



**Notice of meeting of
Young People's Working Group**

To: Councillors Blanchard (Chair), Aspden, Holvey,
Runciman, Gunnell and Alexander

Date: Tuesday, 9 October 2007

Time: 5.00 pm

Venue: The Guildhall

AGENDA

1. Declarations of Interest

At this point Members are asked to declare any personal or prejudicial interests they may have in the business on this agenda.

2. Minutes (Pages 3 - 8)

To approve and sign the minutes of the meeting held on 12th July 2007.

3. Public Participation

At this point in the meeting members of the public who have registered their wish to speak regarding an item on the agenda or an issue within the Working Group's remit can do so. Anyone who wishes to register or requires further information is requested to contact the Democracy Officer on the contact details listed at the foot of this agenda. The deadline for registering is Monday 8th October 2007 at 5pm.

**4. Update on the Children and Young People's (Pages 9 - 24)
Champion Selection Process**

This paper updates members about progress on developing the selection processes for the Children and Young People's Champion.

5. Any other business which the Chair considers urgent under the Local Government Act 1972

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For more information about any of the following please contact the Democracy Officer responsible for servicing this meeting.

- Registering to speak
- Business of the meeting
- Any special arrangements
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- Monitor the performance and effectiveness of services;
- Review existing policies and assist in the development of new ones, as necessary; and
- Monitor best value continuous service improvement plans

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City of York Council

Committee Minutes

MEETING	YOUNG PEOPLE'S WORKING GROUP
DATE	12 JULY 2007
PRESENT	COUNCILLORS ASPDEN (VICE-CHAIR), HOLVEY, GUNNELL, ALEXANDER AND VASSIE (SUBSTITUTE)
APOLOGIES	COUNCILLORS BLANCHARD(CHAIR) AND RUNCIMAN

1. DECLARATIONS OF INTEREST

At this point in the meeting The Chair invited Members to declare any personal or prejudicial interests they might have in the business on the agenda.

Councillor Alexander declared a personal non-prejudicial interest in Agenda Item 6 (Children & Young People's Plan 2007-2010) as he worked at St John's University.

Councillor Aspden declared a general personal non-prejudicial interest as he was a teacher in North Yorkshire and also a member of the National Union of Teachers (NUT).

2. MINUTES

RESOLVED: That the minutes of the meeting of the Young People's Working Group held on 25th October 2006 be approved and signed by the Chair as a correct record.

3. PUBLIC PARTICIPATION

It was reported that there had been no registrations to speak at the meeting under the Council's Public Participation Scheme.

Councillor Scott spoke on Agenda Item 4 (Options for the Selection of the Children and Young People's Champion). As he was the current Children's and Young People's Champion he felt that the next Champion ought to be an elected member rather than an independent member as they would have opportunities to speak at Council meetings and the ability to move motions at Full Council meetings. He also mentioned that the young people he had met in his term of office as Champion wanted to be part of an election and to understand and be involved with the process. Taking all the above into consideration he felt that Option 1 in the report should be the one recommended to the Executive Member at the next meeting of the Executive Members for Children's Services and Advisory Panel.

Councillor Scott also commented on the fact that constitutionally the Champion had to be an elected member and if an independent member

were to be elected then there would need to be a change to the Council's Constitution. He referred to the fact that he was not consulted regarding this report and felt that in the future the Children's and Young People's Champion needed to be involved.

4. OPTIONS FOR THE SELECTION OF THE CHILDREN AND YOUNG PEOPLE'S CHAMPION

Members considered a report regarding the selection of the Children and Young People's Champion

Officers reported that manpower in the department had decreased dramatically and Option 1 in the report would be very difficult to implement as it would need the equivalent of another full time employee to instigate. It was reported that there were already very tight time constraints on schools and running an election would be extremely difficult. Therefore option 2 was the preferred and recommended option.

