



Youth Parliament
MAKING OUR MARK

Steering Group (SG) Guide

1. What is the Steering Group?

The Steering Group (SG) is a team of elected young people who volunteer to help guide how UKYP works.

Their main role is to:

- Keep the programme youth-led.
- Make sure young people's voices are heard.
- Support Members of Youth Parliament (MYPs).
- Help improve how UKYP works across the UK.

2. Who is in the Steering Group?

The SG includes representatives from across the UK, all of whom were MYPs during the previous term.

There is one representative from each of the following areas:

Nations

- Scotland
- Wales
- Northern Ireland

England Regions

- North East
- North West
- Yorkshire and the Humber
- East Midlands
- West Midlands
- East of England
- London
- South East
- South West

All SG members are elected through a fair and open process.



3. The Role of a Steering Group Member

Being an SG member is a leadership role. SG members listen, guide and support others.

In Your Region or Nation

- Stay in touch with MYPs.
- Share important information.
- Help young people feel included.
- Gather feedback.
- Celebrate achievements.
- Work with delivery partners to support events and opportunities.

Across the UK

- Help plan and improve national events.
- Support campaigns and projects.
- Review ideas before decisions are made.
- Give constructive challenge.
- Promote equality, diversity and inclusion.
- Remain non-partisan when representing UKYP.

4. How the Steering Group Works

- Meetings usually take place every 6–8 weeks.
- Papers are shared before meetings.
- Notes are shared after meetings.
- Meetings are chaired on a rotating basis.
- Work is shared so no one feels overwhelmed.

Members may focus on areas such as:

- Events
- Training
- Inclusion
- Communication
- Reviewing processes



5. Consultation and Decision-Making

To make a decision, a majority of SG members must be present, along with a member of NYA staff or another appointed person.

By default, the Steering Group is the decision-making body for programme decisions, working in partnership with the National Youth Agency and regional delivery partners, and ensuring consultation with MYPs as appropriate.

In some cases, for contractual or legal reasons, or where urgency requires it, decisions may be made by the National Youth Agency. In such cases, wherever appropriate, the Steering Group should be informed of the decision and the reasons for it at the earliest opportunity.

Such cases should be kept to a minimum, and the Steering Group and NYA should strive to reach consensus wherever possible, without requiring a formal vote.

The Steering Group should be provided with:

- Information that is shared clearly.
- Enough time to provide feedback.
- Involvement from MYPs, partners and staff where appropriate.
- Feedback that is reviewed and summarised.

When making a decision, the following applies:

- Steering Group members must be consulted and agree on changes affecting how the programme and the group operate.
- Members should aim for general agreement, but votes can be used where needed.
- Each member has one vote.
- A Returning Officer (RO) may be appointed to ensure fairness.
- Votes can take place online.
- A voting log must be maintained by the NYA.

6. Support, Travel and Expenses

- SG members are volunteers.
- Agreed travel and expenses are reimbursed.
- No one should be out of pocket.
- Reasonable adjustments should be made to ensure that the role and programme are accessible to everyone.

7. Safeguarding and Wellbeing

- Members must complete safeguarding training.
- Required checks (for example, DBS checks) must be completed.
- Everyone shares responsibility for maintaining a safe environment.

Members will receive wellbeing and support from regional delivery partners and the NYA, in a similar way to the support provided to MYPs by their local delivery teams.

Additional training may include:

- Equality and diversity.
- Leadership development.

8. Code of Conduct

SG members follow the same expectations as MYPs.

Always

- Treat others with respect.
- Promote equality.
- Challenge discrimination.
- Act with honesty and integrity.
- Keep information confidential where needed.
- Remain non-partisan.
- Act responsibly online and offline.

As a Leader, You Should Also

- Model positive behaviour.
- Communicate clearly.
- Support agreed decisions.



9. Elections to the Steering Group

Steering Group members are elected to their role. A separate election guide outlining the election rules will be provided to all candidates standing for election.

The following rules apply to the election of members.

Eligibility

To be eligible to stand, you must be:

- A current or former Member of Youth Parliament (except for the Scotland representative*).
- Aged 16–18 when the election opens.
- Able to actively participate in the role.

*The Scottish Youth Parliament runs an internal election within its board, whose successful candidate becomes the representative for Scotland.

Where an MYP Can Stand to Be a Member

MYPs considering standing for election to the Steering Group may only stand in the region or nation in which they are (or were most recently) an MYP.

Re-open Nominations

The election ballot will always include the option to Re-open Nominations (RON).

Where MYPs do not wish to elect the candidates standing, they may select this option. If RON receives the most votes, a new election will be triggered.

Holding Both the MYP and SG Roles

You cannot hold the role of MYP and SG at the same time.

Once elected to the SG, you must step down from your role as an MYP.

Vacancies

Where a person resigns or is removed from their role, there should be a preference for holding a by-election to fill the vacancy.

Where this is not possible, an interim appointment may be made. This should only occur during the final three months of the term of office.

Complaints and Disputes About the Election

Where a person wishes to complain about the election, the conduct of candidates, or any other connected matter, they should write to the Programme Manager or a member of staff who has been appointed as the Returning Officer for the election.

The decision of the Returning Officer shall be final.

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10. Complaints Against a Member

If you wish to complain about the actions or conduct of a member, you should write to the Programme Manager or another appropriate member of NYA staff.

Complaints will be taken seriously and investigated by the NYA on a confidential, need-to-know basis.

11. Removal and Resignation of a Member

Steering Group members can be removed through two processes: either through a vote of no confidence or by breaching the Code of Conduct.

Members may also resign from their role.

Vote of No Confidence

Where at least three MYPs, or 25% of the MYPs represented by the member, feel that their representative has not acted respectfully or responsibly, they may write to the Programme Manager ([insert UKYP email address]) to call for a Vote of No Confidence (VONC).

A vote may also be called if:

- Three or more SG members request it; or
- A member misses three consecutive meetings without providing an acceptable reason.

Once called, the vote is arranged by the Programme Manager through a secret ballot.

A simple majority will decide the outcome. Where a majority supports the motion, the member will be removed from their role.

Breach of the Code of Conduct

Where a member breaches the Code of Conduct, the same rules that apply to MYPs will apply to SG members.

Where a breach is sufficiently serious, it may result in removal from the role.

Resignation of a Member

Steering Group members may resign by writing to the Programme Manager.

A member should resign from their role if they:

- Are unable to fulfil the time commitments of the role.
- Are elected to political office (for example, councillor or MP).
- Become a staff member of the NYA, a regional or national delivery partner, or a local delivery organisation within the programme.
- Turn 21 during their term of office.

12. Changing This Guide

- Changes must be shared with all SG members.
- Everyone should have the opportunity to provide feedback.
- The SG must agree any changes together, and a vote must take place and be recorded.
- Once agreed, updates should be shared with SG members and MYPs.



Key Documents and Link

- UK Youth Parliament (UKYP) – Roles, Responsibilities and Delivery Structure Guide (local delivery teams, delivery partners and National Youth Agency roles)
- 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/

