

**MINUTE OF THE MEETING OF THE BOARD OF DIRECTORS HELD ON THURSDAY 21 SEPTEMBER 2017 AT ROSEBERY HOUSE, 9 HAYMARKET TERRACE, EDINBURGH EH12 5EZ**

	<p><b>Present:</b> Very Rev. Dr. L Hood (Chair), F Falconer (Vice Chair), G Whitefield (Hon. Treasurer), B Stevenson, K Reilly, D Spence, L Fergus, J Wilson, M Pitcaithly and L Macdonald.</p> <p><b>In Attendance:</b> J Sweeney (Chief Executive), L Little, G Lithgow, T Frew and S Dow.</p>	<b>ACTION</b>
1.	<p><b>WELCOME AND APOLOGIES</b></p> <p>L Hood welcomed everyone to the meeting. Apologies were received from A Morrell, L Chow, R Gallacher and M McLeod.</p>	
2.	<p><b>MINUTE OF LAST MEETING (11 MAY 2017)</b></p> <p>The minute of the meeting held on 11 May 2017 was approved as an accurate record without amendment.</p>	
3.	<p><b>BUSINESS ARISING</b></p> <p>There was no business arising not covered on the agenda.</p>	
4.	<p><b>CONFLICT OF INTERESTS</b></p> <p>None declared.</p>	
5.	<p><b>FINANCE &amp; AUDIT COMMITTEE</b></p>	
5.1	<p><b>Draft Minute of Meeting held on 22 June 2017 (BOD/23/17) – For Information</b></p> <p>The draft minute was noted.</p>	
5.2	<p><b>Verbal report of Meeting held on 21 September 2017</b></p> <p>Lothian Pension Fund (LPF) – A meeting recently took place with the LPF Chief Finance Officer. LPF is sympathetic and supportive but not liable. It was agreed that we will write to the Finance Minister seeking a meeting. We have engaged an actuary who is advising us on this issue.</p> <p>IT &amp; Cyber Insurance (standing agenda items) – A quote for Cyber Insurance will be obtained at next Insurance Renewal. L Macdonald recommended signing up to the Cyber Essentials Scheme (approx. £300 p.a.) which can reduce insurance premiums.</p> <p>Management Accounts to 31 July 2017 – To date £25k additional income has been secured against the projected end year deficit of £172k. The carry forward funds</p>	

	<p>from 2016-17 of £225k would be hugely affected should further additional income not be found.</p> <p>Financial Action Plan – G Whitefield and J Sweeney produced a draft Financial Action Plan 2017-20. The aim for 2017-18 is to make additional £110k income/savings. There is further work to be done for years 2018-19 and 2019-20 in preparation for the 2018-19 Budget.</p> <p>Risk Register – The format was revamped and additional items included.</p> <p>Bank Signatories – D Gillespie, B Allan &amp; B Fisher were removed and L Little, T Frew, G Whitefield and D Spence were added.</p> <p>December Finance &amp; Audit Committee meeting – It was agreed that a meeting will take place in December to consider the 6 month financial position and progress on the Financial Action Plan. The date is to be confirmed.</p>	
<b>5.3</b>	<p><b>Annual Audit of Accounts 2016-17</b></p> <p>G Whitefield reported that the confirmed end year result was a deficit of £137k which includes the £65k pension deficit. Reserves ended at £225k which is 23% of the best practice 3 months operating costs which requires 25% of the running costs to be in reserve.</p> <p>The Finance &amp; Audit Committee recommended approval and sign off of the Annual Accounts and Letter of Representation. This was agreed by the Board.</p>	
<b>6.</b>	<b>POLICY FORUM</b>	
<b>6.1</b>	<p><b>Minute of Meeting held on 25 May 2017 (BOD/24/17) – For Information</b></p> <p>The minute was noted.</p>	
<b>6.2</b>	<p><b>Draft Minute of Meeting held on 24 August 2017 (BOD/25/17) – For Information</b></p> <p>The draft minute was noted.</p>	
<b>6.3</b>	<p><b>Role of the Policy Forum BOD/26/17</b></p> <p>F Falconer noted that J Wilson facilitated the Review Meeting. The recommendations set out in the paper were approved. They were:</p> <ul style="list-style-type: none"> <li>• <b>approve</b> the change of working practice for the Forum;</li> <li>• to <b>recognise</b> and <b>accept</b> the risks identified by current Policy Forum members;</li> <li>• to <b>suspend</b> adherence to the Policy Forum Terms of Reference (April 2016), with the exception of point 5.2;</li> <li>• <b>agree</b> to receive a report on progress in June 2019.</li> </ul>	
<b>7.</b>	<b>NVYOS</b>	
<b>7.1</b>	<p><b>Agenda for Joint Residential held on 15/16 June 2017 (BOD/27/17a) – For Information</b></p>	