The following points were raised and discussed:

- Some Members felt that did not have a problem with appointing an independent person as Champion
- Members felt that Option 1 was the better option
- Members had very positive views regarding holding elections for the Children's and Young People's Champion and felt that the whole process should be run as if it were a real election
- The general agreement was that, if an election were held, it must be run properly, however costly, as it was an aid to preparing young people for democracy when they leave school
- Some Members believed that young people putting themselves forward for this post would need a clearly defined freedom to campaign
- Some Members thought that an independent person would not be able to push an agenda forward
- Some Members were of the opinion that there were other opportunities for an independent person to represent youth topics
- It was very important to investigate other voting alternatives such as online voting or texting
- It was important to try and reach as many young people as possible
- The difficulty children had accessing computers at school; during lessons use of IT equipment was restricted to lesson related material and during break times the computers were often out of bounds therefore it was thought most

children who used online voting (if this was introduced) would be using a home computer.

- Some Members thought that the selection/election process should be channelled through schools if at all possible
- It was generally felt that the process of changing the Constitution to allow an independent person to be elected would be too time consuming

The report set out the following options:

Option 1: Full election process run in all schools

Option 2: Hustings at the school council conferences followed by a simpler voting process in schools

Option 3: Election at the primary and secondary school council conferences

RESOLVED: That the Members of the Young Person's Working Group make the following comments to the Executive Members for Children's Services and Youth and Social Inclusion:

1. That, due to the Council's Constitution, the Children's and Young People's Champion should be an elected Member, as the Constitution could not easily be changed
2. That Councillor Scott's term as Children's and Young People's Champion be extended until May 2008 until the process of selection has been approved
3. That the election of the Children's and Young Person's Champion be moved to May rather than October
4. That Officers bring a report to the next meeting of the Young Person's Working Group regarding other options for the selection of a Children's and Young People's Champion including the possibility of electronic voting, making option 1 in the current report more feasible (especially financially)

REASON: This ensures a cross section of children and young people have an opportunity to talk with the candidates face to face as well as extending the option to vote to the maximum amount of children and young people.

5. FUTURE OF THE CONNEXIONS SERVICE

Members considered a report that informed them of the future of the Connexions Service. From April 2008 the City of York Council will receive a Government grant previously paid to the Connexions Service and will also acquire the responsibilities attached to the funding. The report was

approved by the Executive on 27th February 2007 and was brought to the Young People's Working Group in order to inform discussions in advance of a further report to Urgency Committee in late July 2007 which will seek approval for a staffing structure for the new service.

There would be a new young people's service comprising Connexions and the Youth Service and it would be directly managed within the proposed new service arm of Learning, Culture and Children's Services (LCCS) (Partnerships and Early Intervention).

Operational delivery would be through 3 localities with a preferred co-location of multi-disciplinary staff teams where possible. The draft structure indicates that there will be a Head of Service and three senior managers in the first instance. Each of the senior managers would be responsible for a geographic area of the City and would also have City wide responsibility for specific portfolios.

There would also be opportunities for a combined new service to collaborate with schools and colleges in curriculum initiatives and activities such as early support to young people at risk of NEET(Not in education, employment or training), sexual health, drugs and alcohol. There will also be opportunities to collaborate with North Yorkshire County Council to continue providing support through an 'information management system'.

Members raised concerns about potential budgetary constraints once the City of York Council took over the management of the Connexions Service. Officers said that the initial budgets had been set and there was an additional cut of £33,000 to take into consideration over the next three years. They thought this would be manageable. Members asked that these figures be clarified after the Urgency Committee had met. Members agreed that there would be some very challenging targets to meet regarding health, teenage pregnancy and Neet in the future.

RESOLVED: The Young People's Working Group made the following comments regarding the transfer of the Connexions Service responsibilities to the Local Authority from April 2008.

- (i) Noted progress on the proposed new service for young people
- (ii) Raised concerns regarding the cuts to allocated funding to services for young people
- (iii) Requested to see future financial details and the management structure after the Urgency Committee.

