



MINUTE OF THE MEETING OF THE BOARD OF DIRECTORS HELD ON WEDNESDAY 17 FEBRUARY 2021 VIA ZOOM AT 2:00PM.		
	<p>Present: L Hood (Chair), G Whitefield (Honorary Treasurer), D Spence, A Morrell, N Brett Young, M Molloy, K Reilly, D Brackenridge, L Macdonald and L Fowley.</p> <p>In Attendance: T Frew (Chief Executive), G Lithgow, L Little and S Dow.</p>	ACTION
1.	<p>WELCOME AND APOLOGIES</p> <p>L Hood welcomed everyone to the meeting. A particular welcome was extended to M Molloy and D Brackenridge attending their first meeting. Apologies were received from F Falconer, N Dickie and J White.</p>	
2.	<p>MINUTE OF LAST MEETING (25 NOVEMBER 2020)</p> <p>The minute of the meeting held on 25 November 2020 was approved as an accurate record without amendment.</p>	
3.	<p>MATTERS ARISING</p>	
3.1	<p>Board Co-options – Update</p> <p>L Hood and T Frew met with Nishy Lall. Unfortunately, although extremely keen, Nishy is unable to dedicate the necessary time right now but would like to explore again in the future. L Hood is conscious of the lack of young people and BAME representation and welcomed any suggestions. There are two vacancies for co-optees.</p>	
4.	<p>CONFLICTS OF INTEREST</p> <p>L Macdonald declared an interest accommodation discussions.</p>	
5.	<p>COVID-19</p>	
5.1	<p>CEO Update</p> <p>T Frew referred to the SMT Report which provides details.</p>	
6	<p>FINANCE AND AUDIT COMMITTEE</p>	
6.1	<p>Draft Minute of Meeting Held on 25 November 2020 – For Information (BOD/01/21)</p> <p>The draft minute was noted.</p>	
6.2	<p>Management Accounts to 31 December 2020 – For Information (BOD/02/21)</p>	

	<p>G Whitefield noted the £18k deficit at the end of December but noted that funds were still coming in and L Little was still confident of a breakeven result. He reported that there should also be further investment gain.</p> <p>The position was noted.</p>	
6.3	<p>Budget Protocol 2021-22 – For Information (BOD/03/21)</p> <p>The protocol was noted and discussed alongside Item 6.4: Revised Budget 2021-22.</p>	
6.4	<p>Revised Budget 2021-22 - For Information (BOD/04/21)</p> <p>G Whitefield recommended the base budget presented for approval. A breakeven position is the aim.</p> <p>The budget was approved.</p>	
6.5	<p>Committee Vice Chair and Membership – For Information</p> <p>B Stevenson's recent retirement has left a vacancy for Vice Chair, a replacement is being sought. Two further members are also required for the committee to increase membership. Volunteers were welcomed.</p>	
6.6	<p>Risk Register – For Information (BOD/05/21)</p> <p>After discussion and the suggestion from D Spence it was agreed that a quarterly report highlighting the top 5 risks would be presented to the FAC. The full report would be shared every 6 months with the Committee and yearly with the Board. The Committee felt that risk was being managed effectively but monitoring will continue to ensure nothing is missed.</p> <p>L Macdonald asked if risk appetite had been explored and suggested it might useful to have carry out an exercise with Board and SMT on attitudes and tolerance towards risk. T Frew agreed to look into it.</p>	TF
7.	<p>SENIOR MANAGEMENT TEAM UPDATE</p>	
7.1	<p>Senior Management Team Report – For Information (BOD/06/21)</p> <p>The SMT report was noted. Thanks to all staff. The report is a reflection of how resilient and agile they are.</p> <p>N Brett Young noted the huge amount of work and congratulated staff. He wondered if any impact on wellbeing had been noticed. He asked how everyone was and felt it important to keep an eye on it. T Frew thanked N Brett Young for asking and confirmed that SMT are looking at levels of responsiveness, regularity of meetings etc. and reducing these to previous levels where possible. L Little reported that the social committee was coming up with lots of activities like blind gin tasting, step challenge, bake offs, quizzes, weekly coffee morning and EAP for staff experiencing difficulties (5 counselling session per staff member). SMT are in constant contact with staff to ensure feeling supported. Other suggestions for counselling support were made by Board members. K Reilly also recommended the</p>	

	<p>book How to Work Alone by Rebecca Seal which had been given to her staff. L Little will follow these up.</p> <p>D Spence applauded the continued progression of the NYWS with everything else that is going on. It is important not to lose it.</p>	LL
7.2	<p>Digital Evolution Strategy Update – For Information (BOD/07/21)</p> <p>The report was noted.</p>	
7.2	<p>National Youth Work Awards 2021 – For Information & Discussion (BOD/08/21)</p> <p>M Molloy suggested the break could help to refocus the Awards. A Morrell was supportive of the break.</p> <p>It was agreed to postpone the National Youth Work Awards until 2022 and hold a celebration week in June 2021.</p>	
7.3	<p>COP26 & Young People’s Forest – For Information (BOD/09/21)</p> <p>T Frew happy to discuss further with those wishing to.</p> <p>The paper was noted.</p>	
8.	<p>CONSULTATION RESPONSE</p>	
8.1	<p>Scottish Government – Consultation on free bus travel for people resident in Scotland aged under 19 – YouthLink Scotland Response – For Information (BOD/10/21)</p> <p>The response was noted.</p>	
8.2	<p>Scottish Parliament Justice Committee on the Hate Crime (Public Order) (Scotland) Bill – YouthLink Scotland Oral Evidence – For Information (BOD/11/21)</p> <p>The response was noted.</p>	
8.3	<p>Scottish Parliament Equalities and Human Rights Committee on the UNCRC (Incorporation) (Scotland) Bill – YouthLink Scotland Oral Evidence – For Information (BOD/12/21)</p> <p>The response was noted.</p>	
8.4	<p>Scottish Government Consultation on the Digital Strategy for Scotland – YouthLink Scotland contribution to SCVO Response – For Information (BOD/13/21)</p> <p>The response was noted.</p>	
8.5	<p>Scottish Government Progress Report on School Age Childcare – YouthLink Scotland and LAYC Response – For Information (BOD/14/21)</p> <p>The response was noted.</p>	

9.	PUBLICATIONS	
9.1	Youth Work Skills Framework Noted	
9.2	COVID-19: Guiding Framework to support the delivery of youth work services (Updated to include permitted use of detached Youth Work) Noted	
9.3	Food Insecurity and Learning Loss Pilot Evaluation Report Noted	
9.4	YouthLink Scotland Annual Report 2019-20 Noted	
10.	EQUALITIES REFLECTION	
10.1	Reflection on items covered during the meeting There were no issues to note.	
11.	AOB	
12.	DATE OF NEXT MEETING	
	The next meeting will take place on Thursday 29 April 2021 at 2.00pm. Further details to be confirmed.	