

MINUTE OF THE MEETING OF THE BOARD OF DIRECTORS HELD ON WEDNESDAY 13 JUNE 2018 AT ROSEBERY HOUSE, 9 HAYMARKET TERRACE, EDINBURGH EH12 5EZ		
	<p>Present: L Hood (Chair), F Falconer (Vice Chair), G Whitefield (Hon. Treasurer), D Spence, K Cunningham, K Reilly and B Stevenson.</p> <p>In Attendance: J Sweeney (Chief Executive), L Little, G Lithgow, T Frew and S Dow.</p>	ACTION
1.	WELCOME AND APOLOGIES	
	L Hood welcomed everyone to the meeting. Apologies were received from L Chow, A Morrell, M Pitcaithly, J Wilson, R Gallacher, L Macdonald and L Fergus.	
2.	MINUTE OF LAST MEETING (19 APRIL 2018)	
	The minute of the meeting held on 19 April 2018 was approved as an accurate record without amendment.	
3.	BUSINESS ARISING	
3.1	Lothian Pension Fund	
	J Sweeney advised that the final letter is still awaited. L Little is pursuing this. An update will be provided when available.	JS/LL
3.2	Financial Action Plan	
	G Whitefield reported that the Financial Action had been discussed at the FAC meeting earlier. There is a savings target of £430k for 2018-19 against a budgeted deficit of £82k. A report will be prepared by J Sweeney, L Little and G Whitefield outlining areas of achievement, noting whether factored in to the 2018-19 Budget and providing a narrative on those items where no action has been taken. This will be presented to the September FAC meeting. A verbal update will be given at the September Board meeting.	JS/LL/GW
	J Sweeney noted that a number of actions had been achieved to date.	
3.3	Sponsoring Department	
	J Sweeney reported that a meeting has been convened by Education Scotland and Scottish Government taking place on 29 June involving all transferring organisations. More should be known after the meeting. The anticipated transfer date is end of August. An update will be provided when available.	JS
3.4	Strategic Plan 2019-24	

	T Frew advised that the Strategic Plan is still being progressed. It will be the main item of discussion at the July staff meeting. An update will be given when available.	JS/TF
3.5	Equalities Steering Group J Sweeney circulated the draft minute of the last meeting of the Equalities Steering Group for information. J Sweeney will discuss an input from the group. If Fergus McMillan is not available Sarah Robertson could present and also provide an overview of equalities work across the organisation.	JS
4.	CONFLICT OF INTERESTS None declared.	
5.	FINANCE AND AUDIT COMMITTEE	
5.1	Verbal Report of Meeting held on 13 June – For Information G Whitefield reported that the main item of business was the Annual Audit of Accounts. Andrew Croxford attended the meeting and presented the findings of the Audit. The Audit found the policies and systems to be robust and appropriate, with no areas of concern. Acting as an agent and the residual risks were discussed as a possible area of concern and it was agreed that contracts for the administration of grants should be checked to confirm liability in the event of a fraud. This should also be added to the Risk Register. FAC members will review the Directors Report between now and the end of July, providing any comments to L Little. Thereafter Board members will receive the revised Directors Report 3 weeks in advance of the September meeting, comments should be made by 7 days before the meeting. Board members will also receive written reassurance that the organisation is a going concern for 12 months from the date of signing off the accounts. L Little is still exploring investment opportunities. Memorandum & Articles of Association and the Terms of Reference were carried over to the September meeting. Management accounts to 31 May will be finalised and circulated to the FAC as soon as possible. The report was noted.	
6.	YOUTH WORK OUTCOMES	
6.1	Updated Diagram (BOD/14/18) The revised document was formally endorsed and signed. On behalf of the Board L Hood thanked and congratulated everyone involved. T Frew advised that the Outcomes would be the focus of the next members network meeting.	
7.	SENIOR MANAGEMENT TEAM REPORT	
7.1	Senior Management Team Report (BOD/15/18) – For Information	

	<p>IYPD Group – F Falconer asked if it would be possible to share information/learning of the economic plight of young people in their respective countries e.g. vocational bursaries etc. J Sweeney agreed to ask the question of his international colleagues. JS</p> <p>FMQT – G Whitfield wondered if there was merit in rolling this out locally e.g. question time with Council Leaders? J Sweeney replied that YOYP had seen this happen in some Council areas. It might be worth raising with Stephen McCabe, COSLA in the first instance. JS</p>	
8.	CONSULTATION RESPONSES	
8.1	<p>Scottish Government A Connected Scotland: Tackling Social Isolation & Lonliness and Building Stronger Social Connections Consultation – YouthLink Scotland Response – For Information (BOD/16/18)</p> <p>The response was noted.</p>	
8.2	<p>Scottish Government A Connected Scotland: Tackling Social Isolation & Lonliness and Building Stronger Social Connections Consultation – Joint Response – For Information (BOD/17/18)</p> <p>The response was noted</p>	
8.3	<p>Scottish Parliament Education & Skills Committee Attainment & Achievement of School-aged Children Experiencing Poverty – YouthLink Scotland Oral Evidence – Official Report – For Information (BOD/18/18)</p> <p>The report was noted.</p>	
8.4	<p>Scottish Parliament Erasmus+ Debate – Full Text – For Information (BOD/19/18)</p> <p>The report was noted.</p>	
9.	EQUALITIES REFLECTION	
9.1	There were no issues to note.	
10.	AOB	
10.1	<p>GDPR</p> <p>T Frew advised that most of our contacts fall under Legitimate Business therefore no consent is required. Consent has been requested for Youth Work Briefing, AoS and AoP. The compliance report will be made available and training will be provided for staff.</p>	
11.	DATE OF NEXT MEETING	
	The next meeting will take place on Thursday 20 September 2018 at 2:00pm.	
	After the close of formal business J Sweeney intimated that it was his intention to retire by the year end. He felt that he had taken the organisation to a good place and that the Board and staff were a really strong unit capable of making further	

<p>progress. He also felt the organisation was in a good place in terms of our standing with members, funders and government. He said that due to his changing personal circumstances (all good) and after nearly 13 years at the helm it was time to pass on the baton to someone younger. He intends to fulfil all of his diary commitments until the end of November with AGM, Annual Conference and Board meetings all planned in the final weeks of November. J Sweeney said it had not been an easy decision but he was sure that in the long term it was the right one. He intimated that he had discussed it with the Chair and that he wanted to let everyone know well in advance so that succession planning could be done properly and with due diligence. It was agreed that the succession planning group in the first instance would include the Chair, Hon. Treasurer, HR Specialist K Cunningham and representatives from the voluntary and local authority sectors. The Chief Executive and Business Manager will also be involved in an advisory capacity. It was agreed that the first meeting will take place on 5 July.</p>	
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