

MINUTE OF THE MEETING OF THE BOARD OF DIRECTORS HELD ON THURSDAY 22 SEPTEMBER 2016, ROSEBERY HOUSE, EDINBURGH

	Present: A Linkston (Chair), T Boffey (Vice Chair), B Stevenson, R Gibson, F Falconer, L Chow, R Gallacher, A Morrell, J Wilson and M Pitcaithly. In Attendance: J Sweeney (Chief Executive), D Gillespie, T Frew and S Dow.	ACTION
1.	WELCOME AND APOLOGIES A Linkston welcomed everyone to the meeting. Apologies were received from B Allan, L Macdonald, T Smith, D King, E McCall, M McLeod and G Lithgow. Round table introductions were made for the benefit of L Chow, attending her second meeting. L Chow advised that she had recently left Royal Bank of Scotland, moving to the People's Postcode Lottery.	
2.	MINUTE OF LAST MEETING (23 June 2016) The minute of the meeting held on 23 June 2016 was approved as an accurate record without amendment.	
3.	BUSINESS ARISING	
3.1	2018 Year of Young People J Sweeney advised that the Interim Planning Group Report was now available. The agreed Themes for the Year are included in the Report. They are Participation, Education, Health & Wellbeing and Equality & Diversity. Formal launch details for the Report are still to be finalised.	
3.2	Playing Together Symposium The Report from the conference is now available. A formal launch for the document is still being considered.	
3.3	Mental Health Strategy J Sweeney reported that our response to the consultation has been submitted. Discussions are taking place with potential media partners to further raise awareness of the issues. Updates will be provided when available as we proceed with this work.	JS
3.4	NVYOS J Sweeney noted that the next meeting will take place on 6 October. Fergus McMillan was elected as Chair with Bill Stevenson and Denise King as Vice Chairs.	
3.5	CashBack for Communities Facilities Fund	

	J Sweeney reported that Michael Matheson formally announced the 40 successful applicants on 21 September. The Fund was heavily oversubscribed.	
3.6	Youth Work in Schools J Sweeney has not met with Bill Maxwell yet but lots of ground work is being done in the interim. Discussions with other ES representatives have since overtaken this agenda and there is considerable ongoing discussion and activity.	
3.7	SMT Report/Staffing T Frew advised that A Goulding is still with YouthLink Scotland and will be working on the new Heritage Lottery Fund project. This will be a job share post with Amy working 2 days per week and our new member of staff Lisa Gallacher working 3 days per week. The project will work with 10 early career youth workers from 5 youth groups across Scotland to deliver a youth-led heritage research approach to examine Women of Influence in Scottish Communities. The Project will run from September 2016 until August 2017. 2018 is also the year of cultural heritage.	
4.	CONFLICT OF INTERESTS None declared.	
5.	FINANCE & AUDIT COMMITTEE	
5.1	Verbal Report of Meeting held on 22 September 2016 D Gillespie informed Board members that the management accounts show a surplus of £60k to date. He noted however, this was slightly skewed by membership income. He also advised that issues with Scottish Government acting as a guarantor with Lothian Pension Fund is still ongoing. An update will be provided when available. D Gillespie reported that a tendering exercise for Audit Services for the next 3 years had been carried out. After discussion at FAC it was agreed that Thomson Cooper would be awarded the contract.	DG
5.2	Annual Audit of Accounts 2015-16 After discussion the Finance & Audit Committee recommended acceptance and sign off of the Accounts. Many thanks to all the staff involved.	
6.	POLICY FORUM	
6.1	Draft Minute of Meeting held on 25 August 2016 (BOD/32/16) – For Information F Falconer reported on the meeting held on 25 August where the main topic was the EU Referendum. A number of presentations were made. He stressed that it was vitally important that we continue to promote uptake of European Funds in the interim. He advised that Nicola Morgan, author of Blame my Brain, has been secured to	

