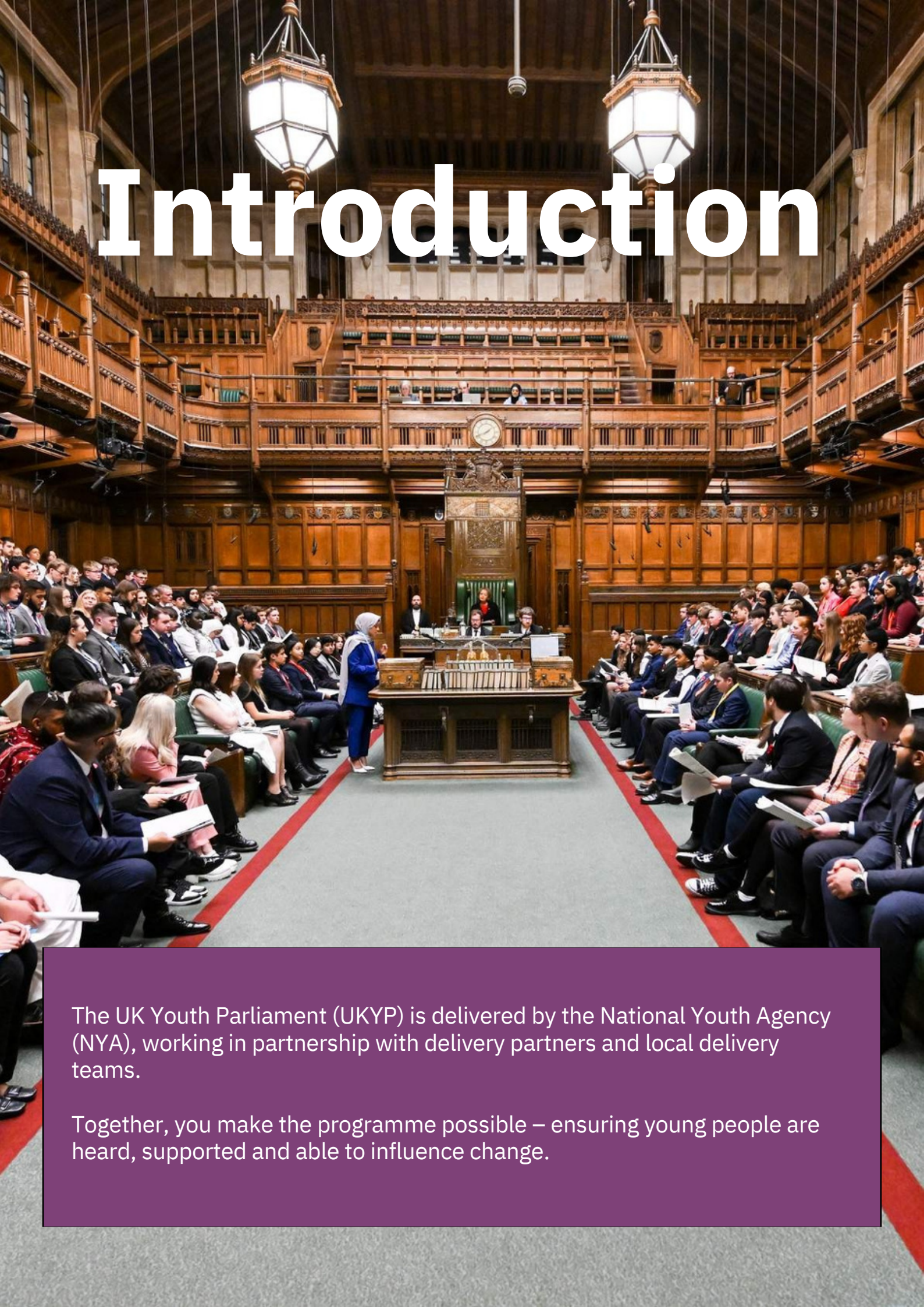




Youth Parliament
MAKING OUR MARK

Roles, Responsibilities and Delivery Structure Guide



Introduction

The UK Youth Parliament (UKYP) is delivered by the National Youth Agency (NYA), working in partnership with delivery partners and local delivery teams.

Together, you make the programme possible – ensuring young people are heard, supported and able to influence change.

Who Supports the Programme?

The UK Youth Parliament is delivered through a partnership of organisations working at local, regional and national levels.

Local Delivery Teams

These are:

- Local authorities (such as councils); or
- Organisations working on behalf of local authorities.

They:

- Run elections.
- Support MYPs day to day.
- Make sure young people can take part safely.

Delivery Partners (Regional and National)

Regional and national delivery partners support local areas by providing guidance, support and opportunities across the programme.

In England (Regional Youth Work Units), these include:

- Youth Focus North East
- Youth Focus North West
- Youth Focus West Midlands (covering East and West Midlands)
- Youth Focus South West
- Youth Work Unit Yorkshire and the Humber

In Wales:

- Children in Wales

In Scotland:

- Scottish Youth Parliament

In Northern Ireland:

- National Youth Agency (NYA)
- In some regions of England (such as London, the South East and East of England), the National Youth Agency (NYA) also acts as the delivery partner, with named staff supporting local areas directly.



What Regional and National Delivery Partners Do

They:

- Provide advice and guidance.
- Support local delivery teams.
- Help deliver regional and national opportunities and events.

