



**MINUTE OF THE MEETING OF THE BOARD OF DIRECTORS HELD ON THURSDAY 1 OCTOBER 2020 VIA ZOOM AT 3:00PM.**

	<p><b>Present:</b> L Hood (Chair), G Whitefield (Honorary Treasurer), B Stevenson, L Macdonald, K Reilly, L Fowley and A Morrell.</p> <p><b>In Attendance:</b> T Frew (Chief Executive), G Lithgow, L Little and S Dow. Inputs from S Robertson and H Phillips.</p>	<b>ACTION</b>
<b>1.</b>	<p><b>WELCOME AND APOLOGIES</b></p> <p>L Hood welcomed everyone to the meeting. Apologies were received from N Dickie, N Brett Young, F Falconer, D Spence and J Wilson.</p>	
<b>2.</b>	<p><b>MINUTE OF LAST MEETING (25 JUNE 2020)</b></p> <p>The minute of the meeting held on 25 June 2020 was approved as an accurate record without amendment.</p>	
<b>3.</b>	<p><b>MATTERS ARISING</b></p>	
<b>3.1</b>	<p><b>Board Co-option</b></p> <p>L Hood and T Frew will meet Joyce White tomorrow. An update will be provided at the next meeting.</p> <p>T Frew advised that D Spence, B Stevenson, L Fergus and J Wilson would all come to the end of their second terms of office in November. L Hood and T Frew will progress but please email any suggestions you may have.</p>	<p><b>TF/LH</b></p> <p><b>TF/LH</b></p>
<b>3.2</b>	<p><b>Scottish Youth Parliament Representation</b></p> <p>L Hood welcomed L Fowley to his first meeting as representative for the Scottish Youth Parliament.</p>	
<b>4.</b>	<p><b>CONFLICTS OF INTEREST</b></p> <p>L Macdonald declared an interest in Item 7.4 Rosebery House Lease.</p>	
<b>5.</b>	<p><b>COVID-19</b></p>	
<b>5.1</b>	<p><b>CEO Update</b></p> <p>T Frew referred to the SMT Report which provides much more detail. He noted that it had been a very challenging period. The sector has really stepped up and made our job as the national agency much easier. Organisational we have adapted very well and we continue to support staff to do what they do. He shared how proud he</p>	

	<p>was of staff particularly around collaboration with and for the sector. This has meant a change of focus driven by the needs of the sector while sticking to our remit.</p> <p>L Hood noted the huge amount of work and voiced her concern that staff are careful they are not doing too much. T Frew advised that he was considering reintroducing time recording to monitor this. L Hood asked that the thanks and appreciation of the Board be conveyed to staff.</p> <p>A Morrell noted how proud she also was of the staff. The reach of the organisation has increased dramatically and felt it reinforced the need for a national agency. L Macdonald was keen to add that collaborative work had been sustained during the period and in many areas increased. Staff are doing outstanding work.</p>	TF
<b>6</b>	<b>FUNDING PROGRAMMES</b>	
<b>6.1</b>	<p><b>Current Programmes Update</b></p> <p>G Lithgow gave a presentation on the Digital Inclusion Programme and the Youth Work Education Recovery Fund. The presentation will be circulated.</p> <p>G Whitefield enquired about the income contribution these additional funds were making. G Lithgow advised that we were invited to tender for the Youth Work Education Recovery Fund and the management fee was fixed at just over 1.5%, there was no management fee for the Digital Inclusion Programme. T Frew added that our emphasis had always been on ensuring as much of any fund benefited the sector and with systems already established costs were reduced somewhat. G Lithgow advised as part of the contract the addition of the peer assessment model was negotiated. 150 volunteer peer assessors were being recruited which showed the goodwill of the sector. K Reilly felt peer assessment was a key aspect and was delighted it had been included.</p>	SD
<b>7.</b>	<b>FINANCE AND AUDIT COMMITTEE</b>	
<b>7.1</b>	<p><b>Verbal Report of Meeting held on 1 October 2020</b></p> <p>The main item of the meeting was Annual Audit of Accounts 2019-20.</p>	
<b>7.2</b>	<p><b>Annual Audit of Accounts 2019-20 (BOD/20/20)</b></p> <p>G Whitefield noted that draft accounts had been circulated in June pending any adjustments. Final accounts were presented subject to the completion of the Directors' Report. A Croxford, Thomson Cooper, reported that no issues had been found and the year ended with an improved financial position. He also advised that due to a reporting change there would be further disclosure required relating to restricted and unrestricted funds for the previous year.</p> <p>G Whitefield advised that it had been agreed that the report and financial statements would be completed by end October and circulated to the Finance &amp; Audit Committee for consideration along with information to support the organisation as a going concern for the next 12 months. The FAC would meet during the 1<sup>st</sup> week of November to agree recommendation of sign off. Thereafter the final version would be circulated to the Board by email for approval. This would allow for AGM papers to be issued on 9 November giving the required 21 days notice of the AGM on 30 November.</p>	