REASON: In order to provide further advice to the Urgency Committee which will be meeting to approve a management structure for the new service

6. CHILDREN AND YOUNG PEOPLE'S PLAN 2007-2010

Members considered a report regarding the Children and Young People's Plan 2007-2010. The Children and Young People's Plan (England) Regulations 2005 require that Local Authorities prepare and publish a Children and Young People's Plan outlining 'the Authority's strategy for discharging their functions in relation to children and relevant young persons.' The guidance requires that plans should include:

- A statement of the Authority's vision for children and relevant young persons
- A needs assessment against the outcomes
- An outline of the key actions planned to achieve the improvements so far as relating to the outcomes
- A statement as to how the authority's budget will be used to contribute to those improvements
- A statement as to how the plan relates to the Authority's performance management and review of services for children and relevant young persons

Although the Children and Young People's Plan is fairly new, the vision that the City of York Council has about the way in which they support children and young people is not; 'The ultimate goal for everybody engaged in providing services for children and young people is that their work should contribute towards high levels of personal achievement for all children and young people, both as individuals and as citizens, contributing towards the greater good.'

The draft plan was sent out for consultation with parents, children and young people and partners. At the end of this process the following six priorities emerged as strong themes:

- Success for all
- A healthy start in life
- A safe place to grow up
- Children and young people in their communities
- A good deal for disabled children and young people
- Knowledgeable adults

Officers reported that it had emerged that bullying was still one of the major problems for children and young people.

Members congratulated Officers on the Children and Young People's Plan. They were concerned that there were still further steps that needed to be taken to raise young people's aspirations and to encourage them to pursue further and higher education. It was noted that the University had a member of staff whose role it was to increase access to further education (including vocational qualifications) and that the current Connexions service also ran an 'aspirations' scheme.

RESOLVED: That the Young People's Working Group note the Children and Young People's Plan.

REASON: To influence the direction of policy development for young people.

7. CHAIR'S REMARKS

The Chair suggested that a workplan be put in place for future meetings. It was suggested that a report be brought to the next meeting of the Young People's Working Group (24th October 2007) regarding selection of the Children's and Young People's Champion. For the following meeting on 17th January it was suggested that Officers address the points, by way of a report, set out in minute 11 from the minutes dated 25th October 2006.

Cllr K Aspden, Chair

[The meeting started at 5.00 pm and finished at 7.00 pm].



Young People's Working Group

Oct 9th 2007

Report of the Director of Learning, Culture and Children's Services.

UPDATE ON THE CHILDREN AND YOUNG PEOPLE'S CHAMPION SELECTION PROCESS

Summary

1. This paper updates members about progress on developing the selection processes for the Children and Young People's Champion.

Background

2. The meeting of the Executive Members for Children's Services Advisory Panel on 19th of July resolved:

- (iii) That Officers explore the possibilities of an ICT based election
- (iv) That the issues regarding process and fairness that arose in the last election be addressed
- (v) That the format of the ICT process be delegated to Officers and the Executive Members and Shadow Executive Members for Children's Services and Youth and Social Inclusion.

In considering the ICT process officers were asked to explore the 'I'm a Councillor, get me out of here' package, the university student union voting system and the possibility of working with students at the college to develop a system.

Update

3. **I'm a councillor get me out of here**
The 'I'm a councillor get me out of here' system was considered. It costs £ 4k and needs to be run in school lesson times. Ideally hustings events need to be run in schools prior to the election process, which presents some logistical problems. The product is aimed at secondary school pupils so may not be suitable for primary schools. Feedback from schools that have used the system suggests that it is expensive and that it did not have high participation rates from children and young people. Feedback from Councillors reinforced these views; therefore, this option was discounted.

