

MINUTE OF THE MEETING OF THE BOARD OF DIRECTORS HELD ON TUESDAY 23 FEBRUARY 2016 AT THE ROXBURGHE HOTEL, EDINBURGH

	<p>Present: A Linkston, T Boffey, D King, B Stevenson, M Pitcaithly, L Fergus, K Burke, A Morrell, R Gallacher, B Allan, J Wilson and B Payne (part).</p> <p>In Attendance: J Sweeney (Chief Executive), D Gillespie, M McLeod, T Frew, G Lithgow and S Dow.</p>	ACTION
1.	<p>WELCOME AND APOLOGIES</p> <p>A Linkston welcomed everyone to the meeting. He particularly welcomed back R Gallacher after a period of illness. Round table introductions were made. Apologies were received from F Falconer, R Gibson, L Macdonald and J Linden.</p>	
2.	<p>MINUTE OF LAST MEETING (19 November 2015)</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>Meeting with First Minister Update</p> <p>A Linkston, J Sweeney and S Hunter met with the First Minister. Issues covered were the Youth Work contribution to CfE and the attainment gap, outcomes achieved by youth work and recognition for the value of youth work, appreciation for the continuation of CashBack and the NVYWOS Fund, possible development of a capital fund and the need for further research whilst highlighting the research already undertaken. It was a very worthwhile meeting.</p> <p>Although there was no commitment on the capital fund at the meeting we know that a discussion has since taken place between the First Minister and Aileen Campbell.</p>	
3.2	<p>Call to Action – Response from Scottish Government (BOD/01/16)</p> <p>The response was noted.</p>	
3.3	<p>Digital Stakeholder Group Update</p> <p>A full update on progress to date was covered within the 24 Hour Programme.</p>	
3.4	<p>Meeting with Minister for Children and Young People Update</p> <p>J Sweeney advised that the meeting was as much to bring the Minister up to speed after maternity leave but also to raise a number of issues requiring progress or attention. These were:</p>	

	<p>Baseline information on youth work in/around schools – Bridging the Gap. The Minister agreed that we would have access to what is available already. J Sweeney would like to see a national policy on youth work and schools developed.</p> <p>Minister suggested holding a summit in conjunction with ADES/SOLACE/COSLA representatives post election.</p> <p>Agreed that YouthLink Scotland be included and involved in discussions around the Rights and Participation agenda and agreed follow up on this.</p> <p>Minister agreed to speak at the Fringe event YouthLink Scotland are holding as part of the SNP Conference along with Angela Constance, Cabinet Secretary.</p> <p>Request for a further more detailed discussion with regard to our own funding arrangements, pensions, etc. at an appropriate time.</p> <p>L Fergus recommended that Directors of Social Work also be included in the Summit.</p> <p>B Stevenson noted that 2018 is the Year of Young People however national organisations are finding it difficult to engage with it. J Sweeney agreed to raise this with those responsible.</p>	JS
4.	<p>CONFLICT OF INTERESTS</p> <p>None declared.</p>	
5.	<p>FINANCE & AUDIT COMMITTEE</p>	
5.1	<p>Verbal Report of Meeting held on 23 February 2016</p> <p>R Allan noted 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 January 2016 (BOD/02/16)</p> <p>The current financial year started with a deficit of £179k, the end year forecast shows a deficit of £83k approx. R Allan noted that this had been a quite remarkable turnaround in the current climate. Although a year end deficit was never ideal this was a planned deficit from the outset.</p> <p>The Management Accounts were noted.</p>	
5.2	<p>Draft Budget 2016-17 (BOD/03/16)</p> <p>R Allan advised that although a number of assumptions had been made, the Budget was very much on a worst case basis. The year would start with a £220k deficit. Approximately 12 contracts were being bid for but as these were not confirmed they were not included. If all of these were to be successful this would make huge steps to reducing the £220k deficit. D Gillespie advised that if none of these came to fruition reserves would be reduced to approx. £50k with approx. £330k cash in hand/bank.</p>	

	<p>J Sweeney advised that some staff contracts had been extended for 3 months to end of June in lieu of current contracts being renewed. If these contracts are not successful these staff would be released at that time. The costs for this are included in this year's deficit.</p> <p>The Finance and Audit Committee recommended acceptance of the Draft Budget 2016-17.</p> <p>A Linkston advised that the financial situation will need to be monitored and reviewed as necessary by the Board as the year progresses.</p> <p>D Gillespie noted that he hoped to have a much more accurate projection to present to the April Board meeting.</p> <p>L Fergus thanked D Gillespie for the commentary accompanying the Budget, it had been really helpful.</p> <p>The proposed Budget 2016-17 was agreed.</p>	<p>JS</p> <p>DG</p>
<p>5.3</p>	<p>LOTHIAN PENSION FUND</p> <p>J Sweeney reported that a meeting had taken place with Lothian Pension Fund (LPF) to discuss transferring liabilities and guarantors. It was agreed that a further meeting should take place to include Scottish Government Finance Dept. to discuss these issues further.</p> <p>LPF has reassured members that they would agree a realistic payment plan rather than a lump sum demand which could have devastating consequences for some organisations.</p> <p>R Allan advised that the next Actuarial Evaluation will take place at the end of March.</p>	
<p>6.</p>	<p>POLICY FORUM</p>	
<p>6.1</p>	<p>Verbal Report of Meeting held on 8 February 2016 – For Information</p> <p>B Payne, Vice Chair attended the meeting on behalf of F Falconer, Chair. B Payne reported that in addition to the Revised Terms of Reference, Programme of Work 2016 and the Call to Action Monitoring Framework the Forum also discussed Recognising Children's Rights.</p>	
<p>6.2</p>	<p>Revised Terms of Reference (BOD/04/16)</p> <p>B Payne noted that he and the Chair were aware that the Forum was operating differently to when it was established therefore a refresh of the Terms of Reference was required. The aims of the Forum remain the same however the way it does things have changed and this should be reflected. F Falconer will have completed his second term of office in 2017 therefore succession planning will need to be initiated.</p> <p>Membership of the Forum can also be an issue at times which is why the selection process has been included. The quorum for meetings has not been included yet, this will be revisited when the membership compliment has been finalised. This will</p>	

