

<b>MINUTE OF THE MEETING OF THE BOARD OF DIRECTORS HELD ON THURSDAY 2 MAY 2019 AT YOUTHLINK SCOTLAND, ROSEBERRY HOUSE, EDINBURGH EH12 5EZ AT 2:00PM</b>		
	<p><b>Present:</b> L Hood (Chair), F Falconer (Vice Chair), G Whitefield (Honorary Treasurer), N Brett Young, B Stevenson, J Wilson, K O'Neill and K Reilly.</p> <p><b>In Attendance:</b> T Frew (Chief Executive), G Lithgow, L Little and S Dow.</p>	<b>ACTION</b>
<b>1.</b>	<b>WELCOME AND APOLOGIES</b>	
	L Hood welcomed everyone to the meeting. Apologies were received from L Fergus, K Cunningham, L Chow, D Spence, A Morrell and M Pitcaithly.	
<b>2.</b>	<b>MINUTE OF LAST MEETING (20 FEBRUARY 2019)</b>	
	The minute of the meeting held on 20 February 2019 was approved as an accurate record.	
<b>3.</b>	<b>BUSINESS ARISING</b>	
<b>3.1</b>	<b>Lothian Pension Fund – Update</b>	
	T Frew advised that Scottish Government has confirmed that they will be guarantor. A letter will be sent to Lothian Pension Fund confirming this by next Friday. T Frew will follow up if letter not received. Our current contributions of 48% will be reduced moving forward. A full update will be given at the June meeting.	TF TF/LL
<b>3.2</b>	<b>Board Co-option – Update</b>	
	T Frew reported that L Chow has decided to stand down from the Board due to work commitments. A note of thanks will be sent.	TF/SD
	T Frew met with Nicola Dickie, Chief Officer, Children and Young People, COSLA to discuss joining the Board which Nicola is willing to do. The Board approved the appointment.	
	One co-option vacancy remains. T Frew suggested Louise Macdonald rejoining after the AGM in November given the close links between the organisations. K Reilly felt it was important to also think about how we could bring young people who don't necessarily have a youth work focus or background on to the Board and suggested approaching the Institute of Young Directors. T Frew suggested working with the Chair to look at possible ways around this and also researching how our members have been able to achieve this. This was agreed.	TF/LH
<b>4.</b>	<b>CONFLICTS OF INTEREST</b>	
	None declared.	

<b>5.</b>	<b>FINANCE AND AUDIT COMMITTEE</b>	
<b>5.1</b>	<p><b>Verbal Report of Meeting held on 2 May 2019</b></p> <p>Bank Interest/Investment Strategy – a sub group is being set up and proposals will be brought to the June meeting of the FAC for consideration.</p> <p>Salary Negotiations – an annual increase of 3% has been agreed for 2019-20 and 2020-21.</p> <p>Management Accounts to 31 March 2019 – The year started with a deficit of £85k and will end with a surplus in excess of £14,800.</p> <p>Lothian Pension Fund – the new arrangements could have an impact on the budget going forward.</p> <p>Annual Audit – the audit will commence on 21 May. This is the last year of the 3 year arrangement with Thomson Cooper. Consideration will be given in June on how to proceed. This will be either an extension or tender exercise.</p> <p>Rosebery House Lease – current lease is due to end on July 2021. Unfortunately, the landlord is unwilling to discuss renegotiation at this time or provide any further information. Alternative options are being explored. This will also be added to the Risk Register and will be a standing FAC agenda item over the coming months.</p> <p>Terms of Reference – the updated Terms of Reference were presented for approval. The FAC recommend approval by the Board. This was agreed.</p> <p>J Wilson congratulated everyone on the end year result.</p>	
<b>5.2</b>	<p><b>Proposed Budget 2019-20 (BOD/03/19)</b></p> <p>G Whitefield advised that the budget for 2019-20 proposes a starting deficit of £78k with the understanding that a breakeven position should be achieved. A Budget/Financial Action Plan will be developed. This will be on a 3 year basis based on best estimated. The FAC recommend approval of the budget.</p> <p>K Reilly noted her concerns around the shortfall in reserves to cover 3 months operating costs and would prefer a breakeven budget being proposed. G Whitefield explained that T Frew had agreed to talk to other charities to look at how they do budgets and would be open to alternatives. K Reilly was reassured by the measures being taken in principle but did not feel comfortable approving a deficit budget. L Hood noted that changes to the Lothian Pension Fund arrangements may well have a positive impact on reserves and on future budgets.</p> <p>The Proposed Budget 2019-20 was approved.</p>	
<b>6.</b>	<b>WORKFORCE AND PRACTICE</b>	
<b>6.1</b>	<b>Update - For Information</b>	

