



MINUTE OF THE MEETING OF THE BOARD OF DIRECTORS HELD ON WEDNESDAY 22 FEBRUARY 2017 AT YOUTHLINK SCOTLAND, ROSEBERY HOUSE, EDINBURGH		
	<p>Present: F Falconer (Vice Chair), L Chow, L Macdonald (part), D King, L Fergus and G Whitefield (Hon. Treasurer)</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>In the absence of L Hood, Chair, F Falconer chaired the meeting. F Falconer welcomed everyone. Roundtable introductions were made. Apologies were received from L Hood, M Pitcaithly, A Morrell, J Wilson, B Stevenson and R Gallacher.</p>	
2.	<p>MINUTE OF LAST MEETING (23 November 2016)</p> <p>The minute of the meeting held on 23 November 2016 was approved as an accurate record without amendment.</p>	
3.	<p>BUSINESS ARISING</p>	
3.1	<p>Raising Attainment</p> <p>J Sweeney informed the meeting that we are working closely with civil servants around the place of youth work within the Pupil Equity Fund. We are awaiting an invitation from Scottish Government to attend a strategic meeting on this. A letter will be sent to all schools providing good practice examples. Staff members from our Policy and Media teams are working on this. The Health and Wellbeing link to the Pupil Equity Fund is being explore in partnership with Children in Scotland. L Fergus pointed out that the Pupil Equity Fund only goes as far as S3 so we should be mindful of this. There was a suggestion that the use of Peer Education could be explored through the Scottish Attainment Challenge.</p> <p>An update will be provided when available.</p>	JS
3.2	<p>Postcode Lottery Dream Fund</p> <p>J Sweeney will follow this up with L Chow.</p>	JS
3.3	<p>National Youth Work Strategy Stakeholder Reference Group</p> <p>J Sweeney advised that the next meeting of the Stakeholder Reference Group will take place on Tuesday 28 Ferbruary.</p>	
3.4	<p>National Voluntary Youth Work Organisations Support Fund</p>	

	J Sweeney reported that confirmation of continuation of the Fund has not yet been received. It has been customary for the formal announcement to be made at the National Youth Worker of the Year Awards Ceremony. Discussions are ongoing with government.	
4.	CONFLICT OF INTERESTS None declared.	
5.	FINANCE & AUDIT COMMITTEE	
5.1	Verbal Report of Meeting held on 22 February 201 G Whitefield verbally reported on the meeting held earlier in the day. In addition to the Management Accounts and Budgets the meeting discussed: Lothian Pension Fund – Scottish Funders Forum currently exploring options with pension providers with regard to the impact on charities and are happy to include YouthLink Scotland in providing information on developments. An update will be provided in due course. Scottish Widows Pension – The transfer from Standard Life to Scottish Widows will be effective from 1 March 2017. Anti-Fraud, Corruption & Bribery Policy – This was approved at the November meeting of the Finance & Audit Committee and will be included in the Staff Handbook. Finance & Audit Committee Vacancy – A vacancy has arisen as a result of R Gibson standing down from the Board. J Sweeney will be in touch with Board members seeking a replacement.	DG/GW DG JS
5.2	Management Accounts to 31 December 2016 (BOD/01/17) G Whitefield advised that the year started with a deficit of £220k with a £97k deficit projected end year result. This forecast is in line with the original budget. He reported that of the additional £206k income generated by Practice Projects there was an approximate £63k contribution to the bottom line. G Whitefield remarked that reserves were now very close to best practice guidelines of 3 months operating costs and that this should be monitored closely. The Management Accounts to 31 December were noted.	
5.2	Draft Budget 2017-18 (FAC/02/17) G Whitefield highlighted that the proposed budget has a starting position of a deficit of £172k. Were no other contract bid successful, the year would end with Reserves of only £93k which falls very short of the 3 months operating costs in Reserves which is in the region of £250k.	