National Youth Agency (NYA)

The National Youth Agency (NYA):

- Manages the UKYP programme nationally.
- Sets the rules and standards.
- Makes final decisions where needed (for example, conduct or complaints).

All partners across England, Wales, Scotland and Northern Ireland work together to support young people to take part, be safe, and have their voices heard.

What UKYP Is About

The UK Youth Parliament is built on youth work values:

- It is youth-led and based on voluntary participation.
- It promotes fairness, inclusion and empowerment.
- It supports young people to build confidence, skills and knowledge.

Being Non-Partisan (What UKYP Is Not)

UKYP is a non-partisan programme.

This means:

- The programme does not support or promote political parties.
- The focus is on issues that matter to young people, not party agendas.

As part of a charity programme, this is essential:

- Promoting party political activity as part of the programme may conflict with Charity Commission guidance and requirements for charities to remain politically neutral.
- It can reduce the ability for MYPs to work across different groups and influence change effectively.

Local delivery teams and partners must ensure that all activity remains focused on issues, not political parties.



Running Elections

Local delivery teams are responsible for delivering fair and inclusive elections.

Elections can take place:

- Across a full constituency; or
- Through an elected youth council.

All elections must be:

- Fair.
- Open.
- Accessible to all eligible young people.

The candidate with the most votes is elected.

Key Expectations

- Elections should be planned so young people can take part fully in the role.
- Local areas must not plan to rotate or replace MYPs as part of the process.

Candidate Information

Before an election, every area must provide a candidate pack that clearly explains:

- How the election works.
- The rules candidates must follow.
- How to stand as a candidate.
- How to vote.

Supporting Candidates

Local delivery teams must:

- Ensure that every candidate creates their own manifesto.
- Provide equal support to all candidates.
- Clearly explain what support is available and how to access it.

Support must always be fair, consistent and accessible.



Who Can Take Part

- Young people must be aged 11–18 when they begin their term of office.
- Candidates must live, study, work, or volunteer in the area.
- Candidates must be willing and able to participate in campaigning and MYP activities, with appropriate support and reasonable adjustments where needed.

Local delivery teams are responsible for:

- Checking eligibility.
- Applying rules fairly and consistently.

Delivery partners and NYA can:

- Provide guidance where needed.

Complaints and Concerns

All local areas must have a clear and public complaints process.

How Concerns Are Handled

- Concerns should be handled locally first.
- Local delivery teams are expected to work through their regional and national delivery partner as the first point of contact.
- Delivery partners will work with the National Youth Agency (NYA) to escalate and resolve concerns where needed.

This helps ensure concerns are handled fairly, consistently and efficiently.

Working Together

- Delivery partners may lead reviews or investigations where appropriate.
- Local delivery teams support the process and provide relevant information.
- The National Youth Agency (NYA) makes final decisions based on the evidence provided.

Where the NYA is acting as the delivery partner, local teams should work directly with their named NYA contact.



Communication

Communication should follow the agreed structure:

NYA → delivery partners → local delivery teams

This ensures information is clear, consistent and shared appropriately.

Key Expectations

- Clear communication at every stage.
- Fair and consistent handling.
- Timely responses (usually within a few weeks).

MYP Representation

Each area is allocated MYP places based on the number of young people aged 11–18.

This follows national guidance.

Queries can be raised through delivery partners, or through Steering Group representatives.

Safeguarding and Support

Local delivery teams hold overall responsibility for safeguarding.

They must:

- Follow local safeguarding procedures.
- Provide trained support workers.
- Ensure safe environments at all activities.

Support Expectations

- MYPs must be supported at all activities.
- No young person should be excluded due to cost.
- Reimbursements must be clear, fair and timely.

Delivery partners and the NYA provide guidance, but local areas remain responsible for their duty of care.



Inclusion and Accessibility

All activity must be:

- Inclusive.
- Accessible.
- Fair.

Local delivery teams must:

- Make reasonable adjustments.
- Inform NYA of any support needs for national events.

Inclusion is a shared responsibility across all partners.

Replacing an MYP

If an MYP steps down:

- Local areas should refer to the original election results where possible.
- The next eligible candidate may be offered the role.

If this is not possible:

- A new election should be held where practical and appropriate.

This approach helps maintain fairness and reflects the original vote.

Working Together

Delivery partners:

- Provide advice and guidance.
- Support local delivery teams.
- Help deliver regional opportunities.

Local teams should:

- Stay in regular contact.
- Seek support when needed.

In some areas, this support is provided directly by NYA staff.

Clear and Consistent Practice

Clear and Consistent Practice

All processes must be:

- Clear.
- Written down.
- Easy to understand.

If something is unclear:

- Contact your delivery partner or NYA (where acting as delivery partner) for guidance.



Final Message

Local delivery teams and delivery partners play a vital role in UKYP.

Your work:

- Supports young people to be heard.
- Creates safe and inclusive opportunities.
- Helps young people influence real change.

You are supported by:

- Regional and national delivery partners.
- The National Youth Agency.
- Steering Group representatives (young people who have previously served as MYPs and help guide the programme).

Together, you make youth voice possible.

Key Documents and Link

- Steering Group (SG) Role
- Member of Youth Parliament (MYP) Role
- MYP Allocations by Area (Map/List) (shows how many MYPs each area has)

To download these key documents and more, please visit this link:

nya.org.uk/uk-youth-parliament-guidance-documents