	<p>The agenda was noted.</p> <p>T Frew reported that Denise Spence and Kerry Reilly were now confirmed as Vice Chairs of NVYOS.</p>	
<b>7.2</b>	<p><b>Joint Residential Evaluation (BOD/27/17b) – For Information</b></p> <p>The evaluation was noted.</p>	
<b>8.</b>	<p><b>LA YOUTH WORK MANAGERS</b></p>	
<b>8.1</b>	<p><b>Verbal Report of Meetings held on 15/16 June and 8 September 2017 – For Information</b></p> <p>L Fergus noted that a request had been made from LAYWM to consider holding the 2018 residential in September rather than June which is particularly busy due to the YOYP and the SYP Sitting. T Frew agreed to take this back to NVYOS for further discussion.</p> <p>L Fergus and R Martin will work with the new Board of MSYPs providing training and mentoring.</p> <p>The verbal report was noted.</p>	<b>TF</b>
<b>9.</b>	<p><b>SENIOR MANAGEMENT TEAM REPORT (BOD/28/17) – For Information</b></p> <p>K Reilly congratulated and thanked those involved in successfully convincing the British Council to accept bids for Erasmus from unincorporated groups.</p> <p>T Frew advised that funding had been secured to undertake a new research project with the National Library of Scotland on Youngwummin. This will be a similar model to Scotswummin where funds will be available to members to get involved.</p> <p>The report was noted.</p>	
<b>10.</b>	<p><b>EDUCATION GOVERNANCE REVIEW</b></p>	
<b>10.1</b>	<p><b>Update on Progress – For Information</b></p> <p>J Sweeney advised that our sponsoring department would revert back to Scottish Government. Our opinion on which department would be the best fit has been sought and we will feedback to them in the near future. T Frew suggested that we cut across many departments therefore it would be worth mapping this to demonstrate impact. L Macdonald also suggested checking which department Children in Scotland falls under.</p>	
<b>11.</b>	<p><b>CORRESPONDENCE</b></p>	
<b>11.1</b>	<p><b>Letter to Scottish Government to request inclusion in membership of Scottish Education Council (BOD/29/17a)– For Information</b></p> <p>The letter was noted.</p>	
<b>11.2</b>	<p><b>Scottish Government Response (BOD/29/17b) – For Information</b></p>	

	<p>L Fergus asked if this response could be shared wider. J Sweeney agreed to confirm this with P Johnston.</p> <p>J Sweeney advised that letters will be sent to all Regional Collaboratives reminding them of the Youth Work offer. Letters previously sent to Head Teachers along with the supporting information will also be issued to them for recirculation.</p>	<b>JS</b>
<b>12.</b>	<b>EUROPE</b>	
<b>12.1</b>	<p><b>Update paper on Policy/Funding/Representation (BOD/30/17) – For Information</b></p> <p>T Frew noted that Erasmus funds were still available and that we are working with Xchange Scotland to assist organisations in applying.</p> <p>The paper was noted.</p>	
<b>13.</b>	<b>MEMBERSHIP REVIEW</b>	
<b>13.1</b>	<p><b>Review of Membership Categories, Benefits and Fees (BOD/31/17)</b></p> <p>The paper was noted and it was agreed that this item would be remitted to the Executive and CEO for further progression.</p>	<b>JS</b>
<b>14.</b>	<b>LOBBYING (SCOTLAND) ACT 2016</b>	
<b>14.1</b>	<p><b>Briefing Paper (BOD/32/17) – For Information</b></p> <p>L Macdonald found the Briefing Paper to be very useful and suggested that it should be shared with members.</p> <p>The briefing paper was noted.</p>	
<b>15.</b>	<b>BOARD VACANCIES</b>	
<b>15.1</b>	<p><b>Proposal to fill co-optee vacancy – For Approval</b></p> <p>J Sweeney reported that he and L Hood would be meeting Ken Cunningham on 2 October to discuss filling the last co-optee vacancy on the Board. Ken has HR expertise and experience. An update will be provided in due course. The Chair was given power to confirm his appointment. Members will be informed of the appointment at the AGM.</p>	
<b>16.</b>	<b>PROPOSED SCHEDULE OF MEETING DATES FOR 2018 (BOD/33/17)</b>	
<b>16.1</b>	<p><b>Proposed Dates</b></p> <p>G Lithgow felt that the 24 Hour Event was at the wrong time if the intention was for the Board to be involved in the Business Planning and suggested that November would be a better time for that.</p>	

	After discussion it was agreed that the main item of business at the next scheduled Board meeting on Thursday 23 November would be Business Planning.	<b>JS</b>
<b>17.</b>	<b>CONSULTATION RESPONSES</b>	
<b>17.1</b>	<b>Scottish Government Improving Educational Outcomes for Children and Young People from Travelling Cultures Consultation – YouthLink Scotland Response (BOD/34/17) – For Information</b>  The response was noted.	
<b>17.2</b>	<b>Public Consultation: National Gaelic Language Plan 2017-2022 – YouthLink Scotland Response (BOD/35/17) – For Information</b>  The response was noted.	
<b>17.3</b>	<b>Scottish Government Consultation on the British Sign Language (BSL) Plan – YouthLink Scotland Response (BOD/36/17) – For Information</b>  The response was noted.	
<b>17.4</b>	<b>Proposed Children (Equal Protection from Assault) (Scotland) Bill – YouthLink Scotland Response (BOD/37/17) – For Information</b>  The response was noted.	
<b>17.5</b>	<b>UK parliament Communities and Local Government Committee Homelessness Inquiry – YouthLink Scotland Written Response (BOD/38/17) – For Information</b>  The response was noted.	
<b>17.6</b>	<b>Scottish Government Socio-Economic Duty Consultation – YouthLink Scotland Response (BOD/39/17) – For Information</b>  The response was noted.	
	L Fergus remarked again on the high quality of the consultation responses and congratulated those involved.	
<b>18.</b>	<b>EQAULITIES REFLECTION</b>	
<b>18.1</b>	There were no issues to note.	
<b>19.</b>	<b>AOB</b>	
<b>20.</b>	<b>DATE OF NEXT MEETING</b>	
	The next meeting will take place on Thursday 23 November 2017 at 2:00pm at Rosebery House, Edinburgh. Please note there will be no November meeting of the Finance & Audit Committee.	