



<b>MINUTE OF THE MEETING OF THE BOARD OF DIRECTORS HELD ON THURSDAY 30 APRIL 2020 VIA ZOOM AT 2:00PM.</b>		
	<p><b>Present:</b> L Hood (Chair), F Falconer (Vice Chair), G Whitefield (Honorary Treasurer), B Stevenson, L Macdonald, K Reilly, S Quinn, D Spence, N Brett-Young, N Dickie and J Wilson.</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 A Morrell, L Fergus and M Pitcaithly.	
<b>2.</b>	<b>MINUTE OF LAST MEETING (19 FEBRUARY 2020)</b>  The minute of the meeting held on 19 February 2020 was approved as an accurate record without amendment.	
<b>3.</b>	<b>MATTERS ARISING</b>	
	<p><b>National Youth Work Awards 2020</b></p> <p>T Frew noted that the decision to go ahead with the Awards had been a difficult one to make given the timing but felt it was the right one at the time. There was a great turnout and fantastic support from the sector. He thanked all staff involved in putting it together.</p> <p>L Macdonald was heartened to see so many new projects receiving awards.</p> <p>J Wilson thought the Baffies were good fun.</p> <p>L Hood passed on her sincere thanks to all staff involved.</p>	
	<p><b>Tony Boffey</b></p> <p>T Frew wanted to formally mark the passing of Tony who had been a Board members and strong supporter of YouthLink Scotland for many years. He was a man of great wisdom, grace and humility and will be truly missed.</p>	
<b>4.</b>	<b>CONFLICTS OF INTEREST</b>  L Macdonald declared an interest in Item 5.4 Rosebery House Lease.	
<b>5.</b>	<b>FINANCE AND AUDIT COMMITTEE</b>	
<b>5.1</b>	<b>Management Accounts to 31 March 2020 – For Information (BOD/09/20)</b>	

	<p>G Whitefield noted that the year end position was now showing a slight surplus of £405.</p> <p>L Little reported that advice is awaited from our Auditors regarding the £67k pension invoice and the allocation of the final cessation FRS102 journal to finalise the year end accounts. Prepayments and Accruals are yet to be finalised for the year end which will affect the profit and loss account but the balance sheet will show an improved reserve account from last year due to the final allocation of the pension fund.</p> <p>The management accounts were noted.</p>	
<b>5.2</b>	<p><b>Lothian Pension Fund Update – For Information</b></p> <p>G Whitefield reported that a letter had been sent to SSPA seeking a contribution to costs relating to withdrawal from LPF. An offer to repay the sum over a longer period of time was received but no offer of help towards costs was given. This was not unexpected given the current climate.</p> <p>The Committee suggested that the payment should be made in full as previously agreed which would clear the liability by 1 April.</p> <p>G Whitefield recognised the collective responsibility and management of the pension situation which had resulted in a positive outcome.</p>	
<b>5.3</b>	<p><b>Risk Register – For Information (BOD/10/20)</b></p> <p>G Whitefield noted that previously agreed updates had been made and circulated to Board members. A section on Covid-19 had also been added.</p> <p>T Frew advised that a plan for preparing to return, when the time is right, will be developed following any new advice from government. In the meantime, the Return to Work risk will be added to the Register.</p> <p>T Frew thanked Senior Management Team members for their support to staff during the transition to home working and was grateful for the support of the Board.</p>	<b>TF</b>
<b>5.4</b>	<p><b>Rosebery House Lease – For Information</b></p> <p>G Whitefield reported that investigations around alternative accommodation is still ongoing but not the priority at this time. The current situation has highlighted opportunities for different ways of working which might alter our needs as an organisation in the future. The intention is to continue to co-locate with Young Scot if possible.</p> <p>J Wilson commented that remote working would undoubtedly impact on considerations. G Whitefield noted that social distancing would need to be taken into account before decisions could be made about reducing the floor space needed.</p> <p>The update was noted.</p>	
<b>6.</b>	<b>COVID-19</b>	

6.1	<p><b>CEO Update</b></p> <p>T Frew thanked staff for their flexibility and willingness to adapt. The SMT continue to support staff through various methods. Staff continue to come together through regular 'Zoom Cuppas', social events, etc.</p> <p>D Spence felt the response from YouthLink Scotland had been first rate and noted that the sector was grateful for the information and support. T Frew acknowledged the input from members to calls for information and thanked them. He also noted that we are involved in or are contributing to a number of Government working groups.</p> <p>L Macdonald and N Dickie updated on the work being done by local authorities in developing local support hubs. Discussions are also taking place around those who are digitally excluded and how to support them.</p> <p>G Lithgow reported that NVYOS &amp; LA Youth Work Managers Groups have been discussing what youth work might look like after lockdown. T Frew noted the anxiety around youth work organisations stepping in to co-ordinate emergency support. Discussions with Government are taking place about the 'new normal' and the role of youth work in that.</p> <p>L Hood thanked all staff, the Board is grateful for all they are doing.</p>	
7.	<b>BOARD 24 HOUR EVENT</b>	
7.1	<p><b>Verbal Report</b></p> <p>T Frew reported that staff really appreciated the opportunity to input to the event. Corporate Sponsorship and Governance changes, including increasing young people and diversity representation have been temporarily put on hold but will start again as soon as possible.</p>	
8.	<b>SENIOR MANAGEMENT TEAM UPDATE</b>	
8.1	<p><b>Senior Management Team Report – For Information (BOD/11/20)</b></p> <p>The report was noted.</p>	
8.2	<p><b>Digital Evolution Strategy Update – For Information (BOD/12/20)</b></p> <p>The report was noted.</p>	
8.3	<p><b>National Youth Work Strategy Draft Progress Report – For Information (BOD/13/20)</b></p> <p>The draft Progress Report was noted.</p>	
9.	<b>OSCR PRESENTATION</b>	
9.1	<p><b>Maureen Mallon, Chief Executive – Input</b></p> <p>L Hood thanked M Mallon for joining us and congratulated her on the appointment.</p>	

	<p>M Mallon provided an input on the new Framework agreement between OSCR and Scottish Government outlining roles, functions, responsibilities and relationships.</p> <p>Information on COVID-19 Guidance produced for charities was also discussed. M Mallon noted that more advice would be forthcoming particularly around accounts.</p> <p>T Frew asked about good governance and good practice around incorporating diversity and young people. M Mallon advised that OSCR is working closely with the Governance Forum discussing what good governance will look like in the future. The next meeting takes place in June and would be keen to make sure YouthLink Scotland is involved and would be happy to facilitate it.</p> <p>B Stevenson raised the difficulty the Boys' Brigade has as a UK wide organisation. They are keen that Units register as charities but the differing Regulators made it almost impossible. M Mallon agreed to take that issue to the Charity Commission on behalf of uniformed and other cross border organisations.</p> <p>L Hood thanked M Mallon for the input.</p>	
<b>10.</b>	<b>EQUALITIES REFLECTION</b>	
<b>10.1</b>	<p><b>Reflection on items covered during the meeting</b></p> <p>There were no issues to note.</p>	
<b>11.</b>	<b>AOB</b>	
<b>11.1</b>	L Little noted that new member of staff Ally Hunter was quizmaster for our regular staff quiz nights. All are welcome. Please let L Little know if you would like to join in.	
<b>12.</b>	<b>DATE OF NEXT MEETING</b>	
	The next meeting will take place on Thursday 25 June 2020, all other arrangements to be confirmed.	