	<p>The Finance & Audit Committee discussed the option of developing an Action Plan to accompany the Budget to assist with reducing, or indeed eliminating, the deficit position.</p> <p>F Falconer saw the Action Plan being less about cost cutting and more about better income generation, charging of services, etc.</p> <p>J Sweeney noted that the group to be convened to develop the Action Plan should comprise Board, Finance & Audit Committee and SMT members. If you are interested in joining the group please let J Sweeney know. It was agreed that this could be a substantive item at the Board 24 hour event.</p> <p>The Finance & Audit Committee recommended acceptance of the proposed budget. This was agreed.</p>	ALL/JS
6.	POLICY FORUM	
6.1	<p>Draft Minute of Meeting held on 18 January 2017 (BOD/03/17) – For Information</p> <p>The Draft minute was circulated in advance for information.</p> <p>The next meeting will take place on 30 March on the theme of Isolation and Loneliness. D King mentioned that the YWCA Status of Young Women in Scotland Report looks at loneliness. L Macdonald noted that Young Scot are currently working with the Co-op Foundation on this. L Chow mentioned that the Life Changes Trust might be worth exploring as a large part of their work is focussed on isolation. F Falconer thanked Board members for their suggestions and will follow these up prior to the March meeting.</p> <p>J Sweeney advised that he had recently met with Dr Gregor Smith, Deputy Chief Medical Officer. A number of areas were discussed including raising attainment, youth volunteering and work with Police, Fire and Ambulance services around their interactions with young people. As part of the discussions Health Department priority themes were discussed and it was no surprise the Young People’s Mental Health was high on the agenda. Gregor is also keen to visit local youth health services like The Corner in Dundee.</p> <p>L Fergus felt there was need for a conversation to take place about investment and disinvestment particularly around health. G Whitefield asked what links there were between health & social care integration and youth work as there could be possibilities worth exploring. L Macdonald noted that the new Chief Social Work Adviser, Iona Colvin, had been recently appointed and would be worth speaking with in due course.</p> <p>The draft minute was noted.</p>	
7.	LA YOUTH WORK MANAGERS	
7.1	<p>Verbal Report of Meeting held on 9 December 2016 – For Information</p> <p>L Fergus reported that meetings continue to be well attended. The main areas of discussion were:</p>	

	<p>Support to SYP including hosting sittings and the potential need to review policies, age range, board/governance, relationships with local agendas and wider support to MSYPs.</p> <p>Young Scot National Agreement was agreed in principle.</p> <p>An update on the Education Governance Review and National Citizen Service was given via representatives on the National Youth Work Strategy Stakeholder Reference Group.</p> <p>Topics at the joint residential will include National Citizen Service, Attainment, Governance Review and Equalities.</p> <p>The update was noted.</p>	
8.	SENIOR MANAGEMENT TEAM REPORT (BOD/04/17) – For Information	
8.1	<p>#iwill</p> <p>In addition to the report circulated prior to the meeting J Sweeney advised that Charlotte Hill, CEO, Step up to Serve visited Scotland recently and a number of joint meetings were held. These were with Bill Maxwell (Education Scotland), Martin Cawley (BIG Lottery), Polmont YOI and Kenneth Ferguson (Robertson Trust).</p> <p>J Sweeney has been appointed to sit on the UK Advisory Board.</p> <p>The report was noted.</p>	
9.	ACTIVITY AGREEMENTS	
9.1	<p>Presentation on progress 2016-17 (BOD/05/17) – For Information</p> <p>S McIntyre joined the meeting. In addition to the paper circulated S McIntyre reported that over 2,000 young people are engaged per year with between 60-80% progression rate.</p> <p>L Fergus reflected that Activity Agreements were proving to be very effective. The relaxation of the age range has helped hugely engagement with young people can happen 6 months before their leaving date. There has been no word yet on funding for Local Authorities for the coming year.</p> <p>D King asked if there were links that could be made to NCS, not to replace AAs but to enhance the outcomes for the young people.</p> <p>S McIntyre suggested that should additional funding become available this should be invested in mental health support to young people which in turn would increase progression rates. L Fergus would like to see any additional funds invested in outreach and detached youth work to get to those young people still not being reached.</p> <p>F Falconer thanked S McIntyre for her input.</p>	
10.	NATIONAL CITIZEN SERVICE	

10.1	<p>Update on meetings and discussions with Education Scotland and YouthLink Scotland Members</p> <p>J Sweeney reported that a meeting took place on 16 December, convened by Education Scotland, attended by YouthLink Scotland members. Richard Benstead, UK Cabinet Office, provided background on progress to date. UK Government is willing to fund a pilot in Scotland, however there is no further funds available to roll out across Scotland. The issue of future budgets needs to be raised with Government Ministers.</p> <p>J Sweeney advised that Education Scotland had circulated the minute of the meeting. L Fergus noted that she had not received it despite being in attendance. T Frew agreed to follow this up. Education Scotland has provided feedback from the meeting to Government. A response is awaited. An update will be provided when available.</p>	TF JS
11.	EUROPEAN ENGAGEMENT WORKING GROUP	
11.1	<p>Progress Report (BOD/06/17) – For Information</p> <p>The report was noted.</p>	
12.	CONTRACT NEGOTIATIONS	
12.1	<p>Update – For Information</p> <p>J Sweeney advised that contracts have been signed for CashBack for Communities Youth Work Fund (£700k per year for 3 years) and for the Open Arts Fund (£250k).</p>	
13.	NATIONAL YOUTH WORKER OF THE YEAR AWARDS 2017	
13.1	<p>Update – For Information</p> <p>M McLeod reported that arrangements are well underway for the 10th Anniversary of the National Youth Worker of the Year Awards taking place on 16 March 2017. A total of 32 awards will be presented on the night, with approx. 10 going to small, local projects. All successful and unsuccessful nominators have been notified. Bookings are going well with numbers around 220 at this time. Previous Lifetime Achievement recipients have been invited to attend at a reduced rate.</p>	
14.	WEBSITE DEVELOPMENT	
14.1	<p>Progress Update – For Information</p> <p>M McLeod advised that the contract to develop the website has been awarded. It is now at the design stage with a completion target of end of March. A trial will be carried out during April with a formal launch in May.</p>	
15.	BOARD VACANCIES	
15.1	Voluntary Sector Representative Proposal	