4. **University student union system**

The system used by the university was explored. It is a secure and cost effective system. However, this system works because the university issues an email address to every student. As we don't have a secure email address for each child or young person in the City it is not possible to adopt this approach. This option was therefore not pursued.

5. **York College students**

Officers were asked to explore the possibility students at York College developing a system. However, given the short timescale for managing this project and following concerns expressed by the directorate IT representative about achieving the appropriate levels of security and encryption, the business case for this option was felt to be too high risk. This option was therefore discounted.

6. **e-voting**

Officers worked with the directorate IT representative. After extensive research we found 2 companies that could develop or provide a product that met our needs. One company was unable to develop a product in the timescale. The second company had an off the peg solution – however, this would cost \$ 12,750 (£6,312). This breaks down as:

License:	\$3995
Voter registration and data check: (Based on 25,000 voters)	\$4255
Video viewing	\$500
Accessibility customization	\$4000

There are very few companies offering these products and these were the only ones that could be found that met our requirements.

7. In order to run the process we would also need to spend a minimum of £419 producing postcards informing children and young people about how they could vote and £2100 producing a video of a hustings event which they could view on the website. This would bring the total cost to £8831.

8. **Analysis**

Officers from the democracy unit have raised concerns about the security of web based voting. It was also unclear how many children and young people would choose to vote using this mechanism. Last time there were 1600 votes cast; however, this happened in a more controlled environment and there were some concerns that fewer votes would be cast using the e-voting system. Options for piloting the scheme so that not all children and young people could vote were explored; however the core costs of the software meant that reducing the number of people who could participate didn't significantly reduce the costs.

9. **Decision**

Given this information the Executive Member for Youth and Social Inclusion and the Shadow Executive Member agreed that e-voting was not a cost effective option for selecting the children and young people's Champion as

the costs were high and there was a risk of low participation from children and young people.

10. **Next steps.**

The Executive Member for Youth and Social Inclusion and the Shadow Executive Member agreed that a paper should be produced and taken to the next meeting of the Young people's Working Group and the October Executive Members for Children's Services Advisory Panel. The paper should:

- Outline options for a paper based election process
- Update the role description for the Children and Young people's Champion
- Set out clear election rules addressing issues of fairness
- Set out a clear timetable for the election process

11. **Options for a paper-based election process.**

Consultation with children and young people

Consultation with Children and young people undertaken in 2005 before the last process revealed that their first choice for a process to select a Children and Young People's Champion would be through a ballot in schools. Children and young people also stated that they would like to communicate with the Champion face to face.

12. **Guiding Principles for an election process**

The Executive Member for Youth and Social Inclusion and the Shadow Executive Member agreed that the principle guiding the development of the options should be widening the process so that as many children and young people as possible are able to vote. They also agreed that as the risks associated with electoral fraud were low, a numbered vote would not be a prime consideration if this prevented a wide range of children and young people being able to participate and that any options developed should work on this basis.

13. The Executive Members for Children's Services Advisory Panel on 19th of July stated that 'there were logistical problems with schools running the elections that needed to be overcome. Schools were already stretched and it was felt that it would be difficult for children to access any material to do with the selection of the Champion within lesson times.'

14. **Running a ballot in primary and secondary schools.**

In order to meet these aims it is proposed that the election process is run in schools in the spring term of 2008. Notice of this intention would be given to schools in the Autumn term to enable them to plan this into programmes. A hustings event would be held in the New Year with a small group of children and young people asking each candidate questions. This event would be videoed and a DVD produced (costing about £2k), thereby enabling children and young people to see the candidates responding to issues without the logistical problems of trying to co-ordinate access to 66 schools in the City.

15. **Analysis**

Running a paper-based ballot in schools provides the most cost effective means of undertaking an election process which provides as many children and young people in the City with the possibility of voting for the next Children and Young People's Champion. However, whilst all schools can be approached, officers cannot guarantee that all schools will participate in the scheme, or that all children and young people in each school will be offered the opportunity to vote.
16. **Option 1**

Full election process including ballot boxes and numbered ballot papers involving all primary and secondary schools within the City.

