



MINUTE OF THE MEETING OF THE BOARD OF DIRECTORS HELD ON THURSDAY 23 NOVEMBER 2017 AT ROSEBERRY HOUSE, 9 HAYMARKET TERRACE, EDINBURGH EH12 5EZ		
	<p>Present: F Falconer (Vice Chair), G Whitefield (Hon. Treasurer), L Chow, L Macdonald, D Spence, M Pitcaithly and K Cunningham.</p> <p>In Attendance: J Sweeney (Chief Executive), L Little, G Lithgow and T Frew</p>	ACTION
1.	<p>WELCOME AND APOLOGIES</p> <p>F Falconer welcomed everyone to the meeting. He welcomed and introduced K Cunningham to the meeting a new co-opted member of the Board. Apologies were received from L Hood, B Stevenson, L Fergus, J Wilson, K Reilly, A Morrell and R Gallacher.</p>	
2.	<p>MINUTE OF LAST MEETING (21 SEPTEMBER 2017)</p> <p>The minute of the meeting held on 21 September 2017 was approved as an accurate record without amendment.</p>	
3.	<p>BUSINESS ARISING</p>	
3.1	<p>Lothian Pension Fund</p> <p>J Sweeney reported on the current position with Lothian Pension Fund (LPF). J Sweeney and L Little had attended a meeting with LPF during which LPF stated that they supported our case and were willing to attend a meeting between Scottish Government and YouthLink Scotland to discuss the issue of guarantor. L Hood had written to Mr Mackay, Cabinet Secretary for Finance, seeking a meeting to further discuss our situation and to seek a resolution. A reply was awaited.</p>	
3.2	<p>Financial Action Plan</p> <p>J Sweeney reported that the Financial Action Plan was being advanced and that some progress could be forthcoming regarding reclamation of VAT. L Little advised that we are currently submitting a claim to HMRC for VAT and if our case is successful a figure of £20,000 could be repaid to us with an ongoing £5,000 per year saving.</p>	
3.3	<p>Staffing</p> <p>J Sweeney advised that after a long period of sickness absence Margaret McLeod had left the organisation by mutual agreement. We wish her every success in the future and thank her for her contribution to YouthLink Scotland over the years.</p> <p>G Amant has also left the organisation to work with DofE Scotland in a permanent capacity. We wish her well and thank her for her service.</p>	

3.4	<p>Other Appointments</p> <p>J Sweeney noted that Gayle Gorman, presently Director of Education & Children's Services with Aberdeen City Council, has been appointed as the new Chief Executive and Chief Inspector of Education with Education Scotland.</p> <p>J Sweeney informed the Board that J Wilson, Board Member, had secured a new position at the City of Glasgow College.</p>	
4.	<p>CONFLICT OF INTERESTS</p> <p>None declared.</p>	
5.	<p>NVYOS</p>	
5.1	<p>Draft Minute of Meeting held on 5 October (BOD/40/17) – For Information</p> <p>D Spence gave a brief resume of the NVYOS business and also commented on how difficult it was to gain access to the correct people in local authorities to discuss PEF and Raising Attainment. She also commented favourably on the developments of Erasmus +.</p> <p>The draft minute was noted.</p>	
6.	<p>SENIOR MANAGEMENT TEAM UPDATE</p>	
6.1	<p>Senior Management Team Report (BOD/41/17) – For Information</p> <p>G Lithgow reported that Action on Prejudice (AoP) was now up and running and Nadia Freeman had been appointed to cover Sarah Robinson Galloway's maternity leave. G Lithgow also advised that the NKBL budget for next year was being prepared and we are hopeful of a successful outcome.</p> <p>The Year of Young People 2018 (YOYP) grant scheme is now open for applications.</p> <p>Work is ongoing regarding a partnership event to share research findings around Sectarianism and Social Media.</p> <p>L Chow asked if she could attend some of the network meetings as she would find them interesting. J Sweeney confirmed that this should not present a problem. A list of the network meeting dates will be sent to Board members. Board members would be required to register prior to the individual meetings in the usual way. Information on the Networks is available on the website and is worthwhile visiting.</p> <p>G Whitefield asked if any progress had been made with regard to the £25k for the National Voluntary Youth Organisations Support Fund that was mentioned in the Financial Action Plan. J Sweeney replied that this was still the subject of negotiations with Scottish Government.</p>	SD
7.	<p>BOARD VACANCIES</p>	
7.1	<p>Co-Optee Recruitment – For Information</p>	

