



<b>MINUTE OF THE MEETING OF THE BOARD OF DIRECTORS HELD ON THURSDAY 20            SEPTEMBER 2018 AT ROSEBERRY HOUSE, 9 HAYMARKET TERRACE, EDINBURGH EH12 5EZ</b>		
	<p><b>Present:</b> L Hood (Chair), F Falconer (Vice Chair), D Spence, K Reilly, B Stevenson, J Wilson and L Chow.</p> <p><b>In Attendance:</b> J Sweeney (Chief Executive), L Little, G Lithgow and S Dow.</p>	<b>ACTION</b>
<b>1.</b>	<p><b>WELCOME AND APOLOGIES</b></p> <p>L Hood welcomed everyone to the meeting. Apologies were received from L Fergus, A Morrell, M Pitcaithly, K Cunningham, R Gallacher, G Whitefield (Hon. Treasurer) and T Frew.</p>	
<b>2.</b>	<p><b>MINUTE OF LAST MEETING (13 JUNE 2018)</b></p> <p>The minute of the meeting held on 13 June 2018 was approved as an accurate record without amendment.</p>	
<b>3.</b>	<p><b>BUSINESS ARISING</b></p>	
<b>3.1</b>	<p><b>Lothian Pension Fund</b></p> <p>J Sweeney advised that no progress had been made since the last Board meeting. After discussion at the Finance &amp; Audit Committee meeting earlier it was agreed that a letter from the Chair would be sent to SPPA and LPF.</p>	<b>JS/LL</b>
<b>3.2</b>	<p><b>Sponsoring Department</b></p> <p>J Sweeney reported that we will transfer to the Colleges, Young Workforce &amp; SFC Sponsorship Division which is part of the Advance Learning &amp; Science Directorate. J Sweeney and G Lithgow met with Jon Gray, CLD Policy Unit last week. His advice was to be very clear about what we are doing, what contribution we can make and what our asks of Government are. Our key link person is still to be recruited.</p> <p>A broader meeting will take place tomorrow and will involve other transferring organisations.</p>	
<b>3.3</b>	<p><b>Strategic Plan 2019-24</b></p> <p>J Sweeney noted that internal discussions have started. However, with a new National Youth Work Strategy looming, a new Sponsoring Department, the outcome of the Education Workforce Review, the National Improvement Framework as well as a new CEO it was suggested that it should be put on hold until after Christmas with a view to producing a new version by the new financial year. This was agreed.</p>	
<b>4.</b>	<p><b>CONFLICT OF INTERESTS</b></p>	

	None declared.	
<b>5.</b>	<b>FINANCE AND AUDIT COMMITTEE</b>	
<b>5.1</b>	<p><b>Verbal Report of Meeting held on 20 September – For Information</b></p> <p>L Little reported that Management Accounts to 31 July 2018 were presented. The balance sheet shows a £14k profit. K Reilly noted that it was difficult to fully understand they figures being discussed without seeing the papers. It was agreed that Finance &amp; Audit Committee papers would also be sent to the full Board for information.</p> <p>L Little is still exploring investment opportunities.</p> <p>The Terms of Reference review was carried forward to the next meeting.</p> <p>Management accounts to 30 November will be circulated to the FAC in early December.</p> <p>The report was noted.</p>	<p><b>SD</b></p> <p><b>LL</b></p> <p><b>LL</b></p>
<b>5.2</b>	<p><b>Financial Plan Update</b></p> <p>After a review meeting between G Whitefield and J Sweeney the Financial Action Plan was updated and circulated. Commercial sponsorship will be high on the agenda for the coming year.</p>	
<b>5.3</b>	<p><b>Annual Audited Accounts 2017-18 Update and Sign Off</b></p> <p>L Little advised committee members that there were no material changes to be made. The Finance &amp; Audit Committee recommended sign off to the Board. The Board approved sign off of the annual accounts.</p>	
<b>6.</b>	<b>NVYOS/LA Youth Work Managers Joint Residential</b>	
<b>6.1</b>	<p><b>Verbal Report – For Information</b></p> <p>G Lithgow noted that the residential took place on 6/7 September at the Stirling Highland Hotel. The event was branded as the Scottish Youth Work Leaders Forum. Approval is being sought from both groups to continue to use the collective name. J Sweeney suggested added Strategic to the name.</p> <p>There was a good turnout. The facilitator, Yvonne McCracken, was excellent and really kept things moving. A key outcome was to produce something at the end of it. All notes have been written up and a small group of volunteers is being assembled to produce a joint communique or statement.</p>	
<b>7.</b>	<b>SCOTTISH ATTAINMENT CHALLENGE</b>	
<b>7.1</b>	<p><b>Brief outline of successful proposal – For Information (BOD/20/18)</b></p> <p>Two posts will be funded until March 2021 to support the work and recruitment is underway.</p>	

