

MINUTE OF THE MEETING OF THE BOARD OF DIRECTORS HELD ON WEDNESDAY 23 NOVEMBER 2016, RSE, GEORGE STREET, EDINBURGH

	<p>Present: A Linkston (Chair), T Boffey (Vice Chair), R Allan (Treasurer), B Stevenson, R Gibson, F Falconer, L Chow, R Gallacher, J Wilson, D King and M Pitcaithly.</p> <p>In Attendance: J Sweeney (Chief Executive), D Gillespie, G Lithgow, M McLeod, T Frew and S Dow.</p>	ACTION
1.	<p>WELCOME AND APOLOGIES</p> <p>A Linkston welcomed everyone to the meeting. Apologies were received from A Morrell, T Smith, L Macdonald and L Fergus.</p>	
2.	<p>MINUTE OF LAST MEETING (22 September 2016)</p> <p>The minute of the meeting held on 22 September 2016 was approved as an accurate record without amendment.</p>	
3.	<p>BUSINESS ARISING</p> <p>There were no matters arising not already on the agenda.</p>	
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 November 2016</p> <p>R Allan verbally reported on the meeting held earlier in the day. The main item for discussion was Pension Auto-Enrolment. A number of recommendations were brought to the committee for approval with regard to auto-enrolment. The recommendations were:</p> <ul style="list-style-type: none"> • Scottish Widows Group Pension Scheme replaces Standard Life's Group Pension; • The "Premier Balanced Lifestyle Approach" is identified as the default fund; • YouthLink Scotland adopt the Contractual Enrolment approach to Auto Enrolment; • All employees of YouthLink Scotland are eligible to join the pension scheme; • Derek Emley of Argyle Consulting is appointed YouthLink Scotland's financial advisor; • The employer's pension contribution be reduced from 9.75% to 9.5%; 	

	<ul style="list-style-type: none"> The Life Assurance policy reflect the age limit of “the higher of 65 or State Pension Age”; Implementation to be put into effect by or on 1 February 2017. <p>The Finance & Audit Committee recommended approval to the Board. All of the recommendations were approved.</p> <p>In addition an Anti-Fraud, Corruption & Bribery Policy was presented and approved. The Audit Completion Memorandum provided by Thomson Cooper was noted. An increase to the Living Wage from £8.25 to £8.45 was implemented with effect from 1 November was also noted.</p>	
6.	POLICY FORUM	
6.1	<p>Draft Minute of Meeting held on 25 August 2016 (BOD/40/16) – For Information</p> <p>F Falconer advised that the last Policy Forum meeting was the annual review meeting facilitated by Joe Wilson. F Falconer noted that the Policy Forum is very grateful for the support from the Board in facilitating these review meetings.</p> <p>The draft minute was noted.</p> <p>J Wilson commented on how he had enjoyed facilitating the meeting.</p> <p>F Falconer noted the sterling work of Emily Beever in supporting the Policy Forum over the last few months.</p>	
6.2	<p>Programme of Work 2017 (BOD/41/16) – For Information</p> <p>A Linkston agreed that it was important to keep Health and Wellbeing on the agenda.</p> <p>The programme of work was noted.</p>	
6.3	<p>Youth Work Changes Lives Call to Action Monitoring Framework (BOD/42/16) – For Information</p> <p>The monitoring framework was noted.</p>	
6.4	<p>Membership (paper tabled) – For Decision</p> <p>The Board approved Michael Gowan’s membership of the Forum.</p>	
7.	NVYOS	
7.1	<p>Draft Minute of Meeting held on 6 October 2016 (BOD/43/16) – For Information</p> <p>T Frew reported that the meeting had gone very well. Maureen Mallon, Education Scotland, was in attendance and a full and frank discussion took place concerning Education Scotland and its role in relation to youth work.</p> <p>The draft minute was noted.</p>	
8.	SENIOR MANAGEMENT TEAM REPORT (BOD/44/16) – For Information	

