



# SURREY YOUTH FOCUS

## MINUTES OF THE MEETING OF THE TRUSTEES OF SURREY YOUTH FOCUS HELD AT ASTOLAT ON TUESDAY 23<sup>RD</sup> APRIL 2013

**Declarations of interest:** DCH is involved with some of the organisations which are to be consulted in the Big Assist

**Trustees Present:** David Hypher (Chairman), Becky Bowden, Martin Barker, Sue Fritsch, Matt Joblin, Becky Bowden, Martin Gerrard Carol Brannigan, Les Hillman, Nigel Biggs, Ian Burks, Elaine Tisdall

**Staff:** Mike Abbott, Kate Peters

**Trustees not present:** Cliff Shears, Alison Watson

The Meeting opened at 6.00pm

### 1. Part A. Governance

The Chairman, David Hypher, welcomed everyone to the meeting

**Apologies:**

Cliff Shears

### 2. Minutes of the last Meeting on 23 January: Approved as a correct record with Les Hillman added as attending.

#### a.

DCH was authorised to sign the minutes

#### b. Matters arising and review of Action Sheet

Meeting	Agenda Item	Responsible Person	Action	Status
23/01/13	4	BB	Attend Armed Forces Meeting	BB did attend and will continue to be a representative. Are there other aspects of SYF members work that could be eligible for inclusion in a bid?  Rebid to MoD—still ongoing
23/01/13	7	DCH/MA	Meet with Gareth Symonds	Done
23/01/13	9	DCH	New approaches re succession planning	DCH is speaking to possible candidates. He is willing to stay on to provide an overlap with a future chairman.
23/01/13	10	MA	Review staffing structures and contracts	Outstanding

### **3. Membership of Trustee Board:**

It is proposed that Surrey Minority Ethnic Forum (SMEF) are fast-tracked into membership of SYF and take up a Trustee position on the Board. They have good contacts in the community and represent young people. Their board has agreed that they would like to participate and suggested a young member become their representation. They will need to become a member as the first action.

MA asked the Trustees if they could approve SMEF as a member for 2013-14.

Approved unanimously

Guildford FE College (Associate Members) have agreed to their Student Union President being a “young trustee” on the Board. They have also agreed to let us have access to the student parliament to use as a focus group. The Union President is a one year role in the student union. The role of President would include being a Trustee rather than the individual currently in that position becoming a trustee.

There is an issue about the membership status of Guildford College. They are partners rather than full members and therefore do not have voting rights. This needs to be clarified

#### **Action**

MA review voting status of Partners

KP paperwork for SMEF membership and appointing the 2 trustees

### **4. Quarterly Performance Monitoring report (QPMR) Jan – March**

MA presented his report and highlighted the satisfaction survey, a summary of which was distributed to take away  
Noted

### **5 Financial Out-turn 2012-13:**

Martin Barker presented the monitoring reports.

At the end of the financial year the deficit is less than projected by £2,000. The main reasons are that we had a better result on subscriptions than budgeted and costs came in lower than projected. No training was undertaken possibly reflecting the staff being too busy to attend training. The move to cloud computing reduced the need for new equipment so although the IT costs were higher Equipment costs were low. Miscellaneous came in below budget.

For the year as a whole income was lower than budget due to lack of success with grant bids however membership did over perform. There were also savings against staff costs resulting from not taking on an office junior as intended and better allocation of staff costs to projects.

Restricted funds show no real change from three months ago. The only significant item is the Wates grant for the Enterprise project.

These figures will go for audit when the annual report has been done. The report will come to the July meeting for approval.

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### **Part B. For Decision**

### **6. Membership Report: Seek approval for one new organisation TDP becoming Associate members**

TDP is a social enterprise run by the people who used to work for SCA as a training department.

NB asked if there was a limit to the type of activity members should undertake as they are not exclusively a youth organisation. TDP are applying to become Associates and therefore it is not an issue in this case.

For Endorsement

**Approved by all**

## **Part C. For Discussion**

### **7. Chairman's Report**

West Sussex CVYS are having an even harder time financially than SYF. They look likely to fold in the coming months.

SYF has a memorandum of understanding with them.

Should SYF offer West Sussex CVYS Associate membership? The longer term aim would be to pick up their membership should they fold. SYF constitution says Surrey and surrounding areas so we have the flexibility to do so.

MA commented that Surrey and Sussex compliment each other. There is a precedent, statutory bodies share some back office services (police, ambulance, council). There is not currently much voluntary sector infrastructure in Sussex.

SF asked if they have any employed staff. There would be implications under TUPE if we were to take over their functions.

Alternatively we could send a letter jointly with WSCVYS offering membership to their members?

MB asked how would it impact our costs to offer services to their members? DCH suggested associate members would only get the ebulletin and funding bulletin and therefore have no cost. Organisations would have to become full members to have access to the members area of the website etc.

There might be an impact on the level of contact with individual members if SYF took on a lot of new members.

NB suggested that we would take on a member who was just outside Surrey in Horsham and this is not that different.

BB commented that If we wait the opportunity may be gone. They have sent out redundancy notices already. It is a strategic shift to expand into Sussex.

LH commented that we must not put ourselves in the position where our actions increase the chance of WSCVYS closing.

Trustees gave DCH permission to approach the staff and chair of WSCVYS

### **Action**

#### **SCH to contact WSCVYS**

### **8 Chief Executive's report:**

MA presented his report featuring

We are very busy and need to increase capacity. We have been working on recruiting an apprentice but with no success to date..

BB commented SATRO recruit apprentices if we want to expand our search.

