

**YOUTH COUNCIL FOR NORTHERN IRELAND**

**MINUTES OF COUNCIL MEETING HELD ON MONDAY 27 JUNE 2011,  
IN FORESTVIEW, BELFAST.**

**1.00 PRESENT**

Chairperson	Ms M Young	
Members	Mr B Faulkner Mr J Currie	Mr D Capper Ms A-M McClure
Staff	Mr D Guilfoyle Mr K Traynor	Ms K Witherspoon Ms S Rader

**2.00 APOLOGIES**

2.01 An apology was received from Mr G Doran.

**3.00 MINUTES OF PREVIOUS MEETING [12.05.2011]**

3.01 Minutes of the Council Meeting held on 12 May 2011 were approved and signed.

**4.00 MATTERS ARISING**

4.01 Min 4.01: Social Return on Investment - Update. It was reported that the YCNI participants (Chairperson, Grants Manager and GIS Officer) and Chief Executive met to consider the benefits of the SROI process and methodology in evaluating and valuing Council's work. It was noted that YouthNet would convene a working group to look at the potential for rolling out the SROI model across the sector. YCNI staff would continue to be involved in this initiative and seek to identify an appropriate role for YCNI.

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H Lowe

4.02 Min 4.02: Youth Works Programme - Update. The Chief Executive briefed members on the Selection process for appointment of the pilot Delivery Agent, and the Appeals mechanism. Seven applications were received and, following an interview, one was prioritised for funding. A further update would be provided to Council at its September meeting.

D Guilfoyle

4.03 Min 7.01 (vi): NI Youth Forum - Update. The Chief Executive reported on a significant meeting, between DE/YCNI and representatives of the Youth Forum, held on 30 April 2011. Given that the role and work of the Youth Forum, and the responsibilities/relationships of DE/YCNI/ELBs, had evolved since the 1979 circular, the Departmental officials had indicated that DE was minded to withdraw the circular. Withdrawal of the 1979 circular would facilitate the implementation/further embedding of young people's participation within youth work. If this were to be actioned by DE, an appropriate exit strategy/transition arrangements could be put in place to give the Youth Forum adequate time to prepare for the new arrangements.

Members were reminded that Council had approved an extension of funding for the Transitional Director post to September 2011. YCNI would review this transitional funding arrangement at its September meeting.

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**5.00 CHAIRPERSON'S BUSINESS**

5.01 Delegation of Authority. Council agreed to delegate authority to the Chairperson and Chief Executive to expedite urgent business arising over the summer period. Any actions taken under this delegation of authority would be reported to Council at its September meeting.

M Young  
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5.02 Membership of the YCNI Audit Committee Co-option. It was reported that Mr Colin Langford, CIPFA, had been co-opted to the Council's Audit Committee. Mr Langford attended his first meeting on 23 June 2011.

5.03 Meeting with the new Minister for Education. The Chairperson and Chief Executive would meet with Mr O'Dowd on 05 July 2011. Agenda items submitted for the meeting included:

- overview of YCNI's role;
- role of youth work in complementing formal education;
- role of RYOs in supporting frontline youth work;
- youth work workforce;
- north/south collaborative opportunities.

5.04 The Chief Executive would attend a NI Assembly Education Committee stakeholders' event on 29 June 2011. A report of the event would be provided at the September meeting of Council.

**6.00 GOVERNANCE AND ACCOUNTABILITY**

6.01 The Audit Committee Chairperson, B Faulkner, reported that, at its meeting on 23 June, the Committee had examined the following reports/documents in detail, with inputs from the Council's accountants (Baker Tilly Mooney Moore) and the NIAO/PwC representatives. On behalf of the Audit Committee, Mr Faulkner recommended approval/adoption by Council.

(i) Adoption of the Annual Report and Statement of Accounts 2010/11 was proposed by J Currie, seconded by M Young, and approved by Council.

(ii) NIAO Report to those charged with Governance – Audit Results. It was reported that there were no significant issues arising from the audit, and that an unqualified (clean) audit opinion would be recommended to the Comptroller and Auditor General. Council noted the NIAO Report to those charged with Governance for information and performance monitoring purposes.

(iii) Revised Risk Register. Following discussion at the Audit Committee in March 2011, a review of the Council's Risk Register was undertaken by staff. The amended register – reducing the Residual Risk Scores against Risks 1, 4, 5 and 8 – was endorsed by the Committee on 23 June. Council formally adopted the revised Risk Register.