	<p>be presented to the Board at a later date.</p> <p>B Payne emphasised that the individual would be the member of the Forum and not the organisation they represent. There is a call for membership underway at the moment and the annual call for membership will take place in December. M Pitcaithly could see the reasoning behind the individual being the member however this did not come through strong enough in the Terms of Reference. B Payne agreed to revise section 1.2. K Burke asked if there was the opportunity for young people to contribute. B Payne agreed to note this for further clarification.</p> <p>A Morrell referred to the knowledge, skills and experience required noting that they were very policy focussed and would like to see these softened.</p> <p>The Board agreed the revised Terms of Reference in principle with the revisions discussed to be made.</p> <p>A Linkston asked what, if any, plans were in place for succession planning. B Payne noted that it was more about giving the Board sufficient notice to allow for recruitment. J Sweeney suggested that this be addressed as part of the wider Board succession planning with the Chair and Vice Chair of the Policy Forum feeding in at the start of the process. This was agreed.</p>	<p>FF/BP</p> <p>FF/BP FF/BP</p> <p>FF/BP</p> <p>JS</p>
6.3	<p>Programme of Work 2016 (BOD/05/16)</p> <p>The Programme of Work for 2016 was approved.</p>	
6.4	<p>Youth Work Changes Lives Call to Action Monitoring Framework (BOD/06/16)</p> <p>The Call to Action Monitoring Framework was approved.</p>	
7.	<p>LA YOUTH WORK MANAGERS GROUP</p>	
7.1	<p>Verbal Report of Meeting held on 11 December 2015 – For Information</p> <p>L Fergus reported that the meetings continue to be well attended with on average 19-25 at every meeting.</p> <p>A presentation was made by Ben Kendrick, SYP and covered strategic objectives, consultations and strengthening partnerships.</p> <p>A meeting took place to discuss arrangements with Young Scot. A funding formula has been agreed but a further meeting is required to finalise arrangements. Further feedback on this will be given at a later date. A discussion also took place around locality posts and the need to tighten up this role.</p> <p>Support will be provided for the SYP sitting in Western Isles during June/July.</p>	
8.	<p>NATIONAL YOUTH WORK STRATEGY CONFERENCE & EXPO</p>	
8.1	<p>Video Presentation and Verbal Report</p> <p>This was covered under the 24 Hour Programme. Overall the event had been a great success and had laid the foundations for taking the Strategy to the next level.</p>	
9.	<p>SOCIAL & ECONOMIC VALUE OF YOUTH WORK IN SCOTLAND: INITIAL</p>	

	ASSESSMENT (BOD/07/16)	
9.1	<p>Summary Report</p> <p>The Summary was circulated for information. We now need to think about how we can make more of the intelligence gained and how we can use it as a sector.</p> <p>D King noted that there had been talk of some of the figures not being robust. T Frew advised that this was an initial assessment but we are confident based on the limited baseline information available at the time. It is very much a conservative assessment.</p> <p>The Summary report was noted.</p>	
10.	SENIOR MANAGEMENT TEAM REPORT (BOD/08/16)	
10.1	<p>Report</p> <p>The Senior Management Team Report was noted.</p>	
11.	PERFORMANCE MANAGEMENT (BOD/09/16)	
11.1	<p>Progress Update</p> <p>T Frew reported that we are very close to implementation. The final draft will be available and presented for approval very soon.</p>	TF/JD
12.	CONSULTATION RESPONSES	
12.1	<p>Consulting on a proposal for a Digital Learning and Teaching Strategy for Scotland – YouthLink Scotland Response (BOD/10/16)</p> <p>The response was noted.</p>	
13.	PUBLICATIONS	
13.1	<p>Youth Work Outcomes Infographic – Updated</p> <p>Noted</p>	
13.2	<p>Youth Work Prospectus</p> <p>Noted</p>	
14.	<p>AOB</p> <p>There were no other items of business arising.</p>	
15.	DATE OF NEXT MEETING	
	The date of the next meeting will take place on Thursday 21 April at 2pm, Rosebery House, Edinburgh.	