

## Association of Youth Offending Team Managers Ltd Minutes of Annual General Meeting on 21/9/20

**Held by Video Conference due to Covid-19 restrictions**

**Present:**

A. Peaden*	(Chair/Leeds) – <i>Chair until Item 7</i>
H. Williamson*	(Vice Chair/Staffordshire) <i>Chair from Item 7</i>
I. Langley*	(Secretary)
T. Gibson*	(Treasurer)
J Edwards*	(Asst Secretary/Hackney)
L. Tregear	(AYM Projects Officer)
D Bowden	(AYM Business Officer)
S. Matthews*	(East Riding/AYM Yorkshire & Humber rep)
J. Gardner*	(Southampton/AYM South East rep)
S Nicholls*	(Nottinghamshire/AYM East Midlands rep)
D. Minnitt*	(Milton Keynes/AYM Additional Exec Member)
M. Rees*	(North Somerset/AYM South West rep)
S Larose	(Slough)
P. Jennings	(Bedford/Eastern region rep)
J Leyland	(Bristol)
P. Obhi*	(Solihull/AYM West Midlands rep)
J Belfield-Smith*	(Stockport/AYM NW rep) <i>Vice Chair from item 7</i>
A Hillas	(Southwark)
C Turner	(Leicestershire)
C Gafos	(Knowsley)
C Spencer	(Surrey)
D Wraight	(West Berkshire)
D Webb	(Dorset)
E Blackwell	(Gateshead)
M Sigsworth*	(Stockton/AYM North East rep)
H Anthony	(Redbridge)
J Dinsdale	(St Helens)
J Molloy	(Stoke)
K Bottomley	(Salford)
K Stephenson	(Kingston upon Hull)
N Shave	(Hampshire)
P Rutherford	(Walsall)
R Phillips	(Tower Hamlets)
R Gilmour	(Leeds)
R Stanley	(Sefton)
S Dickin	(Tameside)
S Griffin	(Bradford)
T Cullen	(Nottingham)
T Dooks	(Cheshire)
T Beverley	(Devon)
T Begley	(Warwickshire)
V Crewdson	(Norfolk)

**Apologies:**

A Quinn	(Life Member)
J. O'Byrne	(Life Member)
P. Sutton	(AYM SEND Officer)
G.Jones	(Cheshire)

The AGM was preceded by key note speeches/presentations by Justin Russell, Chief Inspector, HM Inspectorate of Probation and Keith Fraser, Chair, Youth Justice Board. Both speakers were thankful for the good work of the AYM and YOTs during the Covid-19 restrictions.

No.	Note	Action
1.	<p>The Chair welcomed all to the delayed AGM and declared the meeting quorate.</p> <p>The Secretary added that the delay from June to September 2019 caused by Covid-19 restrictions still meant AYM Ltd was acting within its Articles of Association which state an AGM must be held each calendar year.</p>	
2.	<p><b>Minutes of last AGM on 5/6/19</b></p> <p>Agreed and signed by the Chair as a true record.</p>	
3.	<p><b>Matters Arising</b></p> <p>Due to the economic climate the Treasurer reported it had not been possible to change the AYM Bank Account to accrue greater interest on AYM reserves.</p> <p>The Chair reported Youth Justice Sector Led pathway grant had been followed up by the YJB</p> <p>The refresh of YOT governance guidance had been launched at the AYM's 20<sup>th</sup> birthday event at the House of Lords on 9/3/20.</p>	
4.	<p><b>Chairs Report</b> (previously circulated)</p> <p>The Chair said YOTs were working in strange times due to Covid-19 with lack of education in particular a significant issue for YOT children.</p> <p>The AYM's 20<sup>th</sup> birthday event in March 2020 at the House of Lords was a tremendous success and really helped to raise the AYM's profile.</p> <p>The Chair said he was standing down at this AGM and was grateful for the kind remarks prior to the AGM by the Chief Inspector of Probation and the Chair of the YJB. The Chair also thanked AYM Executive members for their support during his tenure.</p>	
5.	<p><b>Secretary's Report</b> (previously circulated)</p> <p>The Secretary presented his report and indicated that now he had retired from his substantive position in Hampshire in April 2020. It was his intention to stand down after 10 years in the role at the 2021 AGM as he believed the role needed to be filled by a serving YOT Manager to ensure the continued credibility of the AYM. The Secretary was more than happy to support his successor initially if they wished to ensure a smooth transition.</p>	
6.	<p><b>Treasurers Report</b> (previously circulated)</p> <p>The Treasurer presented the AYM financial report and asked members to note that there were timing issues between how costs/spend are shown across financial years.</p> <p>The Treasurer drew member's attention to the following;</p> <p>Management Training courses run by the AYM in conjunction with Solace aim to be cost neutral or provide a small profit.</p> <p>Youth Justice Sector Led grants from the YJB are ring-fenced to YJSLI activity so take care of themselves.</p> <p>The AYM's operating profit for 2019/20 appears to be 2.3k but this is boosted by grant income and taking account of running costs the AYM made a loss of 7k for the financial year. Whilst this is sustainable in the short term due to AYM reserves (which stand at 22k), income/costs need to be looked at going forward.</p>	

