

## Highland Children and Young People's Forum Minutes 15<sup>th</sup> October 2020

This meeting was not quorate but notes were adopted as a minute at the meeting of 9<sup>th</sup> December.

Welcome & Apologies	Present: Jenni Campbell (JC); Kirsty Hunter(KH); Jim Gilzean (JG); Norman MacAskill (NM)  In attendance: Emma Thomas (ET); Gillian Newman (GN) Apologies: Sarah Fowler; Barbara Irvine	Actions
Matters arising from the Previous Meetings not otherwise appearing on Agenda	Item 2: rolling action plan – will reinstate now team & board meetings are timetabled Item 6: change to finance procedures – still to be carried out Plus Highland cross monies to be carried forward. To be approved by full board Proposed: JC Seconded: NM	NM rolling action plan JG & GN – finance procedures JC, ET &GN Highland Cross Board members: approve minutes
Declarations of Interest	None	
Policy Lead Report (Paper 1)	Update on various areas provided by GN: Volunteer mentor proposal – Council lead has changed so back to the beginning. Mental health – key area of interest by all services just now with a real recognition of the importance of listening to young people. HCYPF as conduit to dialogue with young people from across 3 <sup>rd</sup> sector organisations agreed in principle, but no progress currently with education improvement team – Integrated Children's Services Board keen to move ahead. HCYPF to develop an engagement plan. SLA: Ian Kyle seeing value of our contribution just now so hopefully renegotiation will potentially see funds continue. Policy work: the development of participation and engagement plan above will enable pursuit of some of the policy areas we have sought to take forward.	
Participation Lead Report (Paper 2)	Two mental health groups now – 1 school group focussed on producing audio testimony for PSE. The new young adult mental health group have had two meetings and are planning to come up with something creative around anxiety including the physical manifestations of anxiety. SPEAK has a new worker who seems to be keen and approachable to young people. However, he has been led to go through school Guidance Teachers, which will miss the mark completely in terms of engaging with the group of young people he is seeking. ET will continue to work with him. Social media review: Inspire Highland would like their own Facebook page with young people as administrators. Inspire Highland already has its own You Tube and Instagram accounts. Agreement to have Inspire Highland Facebook page, with understanding that ET has overall moderation. NM to work on communication strategy	Full board approve of Inspire Highland Facebook  NM to draft communication strategy

	<p>Scottish Government recognition of digital participation – ET to involve young people – seen as good practice.</p> <p>Letter to Nicola Sturgeon has still to get through. Gail Ross MSP had her “best ever Zoom meeting” with Inspire Highland. She will chase up letter with Nicola Sturgeon.</p> <p>Although not standing as an MSP at the next election, could Gail Ross be an Inspire Highland champion?</p>	ET to pursue connections
Finance Report (Paper 3)	<p>ET spoke to Inclusion Scotland and Access to Work fund will not work in the timescale.</p> <p>Agreement to setting aside a budget of £4000 for digital intern.</p>	Full board to agree budget set at £4000 for digital intern
Digital participation worker (paper 4)	<p>Digital Participation Worker</p> <p>Issues with advertising and Inclusion Scotland. Inclusion Scotland put too long an advert on Good Moves. Misses out HCYPFG logo, and misspelt our name. Emphasis of advert is also mis-leading. ET has challenged it.</p> <p>ET has put a more attractive advert to others with her contact details. This will involve checking her email and phone over her annual leave next week. Advert has gone out widely.</p> <p>Board to share advert widely.</p> <p>Decisions:</p> <p>Contract of employment – ET will draft</p> <p>Do not need to pay pension - JG has checked.</p> <p>Named Supervisor - Emma Thomas - need a description of what that involves.</p> <p>Equipment – to be decided when the person is given the job.</p> <p>Mid-term and end-term review - whole team.</p> <p>Continuity planning was discussed if any staff member became ill and was unable to facilitate an Inspire Highland digital meeting. JC, KH and NM to provide back up if anyone could not do a digital youth event. JC to attend a few events and get to know the young people.</p>	<p>ET to pursue need to edit advert with IS</p> <p>Full board: share advert</p> <p>Team to develop detail of Named Supervisor role</p> <p>Team to review</p> <p>JC; NM; KH</p>
Inspire Highland funding request (paper 5)	<p>Keeping young people engaged with digital meetings requires being creative – they want to work on projects.</p> <p>Inspire Highland have come up with a budget. Technical animation from Eden Court. Freelance youth worker to support development of material. Quick and short project just now for £1500.00. Agreed.</p> <p>Agreement to look at a two-year development application – on young people developing information for other young people on mental health.</p>	Full board agree: £1500 spend on immediate project ET to draw up two-year development plan
Restricted budget updates (paper 6)	<p>Restricted budget update</p> <p>NM will come along to a digital tool development meeting</p>	
SLA monitoring report and Development plan	<p>Development Day – look at board recruitment processes one or two members needed - JG to come up with a proposal about recruitment which he will bring to the next board meeting.</p> <p>Development Plan – edits to come from board or ET by close of day Monday 19<sup>th</sup> October</p> <p>Inspire Highland members – wanting to increase contact with board. Two Inspire Highland members to attend for first fifteen minutes of meetings. Timing of board meetings means school young people would not be able to attend. Young people can come at the start of next two</p>	<p>JG, ET and NM</p> <p>Send edits to development plan to GN by 19<sup>th</sup></p> <p>Board agree involvement</p>

	board meetings. ET to come up with a longer-term plan for young people who cannot manage daytime meetings. Policy ratification: NM and GN to come up with a plan.	of IH in board meetings.  NM & GN to meet and plan																						
<b>AOCB</b>	No OCB																							
<b>Date of meetings</b>	Proposed dates agreed – timing <table border="1"> <thead> <tr> <th><b>Date</b></th> <th><b>Meeting</b></th> </tr> </thead> <tbody> <tr> <td>15 October</td> <td>Board Meeting</td> </tr> <tr> <td>12 November</td> <td>Development Day</td> </tr> <tr> <td>10 December</td> <td>Board Meeting</td> </tr> <tr> <td>14 January</td> <td>Development Day</td> </tr> <tr> <td>11 February</td> <td>Board Meeting</td> </tr> <tr> <td>11 March</td> <td>Development Day</td> </tr> <tr> <td>8 April</td> <td>Board Meeting</td> </tr> <tr> <td>13 May</td> <td>Development Day</td> </tr> <tr> <td>10 June</td> <td>Board Meeting</td> </tr> <tr> <td>8 July</td> <td>AGM</td> </tr> </tbody> </table>	<b>Date</b>	<b>Meeting</b>	15 October	Board Meeting	12 November	Development Day	10 December	Board Meeting	14 January	Development Day	11 February	Board Meeting	11 March	Development Day	8 April	Board Meeting	13 May	Development Day	10 June	Board Meeting	8 July	AGM	Full board:  Agree dates and add to calendars. One or more meetings may need to have a time change to allow IH members still in school to make a contribution
<b>Date</b>	<b>Meeting</b>																							
15 October	Board Meeting																							
12 November	Development Day																							
10 December	Board Meeting																							
14 January	Development Day																							
11 February	Board Meeting																							
11 March	Development Day																							
8 April	Board Meeting																							
13 May	Development Day																							
10 June	Board Meeting																							
8 July	AGM																							