	The report was noted.	
<b>8.</b>	<b>COMMUNICATIONS AND PR NETWORK</b>	
<b>8.1</b>	<b>Feedback from recent Residential – For Information (BOD/21/18)</b>  The report was noted.	
<b>9.</b>	<b>ACES AND YOUTH WORK POLICY SEMINAR</b>	
<b>9.1</b>	<b>Feedback – For Information (BOD/22/18 tabled)</b>  The Seminar Report was tabled.  J Sweeney noted that it was an excellent day and congratulated everyone involved.	
<b>10.</b>	<b>CEO RECRUITMENT</b>	
<b>10.1</b>	<b>Verbal Update – For Information</b>  The interview panel will comprise L Hood, G Whitefield, F Falconer, K Reilly & R Gallacher. Unfortunately, K Cunningham recently suffered a stroke and is unable to continue his involvement in the panel. Interviews will be held on 25/26 September. An update will be provided when available.	
<b>11.</b>	<b>BOARD VACANCIES</b>	
<b>11.1</b>	<b>Verbal Update on Current Vacancies</b>  J Sweeney advised that R Gallacher’s extended term would come to end in November therefore there was one local authority vacancy. Information has been sent to our Local Authority members seeking nominations.  L Macdonald has completed her second term as a co-opted member. A token of our appreciation will be arranged. J Sweeney would like to approach COSLA to fill the vacancy. It was agreed that a meeting would be arranged with COSLA to discuss further. J Sweeney and L Hood will attend. In the meantime, J Sweeney will speak to Stephen McCabe, Chair of the Children & Young People Board, to gauge willingness.  B Stevenson asked about arrangements for this year’s AGM as the timing of the event last year did not work. J Sweeney will look at the conference programme to determine the best time for it.	<b>JS</b>  <b>JS</b>  <b>JS</b>
<b>12.</b>	<b>SENIOR MANAGEMENT TEAM REPORT</b>	
<b>12.1</b>	<b>Senior Management Team Report (BOD/23/18) – For Information</b>  The report was noted.	
<b>13.</b>	<b>EQUALITY AND DIVERSITY</b>	
<b>13.1</b>	<b>Equalities Steering Group Update</b>	

	<p>Sarah Robertson presented on the background and work of the Scottish Youth Work &amp; Equalities Steering Group.</p> <p>J Wilson suggested changing the name to Equalities Steering Network as it currently gives the impression that it is a closed group.</p>	
13.2	<p><b>Fairer Scotland Action Plan – YouthLink Scotland Annual Return – For Information (BOD/24/18)</b></p> <p>The update was noted.</p>	
13.3	<p><b>Investors in Diversity Stage 2 Review &amp; Award (BOD/25/18)</b></p> <p>On behalf of the Board L Hood congratulated everyone on retaining Investors in Diversity status.</p>	
14.	<p><b>CONSULTATION RESPONSES</b></p>	
14.1	<p><b>Scottish Government Protection of Vulnerable Groups and the Disclosure of Criminal Information: A Consultation on proposals for change – YouthLink Scotland Response – For Information (BOD/26/18)</b></p> <p>The response was noted.</p>	
14.2	<p><b>Scottish Government Supporting Disabled Children, Young People and their Families Consultation – YouthLink Scotland Response – For Information (BOD/27/18)</b></p> <p>The response was noted</p>	
15.	<p><b>PROPOSED MEETING DATES FOR 2019</b></p>	
15.1	<p><b>Proposed schedule of dates for 2019 – For Decision (BOD/28/18)</b></p> <p>The previously circulated dates were agreed:</p> <p>20/21 February – 24 Hour Event including FAC and Board meetings  25 April – FAC &amp; Board meetings  27 June – FAC &amp; Board meetings  26 September – FAC &amp; Board meetings  21 November – Board meeting only</p>	
16.	<p><b>EQUALITIES REFLECTION</b></p>	
16.1	<p>There were no issues to note.</p>	
17.	<p><b>AOB</b></p>	
17.1	<p><b>Staffing</b></p> <p>CashBack for Communities – Jane Dailly has been appointed as Senior Grants Officer and Roisin Bathe as Administrator. Both will start on 1 October.</p>	

	<p>NKBL – The Senior Development Officer Post (previously held by Jane) has been filled on a fixed term basis by Vicky Ridley. Vicky starts on 1 October.</p> <p>Scottish Attainment Challenge – Marielle Bruce (previously 16+ Activity Agreements Development Officer) will take up the post of Youth Work and Schools Partnership Manager from 1 October. A second round of interviews will be held next week for the Youth Work and Schools Partnership Impact Officer post. If unsuccessful the post will be readvertised.</p> <p>AoS – Lisa Gallacher will be leaving us to join Sustrans. The post will need to be filled until March 2019.</p> <p>Design &amp; Multimedia – Carlota Huelva is our new Design &amp; Multimedia Officer.</p>	
<b>17.2</b>	<p><b>HSE Statement on AALA</b></p> <p>J Sweeney circulated an update statement released by HSE on their decision relating to AALR regulations.</p>	
<b>18.</b>	<p><b>DATE OF NEXT MEETING</b></p>	
	<p>The next meeting will take place on Thursday 22 November 2018 at <b>3:00pm</b>.</p>	