

Minutes of Meeting

Hymans Robertson Foundation Trustee Board Meeting

MS Teams – 15 February 2022

Clive Fortes CF (Chair)

Marcella Boyle MB (CEO)

Gill Tait GT (Trustee)

Mike Fahy MF (Trustee)

Graham Stevens GS (Treasurer)

Rachel Nixseaman RN (Trustee)

Sarah Gilmour SG (Secretary)

Marjory Logie ML (Minutes)

1 Opening Remarks CF

The Chair welcomed everyone.

2 Apologies CF

None

3 Declarations of Interest CF

None.

4 Minutes of Board Meeting on 14 December 2021 CF

All matters arising from the meeting have been actioned or were scheduled for future action. The Minutes were approved.

5 Actions Arising (Actions Log) CF

Actions Log reviewed. Confirmed removal of CJS Young Person action from May 2020 (time barred due to pandemic/lockdown restrictions). SG confirmed that visual display of Foundation “Values” action is being addressed differently. RN: reminder that she is due to deliver a session on the Third Sector. MB confirmed RN will be scheduled for the Board June agenda.

Action - ML remove actions CJS YP and Values

Action - MB/SG to discuss RN Charity Partner Meeting June Board

6 CEO Update MB

MB highlighted both she and SG have spoken to all existing and new Charity Partners in January/February. Partners had commented on the negative impact on young people and communities due to Universal Credit reductions and cost of living increases.

20/21 Partner reports were being gathered. Lifelink – the Foundation’s Mental Health & Wellbeing Partner – delivered a good introductory session at the Charity Partner event on 8 February. Referral links will be issued this week to our Charity Partners so they can start using their service. We are agreeing contracts to be in place by April.

The Board discussed website stats and future actions to return to high website participation. MF advised reference to HR Foundation included in recent TPA Newsletter although no method to identify website traffic

directly from this. KH suggested reviewing charity platforms to see what they are doing and identify opportunities to partner with other charities.

Action – MB/KH to discuss website performance

6b HRF Bursary Interim Update MB

MB provided a further update on Bursary deployment. A full year report will be prepared for April Board meeting. MB will produce an Impact Report on the full 18 months of Bursary funding, focussing on lessons learned and to highlight the stories from young people.

All partners are recording high numbers of approved applications for travel, subsistence and utility bills, along with accommodation and driving lessons.

The Board was asked to approve Bursary funding for 2022/23 (as set out in the 3-5 year financial forecast). The Board approved recommended Bursary funding for 2022/23.

7 Charity Partner Update – Tommy McDade of Barnardo's

CF welcomed Tommy to the meeting. Tommy provided an update on Barnardo's and a consistent return to normal face to face support for children, young people, and families across the UK. Barnardo's is focussing on reaching young people who most need help with employability support and skills. The Trustees discussed the current, future challenges for young people and the Scottish/UK government funding environment for employability.

Tommy thanked the Board for all their support and looks forward to continuing with the Foundation in the future.

8 Budget and 3-year Forecast GS

GS shared Foundation Budget Plan for 22-25 financial period with anticipated contribution from Hymans Robertson LLP. He highlighted key points in the Budget and the Board's intention to reduce reserves to the level agreed in the Reserves Policy.

The Board discussed capacity, future plans and resourcing required to effectively deliver strategy via charity partners. The Board confirmed its commitment to investing in purpose led organisations and impact.

MB confirmed 3-year funding arrangements will be presented at the April Board, noting that the 21/22 Full Year report will highlight that future demand for Bursary funding will be more visible. This can be revisited with the Board mid-year to review whether any funding arrangements need adjusting.

Action – ML to remove Budget Action from August 2021

GS will provide further update on the budget at the next Board Meeting.

Action – ML to add Budget update to April agenda

9 Board Workshop 28 September 2021 follow up paper SG

Following on from actions agreed at the September Workshop, links to CPD related materials and upcoming opportunities for learning are now shared in the Agenda, Forward Board Plan and Minutes. It was also agreed to create two sub committees focusing on volunteering and impact and insights; Terms of Reference are being prepared for trustee review. Trustees are asked to consider putting themselves forward as chair(s) to lead each committee. The committees will be held twice yearly, out with Board Meetings and will provide an opportunity to focus in more detail on activity in these two key areas.

Action – SG draft ToR paper

Action – Committee Chair nominations - All

The Board are also asked to consider what support they can provide to Charity Partners in terms of advocacy and introductions to clients and connections.

Action – All

Strategic Delivery. At the workshop the Board agreed their aim to reach more partners; the Foundation is entering agreements with 3 new partners at the start of the upcoming financial year – in response to challenge from the Board, Lifelink is being brought in sooner to provide MHWB support. A further charity refresh exercise (identifying other future charity partners) will be undertaken by September.

Resourcing: There was challenge from the Board ref: support to additional partners without diluting the breadth and depth of our current relationship management. The Board discussed resource implications from April 2023 onwards. GS confirmed proposed resource cost is included in the 3-year forecast.

Action – CF and GT meeting to discuss resource

10 Review of Risk Register SG

RN shared advice on Third Sector Cyber Security. Noted by the Foundation and confirmed with HR LLP that all cyber security policy/protocols are extended to the Foundation.

Action – SG to circulate

11 Website Stats and Updates (Information only)

12 Volunteering Update SG

SG highlighted the future plan as LLP colleagues returned to workplace and volunteering. Meeting next week with HH to support and encourage engagement.

Action – SG/PH update at next meeting

13 Supporting Documentation (Noting)

14 Charity Partner Round up (Reviewing)

15 AOB.

ML gave an update on a December 2021 GDPR issue.

16 Date of Next Meeting

7 April 2022 at 2pm.