The Chairperson commended the Council's finance team – K Traynor and J McIlveen – for their work in preparing for/facilitating the year-end accountancy and audit process. Thanks were also expressed to all staff for their support in implementing the current financial and related compliance requirements.

6.02 The Chief Executive presented the Income/Expenditure Profile to 31 May 2011 for information/performance monitoring. Members' attention was drawn to two particular expenditure headings:

(a) Salaries. It was reported that (i) restructuring costs were built into this budget heading, and (ii) that in order to deliver the Council's operational plan it would be necessary to undertake a recruitment process to fill the (currently vacant) Project Officer post.

(b) Projects/Consultancies. It was noted that this budget heading was designed to support both sector-wide, and YCNI, initiatives and activities, including, e.g. measuring youth work outcomes, SRoI, Priorities for Youth consultation. It was agreed that Council would review the range of initiatives/activities currently underway, or proposed, at its meeting in September 2011.

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6.03 Strategic Plan 2011-15 / Operational Plan 2011/12. Council approved the Strategic / Operational Plan presented. The revised format, as specified by the Department, was noted. Reports on progress/achievement of targets would be submitted to the Department and Council quarterly. Members recognised that this was a 'dynamic' document which would be subject to ongoing review and updating in light of prevailing circumstances in the sector generally.

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**7.00 RVYO FUNDING 2011-2012**

7.01 CRED Funding Proposal 2011/12. During 2010/11, YCNI had provided Programme Support Funding to two consortia of youth work organisations [YouthLink/YMCA; GirlGuiding Ulster/Catholic Guides/ Boys' Brigade NI/Scouting Ireland/Scout Association], to support the outworking of the DE Community Relations review, and the CRED agenda.

The Chief Executive presented a recommendation to Council, that

- (i) YCNI would continue to fund these two consortia [see above] for 2011/12 at the same level as 2010/11 ; and
- (ii) Council would seek to secure additional DE funding to support a third consortium. Should this funding not become available, staff would bring a further recommendation to the September Council meeting in relation to the balance of funds in the CRED budget.

It was confirmed that SLAs would be required in respect of this funding.

For information/performance monitoring, members requested that staff prepare a report on (a) achievements against the targets/outcomes set and value for money in relation to the 2010/11 funding; and (b) the targets and outcomes identified for the 2011/12 funding, for presentation at the September Council meeting.

N Rea

Council approved the recommendation set out at (i) and (ii) above.

7.02 NI GAP Franchise Proposal. The Chief Executive presented a paper describing the Rank Foundation GAP Scheme, and recommending that YCNI enter into a partnership with the Rank Foundation to enable a major expansion in the number of "Gappers" supported annually in Northern Ireland. The partnership between YCNI and Rank Foundation would be covered by a Memorandum of Understanding, and a Joint Steering Group would be established. The Scheme would operate for three 9-month tranches, with 7 Gappers per tranche. YCNI's financial contribution - which would cover the actual cost of supporting the Gappers (i.e. weekly allowance, travel, training costs, and final bonus payment for completing the placement) - would not exceed £60,000 per tranche. An evaluation would be undertaken at the end of each tranche.

In principle, Council approved the recommendation

D Guilfoyle

- (i) to enter into partnership with the Rank Foundation;
- (ii) make a contribution, not exceeding £60,000, towards the first tranche of this Scheme (only part of which would be paid in the 2011/12 financial year); and
- (iii) commit to a similar contribution for two further tranches of this Scheme with a clear caveat that this commitment was subject to the availability of funding within YCNI's annual grant-in-aid allocation from DE in the relevant financial years.

**ACTION**

7.03 The Grants Manager introduced a composite paper, incorporating a range of proposals and recommendations under the heading of **Progamme Funding 2011/12:**

(a) Capacity Building Fund

In December 2009 three-year funding, designed to assist "emerging" RVYOs, was awarded to three organisations. It was reported that the organisations were making sound progress in expanding their work across NI. However, increased costs were making it difficult for the organisations to broaden their services and achieve the goal of 70% of Council areas by the end of the three-year cycle.

Council approved a recommendation that up to £30,000 in total be made available to support the organisations during 2011/12. The Grants Manager would determine the allocation to each organisation, based on the appropriateness of the actions proposed. These additional outputs would be reflected in the respective SLAs.

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(b) Data Collection

A recommendation to earmark £50,000 for this purpose during 2011/12 was approved. Further details on the implementation of this initiative would be presented to Council, at its September meeting, following consultation with the target group.

