

Meeting Minutes



Meeting Title: Care Experienced Young People Programme Committee Meeting Minutes

Date: 10 November 2016

Attendees	Trustee Members: Harriet Dempster (HD); Shona Munro (SM); Isobel Grigor (IG); Eona Craig (EC) Protector: Douglas Graham (DG) Advisors: Matt Freiss (MF) Staff: Heather Coady (HC), CEYP Programme Director; Maddy Halliday (MH), CEO; Carole Patrick (CP), CEYP Programme and Funding Manager, Paul Sullivan (PS) Funding Manager; Catriona Kelly (CK) Programme Officer; Celeste Berteau (CB) Insight and Evaluation Officer (CEYP)
Chair:	Harriet Dempster (HD)
Minutes:	Catriona Kelly (CK) and Heather Coady (HC)

	Notes	Action
1. Welcome and Introductions	HD welcomed everyone to the meeting and thanked them for their attendance. The Committee welcomed Celeste Berteau (CB) to her first Care Experienced Young People Programme Committee meeting.	
2. Apologies	Apologies were received from Iain McLeod (IM).	
3. Declaration of Conflicts of Interest	<ul style="list-style-type: none"> None were declared. 	
4. Minutes of Previous	<ul style="list-style-type: none"> The minutes were agreed as a true record and will be published on the Trust's website. 	HC/DMR

