

| MINUTE OF THE MEETING OF THE BOARD OF DIRECTORS HELD ON THURSDAY 19 APRIL 2018 AT ROSEBERY HOUSE, 9 HAYMARKET TERRACE, EDINBURGH EH12 5EZ | | |
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| | <p>Present: L Hood (Chair), F Falconer (Vice Chair), G Whitefield (Hon. Treasurer), B Stevenson, K Reilly, K Cunningham, S Thomason, L Chow, M Pitcaithly, D Spence, L Macdonald and L Fergus.</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. A particular welcome was extended to Sonny Thomason who was attending his first meeting representing Scottish Youth Parliament. Apologies were received from R Gallacher, J Wilson, A Morrell and A Fraioli.</p> | |
| 2. | <p>MINUTE OF LAST MEETING (21 FEBRUARY 2018)</p> <p>The minute of the meeting held on 21 February 2018 was approved as an accurate record without amendment.</p> | |
| 3. | <p>BUSINESS ARISING</p> | |
| 3.1 | <p>Lothian Pension Fund</p> <p>L Little advised that Lothian Pension Fund (LPF) will not accept the letter from Scottish Government confirming guarantor status in its present form. Work is being done by Scottish Government to get the correct wording. An update will be provided when available.</p> | LL |
| 3.2 | <p>Financial Action Plan</p> <p>J Sweeney reported that the projected year end deficit of £172k had been reduced to a £71k deficit. Whilst not all of the additional income was linked to the Financial Action Plan it had contributed to it.</p> | |
| 4. | <p>CONFLICT OF INTERESTS</p> <p>L Macdonald declared that Young Scot staff are also members of the Lothian Pension Fund.</p> <p>J Sweeney declared that staff would be present during the item within the Finance & Audit Committee update on salaries.</p> | |
| 5. | <p>FINANCE AND AUDIT COMMITTEE</p> | |
| 5.1 | <p>Verbal Report of Meeting held on 22 February – For Information</p> | |

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| | <p>G Whitefield reported that Cyber Insurance has been arranged with Hiscox Insurance at a cost of £1,200 per annum, effective from 1 June 2018.</p> <p>The Bank Interest Investment Strategy will be discussed again at a future meeting. In the meantime, it was remitted to L Little, J Sweeney and G Whitefield to progress between meetings.</p> <p>The original projected deficit of £172k has been reduced to a deficit of £71k with other possible reductions still to be factored in.</p> <p>G Whitefield noted that reserves were currently sitting at £154k which is less than 2 months operating costs. However, the pension liability of £258k will not be adjusted until confirmation is received from Lothian Pension Fund. The majority of this will go back into the accounts.</p> <p>The report was noted.</p> | LL/JS/GW |
| 5.2 | <p>Proposed Budget (BOD/07/18) – For Decision</p> <p>G Whitefield advised that the Finance & Audit Committee had discussed the main items of the budget. L Little noted that staffing costs had been accounted for differently this year. A deficit of £81k is projected. Should no other funds be secured reserves would be reduced to £73k.</p> <p>G Whitefield highlighted the Staff Development budget of £6k included in the budget for the first time. Training needs will be linked to annual appraisals. A report on the process and a progress update on requests will be made to the September FAC meeting.</p> <p>G Whitefield noted that the cost of living increase of 3% on salaries under £36.5k and 2 % for salaries over £36.5k had been accounted for and the FAC recommended approval,</p> <p>G Whitefield reported on salary savings of £56k on various posts.</p> <p>K Reilly noted that after taking everything into account reserves would still be under the 3 months operating costs and asked if the Board was comfortable with this approach. J Sweeney confirmed that the majority of the pension reserves would be released back into the accounts and additional contracts would be sought to contribute to the deficit and reserves. L Little noted that the ongoing monthly costs of pension payments would also reduce when the change to our status is made. These adjustments would take us back to near OSCR guidelines.</p> <p>The Finance and Audit Committee recommended acceptance of the proposed budget for 2018-19. This was agreed.</p> | LL |
| 6. | NVYOS | |
| 6.1 | <p>Draft Minute of Meeting held on 15 March 2018 (BOD/08/18) – For Information</p> <p>The draft minute was noted.</p> | |
| 7. | LA YOUTH WORK MANAGERS | |

