

Board Meeting

Minutes of the meeting held on 3 November 2011, at KAYAC, Winnall Valley Road, Winnall, Winchester, SO23 0LD

Present:

Charlie Adie (Vice Chair)	Motiv8	CA
Heather Aspinall	Rose Road Association	HA
Margaret Atkinson (Treasurer)	Hampshire Home-Starts	MA
Bridget Bevis	Kids South East	BB
Jacqui Dixon	Girlguiding Hampshire East	JD
Mark Dixon (Chair)	Youth Options	MD
Andrew Kent	Hampshire Council for Voluntary Youth Services	AK
Ian Milsom	The Alliance	IM

Apologies:

Dawn Murphy	Children's Links
Louisa Watkin	Stonham
Paul Williams	Hampshire CVS Network/Winchester Area Community Action

Action

1. **Welcome, introductions and apologies for absence**
MD chaired the meeting and welcomed everyone.
Apologies as above.
2. **Minutes of the previous meeting**
Accepted as an accurate record of the business conducted.
3. **Matters arising not on the agenda**
 - **Staff Handbook**
IM/HA advised that they had agreed two minor amendments prior to the meeting.

The Staff Handbook was formally adopted subject to two minor amendments agreed by IM/HA prior to the meeting.

IM

There was a brief discussion around the need for an environment policy. It was agreed that the need for this will emerge in response to external factors, e.g., involvement in tendering for services. It is perhaps something to be picked up in the future by a Trustee under the Alliance Board Proposal detailed under item 8.

IM flagged up the possible need for Data Protection registration, which he will investigate and bring back to the next meeting.

4. **Development Manager Workplan Update**

IM went through his report, a copy of which had been previously circulated, covering activities and the achievement of targets under the following headings:-

- Membership
- Development

Trustees requested that details of new alliance members be circulated and stressed the need to vet membership applications against the established membership criteria. **IM**

MD added that some LCP Alliance Representatives were still experiencing difficulty in engaging effectively with their LCPs and this will be raised with the Children's Services Department at the three-way Youth Support Services meeting scheduled for 10 November. **IM/MD**

5. **Finance update**

MA provided details of the current financial position and confirmed that **IM** has provided details of expenditure to date against the Children's Workforce Development Council grant.

AK asked about the annual grant which The Alliance receives from Children's Services Department (CSD). **MD** advised that this would be discussed at the 5 December meeting with CSD. **IM/MD**

MA also updated on insurance. Currently arranging employer and public liability cover. The latter will be in place in time for the Youth Support Services Tripartite meeting on 10 November 2011.

There was discussion about the need for Trustee Liability insurance and it was agreed that this was something for future discussion.

BACS payments. **MA** advised that this was covered by a system of authorisation codes and it was agreed that these would be shared with **MD** and **CA** to protect against loss of this security information.

MA advised that it is possible, in the unusual circumstances

when a payment has to be processed speedily, to authorise transfers by telephone. However, **MA** is not happy to use this facility unless prior approval is issued by **MD** in the form of a confirmatory email. The Board endorsed this arrangement.

AK suggested that the HCVYS Finance Officer could be included in the BACS payment system to cover in the absence of **MA**. This was agreed in principal and only for the payment of staff salaries.

6. Trustee vacancy – nominations

MD provided background to the trustee vacancy created by the retirement of Andy Upson from Youth Clubs Hampshire & Isle of Wight (YCHLOW) and the nomination of Ally Lee-Dudley, also from YCHLOW.

AK raised the issue of Trustees being representative of membership organisation categories. **IM** confirmed that the maximum number of Trustees permitted by the Memorandum and Articles of Association is 12, with two being drawn from each of the 6 categories of organisational membership (Early Years; Care Providers; Counselling/Employment/Accommodation; Disabled Children & young People; Representative & Umbrella Organisations; Children & Youth services. It was established that the current nomination would not fit with this protocol and would perpetuate a current representational imbalance on the Board.