	<p>J Sweeney noted that as a result of Robbie Gibson standing down a voluntary sector representative vacancy has arisen. It is proposed that Kerry Reilly, YMCA Scotland should complete the remainder of Robbie's extended term (to November 2017) and thereafter formally put forward for election at the AGM. This was agreed. J Sweeney will follow up with Kerry.</p> <p>There is one remaining co-option vacancy which is being held for the new Policy Forum Chair when in place.</p>	JS
15.2	<p>Scottish Youth Parliament Representatives</p> <p>J Sweeney reported that Terri Smith, MSYP has resigned from her position on the Board due to ill health. Given the issues over the years in MSYPs being able to attend Board meetings a proposal will be made by SYP with regard to representation.</p>	
16.	BOARD 24 HOUR EVENT 2017	
16.1	<p>Discussion on Agenda, Dates and Timings</p> <p>J Sweeney informed Board Members that a doodle poll will be sent out seeking availability for the 24 Hour Event in the Spring, after discussion with the Chair.</p> <p>A discussion took place around topics and it was agreed that the focus should be around key Development Plan items, Financial Action Plan with facilitator, perhaps a Ministerial input around sustainability for the sector and the next Strategic Plan.</p>	SD
17.	YOUTHLINK SCOTLAND NETWORKS	
17.1	<p>Scheduled Dates for 2017 (BOD/07/17) – For Information</p> <p>J Sweeney informed Board members that they were welcome to join or attend any of our internal networks and should let S Dow know to ensure you are added to the mailing list.</p>	
18.	CONSULTATION RESPONSES	
18.1	<p>Scottish Government Education Governance Review – YouthLink Scotland Response – For Information (BOD/08/17)</p> <p>The response was noted.</p>	
18.2	<p>Education & Skills Committee Personal & Social Education Inquiry – YouthLink Scotland Response – For Information (BOD/09/17)</p> <p>The response was noted.</p>	
18.3	<p>Environment, Climate Change & Land Reform Committee – Draft Climate Change Plan – Written Evidence from YouthLink Scotland – For Information (BOD/10/17)</p> <p>The response was noted.</p>	
19.	DEVELOPMENT PLAN 2017-18	

19.1	<p>Short Presentation followed by Discussion Groups (BOD/11/17)</p> <p>G Lithgow suggested covering the Development Plan more fully at the 24 hour event given the time restraints at this meeting. Priorities for the Board for the coming year need to be discussed and agreed.</p> <p>F Falconer noted that there may be items within the Development Plan that Board members were not fully up to speed on therefore would not necessarily be able to accurately assess and agree priorities. Some preparatory work could be done by staff to support this process. G Lithgow felt it important that Board members take a lead role in prioritising.</p> <p>J Sweeney felt strongly that we need to speak again with Government about our level of funding.</p> <p>L Fergus wanted to remind everyone that as an organisation we are in a good place at the moment and this is testament to the success of the organisation and the team here. We should not lose sight of that. Given that we are coming to the end of our current Strategic Plan, this is the right time to have these conversations.</p>	JS
20.	EQUALITIES REFLECTION	
20.1	There were no issues to note.	
21.	AOB	
21.1	<p>Year of Young People 2018</p> <p>L Macdonald provided an update on developments. These included:</p> <p>'300 days to go' launch even will take place on 7 March (themes will be released at this time).</p> <p>Ambassador recruitment programme will launch on 7 March. The aim is to recruit at least 200 young people from across Scotland to support local projects and events and promote YoYP to their peers.</p> <p>6 Key events will be planned by Visit Scotland and Events Scotland.</p> <p>An open public facing events programme will also be launched.</p> <p>A small grants programme will be opened inviting bids of £200-750 to run local events.</p> <p>A Co-design Blueprint has been created as guidelines for partners getting involved.</p> <p>The BIG launch will take place in October/November. There is real sensitivity around mentioning upcoming themed year during another.</p> <p>If you would like to find out more please email 2018yoyp@young.scot</p>	
22.	DATE OF NEXT MEETING	

	A doodle poll will be sent out.	SD