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| 7.1 | <p>Verbal Report of Meeting held on 9 March 2018 – For Information</p> <p>L Fergus noted that the meeting had been very well attended. The substantive item was a discussion on the co-ordination of YoYP activities for the different areas and thinking about how the impact of YoYP links to the National Youth Work Strategy. What will the difference be next year would be the ask of Scottish Government. L Macdonald advised that the YoYP Ministerial Group met earlier in the day and the impact of participation and funded events will be evaluated. G Lithgow would like to see the youth work impact evaluated. J Sweeney advised that he has been invited to provide an input to the COSLA Children & Young People Board on 8 June any particular issues to be raised, should be discussed with J Sweeney.</p> <p>The joint residential was discussed and it was agreed to move it to September. A planning group is being set up.</p> | |
| 8. | <p>NATIONAL YOUTH WORK AWARDS 2018</p> | |
| 8.1 | <p>Feedback – For Information</p> <p>T Frew thanked the staff team, young people and members for all their hard work. The event itself broke even this year. An evaluation was carried out and of the new elements added feedback indicated that the earlier start/finish time, young people involvement and online voting should be retained for future years.</p> <p>K Reilly had been on the judging panel this year and thought the whole process was very comprehensive and straightforward. The awards evening was excellent. She also raised the issue highlighted by Dona Milne around the gender balance of Lifetime Achievement recipients with the majority being men. T Frew recognised the imbalance but noted that there was a real lack of nominations for women. K Reilly accepted that but asked if the wording could be adjusted to encourage more nominations for women. F Falconer noted the lack of diversity of the finalists but acknowledged that this was also dependent of the nominations received. T Frew welcomed any ideas or suggestion to help overcome these issues.</p> <p>L Hood thanked Tim and all of the staff and young people involved for what had been a most worthwhile and enjoyable evening.</p> | |
| 9. | <p>WORK PLANNING 2018-19</p> | |
| 9.1 | <p>Verbal Report of Meeting with Education Scotland – For Information</p> <p>J Sweeney advised that a meeting had recently taken place with Education Scotland to look at the current workplan and all is going well. The content of the new workplan was discussed. When finalised it will be submitted to Education Scotland for information and thereafter passed to our new Scottish Government sponsoring department.</p> <p>J Sweeney reported that it has been confirmed that we will transfer to the Colleges, Young Workforce & SFC Sponsorship Division within the Advanced Learning & Science Directorate. Aileen McKechnie is the Director. The transfer should be completed by the end of August. Board members were concerned that this division was not the best fit. M Pitcaithly suggested clarifying the rationale behind the decision. J Sweeney agreed that we would want reassurances from Scottish Government that stability was a priority and there would be no big change again</p> | |