8.1	<p>Staffing Changes</p> <p>D Gillespie Reported that Nuria Ruiz, Digital Development Officer is now in post. We also have 2 Community Jobs staff working with No Knives Better Lives and Digital & Workforce Development.</p> <p>National Citizen Service</p> <p>J Sweeney advised that a number of meetings have been taking place around NCS and the possible roll out in Scotland. A formal meeting will take place with Education Scotland on 16 December at Rosebery House. A number of our members will be involved. Research is being undertaken on arrangements in England. An update will be provided when available.</p> <p>Raising Attainment</p> <p>J Sweeney reported that new money will be available from April 2017 much of which will go directly to schools. Meetings are taking place to discuss the role of youth work and wider CLD in this. We have provided Education Scotland with current examples of where youth work is working positively with schools.</p> <p>CashBack for Communities Contract</p> <p>G Lithgow confirmed that the new contract has been agreed for 3 years at the current level. The criteria will be changed slightly focussing on the top 20% areas of multiple deprivation. The fund will open in the New Year. The new was warmly welcomed by the Board.</p> <p>National Voluntary Youth Work Organisations Support Fund</p> <p>G Lithgow advised that there was not sufficient money left to re-open the Fund. Some of the funds will contribute towards the costs of NVYOS member's attendance at the joint residential. The remainder of the money will be spent on the next phase in developing the Youth Work Outcomes. A proposal is being drawn up and will be presented for approval to NYVOS Executive.</p> <p>Opportunities for All Seminar Report</p> <p>J Sweeney reported that the conference had been well attended and well received. Thirty of the 32 local authorities were represented. Jamie Hepburn, Minister for Employability & Training was in attendance and opened the event. There are currently over 2,500 young people on Activity Agreements.</p> <p>Capital Funding</p> <p>F Falconer noted that capital money for the sector was essential and asked if YouthLink Scotland could take the lead in getting funders together with the intention of setting up a Fund. He felt that independent funders would welcome the opportunity particularly if Government was also on board. J Sweeney had submitted a proposal for a capital fund prior to the Spending Review but suggested match funding could make the difference. He noted that the recent CashBack Facilities Fund of £2m was capital spend.</p>	<p>JS</p> <p>GL</p> <p>JS</p>

	L Chow drew attention to the People's Postcode Lottery Dream Fund, which is aimed at multi-organisation collaborations with bids up to £1m.	
9.	NATIONAL YOUTH WORK STRATEGY	
9.1	<p>Youth Work Strategy Stakeholder Reference Group Update – For Information</p> <p>T Frew advised that the group had met on 28 October. The first draft of the Interim Report was circulated for information. The priorities will be tweaked. The context and foreword will be added. T Frew noted that the report does not yet evaluate the impact made. We are working with Louise Scott at Scottish Government to include this.</p> <p>J Wilson and others commented favourably on the layout and content of the report.</p>	
10.	FIVE NATIONS	
10.1	<p>Update on counterparts in rest of the UK</p> <p>In addition to the paper provided J Sweeney reported that YouthLink Scotland has been contracted by the Education Authority in Northern Ireland to facilitate talks with all of the regional youth work organisations with the intention of setting up an alternative to YouthNet. An update will be provided when available.</p> <p>Since the report was written CWVYS received news that funding will now be put in place for 2017.</p>	JS
11.	CONSULTATION RESPONSES	
11.1	<p>Mental Health in Scotland 2016 Consultation – YouthLink Scotland's Response – For Information (BOD/47/16)</p> <p>The response was noted.</p>	
11.2	<p>Consultation on a Child Poverty Bill for Scotland – YouthLink Scotland's Response – For Information (BOD/48/16)</p> <p>The response was noted.</p>	
11.3	<p>Barclay Review of Business Rates in Scotland Consultation – YouthLink Scotland's Response – For Information (BOD/49/16)</p> <p>The response was noted.</p>	
11.4	<p>Scrap the Act – Proposal to Repeal Offensive Behaviour at Football and Threatening Communications (Scotland) Act 2012 Consultation – YouthLink Scotland's Response – For Information (BOD/50/16)</p> <p>The response was noted.</p>	
11.5	<p>Guidance on Children's Rights (Part 1, section 2) and Children's Services Planning (Part 3) of the Children and Young People (Scotland) Act 2014 – Consultation Analysis – For Information (BOD/51/16)</p>	

	The response was noted	
11.6	Scottish Parliament Local Government & Communities Committee Call for Evidence on Draft Budget 2017-18 – YouthLink Scotland Response – For Information (BOD/52/16) The response was noted.	
11.7	Consultation on Social Security – YouthLink Scotland Response – For Information (BOD/53/16) The response was noted.	
11.8	The Impact of exiting the European Union on Higher Education Inquiry – YouthLink Scotland Response – For Information (BOD/54/16) The response was noted.	
11.9	Statutory Guidance: Standards in Scotland’s Schools etc. Act 2000 – YouthLink Scotland Response – For Information (BOD/55/16) The response was noted.	
12.	PUBLICATIONS	
12.1	Annual Report 2015-16	
13.	EQAULITIES REFLECTION	
13.1	There were no issues to note.	
14.	AOB Presentation to outgoing Board Members – J Sweeney presented gifts to outgoing Board members A Linkston, T Boffey, B Allan and R Gibson. He thanked them for their unwavering support. On behalf of the Board and staff J Sweeney congratulated B Stevenson on his appointment as Chief Executive of The Boys’ Brigade.	
15.	DATE OF NEXT MEETING	
	The date of the next meeting will take place on Wednesday 22 February 2017 at Rosebery House, Edinburgh at 2.00pm. Please note the 24 hour event has been postponed, a new date will be confirmed.	