	L Green, Workforce and Practice Manager gave a presentation on the current focus of work. The presentation will be circulated for information.	<b>SD</b>
<b>7.</b>	<b>DIGITAL EVOLUTION STRATEGY</b>	
<b>7.1</b>	<b>Update – For Information (BOD/04/19)</b>  The Digital Evolution Strategy Update was circulated for information.  G Lithgow advised that systems and software used for the Grants programmes were also being looked at through this process.  The update was noted.	
<b>8.</b>	<b>LOCAL AUTHORITY YOUTH WORK MANAGERS GROUP</b>	
<b>8.1</b>	<b>Verbal Report of Meeting held on 8 March 2019 – For Information</b>  N Brett Young gave an update on:  Working Group established and will meet in May to discuss the next National Youth Event aimed at youth workers and young people.  Mark Meechan gave an input on Falkirk Council's involvement in the Universal Youth Work Research.  Nicola McAndrew, Scottish Government gave an input on priorities.  Input from Marielle Bruce on the Youth Work and Schools Partnership Programme.  Liz Fergus is due to stand down as Chair of the Group. Succession planning is underway.  L Hood thanked N Brett Young for the update.	
<b>9.</b>	<b>NVYOS</b>	
<b>9.1</b>	<b>Draft Minute of Meeting held on 13 March 2019 – For Information (BOD/05/19)</b>  Fergus McMillan is due to stand down as Chair of the Group. Succession planning is underway.  Both Liz and Fergus will attend the joint residential. A presentation will be made to them then.  The draft minute was noted.	
<b>10.</b>	<b>NATIONAL YOUTH WORK AWARDS 2019</b>	
<b>10.1</b>	<b>Feedback – For Information</b>	

	<p>T Frew advised that overall feedback has been positive. Some concern raised about the number of award categories. Wednesday evening was not the most popular with guests. An internal meeting will take place to look at evaluation results.</p> <p>K Reilly noted the very early start to the evening. F Falconer was uncomfortable with performers being used in the background resulting in guests talking over them. He felt it would be better not to have them if they were not the focus.</p> <p>T Frew noted the additional comments and thanked everyone involved.</p>	
<b>11.</b>	<b>SENIOR MANAGEMENT TEAM UPDATE</b>	
<b>11.1</b>	<p><b>Senior Management Team Report – For Information (BOD/01/19)</b></p> <p>FMQT Next Generation – Although not covered by STV this time around it was available on YouTube and on our Facebook. Event went well. F Falconer will provide contacts/make introductions with key staff at BBC Scotland.</p> <p>G Whitefield asked what the next steps were for key outcome following the Board 24 hour event. T Frew noted that staff will continue to make inputs to Board meetings, Digital Evolution Strategy and Organisation Brand/Messaging are priorities. A wider staff development day is being organised for June to capture all staff thoughts.</p>	
<b>12.</b>	<b>YOUTHLINK SCOTLAND ORGANOGRAM</b>	
<b>12.1</b>	<p><b>Updated – For Information</b></p> <p>The Organogram was noted.</p>	
<b>13.</b>	<b>CONSULTATION RESPONSES</b>	
<b>13.1</b>	<p><b>Scottish Government National Child Protection Guidance Review – Early Engagement Exercise – YouthLink Scotland Response – For Information (BOD/08/19)</b></p> <p>The response was noted.</p>	
<b>13.2</b>	<p><b>Scottish Government Jon Grant Consultation – YouthLink Scotland Response – For Information (BOD/09/19)</b></p> <p>The response was noted.</p>	
<b>14.</b>	<b>PUBLICATIONS</b>	
<b>14.1</b>	<p><b>Sharp Solutions 2.0 – For Information</b></p> <p>The publication was noted.</p>	
<b>14.2</b>	<p><b>HEAR.EU Report – For Information</b></p> <p>The publication was noted.</p>	
<b>15.</b>	<b>EQUALITIES REFLECTION</b>	

15.1	<p><b>Reflection on items covered during the meeting</b></p> <p>There were no issues to note.</p>	
16.	<p><b>AOB</b></p>	
16.1	<p><b>Tom Bain</b></p> <p>T Frew advised that former YouthLink Scotland Board member and Judy Waterman Award recipient Tom Bain passed away recently. Information will be added to our website and a sympathy card will be sent to the family.</p> <p>F Falconer reported that Play Scotland, funded through Scottish Government, will part evaluate and write up the new Play Strategy. He felt there could be an opportunity for us to influence the re-write. T Frew agreed that there were lots of strategies and frameworks out there and how they link is really important. T Frew will discuss with the Policy &amp; Research Team.</p> <p>J Wilson advised that Fiona Robertson had been appointed as the new Chief Executive of SQA. Fiona was previously Director of Learning with Scottish Government.</p> <p>L Little noted that annual appraisals for staff have started. Initial appraisals will cover the period from January. Follow up appraisals will be undertaken in December.</p>	<p><b>TF/SD</b></p> <p><b>TF</b></p>
17.	<p><b>DATE OF NEXT MEETING</b></p>	
	<p>The next meeting will take place on Thursday 27 June at 2.00pm.</p>	