

MINUTE OF THE MEETING OF THE BOARD OF DIRECTORS HELD ON THURSDAY 21 APRIL 2016, ROSEBERY HOUSE, EDINBURGH

	<p>Present: A Linkston, T Boffey, B Stevenson, D King, J Wilson, R Gallacher, L Macdonald, A Morrell, R Gibson, M Pitcaithly and L Chow (part).</p> <p>In Attendance: Sweeney (Chief Executive), D Gillespie, M McLeod, T Frew, and S Dow.</p>	ACTION
	<p>BOARD VACANCY – CO-OPTION</p> <p>A Linkston reminded members that he and J Sweeney had met with potential new Board member Laura Chow in January with a view to a formal proposal being made. Board members were asked to agree that L Chow join the Board as a co-opted member with immediate effect. This was agreed. L Chow was invited to join the meeting</p>	
1.	<p>WELCOME AND APOLOGIES</p> <p>A Linkston welcomed everyone to the meeting. A particular welcome was made to L Chow. Round table introductions were made. Apologies were received from J Linden, G Lithgow, F Falconer, B Allan, L Fergus and K Burke.</p>	
2.	<p>MINUTE OF LAST MEETING (23 February 2016)</p> <p>The minute of the last meeting was approved as an accurate record without amendment.</p>	
3.	<p>BUSINESS ARISING</p>	
3.1	<p>2018 Year of Young People - Update</p> <p>L Macdonald advised that the Interim Planning Group of Young People had now completed its work and recommendations have been made to the Minister for Children and Young People. The report will not be made public until after the Election in May. No budget has been allocated yet. Tourism may be an additional theme. An email will be sent to YouthLink Scotland members seeking feedback on their desired level of involvement. If you do not receive it please contact S Hunter at YouthLink Scotland.</p>	
3.2	<p>Accreditation/Awards</p> <p>J Sweeney was happy to report that YouthLink Scotland is now a Living Wage Employer. It was noted that Investors in Diversity Accreditation has also been achieved. J Sweeney thanked Board members for their support throughout the process.</p> <p>A Linkston gave thanks and congratulations on behalf of the Board to staff.</p>	

4.	<p>CONFLICT OF INTERESTS</p> <p>None declared.</p>	
5.	<p>FINANCE & AUDIT COMMITTEE</p>	
5.1	<p>Draft Minute of Meeting held on 23 February 2016 (BOD/11/16) and Verbal Report of Meeting held on 21 April 2016</p> <p>The Draft Minute of 23 February was noted.</p> <p>A Linkston advised that the Finance & Audit Committee had met earlier in the day. The main items for discussion were Management Accounts to 31 January 2016 and Draft Budget 2016-17.</p>	
5.2	<p>Management Accounts to 31 March 2016 (BOD/12/16)</p> <p>D Gillespie noted that whilst the Management Accounts were not final they were as accurate as possible at this time. The financial year 2015-16 will end with a deficit of £48k after minor adjustments are made.</p> <p>The Pension Fund Actuaries Valuation has only just been received with a valuation of £208k compared with £259k. When this is taken into account we will technically be in the black by £6k.</p> <p>The Management Accounts were noted and A Linkston thanked the staff for their efforts during this difficult time.</p>	
5.3	<p>Draft Budget 2016-17 – Update</p> <p>D Gillespie advised that the budget showed a £220k deficit with a number of assumptions being made. Further information is now known with regard to other bids submitted but not included within the budget. These are:</p> <p>No reduction in Core Grant NKBL Contract remains at same level Activity Agreements Contract remains at same level (there is also the option to discuss additional elements). AoS contract now agreed (1.4 staff) New CashBack Facilities Fund secured #iwill contract agreed for further year</p> <p>Unfortunately the LFNB contract was not renewed. We have been assured that this is not a reflection of the work to date or the quality of the application made and it is completely down to lack of funds. Options are still being explored.</p> <p>As reported at the February meeting 7 posts were at risk if these contracts were not renewed. This number has now been reduced to 1. All possible opportunities are being investigated.</p> <p>Salary costs taken from core to cover these project staff can now be reallocated.</p> <p>Taking all of these items into account the year now sits with a projected £140k</p>	

	deficit.	
5.4	<p>Lothian pension Fund Transferring Liabilities – Update</p> <p>D Gillespie advised that we are pursuing Scottish Government (SG) via Lothian Pension Fund (LPF) to act as a guarantor. LPF has discovered a letter sent by YouthLink Scotland to LPF with regard to joining the scheme which also refers to discussions with Scottish Executive Education Department (as Scottish Government was known at the time). LPF is very much driving this on our behalf.</p> <p>The possibility of YouthLink Scotland remaining a member of LPF, after all current staff have left, in order to avoid the cessation issue will be discussed at the next meeting with LPF.</p>	
5.5	<p>Project Funding – Update</p> <p>Please see item 5.3 for details of contracts secured.</p>	
6.	POLICY FORUM	
6.1	<p>Draft Minute of Meetings held on 8 February and 31 March 2016 (BOD/13/16 a&b) – For Information</p> <p>S Hunter attended the meeting on behalf of the Policy Forum. S Hunter reported that the focus of the February meeting was preparation of papers for submission to the February Board meeting. The March meeting received inputs from CELCIS, Columba 1400 and Scottish Youth Parliament.</p> <p>The May meeting will look at adolescent brain development with inputs from Sarah-Jayne Blakemore, Professor of Cognitive Neuroscience at the Institute of Cognitive Neuroscience, University College London, Dr Jan Pringle, Research Fellow, University of Edinburgh and Paddy Sloan, National Head, Children in Need Northern Ireland. There will be a wider open call to attend this meeting. J Wilson asked if there was the possibility of live streaming the inputs using for example Periscope. S Hunter advised that the intention had been to use twitter as a means of enabling others to follow the meeting but agreed to look into the possibility of streaming further.</p>	SH
6.2	<p>Finalised Terms of Reference (BOD/14/16) – For Approval</p> <p>The revised Terms of Reference for the Policy Forum were approved.</p>	
6.3	<p>Youth Work Changes Lives Call to Action Monitoring Framework (BOD/15/16)</p> <p>The findings, based on action and activity, will now be mapped against the Manifestos.</p> <p>The report was noted.</p>	
7.	NVYOS	
7.1	Draft Minute of Meeting held on 10 March 2016 (BOD/16/16) – For Information	