It would cost £209 to produce 25000 numbered ballot cards. In order to ensure security of the vote, teachers in each school would need to allocate a numbered ballot to an individual child/ young person, recording which child/ young person used which card. It would cost around £3k to transport polling booths/ ballot boxes to all of the schools. Children and young people themselves would need to be involved in organising the elections within the schools with support from teachers and officers, including counting the ballot papers.
17. **Analysis**

This option is expensive (£5200). It would also require additional Officer time in terms of getting schools on board and co-ordinating the process, which is not currently available. Requiring increased input from teachers is likely to decrease the number of teachers and schools that are willing and able to fully support the process and so reduce the number of children and young people who are able to vote.
18. **Option 2**

Election process including numbered ballot papers involving all primary and secondary schools within the City.

It would cost £209 to produce 25000 numbered ballot cards. In order to ensure security of the vote teachers in each school would need to allocate a numbered ballot to an individual child/ young person, recording which child/ young person used which card. The cards would then be collected by teachers and returned to the returning officer before the close of polling. The Independent Scrutineer would then count the ballot.
19. **Analysis**

This option is less expensive costing (£2,209); however it still requires significant input of officer and teacher time in order to co-ordinate, allocate and check the numbered vote allocated to each child/ young person. There is still the risk that the additional time and input required of teachers could reduce the number of children and young people who are able to vote. Given the low risks associated with electoral fraud the risk of reduced participation may outweigh these concerns.

20. **Option 3**
Election process using un-numbered ballots in all primary and secondary schools within the City.

It would cost £133 to produce 25000 un-numbered ballot cards. These cards could be easily distributed across the schools. The process of distributing ballot cards is much simpler, requiring less officer and teacher time. The ballot would take place in supervised environments (form periods/ assemblies) with a card being given to each pupil, reducing the potential for children and young people to fill in multiple ballots. The cards would then be collected by teachers and returned to the Independent Scrutineer before the close of polling. The Independent Scrutineer would then count the ballot.

21. **Analysis**

This option is cheaper costing (£2150) and doesn't introduce any barriers to encouraging the widest possible access to the voting process. As the risks associated with electoral fraud are low, this may be the best option to minimise the risks that access to the vote could be restricted. It would also be easier to involve York College students using this option.

22. **Revised Champion role description**

The role description (Annex 1) has been up dated to take account of the revised constitution and role of the Young People's Working group.

23. **Election rules**

Officers have worked with representatives from Democratic Service to develop some election rules (Annex 2) that are robust and fair and address issues identified with the previous process around the lack of clarity about the conduct of the hustings, the publication of election material and the roles of officers in the process.

The rules will need amending once the process for running the election has been agreed.

24. **Election timetable**

Officers have worked to establish a proposed election timetable as outlined in Annex 3.

Corporate Objectives

25. Involving children and young people in the selection of their Champion meets the Council objectives of:

- Encouraging all Children and Young People to become Active Citizens
- Consulting with children and young people about the future of the City and about provision by the council.

26. **Implications**

- **Financial.** Any spend is within existing budgets, so there are no financial implications.

- **Human Resources (HR)** No implications.
- **Equalities** No implications.
- **Legal** No implications.
- **Crime and Disorder** No implications.
- **Information Technology (IT)** No implications.
- **Other** No implications.

Risk Management

27. There are no risks associated with this report.

Recommendations

28. That the Working Group advise the Executive Member that:

- 1) Members agree to the process outlined as option 3 (para 20)

Reason: This ensures that the vote is extended to the maximum amount of children and young people at a reasonable cost.

- 2) Members agree the revised role description for the children and young people's champion as outlined in para 22 and Appendix 1.

Reason: To ensure that the role description fits with the new constitution.

