



<b>MINUTE OF THE MEETING OF THE BOARD OF DIRECTORS HELD ON THURSDAY 23 SEPTEMBER 2021 VIA ZOOM AT 2:00PM.</b>		
	<p><b>Present:</b> L Hood (Chair), G Whitefield (Honorary Treasurer), D Brackenridge, M Molloy, L Fowley, A Ahmed and J White (part).</p> <p><b>In Attendance:</b> T Frew (Chief Executive), G Lithgow, L Little and S Dow.</p>	<b>ACTION</b>
1.	<p><b>WELCOME AND APOLOGIES</b></p> <p>L Hood welcomed everyone to the meeting. A warm welcome was extended to A Ahmed attending his first meeting. Apologies were received from F Falconer, K Reilly, A Morrell, N Brett Young, D Spence and N Dickie.</p>	
2.	<p><b>MINUTE OF PREVIOUS MEETING (24 JUNE 2021)</b></p> <p>The minute of the meeting held on 24 June 2021 was approved as an accurate record without amendment.</p>	
3.	<p><b>MATTERS ARISING</b></p> <p>There were no matter arising not included in the agenda.</p>	
4.	<p><b>CONFLICTS OF INTEREST</b></p> <p><b>None declared.</b></p>	
5.	<p><b>COVID-19</b></p>	
5.1	<p><b>CEO Update</b></p> <p>T Frew reported that the main area of focus was still access to facilities. A joint statement with COSLA was issued reiterating the continued commitment to ensuring the safe reopening of indoor facilities for the delivery of youth work services. T Frew, COSLA Children &amp; Young People Spokesperson Cllr Stephen McCabe and Minister for FE, HE, Youth Employment &amp; Training Jamie Hepburn MSP all provided videos for use on social media. The issue will continue to be monitored and we will work with the sector to report on it. M Molloy suggested also linking with SOLACE to progress.</p>	
6	<p><b>FINANCE AND AUDIT COMMITTEE</b></p>	
6.1	<p><b>Accommodation Costs – For Information</b></p> <p>G Whitefield advised that work on the new office was almost complete and costs were within the budget of £30k.</p>	
6.2	<p><b>Cyber Insurance – For Information</b></p>	

	<p>G Whitefield reported that due to the doubling the cyber insurance L Little had sought other quotes and had managed to secure a £1,000 reduction in costs while maintaining the same level of cover of £500k.</p>	
<b>6.3</b>	<p><b>Annual Audit of Accounts 2020-21 – For Approval (BOD/29/21)</b></p> <p>G Whitefield highlighted the end year operating surplus of £6,797, overall surplus of £17,335 and reserves of £390,885. He reported that L Little provided information on the following to facilitate a discussion on the organisation as a going concern:</p> <p>Management Accounts  Cashflows  Future projections  Government Grants  Company Reserves  Cash in Bank  Investments  New office Premises  Organisational staffing and HR</p> <p>After discussing the information provided all members of the Committee were confident that YouthLink Scotland would be a going concern for the next year.</p> <p>Subject to the rewording of the Funds paragraph to better reflect the significant increase and correction of the minor typos, recommendation of sign off was made.</p> <p>This was agreed.</p>	
<b>6.4</b>	<p><b>Management Accounts to 31 August 2021 – For Information (BOD/30/21)</b></p> <p>G Whitefield noted that management accounts were in line with the budget and all indications are positive to reach a breakeven year end position.</p>	
<b>6.5</b>	<p><b>Risk Management – Top 3 Risks – For Information (BOD/31/21)</b></p> <p>G Whitefield reported that the committee was satisfied that ongoing actions were being taken to mitigate these risks. The more focussed report format was welcomed. The full Risk Register will be presented to the November Board meeting.</p>	<b>TF</b>
<b>6.6</b>	<p><b>AGM 2021 – For Information</b></p> <p>G Whitefield, on behalf of the committee, recommended an online AGM on 30 November at 4.30pm. The online platform resulted in a good turn out last year.</p> <p>This was agreed.</p>	
<b>7.</b>	<b>EDUCATION REVIEW AND EMPLOYABILITY</b>	
<b>7.1</b>	<b>Input from Marielle Bruce, Youth Work and Schools Manager</b>	

