

MINUTE OF THE MEETING OF THE BOARD OF DIRECTORS HELD ON THURSDAY 22 NOVEMBER 2018 AT ROSEBERY HOUSE, 9 HAYMARKET TERRACE, EDINBURGH EH12 5EZ		
	<p>Present: L Hood (Chair), F Falconer (Vice Chair), G Whitefield (Honorary Treasurer), A Morrell, L Chow, B Stevenson, M Pitcaithly, K Cunningham, D Spence, K O'Neill, K Reilly and J Wilson.</p> <p>In Attendance: J Sweeney (Chief Executive), T Frew, G Lithgow and L Little.</p>	ACTION
1.	<p>WELCOME AND APOLOGIES</p> <p>L Hood welcomed everyone to the meeting, particularly K Cunningham after his period of illness. A special welcome was made to K O'Neill attending his first meeting representing Scottish Youth Parliament. Apologies were received from L Fergus and R Gallacher.</p>	
2.	<p>MINUTE OF LAST MEETING (20 SEPTEMBER 2018)</p> <p>The minute of the meeting held on 20 September 2018 was approved as an accurate record without amendment.</p>	
3.	<p>BUSINESS ARISING</p>	
3.1	<p>Lothian Pension Fund</p> <p>J Sweeney advised there was no update. L Hood will meet with the Minister to discuss the issue.</p>	LH/TF
3.2	<p>Board Co-option – Update</p> <p>J Sweeney reported L Macdonald reached the end of her term in June creating one co-option vacancy. An approach has been made to Cllr Stephen McCabe, Chair of the COSLA Children and Young People Board to have an informal chat with the CEO and Chair to discuss and move forward if agreeable. L Hood asked if COSLA would need to approve the appointment. J Sweeney advised that would not be necessary but the question could be asked to make it easier.</p> <p>R Gallacher reached the end of her second term in November therefore stood down. Nominations were sought from Local Authority members. Nigel Brett Young was the only nomination received therefore an election was not necessary. The appointment of Nigel was ratified at the AGM held on 20 November. A gift for R Gallacher will be arranged.</p> <p>Nishy Lall, Sky Academy has expressed an interest in joining the Board when further co-option vacancies arise.</p> <p>F Falconer noted the broad skills mix within the Board but suggested that trusts and foundations representation should also be considered. He suggested Ann</p>	<p>TF/LH</p> <p>TF</p>

	<p>McKechin, Head of Corporate Social Responsibility at Scottish Power Foundation and a former MP. J Sweeney advised that we also have strong links with #iwill, Pears Foundation and the Robertson Trust.</p> <p>L Chow asked if we had any young trustees on the Board. K Reilly suggested speaking with the Institute of Young Directors. L Hood advised that a change would need to be made to the Memorandum and Articles of Association to accommodate that. At the moment there are 2 designated places for Scottish Youth Parliament representatives but perhaps it should be opened up to young people generally.</p>	
4.	<p>CONFLICT OF INTERESTS</p> <p>None declared.</p>	
5.	<p>DIGITAL YOUTH WORK POLICY SEMINAR</p>	
5.1	<p>Feedback (BOD/29/18)</p> <p>T Frew referred to the paper circulated prior to the meeting, adding that the event, chaired by David McNeill, SCVO, had gone extremely well and was very well received.</p> <p>J Sweeney noted that he had attended the recent Digital Scotland seminar which had also been a great event.</p>	
6.	<p>SENIOR MANAGEMENT TEAM REPORT</p>	
6.1	<p>Senior Management Team Report (BOD/30/18) – For Information</p> <p>L Chow noted the quality of case studies.</p> <p>J Sweeney advised that he and G Lithgow had spent the weekend at Broomlee with the exchange participants. Everyone had a great time. G Lithgow will attend the return leg to Berlin at the beginning of December.</p>	
7.	<p>CONSULTATION RESPONSES</p>	
7.1	<p>Scottish Government Progressing Children’s Rights in Scotland – An Action Plan 2018-21 Consultation – YouthLink Scotland Response – For Information (BOD/31/18)</p> <p>The response was noted.</p>	
7.2	<p>Review of National Occupational Standards – YouthLink Scotland Survey Response – For Information (BOD/32/18)</p> <p>The response was noted</p>	
8.	<p>EQUALITIES REFLECTION</p>	
8.1	<p>Reflection on items covered during the meeting</p> <p>There were no issues to note.</p>	

9.	AOB	
	<p>With the exception of T Frew, staff present left the meeting for this item. T Frew introduced an outline plan for internal staff changes designed to share management responsibility for operations and ensure smooth transition as T Frew changed role. This had been previously rehearsed with L Hood and G Whitefield. The Board approved this direction and wished T Frew well for the start of his new role.</p> <p>L Hood wanted to take the opportunity to express the gratitude of the Board and thank J Sweeney for all the hard work he has done over the years. J Sweeney replied that the Board has been fantastic to work with and knows that the staff feel supported by the Board and can trust them which will only contribute to the success of YouthLink Scotland.</p>	
10.	DATE OF NEXT MEETING	
	The next meeting will take place as part of the 24 Hour event on 20/21 February 2019, time & venue to be confirmed.	