



MINUTE OF THE MEETING OF THE BOARD OF DIRECTORS HELD ON THURSDAY 24 JUNE 2021 VIA ZOOM AT 2:00PM.

	<p>Present: L Hood (Chair), F Falconer (Vice Chair) G Whitefield (Honorary Treasurer), K Reilly, D Spence, J White (part) and N Dickie (part).</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. Apologies were received from L Fowley, A Morrell, D Brackenridge, M Molloy and N Brett Young.</p> <p>L Hood congratulated D Spence on receiving the CBE in the Queen's recent Honours List.</p>	
2.	<p>MINUTE OF LAST MEETING (29 APRIL 2021)</p> <p>The minute of the meeting held on 29 April 2021 was approved as an accurate record without amendment.</p>	
3.	<p>MATTERS ARISING</p>	
3.1	<p>Board Representation</p> <p>L Hood advised that greater diversity and youth representation was being discussed further by the sub group recently set up and had been highlighted as one of the top 3 current risks. It was also covered under agenda Item 10.</p> <p>T Frew reported that a couple of options for co-opted Board members are being explored but please feed in any other suggestions.</p>	
3.2	<p>Staff Wellbeing</p> <p>L Little reported that staff were all working really hard. Line managers are in touch with staff on a regular basis. The Employee Assistance Programme has been set up. Social activities also continue.</p> <p>L Hood asked that the thanks and well wishes of the Board are passed on to staff.</p>	TF/LL
4.	<p>CONFLICTS OF INTEREST</p> <p>None declared.</p>	
5.	<p>COVID-19</p>	
5.1	<p>CEO Update</p>	

	<p>T Frew noted that the Recovery Group was working well. Lots of behind the scenes work and conversations taking place. Youth Work Guidance continues to be updated and reissued.</p> <p>T Frew referred to the recent Access to Facilities report, circulated to Board members earlier today, which shows access for youth work organisations is still worrying low. In general, Local Authority Youth Work Services have better access than Third Sector Youth Work Organisations.</p> <p>J White wondered if the findings could be broken down in the local authority area. This might help when localised decisions are being made. T Frew suggested there was a confidence issue, it wasn't just about cleaning costs, risk assessments, social distancing etc.</p> <p>G Lithgow highlighted the drop in engagement of young people and volunteers which will have long term consequences.</p>	
6	FINANCE AND AUDIT COMMITTEE	
6.1	<p>Draft Minute of Meeting Held on 29 April 2021 – For Information (BOD/20/21)</p> <p>The draft minute was noted.</p>	
	Verbal report of meeting held on 24 June 2021	
6.2	<p>Accommodation Costs – For Information</p> <p>G Whitefield advised that an update report had been received. Arrangements underway to complete the exit from Rosebery House by mid July. Works are progressing at Caledonian Exchange (CE) with costs still estimated at £30k per organisation and should be completed by mid July. Branding of the space will follow completion of works. IT equipment will be taken on loan before a final decision is made to purchase. The lease for CE will be renegotiated in 2022 with a view to reducing rent costs if possible.</p> <p>L Hood asked if a decision had been made yet on staff returning to the office. L Little advised that staff are being consulted on a hybrid model with a trial period 6 months initially. A date to return has not been confirmed yet.</p>	
6.3	<p>Management Accounts to 31 May 2021 – For Information (BOD/21/21)</p> <p>Management Accounts to 31 May 2021 were presented and noted.</p>	
6.4	<p>Revised Budget 2020-21 – For Information (BOD/22/21)</p> <p>G Whitefield, on behalf of the FAC, recommended approval of the revised budget, noting the positive movement towards a break even position at year end. The initial income target of £191k had been reduced to £90k. He also noted the huge increase in funds being administered having almost quadrupled. The additional work continues to be managed within core staff which was to their credit.</p> <p>The revised budget was approved.</p>	
6.5	Annual Audit of Accounts 2020-21 Findings – For Information	