	<p>This was agreed.</p> <p>L Macdonald asked why there was a different timescale. L Little advised that Thomson Cooper had furloughed staff resulting in a 3 month delay.</p>	
<b>7.3</b>	<p><b>Management Accounts to 31 August (BOD/21/20)</b></p> <p>G Whitefield advised that the original income target of £133k had been reduced to £60k and did not anticipate any issues in achieving breakeven by the end of the financial year.</p>	
<b>7.4</b>	<p><b>Rosebery House Lease</b></p> <p>G Whitefield reported that the current lease terminates in July 2021, with the possible option to extend to December 2021. An options paper will be presented as soon as it can be.</p>	
<b>7.5</b>	<p><b>AGM Arrangements</b></p> <p>G Whitefield confirmed that due to the timescale required to sign off the Annual Accounts the FAC recommended the AGM take place online on Monday 30 November.</p> <p>This was agreed.</p> <p>B Stevenson, L Macdonald and K Reilly all offered to share information on voting systems should voting be required at the AGM.</p> <p>T Frew noted that the intended governance changes discussed at the February 24Hr Event had not taken place yet but had not been forgotten.</p>	
<b>8.</b>	<p><b>SENIOR MANAGEMENT TEAM UPDATE</b></p>	
<b>8.1</b>	<p><b>Senior Management Team Report – For Information (BOD/22/20)</b></p> <p>The report was noted.</p>	
<b>8.2</b>	<p><b>Digital Evolution Strategy Update – For Information (BOD/23/20)</b></p> <p>The report was noted.</p> <p>G Whitefield noted that funding was required to update the website and asked if this was something for the Board to consider. T Frew reported that the website had been inundated with information lately and could really do with a boost and revamp. Any suggestions of possible funding were welcomed.</p>	
<b>9.</b>	<p><b>NVYOS</b></p>	
<b>9.1</b>	<p><b>Summary of discussions at recent meetings</b></p> <p>G Lithgow reported that the Save our Outdoor Centres campaign and access to facilities had been the main items of discussion at the last meeting. This was not a</p>	

	<p>YouthLink Scotland campaign but involved some of our members whom we were providing support.</p> <p>K Reilly felt the timing could have been better as it came on the back of the £3m received. B Stevenson noted that we should be wary of campaigns if they become too politicised.</p>	
<b>10.</b>	<b>LA YOUTH WORK MANAGERS</b>	
<b>10.1</b>	<p><b>Summary of discussions at recent meetings – For Information</b></p> <p>G Lithgow advised that the group was returning to the normal cycle of meetings with the next one taking place in September. Discussions focussed on access to facilities, guidance and funding. Local authority staff had previously been pulled in many different directions but were now seeing a return to face to face youth work. A Morrell felt there was now wider recognition as being a sector with leadership skills. A Morrell shared a video link highlighting some of the work in North Ayrshire which will be circulated.</p>	<b>SD</b>
<b>11.</b>	<b>COVID-A9 RESPONSE INITIATIVES</b>	
<b>11.2</b>	<p><b>Heids Together (Young People’s Mental Health &amp; Wellbeing) – Sarah Robertson</b></p> <p>Sarah Robertson’s gave background on the new Mental Health and Wellbeing resource. The presentation will be circulated.</p>	<b>SD</b>
<b>11.3</b>	<p><b>Digitalyouthwork.scot (Digital Youth Work &amp; Access) – Hilary Phillips</b></p> <p>Hilary Phillips gave an overview of the various digital youth work training and events including the recent 2 Day Digital Youth Work Summit with 217 signed up to attend and 20 sessions being delivered to the equivalent of 937 delegates. This is almost the same number as all of the training over the previous 6 months.</p> <p>L Hood thanked Sarah and Hilary for their inputs.</p>	
<b>12.</b>	<b>CONSULTATION RESPONSE</b>	
<b>12.1</b>	<p><b>Scottish Parliament Environment, Climate Change &amp; Land Reform Committee Green Recovery Call for Views – YouthLink Scotland Response – For Information (BOD/24/20)</b></p> <p>The response was noted.</p>	
<b>12.2</b>	<p><b>Scottish Parliament Justice Committee Hate Crime &amp; Public Order (Scotland) Bill Call for Views – YouthLink Scotland Response – For Information (BOD/25/20)</b></p> <p>The response was noted.</p>	
<b>12.3</b>	<p><b>Scottish Sentencing Council ‘Sentencing Young People’ Guidelines Consultation – YouthLink Scotland Response – For Information (BOD/26/20)</b></p> <p>The response was noted.</p>	

12.4	<p><b>Scottish Funding Council Review of Coherent Provision and Sustainability in Further &amp; Higher Education Consultation – YouthLink Scotland Response – For Information (BOD/27/20)</b></p> <p>The response was noted.</p> <p>L Fowley asked about the process for consultation responses. T Frew committed to sharing the protocol with him.</p>	TF
13	<b>PUBLICATIONS</b>	
13.1	A full list of recent publications included as annex to SMT Report (BOD/22/20)	
14.	<b>PROPOSED MEETING DATES FOR 2021</b>	
14.1	<p><b>Proposed Schedule of Dates for 2021 (BOD/28/20)</b></p> <p>The following dates were agreed for Finance &amp; Audit Committee and Board meetings:</p> <p>17-18 February 29 April 24 June 23 September (L Hood would be unable to attend) 25 November</p> <p>The FAC will meet at 12:30pm with the Board following at 2:00pm.</p>	
15.	<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.	<b>AOB</b>	
17.	<b>DATE OF NEXT MEETING</b>	
	The next meeting will take place on Wednesday 25 November 2020 at 2:00pm. Zoom details will be sent out. The AGM will take place on Monday 30 November, details to be confirmed.	