



<b>MINUTE OF THE MEETING OF THE BOARD OF DIRECTORS HELD ON THURSDAY 29 APRIL 2021 VIA ZOOM AT 2:00PM.</b>		
	<p><b>Present:</b> L Hood (Chair), F Falconer (Vice Chair) G Whitefield (Honorary Treasurer), K Reilly, D Spence, Nigel Brett Young, J White, M Molloy, D Brackenridge, N Dickie, A Morrell and L Macdonald (part).</p> <p><b>In Attendance:</b> T Frew (Chief Executive), G Lithgow, L Little and S Dow.</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 L Fowley.</p>	
<b>2.</b>	<p><b>MINUTE OF LAST MEETING (17 FEBRUARY 2021)</b></p> <p>The minute of the meeting held on 17 February 2021 was approved as an accurate record without amendment.</p>	
<b>3.</b>	<p><b>MATTERS ARISING</b></p>	
<b>3.1</b>	<p><b>Risk Appetite – Update</b></p> <p>T Frew referred to discussion about risk management reporting at the last Board meeting and confirmed that we would move toward highlighting 3 key risks for consideration. These were:</p> <ul style="list-style-type: none"> <li>Move to new Headquarters</li> <li>COVID-19 Impact on Business Continuity</li> <li>Scottish Government Stopping/Reducing Funding</li> </ul> <p>J White found it helpful to add internal controls and was happy to share her own Risk Register for information and help in any way. A Morrell was also happy to share.</p> <p>K Reilly noted that many of the timescales were ‘ongoing’ and felt that these should be finite.</p> <p>D Brackenridge asked about the flexibility of the new lease and felt it should be included in the Risk Register. L Little advised that the original offer of 3 months free rent had been declined, opting instead to negotiate a get out clause after 1 year.</p> <p>Please feed any comments or suggestion to T Frew.</p>	<p><b>TF</b></p> <p><b>TF</b></p> <p><b>ALL</b></p>
<b>4.</b>	<p><b>CONFLICTS OF INTEREST</b></p> <p>L Macdonald declared an interest in accommodation discussions.</p>	

	<p>L Hood took this opportunity to inform Board members that L Macdonald will stand down as a co-opted member as she is leaving Young Scot. L Hood wished L Macdonald all the very best in her new role at IoD noting what a pleasure it had been working with her over the years. L Hood hoped that our relationship and partnerships with Young Scot would continue. L Macdonald thanked everyone for their kind words and good wishes. She feels the relationship between YouthLink Scotland and Young Scot was a well established one and sure it will continue to flourish. She is very much looking forward to her new chapter and staying connected to everyone in the sector.</p>	
<b>5.</b>	<b>COVID-19</b>	
<b>5.1</b>	<p><b>CEO Update</b></p> <p>T Frew reported that we are still involved in lots of work around COVID-19, particularly around guidance, although he had thought at this point work would be moving more towards recovery. He noted that early links had been made with the new Director General of Education and Justice, Joe Griffin and Director of Advanced Learning and Science, Stephen Pathirana/Katherine Peskett (Job Share).</p> <p>M Molloy referred to the age range within the guidance noting that it doesn't correlate with the NYWS age range. T Frew advised that the guidance came from a public health perspective. He advised that there had been a few enquiries on the issue. He confirmed there would be no move to change the age range of youth work.</p> <p>D Spence thanked staff for their agility around the guidance, it was greatly appreciated.</p>	
<b>6</b>	<b>FINANCE AND AUDIT COMMITTEE</b>	
<b>6.1</b>	<p><b>Draft Minute of Meeting Held on 17 February 2021 – For Information (BOD/15/21)</b></p> <p>The draft minute was noted.</p>	
	<b>Verbal report of meeting held on 29 April 2021</b>	
<b>6.2</b>	<p><b>Management Accounts to 31 March 2021 – For Information (BOD/16/21)</b></p> <p>G Whitefield reported that final accounts for the year were in the process of being prepared for audit. He noted the total surplus for the year was £17,977 which improved the balance sheet from £373,500k last year to £391,527k. Against the backdrop of COVID-19 this was a great result.</p> <p>G Whitefield advised that the income target for 2021-22 was £190k. Although early days it is looking encouraging to achieve an equally positive outcome at the end of 2022.</p> <p>The position was noted.</p>	
<b>6.3</b>	<b>Committee Vice Chair and Membership – For Information</b>	

	F Falconer and D Brackenridge were recommended as Vice Chair and Committee Member respectively. This was approved.	
<b>6.4</b>	<b>Triannual Review of Memorandum &amp; Articles of Association – For Information</b>  G Whitefield advised of the requirement to review the M&As every three years. At this time there are no amendments suggested. However, should the need arise there is still time before the AGM later in the year.	
<b>7.</b>	<b>SENIOR MANAGEMENT TEAM UPDATE</b>	
<b>7.1</b>	<b>Senior Management Team Report – For Information (BOD/17/21)</b>  T Frew referred to the SMT Report which provides full details.	
<b>7.2</b>	<b>YouthLink Scotland Work Plan 2021-22 – For Information (BOD/18/21)</b>  The report was noted.	
<b>8</b>	<b>POLICY INPUT</b>	
<b>8.1</b>	<b>Policy implications of party manifesto pledges – Input from Kevin Kane</b>  K Kane gave an overview of the various political commitments pledged in relation to youth work. The full report can be accessed <a href="#">here</a> .  T Frew noted that this work had been hugely supported by the sector.	
<b>9.</b>	<b>CONSULTATION RESPONSES</b>	
<b>9.1</b>	<b>Scottish Government – Climate Change – Net Zero Nation: Draft Public Engagement Strategy Consultation – YouthLink Scotland Response – For Information – YouthLink Scotland Response – For Information (BOD/19/21)</b>  The response was noted.	
<b>10.</b>	<b>PUBLICATIONS</b>	
<b>10.1</b>	<a href="#">COVID-19: Updated Youth Work Guidance</a>  Noted	
<b>10.2</b>	<a href="#">COVID-19 Updated CLD Guidance</a>  Noted	
<b>11.</b>	<b>EQUALITIES REFLECTION</b>	
<b>11.1</b>	<b>Reflection on items covered during the meeting</b>  There were no issues to note.	
<b>12.</b>	<b>AOB</b>	

12.1	<p><b>Young People's Representation on Board</b></p> <p>N Brett Young asked current position was with regard to youth representation on the Board.</p> <p>T Frew noted that the issue was initially raised at the Board 24 hour event in 2019 for action in 2020. Unfortunately, due to the pandemic it took a bit of a back seat. The priority at the tail end of the year was on replacing outgoing elected members. The commitment to include younger trustees generally was still there. G Lithgow reported that wider youth representation on groups and panels is also being looked at across the organisation. K Reilly wondered if we should be looking at Board representatives generally with regard to equalities rather than just focussing on young people. It was agreed that T Frew would convene a working group with those interested in joining.</p>	TF
12.2	<p><b>Employee Assistance Programme</b></p> <p>L Little confirmed that an Employee Assistance Programme had been set up to support staff and thanked D Brackenridge for his recommendation.</p>	
13.	<p><b>DATE OF NEXT MEETING</b></p>	
	<p>The next meeting will take place on Thursday 24 June 2021 at 2.00pm. Further details to be confirmed.</p>	