

MINUTE OF THE MEETING OF THE BOARD OF DIRECTORS HELD ON WEDNESDAY 21 FEBRUARY 2018 AT THE RADISSON BLUE HOTEL, ROYAL MILE, EDINBURGH EH1 1TH		
	<p>Present: L Hood (Chair), F Falconer (Vice Chair), G Whitefield (Hon. Treasurer), K Reilly, D Spence, B Stevenson, R Gallacher, L Fergus, A Morrell, L Chow, J Wilson and K Cunningham</p> <p>In Attendance: J Sweeney (Chief Executive), L Little, G Lithgow, T Frew and S Dow.</p>	ACTION
1.	<p>WELCOME AND APOLOGIES</p> <p>L Hood welcomed everyone to the meeting. Apologies were received from M Pitcaithly, L Macdonald and A Fraioli.</p>	
2.	<p>MINUTE OF LAST MEETING (23 NOVEMBER 2017)</p> <p>The minute of the meeting held on 23 November 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 that following the meeting with Scottish Public Pensions Agency (SPPA) held in January, written confirmation has been received of the commitment from Scottish Government to be our guarantor. Lothian Pension Fund has been contacted and amendments will be made prior to the financial year end where possible. J Sweeney thanked everyone involved and noted his delight at the outcome.</p>	
3.2	<p>Financial Action Plan</p> <p>G Whitefield noted that the 2017-18 savings target was £110k. L Little advised that our recent VAT reclaim had been successful with £16.5k already received and a further £4.5-5k still to come this financial year. This also means an ongoing saving of £5k approx. per annum. A fee of £1k was paid to Scott Moncreiff for support in submitting the claim. L Little also thanked colleagues in Young Scot.</p>	
3.3	<p>Staffing</p> <p>J Sweeney advised that the current organisational chart was being updated to reflect the recent staff and structure changes. This will be sent to all members for information.</p>	SD
4.	<p>CONFLICT OF INTERESTS</p> <p>None declared.</p>	

5.	FINANCE AND AUDIT COMMITTEE	
5.1	<p>Draft Minute of Meeting held on 21 December (BOD/01/18) – For Information</p> <p>G Whitefield advised that Cyber Insurance was being investigated and will be put in place by the end of March.</p> <p>The draft minute was noted.</p>	
5.2	<p>Verbal Report of Meeting held on 21 February 2018 – For Information</p> <p>G Whitefield reported that the meeting had focussed on Lothian Pension Fund, Financial Action Plan and the VAT reclaim.</p> <p>The verbal report was noted.</p>	
5.3	<p>Management Accounts to 31 December 2017 (BOD/02/18) – For Information</p> <p>G Whitefield highlighted the additional £26k which reduces the original planned deficit of £103k to £77k. This will continue to be monitored.</p> <p>G Whitefield explained that a different approach to preparing the Budget for 2018-19 had been taken. A Protocol paper had been prepared and circulated to the Finance & Audit Committee (FAC). There was some debate on whether Staff Training/CPD should also be added. It was agreed that the SMT would give this further consideration which would be presented to the April meeting of the FAC, if approved a more detailed paper outlining the management arrangements for the Fund would be presented to the June meeting for approval.</p>	SMT
6.	CONTRACT NEGOTIATIONS 2018-19	
6.1	<p>Update – For Information</p> <p>J Sweeney provided an update on the position of the various contracts we undertake:</p> <p>Core Grant – confirmed at current rate NVYOSF – awaiting confirmation CashBack for Communities – still within the 3 year cycle Activity Agreements – awaiting confirmation but fairly confident of continuation NKBL – awaiting confirmation AoP – funded for 2 more years AoS – awaiting confirmation</p> <p>A number of other bids are awaiting decision.</p>	
7.	EDUCATION GOVERNANCE REVIEW	
7.1	<p>Update – For Information</p> <p>J Sweeney noted that the consultation was now closed. Our response has been submitted. D Spence was appreciative of the very well written response.</p>	