ET commented that an apprentice may not be sufficient to cover the work we will get in as a result of the Youth Small Grants.

BB Has a student she employs who may be able to do some fill in work for us until we recruit.

SF and MJ commented SCC have their own apprentices which we may be able to have seconded to us for some days. This currently happens with Active Surrey and Surrey FA.

Managing the Youth Small Grants will bring in £22k but we will need to earn it.

We have supported SCC by promoting the LPF grant opportunity for a fee of £5k. The honest broker role

has potential to grow.

The impact of these two activities improves our financial prospects and came after the budget was set.

Nigel Biggs has had a strong interest in the ComUniLAB project from Barclays. He is waiting to hear confirmation hopefully by end April.

CB asked if Barclays is an ideal partner for us. It needs to be managed so that they don't take over the message and reflect ideals and an image we do not share. SYF must be careful not to be "used" by corporate partners. NB acknowledged the point having experienced working with Tesco how hard working with a big corporate can be. However having a strong lead is good for the project.

Rebranding has been launched

A bid for £9,700 pa for two years for Funding support to members has been submitted to Henry Smith Charity Foundation.

The Wates funded Enterprise project has not taken off. Recruiting from the public has not worked well.

The Trustees offered a range of Ideas -

- Offer the workshop through the schools or colleges,
- Offer in the evening
- Offer shorter courses – half day or 2 hour chunks
- Create a generic flyer with details but without dates to prepare the ground.
- Go to the young people – run in partnership with Housing Associations

The CIC is getting started. There is an opportunity for it to generate income for SYF.

## **Action**

MA & KP to pursue Trustee suggestions

### **9. Big Assist:**

"Big Assist" is the title of a Lottery funded programme aimed at helping voluntary sector infrastructure organisations address strategic issues. The programme is administered by the National Council for Voluntary Organisations. We bid for, and won £6,000 of vouchers to spend on retaining a consultant, Julian Lomas of Almond Tree Consulting, from the NCVO's approved list. Julian Lomas is known both to us, and to The Youth Consortium Surrey and Borders

The First session last Friday focussed on economies of scale and joint purchasing and agreed the principle is sound.

The participants did not get to the more strategic issue that every organisation is struggling financially and are there any opportunities to save costs by sharing senior staff/mergers.

BB attended as SATRO and as a Trustee for SYF.

CB commented that to make best use of Julian's time need to clarify what trying to get out of the session and manage the agenda. Perhaps we could ask people to bring crafted thoughts to the room.

BB felt it would have been more useful if they had brought supporting materials with them.

Some major organisations were not able to attend and their input is needed.

## **Action**

MA prepare for next session

## 10. Business Plan 2013-14

Mike Abbott introduced discussion about the Business Plan , speaking to a powerpoint handout that was tabled at the time, and has since been circulated to all Trustees.

In discussion it was pointed out that whilst the satisfaction survey results seemed very good, those dissatisfied for any reason should be followed up. Mike Abbott said that Kate Peters was already onto this.

As regards Strategic Issues, some concern was expressed about the increasing dependence on the County Council for grant income by our undertaking the Small Grants Scheme. The concern was partly borne out of a concern for capacity in the office, and advice from several Trustees that more staff needed to be recruited to undertake the work, notwithstanding the intention to recruit an Apprentice. It was suggested that the Objectives should include a reference to supporting Member organisations; Mike Abbott pointed to the long list of Services for Members but agreed this should be included explicitly in the Objectives.

In regard to Representation and Advocacy the Chairman commented that the proposed public debate about homelessness and mental health should take the form of an open forum. John Bird of the Big Issue could be asked to be the guest speaker . It was suggested that this could be done in the context of latest tax changes affecting young people and housing.

It was concluded that the proposals were in the right direction for 2013/14, but there was an underlying concern on the part of Trustees about staff capacity to undertake the work, and a risk to their health. Several Trustees offered to assist the staff team: Carol Brannigan on the design of future satisfaction questionnaires and phone calls/visits to members; Matt Joblin the social enterprise, and Sue Fritsch in relation to new contracts, and roles. The offer was much appreciated.

It was agreed that Mike Abbott should draft the Business Plan on the basis now agreed and circulate it between meetings.

### **Action**

CB Contact staff re keep in touch phone calls and satisfaction survey design

MJ Contact staff re social enterprise

SF Contact staff re contract review

MA draft the Business Plan and circulate to Trustees before the July meeting

## 11. The Chairman asked if there was other business. There not being any, he thanked all those involved in the re-branding - KP, CB, SF and Shelagh West which he very much liked.

The feedback we have had has all been very positive.

Date of next meeting: Tuesday 23<sup>rd</sup> July 2013 at 6pm

**8:10 pm close**

Signed ..... Dated .....

<b>Meeting</b>	<b>Agenda Item</b>	<b>Responsible Person</b>	<b>Action</b>	<b>Status</b>
23/4/13	3	MA	MA review voting status of Partners as regards trustees	
23/4/13	3	KP	Paperwork for SMEF membership and appointing potential trustees	
23/4/13	7	DCH	Contact WSCVYS	
23/4/13	8	MA & KP	Pursue Trustee suggestions for Enterprise workshop	
23/4/13	9	MA	prepare for next session of Big Assist	
23/4/13	10	MA	Draft the Business Plan and circulate to Trustees before the July meeting	
23/4/13	10	MJ	Contact MA re social enterprise	
23/4/13	10	SF	Contact MA re contract review	
23/4/13	10	CB	Contact staff re keep in touch phone calls and satisfaction survey design	