

## Meeting Minutes

### Meeting Title: Care Experienced Young People Programme Committee Meeting Minutes

Date: 8 February 2018

<b>Attendees</b>	Trustee Members: Harriet Dempster (HD); Shona Munro (SM); Alison Petch (AP); Isobel Grigor (IG) Protector: Douglas Graham (DG) Care Experienced Advisors: Lisa Muirhead (LM); David Grimm (DG) Programme Advisor: Matt Friess (MF) Staff: Heather Coady (HC), CEYP Programme Director; Maddy Halliday (MH), CEO; Carole Patrick (CP), Programme and Funding Manager; Catriona Kelly (CK), Senior Programme and Funding Officer; Emma Hutchison (EH), Funding Officer
<b>Chair:</b>	Harriet Dempster (HD)
<b>Minutes:</b>	Catriona Kelly (CK) and Heather Coady (HC)

	<b>Notes</b>	<b>Action</b>
<b>1. Welcome and Introductions</b>	HD welcomed everyone to the meeting and thanked them for their attendance.	
<b>2. Apologies</b>	Apologies were received from Collette Gallagher (CG).	
<b>3. Declaration of Conflicts of Interest</b>	AP highlighted her previous working relationship with 3 <sup>rd</sup> Horizons.	
<b>ITEM 4.1 November 2017 (draft minute for approval)</b>	The minutes were agreed as a true record and will be published on the Trust's website.  Discussion on the level of detail captured in Committee minutes and how we can best record nuanced discussion points. In future, meeting attendees will highlight when key discussion points are to be recorded in the minute.	<b>HC/DMR</b>



	<ul style="list-style-type: none"> <li>• The importance of an individual being in control of their own narrative and the need for this to be considered when promoting the work of the Group.</li> <li>• The desired profile of the Group members and sensitivity around labelling of identities. Suggestion that professional advice could be sought around how to negotiate these complexities and ensure individuals remain in control of their story.</li> <li>• Committee expressed their thanks to the Advisory Group for their commitment and hard work to date.</li> </ul> <p><b>Who Cares? Scotland:</b> The Memorandum of Understanding that is being developed with Who Cares? Scotland to support future strategic partnership work to be circulated to Trustees when available.</p>	CP
<p><b>ITEM 5.2</b> <b>Finance Update</b> <b>(Paper 2/18)</b> <b>For Information and Comment</b></p>	<p>CP introduced the accompanying papers and highlighted the variances and adjustments in the 2017-18 budget.</p> <p>The Funding Overview and Programme Work Plan for 2018/19 will be updated based on discussions from the current meeting and the Programme Away Days held in January 2018. Updated versions will be brought to the May 2018 Committee meeting for discussion and ratified at June Board.</p> <p>A version number and the date the document was last modified to be included on the Funding Overview.</p> <p>The importance of this level of planning for effectively managing cash flow and wider Trust investments was highlighted.</p>	<p><b>Prog. Staff</b></p> <p><b>Prog. Staff</b></p>
<p><b>ITEM 6.1</b> <b>Forward Look: Draft 18/19 Programme Budget &amp; Away Day Feedback</b> <b>(Paper 3/18)</b> <b>For Discussion and Decision</b></p>	<p>HC introduced the item and gave a brief overview of the format and highlights from the Programme Away Days in January 2018 for the benefit of members that could not attend.</p> <p>For the remainder of this agenda item members, team and advisors worked in small groups to discuss potential areas of focus for the Programme. These sessions were discursive in nature and included a focus on:</p> <ul style="list-style-type: none"> <li>• Current funding gap areas and potential areas of focus for the Programme up until 2023.</li> <li>• Options for targeting gap areas.</li> </ul>	

