

Highland Children and Young People's Forum

Trustee Meeting

New Start

Time 10.00 – 12.00

Date 9th December 2020

DRAFT

Present: Norman MacAskill, (NM), Jim Gilzean (JG), Kirsty Hunter (KH), Jenni Campbell (JC), Laurie Symon (LS)

Apologies: Sarah Fowler (SF)

Item No.	Item and Decisions
1	Welcome & apologies Emma Thomas (ET) and Gillian Newman (GN) in attendance. Ian Kyle joined at 11.15
2	Minutes of last meeting Note (meeting not quorate) from previous board meeting. Adopted as a minute and the decisions agreed. Proposed by JG and Seconded by KH
3	Matters arising from the previous meetings not otherwise appearing on the agenda Communication Strategy – meeting held with James Martin and NM SF and G, considering the evolution of HCYPF and the need for a new name. James has shared a process similar to one CHIP+ recently underwent. Decided we would look to do this in new year.
4	Declarations of interest none
5	Rolling Action Plan Set up by Gaener Rodger (previous chair) to ensure actions on earlier minutes are not lost. It has been updated by NM. Finance procedures still to be finalised - to be agreed in new year- to be in place for new financial year Staff increase in hours to be reviewed at end of financial year. Review of a formal staff pay structure to be considered before start of financial year. Digital tool project: Chair to attend a meeting Jim Gilzean and redundancy review – JG has looked at legal implications. Will need review of contracts to include this. Digital intern resources to be agreed. Risk register due for review.
6	FOR DECISION Financial Report Consideration of reserves, currently reserved are >£31,000.00. JG proposed this be changed to £15,000.00 based on cost of redundancy, (£10,000.00) and £5,000.00 for other obligations, of which there is no regular commitment other than phone contracts. SF thought better to

	<p>hold on to greater reserve in case of financial crisis in the future. The Forum is in a secure position and too much reserve might prevent us going for additional funding. Defer the decision until SF is in attendance. We do need to reduce the unrestricted fund to deliver the charitable aim and enable future funding bids.</p> <p>Highland Cross- monies need to be spent. JC and ET to have a meeting, with new digital worker, to consider what would be the best way of spending.</p> <p>Bank balance noted.</p>
7	<p>FOR DECISION</p> <p>Ratification of recruitment of new Trustees: Change noted to “expect attendance at monthly meetings or submission of apologies”. Agreed.</p>
8	<p>FOR INFORMATION</p> <p>Recruitment of Digital Intern update (verbal) Shortlist of six for interview, two candidates chosen who met with young people. Even choice between the two. Jenni had the casting vote. Decision was difficult as both candidates good. At end of meeting Inclusion Scotland offered for us to take on both digital interns. Decision is urgent due to need to let candidates know. Board to discuss and make decision by email.</p>
9	<p>FOR INFORMATION</p> <p>HCYPF policy review to meet Children’s Rights legislation (CRWIA) (papers 3a and 3b) First draft with the three stages put into two tables for all policies. Child/young person friendly version developed. Each organisation has until summer to publish its stage 1. GN to set aside time early next year to review and bring to the board.</p>
10	<p>FOR INFORMATION</p> <p>Policy Lead Report Ian Kyle joined the meeting GN summarised report</p>
11	<p>FOR INFORMATION</p> <p>Participation Lead Report ET summarised report</p>
12	<p>AOCB</p> <p>IK provided context of Integrated Children’s Services (ICS) Plan –a statutory duty to produce a three year plan, as a partnership document, involving public and third sector organisations. Scottish Government wanted a change of direction for this iteration to build on the development of Community Planning Partnerships (CPP).The CPP is now where the integrated children’s services plan should be routed through. Plans should focus on broad themes, some prescribed by Scottish Government, which the improvement plan will be built around. The chosen themes fit within CPP focus on equality, especially the theme of</p>

	<p>child poverty. All themes are ones that require coordination across sector.</p> <p>Pre-existing partnership groups Child Protection Committee, Alcohol and Drug Partnership and Corporate Parenting Board will have their pre-existing plans used and strengthened within the wider ICS plan as we go forward.</p> <p>Participation is central to moving forward. This is not consultation but ongoing participation. The engagement process we have begun is key to taking this forward.</p> <p>Timescale is short but plan will be a framework:, the detail will come as we move forward. It will be a dynamic approach to planning which allows flexibility for changes from Government or events such as pandemic.</p> <p>SLA renegotiation process: IK made clear the constraints on the Council financial situation. The Councillors have difficult decisions to make. Commissioning Service has not worked as it might have done with the third sector. IK can reassure that the council is unlikely to take a blanket cut across providers. It will be a proportionate approach to see where the needs are. The next few weeks are critical to budget setting. Council will meet their duty to fulfil the contract. There will be money to be saved from the third sector. It should be done in a mechanism as co-production. Council need the third sector and you provide very good value for money. Good outcomes for children are not deliverable without it. IK can give personal commitment but the time scale (or budget decisions) are not his. NHS has agreed a standstill position for commissioned services for the next 15 months. They are planning to take a co-production approach. IK will be keen to see if there are ways to learn from their approach.</p>
13	<p>Future meeting dates – next meeting is development session, 10.00-12.00 on 14th January</p>