

Highland Children's Forum

Management Committee Meeting

15th August 2017 at New Start Highland Offices

Item		Action
	Donnie welcomed all in attendance and intimated apologies.	
	Sederunt – Donnie Macleod (Chair), Heather Duncan (Vice Chair), Mark Boulton (Treasurer), Judith Hope (Minute Taker), Anne Watmough, Kirsty Hunter, Philomena de Lima In attendance: Gillian Newman (Policy Lead), Emma Thomas (Consultant Lead), Maggie Hume (Project Worker)	
	Apologies from Alasdair Christie, Stephen Hope Sarah Fowler, Rebecca Nicholson	
	Minutes of previous meeting: 25 th April 2017: Approved. Proposed by Anne Watmough and seconded by Mark Boulton.	
a	<p>Finance update: Mark pointed out that there is no budget set for training costs. Agreed that Mark would look at this for next meeting. £600/employee has been suggested.</p> <p>HCF has overpaid tax by £1500 – this is to be refunded by deducting future tax.</p> <p>2nd bank account – as the amount in the current HCF account occasionally goes above £85,000 and this is the maximum amount covered by government compensation scheme it was decided to open a 2nd HCF account and move the liability reserve to this new account. The bank (TSB) wants to credit check all management committee members. Currently all management committee members have public liability for HCF. Gillian attended a meeting looking at changing charitable status under updated regulations which would mean each management committee member only liable for £1. CHIP+ are currently implementing this and committee decided to investigate further.</p>	MB

	<p>Reference to Highland Cross Funds to be removed from account summary as this was a one-off payment which has now been spent.</p> <p>Unrestricted funds – Donnie asked for a breakdown: Outgoings: just under £11,000 for Maggie’s wages and expenses and the extra hours for Emma. Total outgoings will be about £25,000 leaving about £20,000 in unrestricted funds. This does not include the potential extra hours (3 days) for Gillian.</p>	
b	<p>Staff contracts (Temporary): NIFTE consultation – Maggie’s contract ends on 10th September and Emma’s temporary extra 5hrs/wk ends on 17th October. Emma and Maggie have had advice from Philomena on data handling and after consultation regarding the current status of this consultation it was agreed to extend Maggie’s contract until 6th October and keep Emma’s extended hours contract until the original finish date (17th October).</p> <p>Philomena suggested as a future project the development of peer consultants for the use of remaining unrestricted funds.</p>	DM
c	<p>AGM Review, and Forum membership/engagement: Deferred.</p>	
d	<p>Suggested HCF Name Change: Deferred.</p>	
e	<p>Staff Updates:</p>	
f	<p>New/additional HCF Consultations: Child poverty – this was raised by Alasdair Christie at a previous meeting. Gillian has looked at the feasibility but several difficulties including exact nature of consultation and how any report could lead to policy change given that many of the factors involved are not under local council control. Violence against children – Maggie discussed a meeting with Gillian Gunn and how CEDAR (Children Experiencing Domestic Abuse in Recovery with their mother) has not been rolled out in the Highland. Also commented on</p>	

	lack of information sharing amongst agencies dealing with the children involved.	
g	Data protection: To be discussed at team meeting.	DM,HD,GN,ET
h	Risk assessment: To be discussed at team meeting.	DM,HD,GN,ET
i	Children and Young People involvement in HCF: Deferred for proper discussion. Gillian reported that unfortunately Rebecca Nicholson has to step down from committee due to increasing commitments.	
j	Away Day: Suggested date: 24 th October 2017, 10am-2pm. Location to be decided.	
k	Dates for Management Committee meetings 2017-18: 5 th September 2017, 12-2pm 5 th December 2017, 10am-2pm (meeting followed by Christmas lunch) 23 rd January 2017, 12-2pm	
l	A.O.C.B.: Requirement for a Special General Meeting to: <ul style="list-style-type: none"> • Review constitution • Review Management Committee • Review member list • Change the HCF name • Change the charity status to Scottish Charity Incorporated Organisation 	