<p><b>ITEM 6.2</b></p> <p><b>Workforce Development: Progress and Next Steps</b></p> <p><b>(Paper 4/18)</b></p> <p><b>For Discussion and Decision</b></p>	<p>HD welcomed Rob Rae (RR), from 3<sup>rd</sup> Horizons, to present on the concept of Systems Leadership and his work to date on the Programme’s Workforce Development initiative, including his role in co-producing and running a residential programme focussed on Systems Leadership.</p> <p>After the presentation, (RR) participated in a joint discussion which included the following points:</p> <ul style="list-style-type: none"> <li>• Evidence of the impact and longevity of systems leadership, particularly the wider impact from a small group of people being participants on the Trust funded residential programme.</li> <li>• The level of ongoing support course participants need to encourage continued reflection.</li> <li>• How we can encourage culture change across systems, including hierarchical systems.</li> <li>• General attitudes toward effecting change in emerging/future systems, not just the one that we currently have.</li> <li>• The adaptability of the Trust funded residential programme for those working on Champions Boards. Acknowledgment that the programme will need adapted to meet the needs of the group but the overarching principles will be the same.</li> <li>• The potential for this initiative to have an impact across Scotland and contribute to the wider Systems Leadership evidence base.</li> </ul> <p><i>RR left the meeting.</i></p> <p>HC highlighted the four proposed strands of work for this initiative that are set out in the accompanying papers. Discussion points included:</p> <ul style="list-style-type: none"> <li>• Clarification on how the proposed options to progress this initiative will be distinct to the first phase of this work.</li> <li>• The potential to capitalise on the momentum from the first phase of this work, and add value to the wider Systems Leadership evidence base.</li> <li>• How the outcomes should be framed for this initiative. Acknowledgment that a substantial part of this work will be aimed at trying to change culture and processes in an emerging way which will be challenging to specify in structured outcomes.</li> </ul>	
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	<ul style="list-style-type: none"> <li>• The emerging nature of the Community of Practice and how this will form part of the Trust's legacy.</li> <li>• There was general support for running a new Systems Leadership programme with Champions Boards and recognition of the potential for wider impact by funding this work.</li> <li>• How the Trust can influence the pre-qualifying stage for students and whether there is a place for a systems leadership approach in relevant graduate courses.</li> </ul> <p>Committee expressed their support for the direction of travel as set out in the accompanying papers and agreed to increase the current funding allocation for the Workforce Development initiative.</p>	
<b>DECISION</b>	<b>Committee agreed the direction of travel for this initiative as laid out by staff and agreed to increase the current funding allocation for the Workforce Development initiative from £1m to £1.5m.</b>	<b>Prog. Staff</b>
<b>ITEM 6.3 Creative &amp; Active Lives (Paper 5/18) For Discussion and Decision</b>	<p>Committee agreed to increase the current funding allocation for the Creative &amp; Active Lives initiative from £705,000 to £1.7m. The final funding allocation will be dependent on decisions made at the Creative &amp; Active Lives Assessment Panel on 12 February.</p> <p>Further discussion included:</p> <ul style="list-style-type: none"> <li>• Geographical spread of applications.</li> <li>• The positive response to the Creative &amp; Active Lives initiative.</li> <li>• Potential risks, including the prospect of funding a small percentage of applications.</li> </ul>	
<b>DECISION</b>	<b>Committee agreed to increase the current funding allocation for the Creative &amp; Active Lives initiative from £705,000 to £1.7m.</b>	<b>Prog. Staff</b>

<p><b>ITEM 7.1</b> <b>Home &amp; Belonging: Next Steps</b> <b>(Paper 6/18)</b></p> <p><b>For Information and Comment</b></p>	<p>HC introduced the paper and provided an update on progress to date, including previous Committee discussions on the initiative and recent development work.</p> <p>Further discussion was had on progress to date and the potential to increase the current funding allocation for this initiative, with the following points highlighted:</p> <ul style="list-style-type: none"> <li>• The concept of 'guiding lenses' and how this has helped focus the scope of the initiative.</li> <li>• Acknowledgment that having a home is not the end of the journey and that wider support is needed to maintain a home. Programme Staff are confident that the launch event and the desired outcomes for this initiative will allow prospective applicants to explore this aspect in more depth.</li> <li>• The initiative guidance will be open and flexible to support the development of creative and innovative proposals.</li> <li>• Suggestion to include presentations at the launch event from 'aspirational' examples of work in this area.</li> <li>• Location of projects and acknowledgement that this is an important aspect to consider within this initiative.</li> <li>• Strong synergy between this initiative and the other Trust funded projects.</li> <li>• Opportunities to influence with this investment, including encouraging match funding from applicants.</li> </ul> <p>Programme Staff to circulate initiative outcomes to Trustees.</p>	<p><b>HC/CP</b></p>
<p><b>DECISION</b></p>	<p><b>Committee were supportive of both the direction of travel and the potential to increase the current funding allocation from £3 – 4m, which will be discussed further at the May 2018 Committee meeting.</b></p>	

<b>9. AOCB</b>	<p>HD thanked MF for his commitment and hard work on the Programme to date. MF will no longer be a Programme Advisor but will remain linked to the Programme in other capacities.</p> <p>All agreed it was a successful and productive meeting.</p>	
<b>Dates of future meetings 2017</b>	<ul style="list-style-type: none"> <li>• 10 May 2018</li> <li>• 9 August 2018</li> <li>• 8 November 2018</li> </ul>	

Ends