	J Sweeney advised that K Cunningham's recruitment completed the full complement of the Board.	
8.	CONSULTATION RESPONSES	
8.1	Scottish Government Updating of the School Premises (General Requirements and Standards) (Scotland) Regulations 1967 Consultation – YouthLink Scotland Response (BOD/42/17) – For Information The response was noted.	
8.2	UK Parliament Scottish Affairs Committee My Scottish Affairs Inquiry – YouthLink Scotland Response (BOD/43/17) – For Information The response was noted.	
8.3	UK Government Call for Evidence on the Full Time Social Action Review – YouthLink Scotland Response (BOD/44/17) – For Information The response was noted.	
8.4	Scottish Government Consultation on Free Bus Travel for Older and Disabled People and Modern Apprentices – YouthLink Scotland Response – For Information – Response Tabled The response was noted.	
8.5	Scottish Government Consultation on Measuring the Attainment Gap and Milestones Towards Closing It – YouthLink Scotland Response – For Information – Response Tabled The response was noted.	
9.	PUBLICATIONS	
9.1	YouthLink Scotland Annual Report 2016-17 Available at the meeting.	
9.2	The Link – Mental Health Issue Available at the meeting.	
10.	DEVELOPMENT PLAN 2017-18	
10.1	Six Month Report (BOD/45/17) – For Information J Sweeney thanked everyone for all their hard work in producing the six month report for Scottish Government. The report was noted.	
11.	BUSINESS PLANNING 2018-19	
11.1	Planning and Preparation for 2018-19	

	A short interactive session around business planning took place. The result of this will influence how we take forward the new Strategic Plan when we consider it at the 24 Hour Event in February.	
12.	EQUALITIES REFLECTION	
12.1	There were no issues to note.	
13.	AOB	
13.1	YouthLink Scotland National Conference Congratulations to everyone concerned with organising the National Conference which was themed around Youth Mental Health. Everyone who attended felt it had been very well organised and that the atmosphere had been very positive. The conference had been fully booked with over 230 attendees. Thanks to staff, partners, contributors and delegates for such a massive effort. Many thanks also to those who produced The Link Mental Health Issue which accompanied and complemented the programme.	
13.2	#iwill Week and Parliamentary Reception J Sweeney and L Hood attended a parliamentary reception with David Mundell in London earlier this week as had partners and our amazing #iwill ambassadors. There were lots of other meetings held with shadow cabinet members and these discussions will hopefully bear fruit and help us in the future. Thanks to staff and all of our partners involved. J Sweeney wished everyone a happy #iwill week.	
13.3	Media Coverage J Sweeney advised that we had two articles in the papers this week. One was about Grace who is trying to promote invisible illnesses and have a new sign 'Grace's Sign' put on accessible toilets to raise awareness that not all illnesses can be seen.	
13.4	Local Government Pay Agreement J Sweeney advised that the pay agreement had now been settled which was a £350 increase for salaries up to £35k and 1% for salaries above. All back pay will be paid in the November salaries.	
13.5	GDPR L Little advised the Board that work was underway to tackle the GDPR legislation coming into force in May 2018. Meetings and training courses had been attended and further discussion is taking place to ensure we are compliant next year.	
14.	DATE OF NEXT MEETING	
	The next meeting will take place as part of the 24 Hour Event on 21 & 22 February. Timings and venue will be confirmed.	