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(c) Millennium Volunteers / Prince's Trust / BYTES

Following discussions with the organisations, YCNI staff considered that it would be beneficial for them to co-operate on various projects, including issues related to NEETs young people in particular. A more co-ordinated approach would bring benefits to the work of each agency, achieve better value for money for the total funding provided, and improve dialogue between these three organisations and the wider youth work sector.

It was recommended that up to £15,000 in total be made available to support co-operative initiatives between these three organisations during 2011/12. The allocation to each agency would be determined by the Grants Manager, based on the appropriateness of the actions proposed. These additional outputs would be reflected in the respective SLAs.

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Given the concerns about the funding of these organisations expressed at the May Council meeting, members queried the appropriateness of providing additional funding. In response, the Chief Executive indicated that the additional funding proposed would be one-off for the specific purpose outlined, and without prejudice and/or commitment in terms of future funding

Subject to the inclusion of an additional clause about these organisations developing capacity, improving dialogue and forming closer links with the wider youth work sector, Council approved the recommendation that up to £15,000 in total be made available to support co-operative initiatives between these three organisations during 2011/12.

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(d) Training

Council approved a recommendation that £70,000 be made available to support the Youth Work Training Board to move forward on a number of relevant workforce development issues, highlighted in the report "Towards a Youth Work Workforce Development Strategy".

M M'Alinden

**ACTION****(e) Review of Young People Focused Funding Policy**

The Grants Manager reminded members that the policy document stated that a major review would be undertaken before the 4<sup>th</sup> anniversary of the introduction of the new policy. As the final year of implementation would be 2012/13, Council should commence this process now. It would also be appropriate to link Council's review with an initial review of all voluntary sector funding schemes, including YCNI's and the ELB's.

As part of the review, the inclusion of a range of appropriate questions to establish the extent to which organisations were delivering 'youth work' was recommended by members. In addition, the review also needed to focus on the Eligibility for Funding criteria.

A recommendation that £10,000 be earmarked to support the review process was approved by Council.

**(f) Learning Event**

As the Young People Focused Funding Policy draws towards the conclusion of its first phase, it was proposed that it would be timely and appropriate for Council to support a Learning Event. The purpose of this would be to provide a platform for RVYOs to share their work, to demonstrate the benefits and positive impact on young people and communities in which they work. Such an initiative would assist in the dissemination and sharing of good practice/learning across the sector.

Council approved a recommendation to earmark up to £10,000 to support the staging of this event during 2011/12 [possibly around November 2011].

**(g) Participation**

In the 2010/11 financial year, Council had committed funding to develop and strengthen young people's involvement within the governance of RVYOs. To build on the work undertaken, the continuation of this initiative, supported by a small pool of funding, during the 2011/2012 was proposed.

At the September meeting of Council, the Grants Manager would provide a full report in relation to the 2010/11 funding, and present recommendations on further funding during 2011/12.

**(h) Big Deal Proposal**

Council had previously agreed, as part of Programme Funding, that young people would be given an opportunity to be involved in a grant-making panel. Using the model developed through the Big Deal initiative, YCNI would contract Big Deal to support a young persons' panel. Under a specific Programme Funding heading, this panel would assess applications and make recommendations to YCNI for approval. It was envisaged that "Participation" would be an appropriate funding theme.

Council agreed to earmark up to £5,000 to enable YCNI to contract Big Deal to support a young persons' funding panel.

**8.00 YCNI DRAFT EQUALITY SCHEME**

8.01 The Chief Executive reported that, in common with other public bodies, YCNI was required to

- prepare a new Equality Scheme and Action Plan;
- consult with relevant stakeholders;
- revise its draft scheme following the consultation, and
- submit document to the Equality Commission by 01 August 2011.

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8.02 The YCNI draft Equality Scheme was circulated widely, and placed on the Council's website, and the 8-week consultation period was scheduled to end on 18 July 2011. In addition, the Chief Executive attended two consultation events organised by the ELBs and Unison to facilitate voluntary sector organisations entering into dialogue with public bodies on their draft schemes.

8.03 Given that Council would not meet again until September, it was agreed that, in line with the delegation of authority set out at Minute 5.01 above, the Chairperson would approve the revised Scheme for submission to the Equality Commission by the 01 August deadline. Copies of the revised Scheme would be circulated to members for information.

**9.00 ANY OTHER BUSINESS**

9.01 There were no items of AOB.

**10.00 DATES OF FUTURE MEETINGS**

10.01 Meeting dates for 2011 were agreed as follows:

- Thursday 22 September 2011
- Monday 07 November 2011
- Thursday 15 December 2011

Signed ..... Date .....

**ACTION**

M Young  
D Guilfoyle  
S Rader

ALL