After discussion, during which **JD** advised of the thinking behind the creation of the membership categories, It was agreed that the representational make up of the Board should not be altered to fit the availability of trustees. It was further agreed that Ally Lee-Dudley be co-opted to the Board to serve until the next Annual General Meeting.

7. Associate membership of The Alliance

IM advised that an application for membership had been received from an organisation that was not a charity and which did not fit into any of the current membership categories. **IM** asked the Board if they wished to consider adding an additional 'Associate' category of membership, which would have no voting rights.

Trustees agreed that there would be no alteration or addition to the current categories of Alliance membership.

8. AOB

- **Hampshire Council for Voluntary Youth Services (HCVYS)**

AK advised that the HCVYS Board are looking at winding up the charity and highlighted how this may impact on The Alliance.

- **Children's Centre Board**

BB was asked at short notice by Children's Services Department (CSD) to feed back a voluntary sector view of engagement with the children's centre tender process, and thanked **IM** for providing the background information which made this possible.

. Points fed back to CSD by BB were:-

- initial meeting with providers was good
- still a lack of information
- incorrect information being issued
- timeline is slipping
- CSD last minute withdrawal from Alliance-hosted voluntary sector consultation event

- **SEN & Disability Pathfinder**

HA and **BB** provided background information. The Pathfinders will test core elements of the reform proposals, including personal budgets for parents, contained in the SEN and disability Green Paper.

Hampshire is a member of the South East 7 (SE7) Pathfinder, one of 20 pathfinders established across England. **BB** sits on regional group.

Children's Services Department has approached The Alliance for voluntary sector representation on the local pathfinder programme and **IM** has circulated to Alliance members. Response has been good and **HA/BB/IM** will liaise on how best to move this forward.

**HA/BB/
IM**

- **HR Forum**

HA – forum is a route to expert advise on HR issues and is very successful. **HA** suggested it be promoted to Alliance members.

IM

- **Board meeting dates**

MD – there has been feedback from Trustees about the frequency of meetings proposed for 2012.

Following discussion a new schedule of dates, details below, was accepted. **CA** asked that these be circulated as invitations via Outlook so that they can conveniently be added to electronic diaries. It was also agreed to cancel the December 2011. Board meeting. Next meeting will be on 19 January 2012.

- **Aspiration & Resilience**

CA floated the idea that this could be the topic of a three-way 2012 conference (Voluntary Sector/Local Enterprise Partnerships/Local Authorities) looking at how to prepare young people for adulthood in the 21st Century. The idea stemmed from a working lunch hosted recently by the Leader of Hampshire County Council, when key stakeholders were asked to think about how the needs of young people in Hampshire are currently being met.

The Board felt that this was a good idea. It would need probably a six month lead-in time and the voluntary sector could take a lead in moving this forward. The Alliance could bring the voluntary sector to the table and provide a keynote speaker/run a workshop(s).

It was agreed that this should be an agenda item for the meeting with Children's Services Department on 5 December.

IM

- **Hampshire & Isle of Wight Community Foundation (HIWCF)**

MD will be meeting with Chief Executive Tony Shaw to discuss establishing closer links between The Alliance and HIWCF.

- **Alliance Board Proposal (Paper previously circulated)**

MD – acutely aware of amount of work The Alliance is becoming involved with, e.g. Youth Support Services commissioning/Voluntary Sector Youth Workforce Development. Proposal contained in the paper is designed to stimulate discussion about how best to involve trustees and share the workload.

Trustees looked at the work headings contained in the paper and agreed the following amendments:-

- Delete Disability and special needs
- Insert Human Resources (which can include Health & safety and policies and procedures

- relating to staff and volunteers)
- Change Workplan, governance (line management) Finance and Administration to Finance/Governance/Administration
- Move line management from governance and place under Human Resources

(**AK** interested in Finance/Governance/Administration).

Bring paper back to 19 January 2012 meeting for endorsement.

- **Local Children's Partnerships (LCPs)**
BB flagged that Children's Centre Board are concerned about the lack of early years representation on LCPs.

Date of next meeting

19 January 2012

Meetings schedule for 2012

19 January

22 March

17 May

19 July

20 September

29 November