	<p>B Stevenson reported that succession planning is underway for Chair and Vice Chair positions.</p> <p>Mixed comments were received with regard to the Aspect Review of the Awards. It was felt that employers need to recognise these Awards even if they don't understand them. The narrowness of the Review would not be helpful to employers. It was suggested that a briefing on the Awards should be developed to help employers better understand and recognise them. J Sweeney suggested that it was perhaps time for a refresh. He will discuss this with Youth Scotland. L Macdonald also noted that a marketing strategy has been developed and suggested checking the status of this too.</p> <p>J Wilson felt that better inclusion in Insight would allow schools to record achievement better.</p> <p>J Sweeney noted that attainment was high on everyone's agenda so now would be the right time to re-launch and confirm the value of the Awards.</p> <p>Crowd funding is underway to fund the next phase of Youth Work Research. S Hunter advised that £18k had been pledged to date. The proposal is in development and a public paper will be available soon.</p> <p>Fast Forward provided the member update.</p> <p>A Planning Group was established for the June residential.</p> <p>The report was noted.</p>	JS
8.	LA YOUTH WORK MANAGERS GROUP	
8.1	<p>Verbal Report of Meeting held on 18 March 2016 – For Information</p> <p>Unfortunately L Fergus was unable to attend the Board meeting therefore a report will be made to the June Board meeting.</p>	LF/GL
9.	PLAYING TOGETHER SYMPOSIUM	
9.1	<p>Update on event held on 23 March 2016</p> <p>S Hunter advised that the event was a collaborative piece of work with Play Scotland and Scottish Government. It was attended by almost 80 play and youth workers from across Scotland. Article 31 was the thread that ran throughout the event. This was a significant event which provided a real opportunity for each sector to consider and appreciate commonalities.</p> <p>J Sweeney and F Falconer both contributed to this event.</p> <p>A conference report and discussion paper will be produced.</p>	
10.	PERFORMANCE MANAGEMENT FRAMEWORK (BOD/17/16)	
9.1	<p>Final Draft – For Approval</p> <p>J Dailly presented the Framework to Board members. A copy of the full</p>	

	<p>presentation is available on request.</p> <p>A Linkston, on behalf of the Board, thanked J Dailly for her work in getting us to this stage.</p>	
11.	SENIOR MANAGEMENT TEAM REPORT (BOD/18/16)	
11.1	<p>Report</p> <p>M McLeod advised that 2017 will be the 10th Anniversary of the Youth Worker of the Year Awards. A planning group will be established. Valuable feedback has been received through the evaluation and this will be fed into the group.</p> <p>T Frew acknowledged and thanked staff for their professionalism during this uncertain period of funding.</p> <p>A Linkston reiterated his thanks to all staff.</p> <p>The Senior Management Team Report was noted.</p>	
12.	CONSULTATION RESPONSES	
12.1	<p>Adult Literacies Curriculum: Learning, Teaching, Assessment – YouthLink Scotland Response – For Information (BOD/19/16)</p> <p>The response was noted.</p>	
12.2	<p>A Review of Scottish Strategic Police Priorities – YouthLink Scotland Written Evidence – For Information (BOD/20/16)</p> <p>The response was noted.</p>	
12.3	<p>Children and Young People’s Commissioner Scotland Draft Strategic Plan 2016-20 – YouthLink Scotland Response – For Information (BOD/21/16)</p> <p>The response was noted.</p>	
12.4	<p>The Protection of Vulnerable Groups (Scotland) Act 2007: Section 35(2) and (3) (Removal of Barred Individuals from Regulated Work) Regulations 2010 – YouthLink Scotland Response – For Information (BOD/22/16)</p> <p>The response was noted.</p>	
13.	PUBLICATIONS	
13.1	<p>Youth Worker of the Year Awards 2016 – Dinner Programme</p> <p>Noted</p>	
14.	<p>AOB</p> <p>J Sweeney advised that an invitation had been received to attend the Kirking of the Scottish Parliament taking place on 11 May at 6pm at St. Giles Cathedral. We have three places. Unfortunately J Sweeney is unable to attend due to annual leave. A</p>	

	Linkston agreed that he would attend. Anyone else wishing to attend should let S Dow know asap as the deadline for responses is Friday at 5pm.	
15.	DATE OF NEXT MEETING	
	The date of the next meeting will take place on Thursday 23 June at 2pm, Rosebery House, Edinburgh.	