held initial talks regarding the possibility of a monthly Youth Council live Podcast which would be a great opportunity to raise the awareness of the Youth Council and increase the amount of LYC members.

Expenditure:

Llantwit Youth Council has a £1000 budget cost per academic year. This amount facilitates the costs of the group, including, learning materials, refreshments, activities, team residentials and rewards, and project resources. *Please see below for a breakdown of costs incurred:*

Materials:	Cost:
Uniform – Polo Shirts – x15	£175
Uniform – Hoodies x15	£400
Refreshments	£50
Learning Materials & Campaign Work	£300

Appendices:

- **Appendix 1** – LYC Terms of Reference
- **Appendix 2** – LYC Member Role Description
- **Appendix 3** – LYC Chair Role Description
- **Appendix 4** – LYC Code of Conduct
- **Appendix 5** – LYC Action Plan 20/21

Appendix 1 – LYC Terms of Reference:

Name of the group: Llantwit Youth Council (LYC)

What does this group aim to do?

- To gather and discuss the views of young people in the town on local issues.
- To represent different youth groups in the town.
- To develop and organise projects/events for young people in the town.
- To represent the youth council at Town Council meetings.

Who do we work with?

We work with the Town Council, Vale Youth Service, Vale Youth Forum, Vale of Glamorgan Council and Welsh Government. We network with youth groups and voluntary youth organisations, secondary schools, faith-based youth groups and uniformed groups who are based in the town.

What is our membership?

Young people from different youth organisations in the town are elected or nominated to sit on the youth council. Members are aged 11-18 years and live, work or go to school in the town.

How do we elect new members?

All youth organisations and the secondary school in the town are invited to elect young people by secret ballot up until the age of 18. Members have to secure a replacement on the youth council by the time they are 19 years of age or when they leave. Members who have not attended for three months without agreeing their absence with Vale Youth Service staff will automatically be removed from LYC membership.

What are the roles of the members?

The members are the voice of the young people in the town. It is their role to bring young people together and gather their views and raise different issues affecting young people. Members are expected to attend meetings and training sessions and to organise and attend events. The youth council has agreed role descriptions for its members and for the role of the chair and vice chair. Members are elected as LYC representatives for committees and other groups as required.

When and where do we meet?

Youth council meetings are held once a month in the evenings for two hours. In addition, members also attend Town Council meetings, various events and take part in trips. Members are expected to attend the monthly meetings or notify the group if they are unable to attend.

What's on the agenda and how does this get decided?

The meetings are chaired by young people and agenda items are put forward by young people, youth workers and the Town Council. Organisational updates and feedback are always part of the agenda. A minimum of 50% of LYC members must be present for a decision to be agreed at a meeting.

How do we let people know what we're doing?

We publish the work of the youth council in the local newspaper, on the town council website and on social media platforms. All members give feedback about the youth council to their representative organisations.

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Appendix 2 – LYC Members Role Description:

This role description refers to the principal duties and responsibilities of the post. It does not necessarily list in detail all the tasks required to carry out these duties and responsibilities.

Main Duties:

1. To attend and actively contribute to LYC meetings.
2. To represent an organisation and all young people in Llantwit Major.
3. To regularly consult with other young people to gather their views and opinions and ensure these are passed on at LYC meetings.
4. To represent LYC at events including Llantwit Major Town Council meetings and events.

Other Key Responsibilities:

1. To take part in training.
2. To help organise LYC and LMTC events.
3. To write letters, prepare proposals etc. on behalf LYC.
4. To report back to the organisation, you represent and maintain two-way communication.
5. To attend Llantwit Major Town Council meetings and assist in events organised by the town council.
6. To ensure all discussions are summarised at meetings.
7. To ensure all decisions are minute and acted upon.
8. To uphold LYC's Code of Conduct.
9. To help recruit new LYC members.

10. To undertake other appropriate duties as they arise.

Signed: _____ Dated: _____
(LYC member)

Signed: _____ Dated: _____
(Youth Action Worker)

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Appendix 3 – LYC Chair / Vice-Chair Role Description:

This role description refers to the principal duties and responsibilities of the post. It does not necessarily list in detail all the tasks required to carry out these duties and responsibilities.

Main Duties:

1. To chair the LYC meetings and help set the agenda.
2. To be the spokesperson of LYC (e.g., to give presentations; to liaise with the press; to attend celebratory events, etc.).
3. To represent LYC at events including Llantwit Major Town Council (LMTC) meetings.
- 4.

Other Key Responsibilities:

4. To ensure that all LYC members have an opportunity to contribute to LYC meetings.
5. To ask LYC members for agenda items prior to meetings via the LYC email account.
6. To take time to prepare for the LYC meetings with the LYC coordinator.
7. To take part in training and help organise events.

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8. To write letters, prepare proposals (e.g., for funding) etc. on behalf of LYC with support from the LYC coordinator.
 9. To attend LMTC meetings with the LMTC representative.
 10. To conduct meetings in an appropriate manner, keeping to time and following the agenda.
 11. To ensure all discussions are accurately summarised at LYC meetings before decisions are made.
 12. To ensure all decisions are minute and acted on.
 13. To uphold LYC's code of conduct.
 14. To work closely with the Vice-Chairperson/Chairperson.
 15. To support and train the next Chairperson/Vice-Chairperson.
 16. To undertake other appropriate duties as they may arise from time to time.

Signed: _____ Dated: _____
(Chair/Vice-Chair)

Signed: _____ Dated: _____
(Youth Action Worker)

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Appendix 4 – LYC Code of Conduct:

Llantwit Youth Council (LYC) is a platform for young people aged 11-18 to represent the views of young people from groups and organisations across Llantwit Major. This Code of Conduct has been created by LYC members to ensure that the forum is a safe, supportive and productive environment. As a member of LYC, you must comply with the Code of Conduct when undertaking your duties.

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1. Llantwit Youth Council (LYC) aims to be a positive experience. Therefore, as long as this code of conduct is followed everyone at LYC can have fun.
 2. As LYC members represent other young people across Llantwit Major you must use this opportunity and responsibility honestly and to the best of your ability to get young people's voices heard.
 3. All members must try to attend every session on time unless a reasonable exception has been given. If you cannot attend the meeting you must always give your apologies to a staff member or the Chair or Vice-Chair.
 4. During meetings mobile phones should be kept on silent unless it is an emergency. You can use mobile phones during breaks.
 5. No discrimination based on gender, religion, ability, social background, sexuality, age or colour etc. should take place. LYC members should treat others as they would like to be treated themselves.
 6. The use and possession of alcohol and illegal substances will not be tolerated.
 7. Behave appropriately: This means no violent behaviour and respect the buildings and resources you use. Always use appropriate language.
 8. LYC is a bully-free zone. This includes LYC meetings, events and whilst using social networking sites.
 9. Every LYC member is entitled to express their opinion so always give your full attention and listen to one another.
 10. LYC is a team, always welcome, encourage, support and motivate each other.

A phased approach will be used to reprimand any members who break the Code of Conduct. The severity of the actions will be considered and may result in some of the steps below being skipped.

1. Informal conversation with a member of staff
2. An official verbal warning
3. Letter to your youth organisation/school

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- 4. A temporary time out
 - 5. LYC membership withdrawn

I....., as a Llantwit Youth Council member agree to follow this Code of Conduct and understand the consequences if I break any of the rules.

Signed:

Date: