

MINUTE OF THE MEETING OF THE BOARD OF DIRECTORS HELD ON WEDNESDAY 19 FEBRUARY 2020 AT RADISSON BLU HOTEL, THE ROYAL MILE, 80 HIGH STREET, EDINBURGH EH1 1TH AT 12:00PM.

	Present: L Hood (Chair), F Falconer (Vice Chair), G Whitefield (Honorary Treasurer), A Morrell, J Wilson, N Dickie and K Reilly. In Attendance: T Frew (Chief Executive), G Lithgow, L Little and S Dow.	ACTION
1.	WELCOME AND APOLOGIES L Hood welcomed everyone to the meeting. Apologies were received from N Brett Young, S Quinn, D Spence, L Fergus, B Stevenson and M Pitcaithly.	
2.	MINUTE OF LAST MEETING (21 NOVEMBER 2019) The minute of the meeting held on 21 November 2019 was approved as an accurate record without amendment.	
3.	MATTERS ARISING	
3.1	Lothian Pension Fund – Update G Whitefield advised that final figures have been received. It has been agreed that an invoice will be sent in March for payment by the end of March. Scottish Government has been approached seeking a contribution. It was agreed that payment should be made in the meantime pending the outcome of the request to Scottish Government. This will result in an improved balance sheet moving forward and a decrease in expenditure. G Whitefield thanked and congratulated staff and committee members involved.	
4.	CONFLICTS OF INTEREST None declared.	
5.	FINANCE AND AUDIT COMMITTEE	
5.1	Verbal Report of meeting held on 19 February 2020 – For Information G Whitefield reported that the proposed changes to the Risk Register were recommended for approval. The updated paper will be circulated to Board members when complete. G Whitefield explained that a paper had been produced at the request of the committee on managed funds. These are included in our management	TF/SD

	accounts but do not include a breakdown. The current processes and assurances provided were noted.	
5.2	Management Accounts to 30 December 2019 – For Information (BOD/01/20) G Whitefield noted that the financial position at 31 December was a loss of £27,943, however the revised budget shows a projected profit of £1,270. The Management Accounts were noted.	
5.3	Proposed Budget Protocol (BOD/02/20) G Whitefield advised that the updated Financial Action Plan and Summary Budget were tabled. These will be sent to Board members. Scottish Government has confirmed 3 months continued funding to June at the current rate. This has been assumed for the year for budgeting. Salary increases accounted for at 3%. L Little advised that accommodation costs would be certain but unknown at this stage. Provision will be made as much as possible in 2020-21. L Little reported that investment of £100k with Rathbones has resulted in income of £1,470 in the first 4 months. On behalf of the Finance & Audit Committee G Whitefield proposed approval of the framework with the final budget presented to the April meeting for approval. This was agreed.	LL/SD LL
6.	LA YOUTH WORK MANAGERS	
6.1	Verbal report of meeting held on 6 December 2019 G Lithgow noted that in addition to respective business meetings this included a joint session with NVYOS group on employability with inputs from Scottish Government and SDS.	
7.	DIGITAL DEVELOPMENT LOAN	
7.1	Written Resolution L Little informed Board members that our application has passed stage 1. Paperwork from Board members present today is now required to be submitted. An update will be provided when available.	LL
8.	SENIOR MANAGEMENT TEAM UPDATE	
8.1	Senior Management Team Report – For Information (BOD/03/20) T Frew noted that the meeting with John Swinney had gone well. A follow up letter outlining issues raised has been sent. This will be sent to Board members for information. The focus of the recent Cross Party Group on Children and Young People was Invest in Youth Work which was very well attended and included inputs from members.	TF/SD

	<p>G Whitefield asked for more information on the YouthBank situation. G Lithgow advised that YouthBank no longer has paid staff to support and develop and there have been difficulties recruiting young people to governance positions. Given the links to Participatory Budgeting the intention is to get the project back to where it needs to be.</p> <p>On behalf of the Board L Hood thanked staff for their continued commitment and hard work.</p> <p>The update was noted.</p>	
8.2	<p>Digital Evolution Strategy Update – For Information (BOD/04/20)</p> <p>The update was noted.</p>	
8.3	<p>2019-20 Development Plan 6 Month Report (BOD/05/20)</p> <p>The report was noted.</p>	
9.	<p>NATIONAL YOUTH WORK AWARDS 2020</p>	
9.1	<p>Update</p> <p>T Frew reported that sponsorship has been secured for all 14 categories. A co-design group has been established again this year which has been partially funded by Scottish Government. Jane McCarry will be the host. Bookings continue to come in. If you have not already confirmed your attendance please let S Dow know as soon as possible.</p>	
10.	<p>YOUTHLINK SCOTLAND NETWORKS</p>	
10.1	<p>Scheduled Dates for 2020 (BOD/06/20)</p> <p>The dates were noted.</p>	
11.	<p>CONSULTATION RESPONSES</p>	
11.1	<p>Scottish Government Out of School Care in Scotland Draft Framework 2019 Consultation – YouthLink Scotland Response - For Information (BOD/07/20)</p> <p>The response was noted.</p>	
11.2	<p>Scottish Government Replacement of European Structural Funds in Scotland post EU-Exit – YouthLink Scotland Response – For Information (BOD/08/20)</p> <p>The response was noted.</p>	
12.	<p>PUBLICATIONS</p>	
12.1	<p>YouthLink Scotland Annual Report 2018-19 – For Information</p>	
13.	<p>EQUALITIES REFLECTION</p>	
13.1	<p>Reflection on items covered during the meeting</p>	

	F Falconer noted that lack of diversity and young people on the Board. T Frew highlighted that these issues would be covered under governance later in the 24 hour programme.	
14.	AOB	
14.1	There were no other items of business.	
15.	DATE OF NEXT MEETING	
	The next meeting will take place on Thursday 30 April 2020 at 2:00pm.	