- 3) Members agree to the election rules as outlined in para 23 and Annex 2.

Reason: In order to ensure a fair and transparent process for the election of a new Children and Young people's Champion

- 4) Members agree to the election timetable as outlined in para 24 and Annex 3.

Reason: In order to ensure a fair and transparent process for the election of a new Children and Young people's Champion

- 5) Members agree that any final amendments to the rules, timetable, process or delivery required be delegated to Officers and the Executive Members and Shadow Executive Members for Youth and Social Inclusion.

Reason: To enable the election of a new Children and Young people's Champion to take place as swiftly as possible.

Contact Details

Author:

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Youth Service
628829

Chief Officer Responsible for the report:

Pete Dwyer
Director, Learning Culture and Children's Services

Report Approved

Date 24.09.2007

Specialist Implications Officer(s)

None

Wards Affected:

All

For further information please contact the author of the report

Background Papers

None

Annexes

Annex 1 - Role description for the 'Children and Young Peoples Champion'

Annex 2 - Children and young people's champion election rules

Annex 3 - Timetable for electing the new Children and Young People's Champion

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Annex 1

Role description for the 'Children and Young Peoples Champion'

Any elected members putting themselves forward for the role must be passionate about working on behalf of children and young people in the City.

The role of the Children and Young People's Champion' must be filled by an Elected Member who is not a member of the Executive or Shadow Executive.

It is important that the role **must not** be used in a party political sense.

Members who put themselves forward for the role will be subject to a selection process involving children and young people.

The position is subject to receipt of enhanced Criminal Records Bureau clearance.

Advocating

The Children and young people's Champion will:

- Act as a figurehead to promote children and young people's view on issues that concern them within the City of York.
- Represent children and young people's views and ideas, identify their concerns and raise awareness about their opinions and successes at appropriate strategic decision making bodies within the City and seek to address these.
- Liaise with the Young People's Working Group and relevant organisations within the City Council and in order to have an overview of all involvement work that is taking place and the messages and required actions that are emerging.
- Actively listen to the desires of children and young people who want to play an active role in life in York.
- Work in accordance with good practice around involvement and participation workout set out in the Yor-OK Involvement strategy.
- Work with elected members to support them in engaging with the children and young people they represent and be responsive to their needs.

Promotion

- The Children and Young People's Champion should seek to promote a positive image of children and young people within the city.
- The Children and Young People's Champion should ensure that Elected Members are given the opportunity to regularly meet children and young people in schools and other community settings.
- Promote a range of 'informal' events and opportunities for children and young people to share their views and ideas, including using information technology, such as websites.
- Raise awareness of mechanisms such as Ward Committees and Parish Councils to children and young people that encourage consultation.
- To work alongside Officers to raise awareness about facilities, provision, services and events run or supported by the Council, which enable children and young people to participate fully and make the most of living in the City.

The Young Persons Working Group (YPWG) will support the Children and Young People's Champion.

Role of the YPWG should focus on:

- Ensuring there are appropriate systems for Children and Young People's participation and involvement in place across the council (using the Hear By Right Standards as a guide). This would include: maintaining an overview of involvement work across the council and maintaining an overview of the use of monies that are subject to children and young people's recommendations.
- Seeking children and young people's views on particular issues (e.g. those on the forward plan for EMAP) and making representations about how these may be reflected in policy.
- Driving forward issues raised by children and young people through this process and ensuring accountability results from involvement and consultation work
- Receiving and making recommendations about the programme of activity proposed by the Children and Young People's Champion, to provide support to the Champion and ensure that action taken is relevant to the policy agenda set out in the Children and Young People's Plan.

Annex 2

CHILDREN AND YOUNG PEOPLE'S CHAMPION ELECTION RULES

1) Timing of elections

The Children and young person's Champion will be elected every 2 years.

2) Who can become Children and Young People's Champion?