	<p>M Bruce provided an update on Education Reform and on Employability. The presentation will be sent with this minute.</p> <p>L Hood thanked Marielle for her input.</p>	
<b>8.</b>	<b>SENIOR MANAGEMENT TEAM UPDATE</b>	
<b>8.1</b>	<p><b>Senior Management Team Report – For Information (BOD/32/21)</b></p> <p>T Frew presented the much reduced format of the SMT Report which was welcomed overall. D Brackenridge did like the longer report. J White suggested a monthly email to Board members providing more detail on particular areas of work and sharing good practice also being sent. T Frew reminded Board members that the fortnightly produced Youth Work Briefing is a great source of up to date information. You can join the mailing list <a href="#">here</a> alternatively get in touch with S Dow directly who can do it for you.</p>	
<b>9</b>	<b>BOARD YOUTH REPRESENTATION</b>	
<b>9.1</b>	<p><b>Update – For Information</b></p> <p>T Frew advised that he and L Hood had been exploring opportunities to improve the age profile and diversity of the Board. Keen to have young people with experience as representatives. How young people involved in other areas of the organisation link into the Board will also be considered. The sub group will be reconvened.</p>	<b>TF</b>
<b>10.</b>	<b>SUSTAINABILITY STATEMENT</b>	
<b>10.1</b>	<p><b>Proposed Statement – For Approve (BOD/33/21)</b></p> <p>J White suggested that some of YouthLink Scotland’s sector-led work in this area and communication role could be added to the statement. She offered to send West Dunbartonshire Council’s policy through for comparison. She felt as the national agency we were in good position to promote the message to do things differently, less travel, etc.</p> <p>The statement was approved in principle. L Hood asked that thanks be passed to J Snell.</p>	<p><b>JW</b></p> <p><b>TF</b></p>
<b>11.</b>	<b>RESEARCH ETHICS POLICY</b>	
<b>11.1</b>	<p><b>Proposed Policy – For Approval (BOD/34/21)</b></p> <p>T Frew noted that we were already working in line with the policy but wanted to formalise it so that it could be of benefit to our members and the wider sector.</p> <p>The Policy was approved.</p> <p>L Hood asked that thanks be passed to A Calder.</p>	<b>TF</b>
<b>12.</b>	<b>PROPOSED MEETING DATES FOR 2022</b>	
<b>12.1</b>	<b>Proposed Schedule of Dates for 2022 – For Approval (BOD/35/21)</b>	

	L Hood advised that the June and November dates were problematic for her. L Fowley suggested that timings should also be taken into account if we want to engage young people on the Board. New dates will be circulated.	TF/SD
<b>13.</b>	<b>CONSULTATION RESPONSES</b>	
<b>13.1</b>	<b>Healthcare Improvement Scotland, Draft Sexual Health Standards – YouthLink Scotland Statement – For Information (BOD/36/21)</b>  The response was noted.	
<b>13.2</b>	<b>Scottish Government Use and Sale of Fireworks in Scotland, and Tackling the Misuse of Pyrotechnics Consultation – YouthLink Scotland and Youth Scotland Response – For Information (BOD/37/21)</b>  The response was noted.	
<b>13.3</b>	<b>Together's State of Children's Rights Report 2021 – YouthLink Scotland's Input – For Information (BOD/38/21)</b>  The response was noted.	
<b>14.</b>	<b>PUBLICATIONS</b>	
<b>14.1</b>	<a href="#">Youth Work Closing the Poverty Attainment Gap during the pandemic</a> – For Information  Noted	
<b>14.2</b>	<a href="#">Access to Facilities Report</a> – For Information  Noted	
<b>14.3</b>	<a href="#">Updated Youth Work Guidance</a> (5 July & 19 July) – For Information  Noted	
<b>14.4</b>	<a href="#">Lockdown Lowdown 3</a> – For Information  Noted	
<b>14.5</b>	<a href="#">Engaging Young People in Heritage Toolkit</a> – For Information  Noted	
<b>14.6</b>	<a href="#">NYWS Blog</a> – For Information  Noted	
<b>15.</b>	<b>EQUALITIES REFLECTION</b>	
<b>15.1</b>	<b>Reflection on items covered during the meeting</b>	

	<p>T Frew referred back to the discussion on Board dates for 2022 and asked if a survey of Board members seeking views on days, times and format of meetings would be appropriate. The results would enable us to be as inclusive as possible. Thereafter new proposed dates for 2022 will be presented to the November meeting for approval.</p> <p>This was agreed.</p>	<b>TF/SD</b>
<b>16.</b>	<b>AOB</b>	
	There was no other business.	
<b>17.</b>	<b>DATE OF NEXT MEETING</b>	
	The next meeting will take place on Thursday 25 November 2021 at 2:00pm. We will aim to try for a hybrid meeting which will be dependent on IT equipment in the office being set up. Details will be confirmed.	