



**MINUTE OF THE MEETING OF THE BOARD OF DIRECTORS HELD ON THURSDAY 27 JUNE 2019
AT YOUTHLINK SCOTLAND, ROSEBERY HOUSE, EDINBURGH EH12 5EZ AT 2:00PM**

	<p>Present: L Hood (Chair), G Whitefield (Honorary Treasurer), N Brett Young, B Stevenson, K O'Neill, A Morrell, M Pitcaithly and K Reilly.</p> <p>In Attendance: T Frew (Chief Executive), L Little and S Dow.</p>	ACTION
1.	<p>WELCOME AND APOLOGIES</p> <p>L Hood welcomed everyone to the meeting. Apologies were received from L Fergus, K Cunningham, D Spence, N Dickie, J Wilson, F Falconer, A Fraioli and G Lithgow.</p>	
2.	<p>MINUTE OF LAST MEETING (2 MAY 2019)</p> <p>The minute of the meeting held on 2 May 2019 was approved as an accurate record.</p>	
3.	<p>MATTERS ARISING</p>	
3.1	<p>Lothian Pension Fund – Update</p> <p>L Little advised that the letter confirming Scottish Government as our guarantor has been received and accepted by Lothian Pension Fund. Unfortunately it has not resulted in a change to the balance sheet as was hoped. However, contributions will decrease, saving £8.5k in the first year and £5k p.a. in the following 2 years. A meeting will be held with our pension advisor and auditor and an update will be given at the September Board meeting.</p>	LL
3.2	<p>Board Co-option – Update</p> <p>L Hood noted that K Cunningham has tendered his resignation from the Board. Everyone wished him well. Any suggestions for a replacement HR specialist should be sent to T Frew.</p> <p>L Hood advised that this was K O'Neill's last meeting as a Scottish Youth Parliament representative. The Board thanked K O'Neill for his input and wished him well for the future. Scottish Youth Parliament elections will take place at the weekend and Board representatives will be confirmed in due course.</p> <p>T Frew reported that possible options are being explored to enable more involvement by young people on the Board. A paper is being developed. The possible formation of a Youth Advisory Panel was also being considered. B Stevenson and K Reilly felt that the Advisory Panel would be more about young people involved in youth work therefore missing out on young professionals. A Morrell noted that we need to think about how accessible we are as a Board, e.g.</p>	

	timings and venues of meetings and felt an Advisory Board would probably work better. It was agreed that a sub group would be set up to take forward.	TF
4.	CONFLICTS OF INTEREST None declared.	
5.	FINANCE AND AUDIT COMMITTEE	
5.1	<p>Verbal Report of Meeting held on 27 June 2019</p> <p>G Whitefield reported that A Croxford, Thomson Cooper, attended the meeting to report back on the Annual Audit. There were no major issues to report. The year ended with a surplus of £27k after pension adjustment. Final accounts will be considered at the September meeting.</p> <p>G Whitefield advised that this is the final year in the 3 year agreement with Thomson Cooper. The FAC recommended a 1 year extension. Thereafter a tendering exercise will be undertaken. This was agreed.</p> <p>G Whitefield noted that the approval of a deficit budget had been cause for concern for a number of Board members, even though this has been a regular occurrence in previous years. A Financial Action Plan (FAP) was developed and savings/income of £101.5k were identified, of which £46k is certain. It was recommended that these figures be incorporated into the budget showing a target of £23.5k surplus on the understanding that the FAP could have significant variance. Board members will be kept up to date on the FAP.</p> <p>Following a meeting with Rathbones it was recommended that £100k would be invested. The fee for this would be 1.2% + VAT on the original investment, paid quarterly. Mid risk investment was recommended by Rathbones focussing on a 3-5 year timeframe. The overall return for the first year would be approx. £2k compared with £400 this year. Ethical concerns were discussed and it was agreed that Arms, Tobacco, Gambling and Child Labour should all be avoided and that 'Green' options would be preferred. The appointment of Rathbones was agreed. It was further agreed that T Frew and L Little would be signatories on behalf of the organisation. L Little noted that the investment portfolio would be circulated for feedback on any issues. L Hood suggested a report back from Rathbones after year 1, this was agreed.</p> <p>K Reilly was delighted with the work done on the budget and the progress to date.</p>	<p>LL</p> <p>LL</p>
6.	SCOTTISH YOUTH WORK LEADERS FORUM	
6.1	<p>Verbal Update - For Information</p> <p>A Morrell reported that the event had been well attended by both local authorities and voluntary organisations. The programme was well put together, particularly in the lead up to the new National Youth Work Strategy. The £18k fund for co-production of the Strategy was very well received. Great after dinner speaker, atmosphere and energy. Lots of discussion around making the most of the Year of Young People legacy. A Morrell also commented on T Frew's very good input on the National Youth Work Startegy and T Frew noted the hard work of G Lithgow and the sub group. L Hood thanked everyone involved.</p>	

7.	SENIOR MANAGEMENT TEAM UPDATE	
7.1	<p>Update – For Information (BOD/10/19)</p> <p>T Frew advised that Sean Humphreys has been appointed as Mental Health & Wellbeing Officer starting on 16 July on a part time basis.</p> <p>The report was noted.</p>	
7.2	<p>Digital Evolution Strategy Update – For Information (BOD/11/19)</p> <p>The update was noted.</p>	
8.	INVEST IN YOUTH WORK CAMPAIGN	
8.1	<p>Youth Work Campaign Update – For Information</p> <p>T Frew provided background to the campaign which is to gain a clearer picture of budget cuts affecting youth work across Scotland. S Paterson explained that there are two surveys running: one for youth workers and one for managers. To date 12 manager surveys have been submitted, not all of them completed fully. The Advisory Group will reconvene after the surveys have closed to analyse the findings and look at next steps.</p> <p>K Reilly asked if the positive results of Universal Youth Work Research should also be highlighted and suggested speaking to NYA to perhaps obtain a quote on the reality of cuts to services several years down the line.</p> <p>M Pitcaithly suggested that rather than focussing on the spend figures we should be looking at what services were available compared to those available now.</p> <p>G Whitefield suggested looking at the savings made by each local authority and what proportion of the savings directly impacts youth work.</p> <p>B Stevenson felt we needed to be clearer about what our ask is. N Brett Young also felt we need to be clear what will be done with the findings.</p> <p>Any assistance with marketing/framing of the campaign would be appreciated, please contact T Frew. K Reilly will pass on contact info from the recent cuts to housing for 16-17 year olds campaign.</p>	
9.	CONSULTATION RESPONSES	
9.1	<p>Scottish Government Consultation on Improving Disability Assistance in Scotland – YouthLink Scotland Response – For Information (BOD/12/19)</p> <p>The response was noted.</p>	
9.2	<p>UN Committee on Rights of the Child Concept Note – YouthLink Scotland Response to Children’s Rights in relation to the digital environment – For Information (BOD/13/19)</p> <p>The response was noted.</p>	

10.	PUBLICATIONS	
10.1	Speak Up - can be accessed here	
10.2	Safe, Secure & Empowered – can be accessed here	
10.3	CashBack for Communities 10th Anniversary Films – can be accessed here	
11.	EQUALITIES REFLECTION	
11.1	Reflection on items covered during the meeting There were no issues to note.	
12.	AOB	
12.1	On behalf of the Board L Hood thanked K O'Neill and wished him all the best.	
13.	DATE OF NEXT MEETING	
	The next meeting will take place on Thursday 26 September at 2.00pm.	