The role of the Children and Young People's Champion must be filled by an Elected Member who is not a member of the Executive or Shadow Executive. The position is subject to receipt of enhanced Criminal Records Bureau clearance. The CRB check will be undertaken by the youth service- any issue that arises regarding the acceptability for the candidate to take up the role will be dealt with by the Director of Children's Services.

A role description for the post is available.

3) Election Spending Limits

No budget for the production of materials is available from the Voice and Influence budget.

Candidates are free to produce and distribute materials in support of their nomination, however text or images contained on these must be drawn solely from the election statement submitted to the returning officer on the proforma provided.

4) Returning Officer

Is responsible for ensuring that the election of the Children and Young person's Champion is carried out in accordance with these Rules. The position of returning officer shall be carried out by the Voice and Influence co-ordinator for the Youth Service.

5) Independent Scrutineer shall be responsible for—

- (a) Receiving nominations for election submitted in accordance;
- (b) receiving and scrutinising the completed voting papers and the votes cast or preferences recorded electronically in the ballot;
- (c) counting the votes cast or preferences recorded in the ballot and determining the votes cast or preferences recorded for each candidate; and
- (d) certifying the result of the ballot in writing to the Returning Officer.

The council's electoral services manager shall carry out the position of Independent Scrutineer.

6) Last date for nominations

The last date for nominations shall be 35 days before the close of poll. Any nomination received after this time is invalid.

7) Notice of election

a) Notice of the election shall be given 28 days before the last date for nominations. Notice of the election shall be circulated via email to all Elected Members in the City of York Council.

b) The notice of election shall state:

(i) The period of office that the role shall apply for.

(ii) The date and time of the hustings event.

(iii) The contact details for the Independent Scrutineer and returning officer.

(iv) The length and acceptable format of election statements that candidates may submit, and the size and acceptable format of photographs of themselves that candidates may supply.

(v) The last date for nominations.

(vi) The requirement that candidates complete a CRB declaration on entering the process.

8) Nominations

a) Nominations should be submitted by email to the Independent Scrutineer.

b) Nominations must be submitted by the nominee.

c) Nominations may be withdrawn up until the closing date for applications.

d) The elected candidate for Children and young people's champion will be subject to an enhanced CRB check and must complete a Declaration of Criminal Records, Convictions and Cautions and submit it along with the nomination and election statement.

e) By accepting nomination the candidate agrees to abide by these election rules.

9) Election statements by candidates and photos

a) Election statements should be submitted at the same time as the nomination paper to the Independent Scrutineer. These must be submitted no later than the last date for nominations— Candidates should submit:

(i) An election statement in such form and of such maximum length as the Returning Officer shall specify;

(ii) a photograph of themselves of such size and format as the Returning Officer shall specify.

b) All election statements and photographs received shall be produced to form candidate information which will be produced in black and white photocopyable format and distributed to schools by the Returning Officer as part of the election material.

c) The Returning Officer will not circulate any election statement which is of greater length than has been specified, and in the event that an election statement is submitted which is greater in length than the specified maximum, the election statement circulated shall end at the last complete sentence which is within the specified length.

d) Each candidate should liaise with the returning officer before submitting the statement to ensure that their election statement is true and in the spirit of the post.

e) Any question as to the format or presentation of an election statement when it is circulated shall be decided conclusively by the Returning Officer.

f) Candidates may produce and distribute campaign materials only using text and images submitted to the returning officer.

10) Basis of the election

If two or more candidates are nominated by the last date for nominations voting shall proceed. Each child and young person shall be entitled to vote to support one candidate. The candidate with the most votes shall be elected to the role of Children and Young people's champion.

11) Hustings

- a) A hustings event will be organised and a group of children and young people will be invited to attend with questions for the candidates.
- b) All candidates will be invited to attend.
- c) Candidates will be given the same amount of time to respond to each question.
- d) The order in which candidates respond to questions will be rotated.
- e) This event will be filmed and edited (to remove gaps and silences) in order to enable it to be placed on a DVD which will be circulated to schools.
- f) No alternative hustings events shall be held.
- g) Candidates may not canvass other than through this event.
- h) Any candidate who participates in the hustings agrees that the decision of the returning officer about the production of the video is final.