	<p>speak at the AGM event in November. He also noted that public body Policy Forum members recognised the benefits of this research.</p> <p>The draft minute was noted.</p>	
6.2	<p>Youth Work Changes Lives Call to Action Monitoring Framework (BOD/33/16)</p> <p>F Falconer noted that the Monitoring Report was very helpful to the Policy Forum and hoped that other networks were also benefiting from it. L Fergus agreed that it was very useful.</p> <p>The Monitoring Report was noted.</p>	
7.	<p>LA YOUTH WORK MANAGERS GROUP</p>	
7.1	<p>Verbal Report of Meeting held on 16 September 2016 – For Information</p> <p>L Fergus reported in her new capacity as Chair of this group. Vice Chair(s) are still to be confirmed. The meeting was, again, very well attended. Discussions took place around SYP elections in March 2017, plans for Youth Work Week 2016 and #iwill Show & Tell Week 21-25 November. Concerns were raised around the transition phase for YouthBank Scotland and LAYWM has offered support where possible. The relationship between LA Youth Work Managers and CLDMS with regard to succession planning, etc. was also discussed. The CLDMS AGM will now take place during the annual conference on 18/19 October.</p> <p>A Linkston thanked L Fergus and congratulated her on her appointment as Chair.</p>	
8.	<p>SENIOR MANAGEMENT TEAM REPORT (BOD/34/16) – For Information</p>	
8.1	<p>Team Report</p> <p><u>Raising Attainment</u></p> <p>J Sweeney advised that in addition to the meetings held around attainment he and T Frew had met with Claire Hicks, Deputy Director General, to discuss youth work's role in it. Further discussion has been agreed to possibly feed in to the guidance being produced for head teachers around proven interventions to raise attainment which will be issued in December. Good practice examples were requested from members and we have a number of very current examples. J Sweeney met with Maureen McKenna, President of ADES, to discuss potential links. J Sweeney will now work with Maria Walker to progress the production of a joint document on work in schools highlighting both present good practice and future potential.. A seminar will follow. M Pitcaithly agreed that head teachers need to be made aware of alternative options available to them.</p> <p>A Morrell highlighted that care needed to be taken in not repeating what's already being done e.g. Amazing Things. J Sweeney noted that offers had been made to Government and T Frew will provide copies of these.</p> <p>L Fergus raised issues around the GTC and the role of youth work in the corporate parenting agenda. J Sweeney asked that L Fergus write to him with further detail on the concerns.</p>	TF

	<p>T Boffey felt that 16-17 is a crucial age therefore support from the FE sector was vital. He highlighted Kelvin College as it employs youth workers to help support students furthest away from formal learning.</p> <p><u>Media Training</u></p> <p>Training on the Media & Comms Toolkit continues. These events are well attended and should make a small profit. There has been great buy in from media partners who have volunteered their time to speak at the various venues.</p>	
9.	CONSULTATION RESPONSES	
	L Fergus acknowledged the high quality of the consultation responses generally and the member of staff was congratulated by the Board.	
9.1	The Protection of Vulnerable Groups (Scotland) Act 2007: Section 35(2) and (3) (Removal of Barred Individuals from Regulated Work) Regulations 2010 – Analysis of Responses – For Information (BOD/35/16)	
	The response was noted.	
9.2	Children and the Internet – YouthLink Scotland’s Written Submission to the House of Lords Select Committee on Communications – For Information (BOD/36/16)	
	The response was noted.	
9.3	Apprenticeship Levy Consultation – YouthLink Scotland’s Response – For Information (BOD/37/16)	
	The response was noted.	
9.4	Scotland’s Relationship with the EU – YouthLink Scotland’s Response – For Information (BOD/38/16)	
	The response was noted.	
10.	PUBLICATIONS	
10.1	What contribution can Youth Work make to tackling sectarianism? The Story of Looking Forward Not Back	
	A link to this publication was circulated in advance of the meeting. For those Board members not in attendance the report can be found here .	
10.2	Sharp Solutions 2.0	
10.3	Playing Together: A Post-Symposium Report 2016	
11.	PROPOSED SCHEDULE OF MEETING DATES 2017	
11.1	Proposed Dates	

	<p>The proposed dates were agreed as:</p> <p>24 Hour Event - 21/22 February – this will include a Board and FAC meeting FAC and Board – 20 April FAC and Board – 22 June FAC and Board – 21 September Board only – 23 November</p>	
12.	EQUALITIES REFLECTION	
12.1	There were no issues to note.	
13.	<p>AOB</p> <p>AGM – The AGM will be held on Wednesday 23 November at the RSE, George Street, Edinburgh. The appointment of Chair, Vice Chair and Treasurer will be ratified. In addition to AGM business Nicola Morgan will provide an input, the training on Children’s Rights will be launched and there will be a focus on #iwill. The succession planning group will meet prior to the AGM.</p> <p>B Stevenson suggested moving the next Board meeting planned for 24 November to the same day as the AGM. This was agreed. This will be the final meeting for some of our current Board members.</p>	
14.	DATE OF NEXT MEETING	
	The date of the next meeting will take place on Wednesday 23 November at the RSE, George Street, Edinburgh at 1.30pm. Lunch will be available from 1.00pm.	