



MINUTE OF THE MEETING OF THE BOARD OF DIRECTORS HELD ON THURSDAY 26 SEPTEMBER 2019 AT YOUTHLINK SCOTLAND, ROSEBERY HOUSE, EDINBURGH EH12 5EZ AT 2:00PM		
	<p>Present: F Falconer (Vice Chair), G Whitefield (Honorary Treasurer), B Stevenson, D Spence, J Wilson, N Brett Young, K Reilly, A Morrell, S Quinn and N Dickie.</p> <p>In Attendance: T Frew (Chief Executive), G Lithgow and S Dow.</p>	ACTION
1.	<p>WELCOME AND APOLOGIES</p> <p>In the absence of L Hood, F Falconer chaired the meeting. He welcomed everyone, particularly S Quinn and N Dickie attending their first meeting. Round table introductions were made. Apologies were received from L Hood, M Pitcaithly, L Fergus and L Little.</p>	
2.	<p>MINUTE OF LAST MEETING (27 JUNE 2019)</p> <p>The minute of the meeting held on 27 June 2019 was approved as an accurate record without amendment.</p>	
3.	<p>MATTERS ARISING</p>	
3.1	<p>Lothian Pension Fund – Update</p> <p>T Frew reported that a teleconference comprising himself, G Whitefield, D Davison, A Croxford and L Little took place to discuss next steps. A buy out was discussed which would cost £94k (subject to change); our current liability is £162k. L Little will discuss with the employee concerned in the first instance. Thereafter a paper will be presented to the FAC for discussion and approval.</p>	LL
3.2	<p>Board Co-option – Update</p> <p>T Frew advised that discussions are continuing around including young people on the Board. A sub group will be established. It is unlikely time would allow changes to the Memorandum and Articles of Association this year but it is hoped that the exercise would be completed by November 2020.</p>	TF
4.	<p>CONFLICTS OF INTEREST</p> <p>None declared.</p>	
5.	<p>FINANCE AND AUDIT COMMITTEE</p>	
5.1	<p>Verbal Report of meeting held on 6 September 2019 – For Information</p>	

	<p>G Whitefield explain that L Little had been off sick for the last week but has been providing information to ensure a productive meeting.</p> <p>All paperwork has been submitted to Rathbones. £100k will be invested in the next month.</p> <p>It was agreed that an additional Finance & Audit Committee meeting would take place on 21 November to monitor Management Accounts, Budget Process and Timeline and Allocation of External Funds.</p> <p>All tenant leases in Rosebery House have been aligned to expire in July 2021. Initial investigations are taking place with meeting space and transport links being the important issues. We are unable to look at alternatives seriously until April 2020. The services of Ken Pritchard, property adviser have been secured to assist with developments at a cost of £9k between ourselves and Young Scot.</p>	
5.2	<p>Annual Audited Accounts 2018-19 Final Version – For Approval (BOD/14/19)</p> <p>Subject to a minor change to the balance sheet with regard to unrestricted funds highlighted at the Finance & Audit Committee it was recommended that the Board approve sign off of the Annual Audit of Accounts 2018-19. In L Hood's absence F Falconer will act as signatory for the Board.</p> <p>This was agreed.</p> <p>G Whitefield thanked T Frew, L Little and all staff for a very positive outcome.</p>	
5.3	<p>Management Accounts to 31 July 2019 – For Information (FAC/15/19)</p> <p>G Whitefield advised that a request to include figures from the Financial Action plan in the budget was made at the last Finance & Audit Committee meeting. This has now been done and shows a projected surplus of £1,271. Deferred income has risen from £197k to £499k due mainly to additional income and savings.</p> <p>K Reilly thanked L Little and staff for taking account of concerns around a deficit budget and the work done to update the budget.</p> <p>T Frew noted that the budget cycle timing was always going to be an issue and we may well have a target to achieve next year again.</p> <p>The Management Accounts were noted.</p>	
6.	<p>NO KNIVES, BETTER LIVES</p>	
6.1	<p>NKBL 10 Year Anniversary – For Information</p> <p>Vicki Ridley and Orielle Taylor provided an input on the 10 years of NKBL. The presentation will accompany this minute.</p> <p>F Falconer thanked Vicki and Orielle for their presentation.</p>	