	<ul style="list-style-type: none"> • A suggestion was made for a Lead person to be appointed who would primarily attend the Committee meetings but if they are unable to then another Advisor would step in. • Future Care Experienced Advisory Group meetings will be scheduled a couple of weeks prior to Committee meetings to provide a route for the Advisory Group to feed into the Committee meetings. • This process may lead to potential implications for Committee paper preparation, as papers may need to be prepared earlier to allow for proper engagement with the Advisory Group. • It was agreed that a calendar showing upcoming proposals for Committee will be circulated to Trustees. It was noted that the content of this document may be subject to change due to the continual developments within the sector and the impact this has on the Programme's work. <p>Item 6.2 Voices Project (Scottish Throughcare and After care Forum?)</p> <ul style="list-style-type: none"> • The Programme Team have explored opportunities to support the promotion of the report with The Voices team but as they are currently busy with other commitments (a few are starting or continuing with their studies) it has not been possible to progress with this. Discussions will continue with the Voices young people and the Committee will be kept updated on any progress. In the meantime, Programme staff will use the Champions Board Network event and the Trust website to promote the report. <p>Item 7 Programme and Corporate Updates</p> <ul style="list-style-type: none"> • Opportunities to support the work of the Care 2 Create group run by Who Cares? Scotland (WCS) have been explored. An exhibition is already planned and CP will discuss further options with WCS. • PS will explore the opportunity for the Care 2 Create group to be involved in promotional aspects of the Aspirational Awards scheme. 	<p>PS/CK</p> <p>HC</p> <p>HC</p> <p>Prog. Staff</p> <p>CP</p> <p>PS</p>
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<p>ITEM 5.1</p> <p>Trust Investment in Workforce Development and linkage to changing care experienced landscape</p> <p>(Paper 24/16)</p> <p>For Discussion and Decision</p>	<ul style="list-style-type: none"> • HC introduced the accompanying paper and highlighted that things have moved rapidly in the last quarter since the screening of the Who Cares documentary and the announcement by the First Minister that a review of the care system will take place in Scotland. • HC explained that the Programme Team had planned to bring a proposal on the Workforce Development strand of work but that this has been paused to allow the Trust to fully consider the changing landscape within the sector and respond strategically to this. • There was general discussion about the review and its impact on the sector. Key discussion points included: <ul style="list-style-type: none"> • The Trust’s relationship with other organisations in the sector and where these needed to be strengthened. • The recent meeting convened by the Robertson Trust exploring how we can shift what is often a negative narrative around care experienced young people. HC will continue to update Committee Members on the progress of this work. • The exploratory work that needs to be done before the review begins, such as testing out stakeholder views on the aims of the review and to develop a shared understanding of what we mean when we discuss a care system underpinned by love. • The relevant stakeholders and who should be involved in the review. Recognition that this needs to be led by young people but that people working in this field also need to be involved in these discussions. • Discussion progressed onto the Trust’s role within the context of an upcoming review of the care system and the impact the review will have on the Trust’s work. Key discussion points included: <ul style="list-style-type: none"> • The influencing role of the Trust and how the accelerated pace of the review may impact on this. 	<p>HC</p> <p>HC</p> <p>HC/Trustees</p>
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	<ul style="list-style-type: none"> • How the review will impact on staff time and resources. HC and MH to have a discussion outwith the meeting on whether extra staff capacity is required within the Programme team. • Acknowledgement that the Advisory Group also have a key part to play in influencing the approach taken by the Programme team in supporting the review. The Programme Team will decide how to engage with the Advisory Group and advise the Programme Committee. • The need to be clear about our expectations regarding transformational and sustainable change. It was noted that this is a clear opportunity for the Trust to be proactive in its role as a strategic influencer. • Acknowledgement that the review will impact on all of the Programme’s work and that the process and outcome of the review will help us to further develop the Programme. • It was agreed that there will be a standing agenda item on Committee Meeting agendas to discuss the review during its lifespan. • Programme staff agreed that further planning work is required to show the development of key work strands over the next two years. • It was agreed that the following points would be discussed further at the February 2017 Committee meeting: <ul style="list-style-type: none"> • The impact of the review on staff time and resources. • The Trust’s influencing role. • Our collective understanding of transformational and sustainable improvements. • Discussion progressed onto the Workforce Development strand of work, with the following key points made: <ul style="list-style-type: none"> • HC highlighted the early work that had been done by the Trust’s Insight and Workforce Development forum group; the themes agreed by the group will remain central to the development of this work (Relationship-based practice; leadership; innovation). 	<p>MH/HC</p> <p>Prog. Staff/Trustees</p> <p>HC/CK</p> <p>Prog. staff</p> <p>HC/Trustees</p> <p>SMT/trustees</p> <p>SMT/trustees</p>
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	<ul style="list-style-type: none"> • Committee members expressed their support for the approach set out in the accompanying paper and summarised decision below. • The brief for the consultant post to be circulated to Committee members. 	<p>HC</p>
<p>Decision</p>	<ul style="list-style-type: none"> • It was agreed that further discussion will be had about the review and the impact it will have on the Trust’s influencing role and staff time at the February 2017 Committee. • The Committee agreed the approach to developing funding initiative(s) which will support Workforce Development, following a co-design approach with stakeholders. A consultant will work with Programme staff to design engagement events and make initial recommendations. 	<p>HC/Trustees</p> <p>HC/MH</p>
<p>ITEM 5.2</p> <p>Employment</p> <p>(Paper 25/16)</p> <p>For Discussion and Decision</p>	<ul style="list-style-type: none"> • CP introduced the papers and highlighted that this is an opportunity to continue discussions on the scope of Trust investment in the Employment Priority. CP updated on the progress that has been made within this Priority area, including the development of the Trust’s ‘good practice principles’ as outlined in the accompanying papers. • The other work relevant to this Priority area that the Trust has been involved in was discussed, including the following key points: <ul style="list-style-type: none"> • The impact of the Reaching Higher Employment Programme via funding to WCS. This programme combines a Community Jobs Scotland job opportunity with SVQ accreditation. • The meeting forum convened by SCVO of which the Trust is now a contributor. This forum is focused on the role of Corporate Parents in supporting employment, particularly once young people have completed a Community Jobs Scotland opportunity. Within the group, the Trust can raise awareness of Champions Boards, and discuss the role of Corporate Parents in using Community Benefit clauses within contracts to support employment. The 	

	<p>group will be mapping employment opportunities for care experienced young people in Scotland and the Trust will feed into this.</p> <ul style="list-style-type: none"> • Recent conversations with Skills Development Scotland who are looking for more opportunities to engage with care experienced young people in relation to Modern Apprenticeships. • There was general discussion about the current employment landscape for care experienced young people. The following key points were noted: <ul style="list-style-type: none"> • Acknowledgement that there are a variety of employment programmes already available, including national programmes, but that these are not always available or suitable for all care experienced young people. There is a potential role for the Trust in influencing some of these programmes, particularly in relation to improving accreditation options and encouraging a holistic approach. • The scope for the Trust to bridge the gap for young people who are not quite ready for the established employment programmes. • The importance of ensuring young people are supported to think aspirationally in respect to their future careers. • The interconnectedness of the Programme's Priority Areas in relation to employment. For example it was highlighted that Employment is also a workforce development challenge and people who work with care experienced young people may need support to understand what approaches are most effective in engaging with young people around their career options. • The need for employment opportunities to take into consideration the development and level of maturation of young people. • Discussion progressed onto the Trust's draft Good Practice principles as set out in the accompanying paper. The Committee agreed to adopt these principles with the following additions made: 	<p>CP</p>
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	<ul style="list-style-type: none"> • Principles relating to choice, opportunity and wider stakeholder engagement should be included more explicitly within the document. • A statement about the importance of employment opportunities being offered when the young person is ready should be included. • A reference to be included on the wellbeing of young people. • Discussion progressed onto the options for progressing the employment priority through funded Champions Boards. Two options for progressing this through Champions Boards were discussed: either Champions Boards could bid for funding dedicated to Employment or interested Champions Board areas could co-design an approach with the Trust and then put in an expression of interest for funding. The following key points were noted in discussion: <ul style="list-style-type: none"> • There is scope to adapt the Programme budget to increase the level of funding dedicated to the Employment priority if required. • A number of funded Champions Boards are progressing employability as part of their own local priorities. • The opportunity to bring Champions Boards together to discuss employment and to share learning with other Boards would be beneficial to promote good practice. • The Trust could add value to the Champions Boards by providing supplementary funds, for example for accreditation to be attached to employment programmes. • The co-design approach would allow the Trust to influence the approach and feed in learning from other projects, such as the Reaching Higher Programme and MCR Pathways. • The Committee agreed to the co-design approach between the Trust and the funded Champions Board areas. • There was discussion about the assessment and application process for this co-design approach. The Committee agreed to make a decision regarding this process via email. 	<p style="text-align: right;">HC/Trustees</p>
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<p>ITEM 7</p> <p>Programme and Corporate Risk Schedule Update (Paper 27/16, Paper 28/16 and Paper 29/16)</p> <p>For Information and Comment</p>	<p>7.1 Programme Update</p> <ul style="list-style-type: none"> The Programme Team provided an update on each of the funded projects: <p>Who Cares Scotland (WCS)</p> <ul style="list-style-type: none"> CP explained that information included in the Programme Update is from the time period between January and June 2016. A verbal update on this information was provided. It was highlighted that this period has been particularly busy for WCS due to their ongoing 1,000 Voices campaign and their involvement in lobbying for the review of the care system within Scotland. CP referenced the Reaching Higher employment programme and highlighted the success WCS have had with the first cohort of trainees. Discussion progressed onto the wider issue of how the Trust can support care experienced young people who are not currently engaging with services or with organisations with a specific remit for care experienced young people. The following points were made: <ul style="list-style-type: none"> Acknowledgement that organisations such as WCS are already trying to reach out to these young people by developing variety in what they offer, particularly through projects such as Care 2 Create. The need to consider supporting organisations or initiatives that work with young people but whose exclusive focus is not necessarily care experience. It was noted that Empowerment Grants may be a suitable opportunity for these organisations to apply for Trust funding. Acknowledgment that Trust funded projects such as the peer mentoring initiatives are reporting working with young people who have previously not engaged with services. 	
