

MINUTE OF THE MEETING OF THE BOARD OF DIRECTORS HELD ON WEDNESDAY 20 FEBRUARY 2019 AT THE MACDONALD HOLYROOD HOTEL, 81 HOLYROOD ROAD, EDINBURGH EH8 8AU AT 12:00PM		
	<p>Present: L Hood (Chair), F Falconer (Vice Chair), G Whitefield (Honorary Treasurer), N Brett-Young, M Pitcaithly, B Stevenson, K Cunningham, D Spence, J Wilson and L Chow.</p> <p>In Attendance: T Frew (Chief Executive), G Lithgow, L Little and S Dow.</p>	ACTION
1.	<p>WELCOME AND APOLOGIES</p> <p>L Hood welcomed everyone to the meeting. A special welcome was made to N Brett Young attending his first meeting. Apologies were received from K O'Neill, L Fergus, A Fraioli, K Reilly and A Morrell.</p>	
2.	<p>MINUTE OF LAST MEETING (21 NOVEMBER 2018)</p> <p>The minute of the meeting held on 21 November 2018 was approved as an accurate record. The additional item covering the plan for internal staff changes, which was discussed in private, would be added under AOB.</p>	TF/SD
3.	<p>BUSINESS ARISING</p>	
3.1	<p>Lothian Pension Fund – Update</p> <p>T Frew advised that due to the lack of response from SSPA a letter was sent to Chief Executive, Penelope Cooper seeking an update. A relatively positive response was received but the issue is not yet resolved. It was agreed that T Frew would make further contact by telephone seeking resolution by the end of this financial year and confirming that the arrangement would be unique to YouthLink Scotland and not for the wider sector, which would be followed up in writing. Copies of the original letter and response were circulated for information.</p>	TF
3.2	<p>Board Co-option – Update</p> <p>L Hood and T Frew had arranged to meet with Cllr Stephen McCabe to discuss the possibility of co-option to the Board. Unfortunately the meeting was cancelled and correspondence was later received stating that due to personal reasons Cllr McCabe would be unable to take up the position. L Hood discussed possible options with Sally Loudon, Chief Executive of COSLA. T Frew and G Lithgow recently met with Nicola Dickie, Policy Officer and suggested that she would be a suitable COSLA representative. This was agreed. T Frew will make contact.</p>	TF
4.	<p>CONFLICTS OF INTEREST</p> <p>None declared.</p>	

5.	FINANCE AND AUDIT COMMITTEE	
5.1	<p>Verbal Report of Meeting held on 20 February 2019</p> <p>Bank Interest Investment Strategy – It was agreed that a higher interest paying account would be the best option. It was further agreed that this would be on a fixed interest basis and should be split across multiple accounts to a maximum of £80k each.</p> <p>Management Accounts to 31 December 2018 – A surplus of £3,827 at 31 December 2018 was reported. The original end year forecast was a deficit of £46,306. Full information is available on the variances demonstrating the budget is being tracked well.</p> <p>Terms of Reference – After discussion a few minor changes were agreed and will be presented to the April meeting for formal approval. B Stevenson is now Vice Chair.</p> <p>Risk Register – It was agreed that the Risk Register would be brought to the committee twice annually. In addition new issues will be identified on an ongoing basis. Residual risk will also be explored.</p> <p>Budget Protocol – An outline proposal was presented. A number of contracts are yet to be confirmed. The final budget will be presented to the April meeting for approval.</p> <p>Pay Award – G Whitefield noted that a 3% salary increase was applied in November, backdated to April. Negotiations are still ongoing however it is likely that 3.5% will be the final outcome for 2018-19. The Committee agreed to recommend to the Board, the payment of the additional 0.5% for 2018-19, backdated to April 2018, pending the final outcome of negotiations which will include 2019-20 and 2020-21. This was agreed.</p> <p>Building Lease - The current office lease is due to expire in July 2021. This is also the case for all other tenants of Rosebery House. Unfortunately, the Landlord is unwilling to discuss renegotiation at this time. It was agreed that this would be discussed further at the April meeting.</p> <p>Future Meetings – It was agreed that all future meetings of the Committee will start at 12.30pm.</p>	
6.	LOCAL AUTHORITY YOUTH WORK MANAGERS GROUP	
6.1	<p>Verbal Report of Meeting held on 7 December 2018</p> <p>N Brett Young reported on the following:</p> <p>SYP Partnership Agreement – The final version of the new 3 year partnership agreement has now been sent to all Local Authorities.</p> <p>SYP Induction Training Programme – New online training modules are being developed for completion by newly elected MSYPs between March and June.</p>	

	<p>Joint Residential Communique – T Frew provided an update on the progress of the Communique agreed at the recent joint residential.</p> <p>Youth Work and Schools Partnership Programme – An input was made by M Bruce.</p> <p>Brexit Stakeholder Engagement – YouthLink Scotland has teamed up with Youth Scotland to develop support for youth workers on Brexit through the Hear EU project funded by the Scottish Government. This will include offering training and support to Youth Workers.</p> <p>The next meeting will take place in March.</p> <p>L Hood thanked N Brett Young for his report.</p>	
7.	SENIOR MANAGEMENT TEAM UPDATE	
7.1	<p>Senior Management Team Report – For Information (BOD/01/19)</p> <p>T Frew noted that there had been significant change in a very short period of time. We are working closely with new Civil Servants, all interactions have been very positive and supportive. Connections with Education Scotland are being maintained through the National Youth Work Strategy.</p> <p>T Frew reported that there had been a number of internal changes and thanked K Reilly for assistance throughout. Only 2 new staff members were recruited all others were existing members of staff (see SMT Report for details). T Frew thanked staff for their patience and hard work.</p> <p>T Frew advised that Susan Hunter will be leaving YouthLink Scotland to take up the post of Chief Officer at Youth Borders. The post has been advertised and interviews will be held in due course.</p> <p>T Frew highlighted potential cuts to youth work as budgets are agreed at local authority level. Support to members is being provided on an individual basis however a joint local authority/voluntary organisations meeting will be convened to look at a more cohesive campaign to help safeguard local authority youth work services.</p> <p>F Falconer raised his concern about young people’s expectations highlighted in the SWOT analysis of YOYP2018 and would like an opportunity at Board level to discuss this further.</p> <p>J Wilson suggested that, with European and local government funding slowly disappearing, perhaps there is a need to look at fresh ideas of fundraising for youth work and as an organisation we might want to hold a seminar/workshop on it for our members.</p> <p>On behalf of the Board, L Hood thanked T Frew for hitting the ground running. She also thanked G Lithgow and L Little for their support.</p>	
8.	CONSULTATION PROTOCOL	
8.1	Policy Consultation Protocol – For Approval (BOD/02/19)	

	The protocol was discussed and approved in principle with further discussion to take place later in the development planning agenda.	
9.	PUBLICATIONS	
9.1	The Impact of Community Based Universal Youth Work in Scotland Research Report – For Information The Report was noted.	
9.2	The Link: The Power of Youth Participation – For Information The publication was noted.	
10.	EQUALITIES REFLECTION	
10.1	Reflection on items covered during the meeting There were no issues to note.	
11.	AOB	
	There were no other items of business to discuss.	
12.	DATE OF NEXT MEETING	
	The next meeting was scheduled to take place on Thursday 25 April. The meeting will now take place on Thursday 2 May at 2.00pm.	