In Attendance:
Abby – Young Commissioner
Lily – Young Commissioner
Jacqueline Salter – Norfolk County Council
Mike Beard – Norfolk Police
Peter Davison – Norfolk Police
Rebecca Champion - NHS
Robin Konieczny – Norfolk County Council

Also in attendance:
Colin Dutton – YAB Coordinator MAP
Lucy Toplis – YAB Administrator MAP (Minutes)

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<tr>
<th>1.0 Introductions</th>
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<td>1.1 Colin welcomed the board members to the meeting, and advised that the previous chair (Jess, YC) has resigned from the board, and that a new chair will need to be elected. Colin explained that each Youth Advisory Group across the district will also elect their own chair, which will give the YC’s experience and the ability to cover for the board meetings if the chair is absent.</td>
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<td>1.2 Colin asked for a volunteer to chair this meeting, Mike Beard offered and asked each board member to introduce themselves.</td>
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<th>2.0 YAB Update - Refer to YAB Update presentation</th>
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<td>Part one – Young Commissioners</td>
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<td>2.1 Colin asked the board members to refer to the ‘YAB Update’ presentation document, and explained about the problems the North Norfolk YAB has been experiencing since MAP took on the contract in October, such as the YAB leads resigning from their position and the lack of communication to the board members.</td>
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<td>2.2 Colin reassured the board that he is working alongside other members of the MAP team - Emma Rush from the Broadland YAB and Catherine Hughston, Youth Worker; to manage the North Norfolk YAB until the YAB lead position has been re-recruited. The team will be looking to keep all existing YAG’s, whilst setting up new groups across the district.</td>
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2.3 Consultation cards have been distributed, and is expected to be completed by the end of March.

2.4 Some of the YAG’s numbers and interest from young people have decreased, which can be put down to the current situation with the NN YAB. There is work to be done to recruit more YC’s across the district. It was mentioned whether adult board members can be present at the YAG’s, Colin said this is a possibility; particularly where adult board members can contribute, for example research sessions.

2.5 Abby asked whether YC’s can assist with the recruitment process in schools, Colin replied that this is a really good idea where possible, however some schools are not keen on external young people being bought into their schools.

2.6 Colin stated that additional board members also need to be recruited, particularly from schools and colleges to represent the education sector as there are currently none.

2.7 Robin mentioned the shift in how the YAB’s across Norfolk are run, in that they are now much more youth led. Following this, Robin noticed that the YC’s names are not listed on the agenda along with the adult board members names, and should be to show equal status.

2.8 The YC’s were asked how they felt about their names not being listed, Lily & Abbey both agreed that their names should be present, but said it should be down to the individual.

2.9 Mike suggested a letter to be sent to the parents requesting consent for names to be disclosed, Rebecca highlighted that the letter would have to be very clear stating where the names would be published. It was agreed this topic would be discussed at each youth action group.

**Action:** CD to ask all YAB workers to speak to YC about names on agenda.

2.10 Following this discussion, it was mentioned that the board members are not aware of how many YC’s are in place within each YAG across the district. Rachel suggested that a ‘dashboard’ could be set up, which could include figures and facts relating to the YAB, Robin gave an example of this. Colin agreed this would be a good idea, and suggested that it could be sent out with each agenda / minutes to keep the board up to date.

**Action:** Colin / Lucy to come up with a way to display key facts about the NN YAB

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**Part two – Action Cycle**

2.11 Colin informed the board that the previously named ‘commissioning plan’ should now be referred to as ‘Action plan’, to highlight the fact that the YAB is not all about commissioning.

2.12 The 17-18 cycle is very behind, with the projects only now being commissioned out. The Matthew project have been awarded £25,000 to deliver a piece of work on Mental Health, Bullying, Cyber Bullying and Healthy Relationships. The YAB will be meeting with the Matthew Project next week for them to meet the YC’s, and agree the SLA. This will need to be signed by an adult board member, Colin will be in touch about this.

2.13 Colin informed the board about the ‘Development plan’ which will be drawn up in the next month by all 7 YAB’s and Norfolk County Council. A manual will be produced, which will ensure all
7 YAB’s are working with YC’s in the same way, YC’s and board members will be consulted with before the document is produced.