The Treasurer's view was that costs had already been cut to the minimum so increasing membership fees/income need to be looked at especially as AYM fees had remained unchanged for 10 years.

Acceptance of the Treasurers report was proposed by the Chair and Seconded by the Secretary and unanimously approved by all present.

Proposal for increase of 2021 annual membership fees (previously circulated)

The Treasurer and the AYM Executive had considered various methods for increasing fees. In order to remain within Local Authority financial reporting requirements, it was agreed by the Executive that the highest membership fee should remain at £495.

The following 3 options were considered by the AYM Executive

Option A

Increase membership fees by 10% (up to a maximum of £495). At current membership levels this would increase AYM income by 1.8k per annum.

Option B

Increase membership fees by 20% (up to a maximum of £495). At current membership levels this would increase AYM income by 3.6k per annum.

Option C

Increase membership fees as follows;

Single YOT Member	£150 to £200pa
Two Members per YOT	£250 to £300pa
Three Members per YOT	£350 to £400pa
Four + Members per YOT	Unchanged at £495

As the majority of AYM members are within the single or two member categories at current membership levels this would bring in an additional 5k per annum.

Due to its simplicity to administer and the fact it would make the greatest impact on the AYM's current shortfall Option C was recommended for approval by the Treasurer and AYM Executive.

Option C was unanimously approved by all present.

## 7. **Election of Officers**

A Peaden stood down as Chair at this point and was thanked by all for his sterling leadership of the AYM over the past two years.

The Secretary took the Chair and said A Peaden had nominated H Williamson to succeed him as Chair and IL had seconded the nomination.

H Williamson was elected unopposed and took the Chair saying it was a great honour for her.

The new Chair said she had nominated J Belfield-Smith to be Vice Chair who was seconded by A Peaden. J Belfield-Smith was elected unopposed.

The Chair asked for the remaining nominations to be read out by the Secretary so they could be considered en-bloc.

Secretary: I Langley, Nominator A Peaden, Seconder by H Williamson.

Asst Secretary: J Edwards, Nominator I Langley, Seconder B Finnegan.

Treasurer: T Gibson, Nominator I Langley, Seconder M Rees.

Additional Exec Members (x3):

D Minnitt, Nominator G Sandemann, Seconder A Johnson.

A Peaden, Nominator H Williamson, Seconder I.Langley.

	<p><u>All unanimously elected unopposed.</u></p> <p>The Chair stated that this left one Additional Executive position unfilled and to contact her if anyone is interested in filling this vacancy.</p>	
8.	<p><b>AYM Strategic Plan</b> (previously circulated)</p> <p>The Chair said that the plan showed the progress made over the last year and it would be reviewed at the next Executive meeting.</p>	
9.	<p><b>Any Other Business</b></p> <p><u>Yot/National Probation Service agreement</u></p> <p>M Rees AYM lead for YOT/NPS agreement reminded members that it had been agreed that NPS locally were required to pass onto YOTs unpaid salary for YOT Probation vacancies of 4months plus. In such circumstances YOTs should ask NPS for the case with the support of the YJB if needed.</p> <p>MR reported NPS have created a 2 secondment role to look at YOT diversionary work so YOTs need to be smart in capturing such work.</p> <p><u>Review of YOT structures</u></p> <p>V Crewdson reported Norfolk were proposing to integrate YOT with Children's Services and asked if other members had experience of this?</p> <p>C Spencer said that Surrey Children's Services had adopted a matrix management model throughout but not all managers had youth justice experience so would contact the YOT. CS offered to continue the discussion outside of the meeting with VC.</p> <p><u>AGM Closed</u></p>	