12) Who can vote?

All school age children and young people living in the City of York area are eligible to vote.

Every effort will be made to ensure as wide spread participation.

13) Conduct of the ballot

This section is written assuming option 3 is agreed and subject to change if this is not the case.

- a) Members who put themselves forward for the role will be subject to a selection process involving children and young people.
- b) Ballots will be run through primary and secondary schools within the City. Every state primary and secondary school in the City will be provided with a Champion voting pack that will contain:
 - Information about the role of the Children and Young People's Champion in a photocopy-able format
 - Information about the voting process that should be followed and the date for the close of polling.
 - Candidates' election statements- produced in black and white in a photocopy-able format.
 - Ballot cards in a photocopy-able format.
 - 2 copies of the DVD of the Hustings event.

- c) Each school should provide children and young people with information about the role of the Children and young people's champion and the election statements submitted by candidates.
- i) Where possible all children and young people should be given an opportunity to view the DVD of the hustings event.
 - ii) Ballot cards should be given to children and young people in a supervised environment, with teachers ensuring that ballots are only given to children and young people and children and young people only receive one card each.
 - iii) The process for voting should be described to children and young people and they should be given time to vote.
 - iv) Ballot cards should be collected by teachers and stored securely until all children and young people in the school have had the chance to vote.
 - v) Completed ballot cards should be returned to the Independent Scrutineer by the internal schools bag before the close of polling.

14) Scrutiny of votes

Ballots shall be counted in the week after the close of polling.

The Independent Scrutineer shall reject any voting paper which

- (a) Is ambiguous;
- (b) has been received by the Independent Scrutineer after the last date for return of voting papers.

15) Certification of results

The Independent Scrutineer shall certify the result of each ballot to the Returning Officer by email giving the following information—

- (a) The total number of voting papers received by the last date for return of voting papers;
- (b) the total number of voting papers and electronic votes which were rejected and the reasons for rejection;
- (c) the number of valid votes cast for each candidate and the name of the candidates who have been elected as Children and Young People's Champion.

16) Declaration of result

Upon receipt of the Independent Scrutineer's certificate on the election the returning officer will notify candidates of the outcome of the election.

The candidate with the most votes shall then under go an enhanced CRB check that will be undertaken via the Youth Service. Only on receipt of a clear CRB will the result of voting be declared.

Any issues arising from the CRB check shall be dealt with by the Director of Children's Services

17) Commencement of term of office

The candidate will take over the role of Children and Young People's Champion immediately after the result of voting is declare

Annex 3

Timetable for electing the new Children and Young People's Champion

Week commencing	Actions (Shaded boxes indicate school holidays)
20 August	
27	
3 September	
10	
17	
24	
1 October	YPWG Primary school council conference- Champion to go and raise awareness of role and forthcoming election
8	
15	Children's Services EMAP- role description agreed, rules agreed (subject to final amendments), timetable agreed. Secondary school conference - Champion to go and raise awareness of role and forth coming election
22	
29	
5 November	Notice sent to schools about the election running next term
12	
19	
26	
3 December	
10	
17	
24	
31	
7 January	
14	Call election
21	Recruit and train children and young people for the hustings event
28	
4 February	
11	Last date for nominations
18	Hustings event Packs are prepared.
25	Packs sent to schools
3 March	
10	
17	Close of voting Friday 21 st March (schools break up on Thursday 20 th)
24	Votes counted- Candidate undertakes CRB check
31	
7 April	
14	
21	Assuming clear/ efficient CRB process we should be in a position to announce the new Champion. NB- this is an estimate- the CRB process could be quicker or slower.

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