2.14 The 18/19 consultation process is underway, and cards have been distributed, although it won’t be possible to distribute to all schools in Norfolk. For the benefit of new members, Colin explained what the consultation process is.

2.14 It was mentioned that the consultation process is in a stage of development, for example the YAB needs to be able to go back to the young people that participated in the consultation, to inform them of what has been done to tackle the issues.

2.15 Colin mentioned the research analysis, which is a document created by the YC’s which looks at data and statistics of issues within the district (for example – teenage pregnancy rates, youth unemployment etc.) Colin explained the difficulties of being able to source up to date information, and asked the board members for their help in providing data.

2.16 Mike responded and said that he has an up to date crime report for the district, although it is not broken down by age. Mike was unsure whether he will be able to share this report with the board, however he will find out and let the board know.

Action: Mike to enquire whether he can share the current crime report for North Norfolk district with the board

Part three - Development

2.17 Referring to the last slide in the YAB update, Colin reiterated how the YAB should be influencing local services for young people and the community. Colin asked the board members to advise if there are any areas where the YC’s can have a say, and that the YAB will facilitate for YC’s to attend. Jaqueline replied that the Norfolk Library Service has seen low numbers of young people using libraries, therefore this is an area in which the YC’s can help to influence. Jaqueline suggested that libraries across Norfolk can offer a good space for venue hire, as they are now open from 8am to 8pm.

2.18 Colin advised that new literature will be produced aimed at both young people and professionals, explaining what the YAB does and how to get involved. Young people from each YAB will be consulted on this. Colin also said that the North Norfolk logo needs to be re-designed, which is open to suggestion although will need to be complete before the literature is produced. Abbey suggested that a competition could be held for YC’s to come up with ideas on the design, Colin agreed that this is a very good idea.

3.0 Budget Update

3.1 Colin advised that currently 5 out of 7 of the YAB’s use ‘Momentum’ as a budget account holder, with a 1% fee. Momentum’s organisation is clear and concise, and they are able to provide easy to follow monthly budget reports. Colin has spoken to Sonia at North Norfolk District Council to suggest for Momentum to take on their accounts. Sonia agreed to this transition, which will take effect from the next financial year. The board also agreed to this change.

3.2 Colin informed the board that there is a large under-spend of around £43,000 which is an accumulation of 3 years’ worth of un-spent funding. Colin has only just been made aware of the
plan for the underspend, which was previously created by YC’s of the NN YAB. Robin explained that the plan for the under-spend may be taken out of their hands, as it is the discretion of the NCC to decide what happens with the remaining money. If it is agreed that the money will remain with the NN YAB, a revised plan will be requested.

3.3 The reasons for the under-spend were discussed, such as the stop on issuing small grants. Robin also explained that historically it has taken a long time for the YAB to come up with their commissioning plans, which need to be signed off by NCC before the monies can be released. The plan for the future is that the plan will be ready at the start of the financial year to allow for the projects to start promptly.

4.0 Plans for 2018-19

4.1 Colin’s aim is that plans for 18-19 will be well thought out, with conversations facilitated early. The development and recruitment will be constant throughout the year, with more of a structure being put in place. The relationship with NCC will improve, with more regular meetings already taking place between them.

4.2 There are two YAB’s requiring additional staff – Great Yarmouth and North Norfolk, once the YAB’s are fully staffed we will be ready to move forward, working more collaboratively as a team.

4.3 There will be more of focus on influencing this year, allowing Young People the chance to share their voices in areas that directly affect them. Colin reminded the board to inform the YAB of any opportunities where YP can get involved.

5.0 Dates for next meeting

5.1 The board discussed future dates for the board meetings. It was suggested that Monday’s are a good option, and that the timings should remain as 4.30-6pm.

5.2 The date of the next board meeting will be **Monday 23rd April, 4.30 – 6pm in Cromer, venue TBC**

Summary of Actions

2.9 CD to ask all YAB workers to speak to YC about names on agenda.

2.10 Colin / Lucy to come up with a way to display key facts about the NN YAB

2.16 Mike to enquire whether he can share the current crime report for North Norfolk district with the board