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	<ul style="list-style-type: none"> • The Programme Team will explore opportunities to further promote the Champions Board approach. • The Programme Team will circulate a list of upcoming Champions Board Learning and Improvement meeting dates to the Committee when available. <p>Care Experienced Advisory Group and Aspirational Awards</p> <ul style="list-style-type: none"> • PS updated Committee members on the work of the Advisory Group and the progress made with the Aspirational Awards initiative. The following points were discussed: <ul style="list-style-type: none"> • The evaluation of Aspirational Awards and the opportunity to co-design elements of this with the Advisory Group. Further discussion to take place on the level of involvement of members of the Advisory Group, given that they have been significantly involved in the design of the initiative. • The Programme Team will explore opportunities to promote and acknowledge the work of the Advisory Group as this is an excellent example of working with young people to effect change. • Clarification regarding the criteria for applicants for Aspirational Awards as there had been some discussion about parameters at the previous meeting. There was agreement to proceed as previously agreed. However, as the project develops in future funding rounds and we learn more, there will be an opportunity to review this as required. • The importance of obtaining feedback from the Advisory Group on the assessment process. • EC offered to share a list of organisations that young people could be signposted to if they are ineligible or unsuccessful for an Aspirational Award. • The Programme Team to explore how the Trust can effectively communicate the learning from the youth-led process externally. 	<p>Prog. Staff</p> <p>Prog. Staff</p> <p>PS</p> <p>Prog. staff</p> <p>Prog. staff</p> <p>PS</p> <p>EC</p> <p>Prog. Staff</p>
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	<p>Peer Mentoring</p> <ul style="list-style-type: none"> • CK and CP updated Committee members on the progress of the six Trust funded Peer Mentoring projects: <ul style="list-style-type: none"> • The set up phase of the majority of these projects has taken longer than expected for a variety of reasons, which has resulted in them being slightly behind their expected targets. However, the projects are now progressing well and mentoring matches are increasing. • The Programme Team will bring options for reviewing the investment in Peer Mentoring to the February 2017 Committee meeting. <p>MCR Pathways</p> <ul style="list-style-type: none"> • MCR Pathways is progressing well and they have been able to share their learning at a faster pace than originally expected, which means that other areas in Scotland are either already using the model (Aberdeenshire) or are likely to do so soon (Dundee). A fuller report will be available at the May 2017 Programme Committee. <p>Communications and PR</p> <ul style="list-style-type: none"> • The Committee highlighted the thorough Communications & PR section of the Programme Update. A suggestion was made for a distinction to be made between the Communications work specific to the Trust, and the work of the projects funded by the Trust. <p>7.2 Programme Finance Report</p> <ul style="list-style-type: none"> • HC introduced the papers and highlighted the projects included in the budget. • The projected underspend of £495,000 was noted. The budget will be reviewed for the February 2017 Committee meeting as part of our annual budget cycle. Members noted that it is important to be aware of the underspend and take opportunities to bring spending plans forward wherever possible. <p>7.3 Corporate Risk Schedule (verbal update)</p>	<p>HC/CP</p> <p>CP</p> <p>SMT/DC</p> <p>HC/MH/MD /trustees</p>
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	<ul style="list-style-type: none"> • MH highlighted that the Corporate Risk Schedule is currently being updated for Finance Committee and is available on dropbox. • It was noted that hard copies of the Corporate Risk Schedule will be circulated for future Committee meetings. • The feasibility of including a risk schedule specific to the Care Experienced Young People Programme as a supplementary document will be explored. 	<p>HC</p> <p>MH/HC</p>
Decision	<ul style="list-style-type: none"> • Programme budget will be reviewed before the February 2017 Committee meeting as part of annual budget cycle. 	HC/MH/MH trustees
9. AOCB and review of meeting	<ul style="list-style-type: none"> • All agreed it was a useful and productive meeting. • HC confirmed that the February 2017 Committee meeting will now be held on 23 February 2017. • Discussion moved onto the Champions Board Assessment Panel that is due to be held on 25 November 2016 in Perth. It was agreed that the applications forms will be circulated to panel members via email and both the applications and appendices will be put on Dropbox. • The Committee expressed their thanks to Programme Staff. 	<p>HC</p> <p>Prog. staff</p>
Dates of future meetings 2017	<ul style="list-style-type: none"> • 23 February 2017 • 11 May 2017 • 10 August 2017 • 9 November 2017 	

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