	<p>A Croxford attended the meeting to present initial findings. All fieldwork had been carried out with no significant issues emerging. The year ended with an operating surplus of £7k, overall surplus of £17k and £390k in reserves.</p> <p>Final accounts will be circulated for consideration in September. The main issue to consider at that time will be any post balance changes and confidence that the organisation is a going concern for the 12 months following sign off. No significant changes are anticipated.</p>	
6.6	<p>Risk Management – Top 3 Risks – For Information (BOD/23/21)</p> <p>G Whitefield reported the top 3 risks highlighted were Moving HQ, Scottish Government stop or reduce funding and Skills Gap on Board. Risk Appetite and Risk Controls had been added to the Risk Register and timescales had been updated.</p> <p>J White asked if additional support had been received as part of the additional administering of funds. G Lithgow advised that admin and management costs were incorporated into to bids made for these. T Frew noted that in our last inspection HMle highlighted grant distribution as a strength, particularly the peer assessment model. We are therefore mindful of keeping costs as lean as possible with systems and software in place to assist as much as possible. K Reilly suggested that consideration might be given to factor in costs for peer assessors as in some cases a significant commitment was required.</p>	
7.	<p>SENIOR MANAGEMENT TEAM UPDATE</p>	
7.1	<p>Senior Management Team Report – For Information (BOD/24/21)</p> <p>T Frew referred to the SMT Report which provides full details.</p> <p>D Spence asked if the report could be reduced. J White agreed, although really helpful as a new Board member, the challenge was what the Board needed to know. G Whitefield suggested key issues, priorities & updates to a maximum of 3 pages. T Frew confirmed that the intention was to move toward a performance report rather than descriptive. In the meantime, we will look to summarise it further.</p>	
7.2	<p>Digital Evolution Strategy Update – For Information (BOD/25/21)</p> <p>The report was noted.</p>	
8	<p>COP26</p>	
8.1	<p>Update – Input from Jenni Snell</p> <p>Jenni reported that unfortunately the Youth Work Exhibition bid for the Green Zone had been unsuccessful. Over 4,000 expressions of interested had been submitted. Other youth work organisations were successful and we hope to link up with them.</p> <p>YouthLink Scotland activity includes:</p> <p>National Youth Work Conference 5 & 6 November Learning for Sustainability Link Magazine</p>	

	<p>Masters placement undertaking research into climate policy and practice of the youth work sector Co-Facilitating a COP26 Partner Forum with Education Scotland National Programmes - #IWill, Our Bright Future, etc. Scotland's Young People's Forrest in partnership with Young Scot Youth Work Sector Exhibition and LfS Stakeholder Network COP26 Scottish Youth Climate Project in partnership with Young Scot and Keep Scotland Beautiful.</p> <p>Jenni also advised that 2 fixed term development officer posts will be recruited in the next month.</p> <p>T Frew noted that lots of work being done with the sector, they are also doing lots of their own. We see ourselves as the conduit for all of that and what might come next.</p> <p>L Hood thanked Jenni for her input.</p>	
9.	CELEBRATION OF YOUTH WORK	
9.1	<p>Youth Work Ceilidh – For Information (BOD/26/21)</p> <p>L Hood confirmed that the paper had been circulated in advance of the meeting and lots of positive feedback and suggestions had been received. The celebration has been extended to cover the last 18 months.</p> <p>The proposal was agreed.</p>	
10.	BOARD YOUTH REPRESENTATION	
10.1	<p>Sub Group Meeting Update – For Information (BOD/27/21)</p> <p>The proposals outlined were approved.</p>	
11.	POLICY CONSULTATION PROTOCOL	
11.1	<p>Updated Protocol – For Approval (BOD/28/21)</p> <p>The updated protocol was presented for approval. G Whitefield felt it helped to prioritise and provided a more effective approach.</p> <p>The updated protocol was approved.</p>	
12.	PUBLICATIONS	
12.1	<p><u>COVID-19: Updated Youth Work Guidance</u> (17 June 2021)</p> <p>Noted</p>	
13.	EQUALITIES REFLECTION	
13.1	<p>Reflection on items covered during the meeting</p> <p>There were no issues to note.</p>	

14.	AOB	
	There was no other business.	
15.	DATE OF NEXT MEETING	
	The next meeting will take place on Thursday 23 September 2021 at 2.00pm. L Hood asked members how they felt about a face to face meeting if it was possible. J White asked if a hybrid version might be possible. L Little will discuss with IT experts and advise.	