7.	LA YOUTH WORK MANAGERS	
7.1	<p>Verbal Report of meeting held on 6 September 2019 – For Information</p> <p>N Brett Young reported that the meeting was very well attended. Ross Martin is the new Chair of the group replacing Liz Fergus.</p> <p>Inputs on NYWS, Political Update and results of the survey for the Invest in Youth Work Campaign.</p> <p>Following an internal review of the group successes for the year included SYP working agreement and support arrangements, National Youth Work Outcomes contribution, Year of Young People and links to the third sector. Future priorities were identified as Invest in Youth Work Campaign, NYWS, UNCRC, Partnerships, Leadership and CPD among others. A review of the Terms of Reference will also be carried out.</p> <p>F Falconer thanked N Brett Young.</p>	
8.	NVYOS	
8.1	<p>Verbal Report of meeting held on 19 September 2019 – For Information</p> <p>D Spence advised that the new Chair of the group was confirmed as D Spence, with C Wilson and K Reilly as vice chairs.</p> <p>The meeting included inputs on NYWS, Invest in Youth Work Campaign and Youth Work & Schools. There was also a pre recorded input from OSCR on new developments and Charity Law. The video can be viewed here.</p> <p>A review of the current Terms of Reference will be undertaken.</p> <p>F Falconer thanked D Spence.</p>	
9.	COMMUNICATIONS AND PR NETWORK	
9.1	<p>Report from the recent Residential held on 5/6 August 2019 – For Information (BOD/16/19)</p> <p>The report was noted.</p>	
10.	SENIOR MANAGEMENT TEAM UPDATE	
10.1	<p>Workplan Update – For Information</p> <p>G Lithgow is working on the progress report for our meeting with Scottish Government on 2 October. The full report will be circulated when complete. The workplan is being brought in line with our Performance Management Framework. Key performance indicators have been tightened and linked to the members survey.</p> <p>Work is also being done on future proofing our organisational asset development. There is lots of work being done internally but not being reported.</p>	GL

10.2	Senior Management Team Report – For Information (BOD/17/19) T Frew advised that the intention is to develop the SMT Report toward more performance reporting. The update was noted.	
10.3	Digital Evolution Strategy Update – For Information (BOD/18/19) T Frew noted that our Digital Check up has increased from below average to above average. Staff engagement is appreciated.	
11.	CONSULTATION RESPONSES	
11.1	Scottish Government Consultation on Incorporating the United Nations Convention on the Rights of the Child (UNCRC) into Scots Law – YouthLink Scotland Response – For Information (BOD/19/19) The response was noted.	
11.2	Young People’s Response – For Information (BOD/20/19) The response was noted.	
11.3	YouthLink Scotland Policy Seminar Report – For Information (BOD/21/19) The report was noted.	
11.4	Scottish Parliament Local Government Committee Call for Evidence on the Long Term Financial Sustainability of Local Government – YouthLink Scotland Response – For Information BOD/22/19) The response was noted.	
11.5	Scottish Human Rights Commission Consultation: Informing the work of your National Human Rights Institution Draft Strategic Priorities 2020-2024 – YouthLink Scotland Response – For Information BOD/23/19) The response was noted.	
11.6	Scottish Parliament Culture, Tourism, Europe and External Affairs Committee Inquiry on Scotland’s Relationship with the EU – YouthLink Scotland Response – For Information (BOD/24/19) The response was noted.	
12.	PUBLICATIONS	
12.1	The Link Delivering Excellence and Equity - can be accessed here	
12.2	European Guidelines for Digital Youth Work – can be accessed here	
12.3	10 Year of NKBL – can be accessed here	

12.4	Nae Danger NKBL Bystander Toolkit – can be accessed here	
13.	PROPOSED MEETING DATES FOR 2020	
13.1	<p>Proposed Schedule of Dates for 2020 – For Approval (BOD/25/19)</p> <p>The dates were agreed with the addition of a November meeting of the Finance & Audit Committee. The confirmed dates are:</p> <p>19/20 February – Board 24 Hour Event, Board and FAC Meetings 30 April – Board and FAC Meetings 25 June – Board and FAC Meetings 24 September – Board and FAC Meetings 19 November – Board and FAC Meetings.</p>	
14.	EQUALITIES REFLECTION	
14.1	<p>Reflection on items covered during the meeting</p> <p>There were no issues to note.</p>	
15.	AOB	
15.1	<p>AGM</p> <p>B Stevenson noted that the time of the AGM had been moved to the end of the Annual Conference programme again despite Board concerns. Board members were not keen on it taking place at the end of the day as it leads to low turnout. T Frew agreed to look at alternative options for next year.</p>	
15.2	<p>Governance</p> <p>T Frew explained that his first 6 months in post had focussed on staff and internal changes, followed by the NYWS in the following months. The next focus will be Board and Governance.</p> <p>All 3 of our independent Office Bearers will come to the end of their first term of office in November but have all confirmed that they are willing to stand for a second term. This will be put to the AGM in November for ratification.</p> <p>F Falconer is keen that the Vice Chair has more of an active role.</p>	T/LL
16.	DATE OF NEXT MEETING	
	The next meeting will take place on Thursday 21 November at 2.00pm.	