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| | <p>next financial year. It has been agreed that a joint forum will be convened comprising all government departments we work across to discuss how a co-ordinated and considered approach can be achieved by Scottish Government.</p> <p>J Sweeney felt it would be possible to use the Memorandum of Understanding, previously in place with ES as a starting point. He asked that this be remitted to the Chief Executive and the Board Executive to arrange meetings prior to August. This was agreed.</p> | CEO/Exec |
| 10. | STRATEGIC PLAN | |
| 10.1 | <p>Update – For Information</p> <p>T Frew gave an overview of the findings from session held at the Board 24 Hour Event, facilitated by Kelly McInnes, Northern Star Associates. J Sweeney advised that a consultation plan will be put in place. An update report will be made to the June meeting.</p> | TF/JS |
| 11. | YOUTH WORK OUTCOMES | |
| 11.1 | <p>Working Group Update (BOD/09/18) – For Information</p> <p>The update was noted.</p> | |
| 12. | MEMBERSHIP OF PLAY SCOTLAND | |
| 12.1 | <p>Proposal to take up membership of Play Scotland (BOD/10/18) – For Decision</p> <p>Membership of Play Scotland was agreed.</p> | SH |
| 13. | NEW WORK STREAMS | |
| 13.1 | <p>Update – For Information</p> <p>J Sweeney advised that there a number of potential pieces of work/funding in progress. A meeting will take place with the Robertson Trust to discuss the already submitted application for funding to support a development officer for #iwill. There is a possibility of match funding for this post through the Pears Foundation. J Sweeney will attend the official opening of the Scottish Innovation & Investment Hub in Berlin next week. A meeting will also be convened with UK-German Connection and our members to discuss way to improve and increase work between Scotland and Germany. Funding is available through Erasmus Plus. The official launch of Action on Prejudice takes place on Monday 14 May. L Hood will speak at this event. The first meeting of the co-design group for the FMQT with Children and Young People takes place this weekend. The National Youth Work Strategy Stakeholder Reference Group will meet on 2 May and discussions around the next Youth Work Strategy are expected to take place. The next meeting of the #iwill Scottish Advisory Group will take place sometime in May/June.</p> | |
| 14. | SENIOR MANAGEMENT TEAM UPDATE | |
| 14.1 | <p>Senior Management Team Report (BOD/11/18) – For Information</p> <p>The report was noted.</p> | |

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| 15. | CONSULTATION RESPONSES | |
| 15.1 | <p>Scottish Parliament Education and Skills Committee Attainment and Achievement of School Aged Children Experiencing Poverty Inquiry – YouthLink Scotland Response (BOD/12/18) – For Information</p> <p>The response was noted.</p> | |
| 15.2 | <p>Scottish Parliament Culture, Tourism, Europe & External Relations Committee Erasmus+ Inquiry – Consultation Report (BOD/13/18) – For Information</p> <p>The response was noted.</p> | |
| 15.3 | <p>Scottish Parliament Local Government and Communities Committee – Scottish Government’s Revised National Outcomes Inquiry - YouthLink Scotland Response (Tabled at the Meeting) – For Information</p> <p>The response was noted.</p> | |
| 16. | PUBLICATIONS | |
| 16.1 | <p>NKBL Integrating knife crime prevention and education into Curriculum for Excellence</p> <p>Available at the meeting.</p> | |
| 16.2 | <p>Children’s Voices – Joint publication with Children in Scotland for Political Party Conferences</p> <p>Available at the meeting.</p> | |
| 16.3 | <p>The Activity Agreement sustainability research</p> <p>Available at the meeting.</p> | |
| 17. | EQUALITIES REFLECTION | |
| 17.1 | Discussion on the gender balance of Lifetime Achievement recipients and the lack of diversity of other Youth Work Award finalists. | |
| 18. | AOB | |
| 18.1 | <p>Equalities Steering Group</p> <p>J Sweeney report that the Equalities Steering group, chaired by Fergus McMillan, met recently. All are welcome to attend future meetings. L Macdonald asked if Fergus could provide an input to the Board at some point in the future. J Sweeney will look in to this.</p> <p>J Sweeney reiterated that Board members were welcome to attend any of our network meetings. Please get in touch with S Dow is you wish to do so.</p> | JS |
| 18.2 | LGBT National Youth Gathering Civic Dinner | |

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| | J Sweeney congratulated LGBT Youth Scotland and Dumfries & Galloway Council for their efforts on their recent LGBT National Youth Gathering. This was endorsed by L Fergus who also attended. | |
| 18.3 | Cancer Research Fundraising We have been given the opportunity to participate in a fundraising abseil from the Forth Road Bridge through Chest, Heart & Stroke Scotland in aid of Cancer Research. L Little and Amy Goulding, along with their partners, will be taking part on 10 June 2018. A Just Giving page has been set up and the details will be circulated. | SD |
| 19. | DATE OF NEXT MEETING | |
| | The next meeting will take place on Wednesday 13 June 2018 at 2:00pm. | |