	<p>Gayle Gorman has been appointed Chief Executive and Chief Inspector of Education Scotland.</p> <p>J Sweeney advised that a letter was sent to John Swinney from Fergus McMillan on behalf of NVYOS and supported by LAYWM seeking input to the Regional Collaboratives. As a result, one place was secured at each of the 6 Regional Events for our representatives. All 6 places were taken up. These events were predominantly attended by teachers.</p>	
8.	#IWILL SCOTTISH ADVISORY GROUP	
8.1	<p>Update – For Information</p> <p>J Sweeney advised that the #iwill Scottish Advisory Group has been established and held its inaugural meeting on 13 February. The group will meet 3 times per year and will comprise representation from Scottish Government, Education Scotland, NHS, #iwill Ambassadors, funders and business. The chair will be shared between YouthLink Scotland and Young Scot. An update on the Group will be given as and when appropriate.</p> <p>A joint bid by YouthLink Scotland and Young Scot has been developed and submitted to Scottish Government Health Directorate to establish and support a Youth Health and Volunteering Leadership Group, with the aim of developing an innovative volunteering strategy which will provide young people with opportunities to volunteer on NHS Boards and to influence and shape health policy and strategy. The outcome is awaited.</p> <p>A proposal is being prepared to submit to The Robertson Trust to fund a Development Officer post to support the work of #iwill in Scotland.</p> <p>J Sweeney reported that the latest Youth Social Action Survey results, commissioned by the Department for Digital, Culture, Media and Sport, would be available soon. Headline results show young people involved in social action at 39% (baseline 40%) and a widening of the economic gap. A Scottish subset of 200 was included in the survey. Board members were concerned at the low number of Scottish contributors and wondered if the information could be obtained from intelligence already gathered. J Wilson asked if My World of Work already covered it or could it be incorporated.</p> <p>A Morrell noted the feeling generally that the term Ambassador was being over used.</p>	
9.	LA YOUTH WORK MANAGERS	
9.1	<p>Verbal Report of Meeting held on 8 December 2017 – For Information</p> <p>L Fergus reported that the December meeting included voluntary sector and CLD Standards Council representatives to discuss the Education Workforce Council. LAYWM prepared and submitted a consultation response.</p> <p>L Fergus noted that attendance at meetings in terms of personnel and members were changing roles for various reasons; new roles, restricted time and funding. Very few Managers were still specifically and/or exclusively Youth Work Managers.</p>	

	<p>G Whitefield asked if the argument had been made for funding of capacity rather than projects. L Fergus noted that it had changed for a short time but now reverting back to project funding. For example, YoYP is a great initiative but putting the infrastructure in place behind it was crucial. Local Authority staff are expected to support young people throughout YoYP without additional resources.</p> <p>K Reilly suggested that after meeting with Michael Chalmers Jim could meet with Local Authorities individually seeking their views rather than at COSLA level.</p> <p>It was agreed that the SMT would look at what practically can be done and how it can be driven forward.</p>	SMT
10.	SENIOR MANAGEMENT TEAM UPDATE	
10.1	<p>Senior Management Team Report (BOD/03/18) – For Information</p> <p>The Senior Management Team Report was noted.</p>	
11.	CONSULTATION RESPONSES	
11.1	<p>Scottish Parliament Culture, Tourism, Europe & External Relations Committee Erasmus+ Inquiry – YouthLink Scotland Response (BOD/04/18) – For Information</p> <p>The response was noted.</p>	
11.2	<p>Scottish Government Empowering Schools: A Consultation on the Provision of the Education (Scotland) Bill – YouthLink Scotland Response (BOD/05/18) – For Information</p> <p>The response was noted.</p>	
11.3	<p>Scottish Government Review of the Gender Recognition Act 2004 – YouthLink Scotland Response (Tabled at the Meeting) – For Information</p> <p>The response was noted.</p>	
12.	PUBLICATIONS	
12.1	<p>Unlocking the Potential of Erasmus</p> <p>Available at the meeting.</p>	
12.2	<p>The Activity Agreement Model – Updated</p> <p>Available at the meeting.</p>	
13.	NATIONAL YOUTH WORK AWARDS 2018	
13.1	<p>Update – For Information</p> <p>T Frew advised that the team were working hard on preparations for this year's Awards. A record 202 nominations were received. So far we have 327 booked to attend the Ceremony. A few changes have been made this year and he is confident</p>	

	<p>the night will be a huge success. A co-design group was established and young people have been involved in every aspect. Entertainment on the night will be provided by the City of Edinburgh Music School.</p> <p>A Morrell commented that this was the 3rd time she had been involved in the judging panel and it all ran very smoothly.</p> <p>Please let S Dow know as soon as possible if you wish to attend.</p>	
14.	YOUTHLINK SCOTLAND NETWORKS	
14.1	Scheduled Dates for 2018 (BOD/06/18) – For Information	
15.	EQUALITIES REFLECTION	
15.1	J Sweeney noted that all of our 2017 Lifetime Achievement Recipients were men. This year we have 4 women and 3 men.	
16.	AOB	
16.1	<p>YouthLink Scotland AGM Future Arrangements</p> <p>B Stevenson asked if arrangements for the AGM could be reconsidered as having at the end of the conference was not ideal. J Sweeney agreed to look at this with a possible reversal to a lunchtime slot.</p>	JS
14.	DATE OF NEXT MEETING	
	The next meeting will take place on Thursday 19 April 2018 at 2:00pm. The date of the June meeting will be rescheduled. A doodle poll will be sent checking availability.	SD