



MINUTE OF THE MEETING OF THE BOARD OF DIRECTORS HELD ON THURSDAY 25 NOVEMBER 2021 AT CALEDONIAN EXCHANGE AND VIA ZOOM AT 2:00PM.		
	<p>Present: L Hood (Chair), G Whitefield (Honorary Treasurer), D Brackenridge, R Hussain, N Dickie, N Brett Young and E McAuley.</p> <p>In Attendance: T Frew (Chief Executive), L Little and S Dow.</p>	ACTION
1.	<p>WELCOME AND APOLOGIES</p> <p>L Hood welcomed everyone to the meeting. L Hood noted the hybrid meeting format was being trialled for the first time and thanked everyone for their efforts in making it happen. A warm welcome was extended to R Hussain and E McAuley attending their first meeting. L Hood also congratulated N Brett Young on his reappointment as Local Authority representative for a second term. Apologies were received from F Falconer, K Reilly, A Morrell, D Spence, J White, M Molloy, L Fowley and G Lithgow.</p>	
2.	<p>MINUTE OF PREVIOUS MEETING (23 SEPTEMBER 2021)</p> <p>The minute of the meeting held on 23 September 2021 was approved as an accurate record without amendment.</p>	
3.	<p>MATTERS ARISING</p> <p>There were no matters arising not included in the agenda.</p>	
3.1	<p>BOARD CO-OPTIONS UPDATE – FOR INFORMATION</p> <p>R Hussain and E McAuley provided a brief introduction. Roundtable introductions were also made.</p>	
3.2	<p>BOARD AGE & DIVERSITY REPRESENTATION & PROPOSED CHANGES TO MEMORANDUM & ARTICLES OF ASSOCIATION – FOR INFORMATION</p> <p>L Hood repeated the desire of the Board to implement changes and continue longer term planning to incorporate diversity of skills, age and all protected characteristics in the membership of the Board.</p> <p>After discussions with SYP it was agreed that 1 of the 2 places on the Board specifically provided for SYP would become a co-opted place for a director under the age of 26. Due to capacity, SYP has not taken up both places for a number of years.</p> <p>T Frew advised that the sub group would continue to look at how other young people can feed in to the Board.</p>	TF
3.3	<p>SUSTAINABILITY STATEMENT UPDATED – FOR INFORMATION (BOD/39/21)</p>	

	The updated Sustainability Statement was noted.	
4.	CONFLICTS OF INTEREST None declared.	
5.	COVID-19 RECOVERY	
5.1	CEO Update T Frew emphasised we were now in recovery mode. He noted that there was a real concern around volunteer numbers. There is opportunity to feed into the ALS Covid Recovery Group as members. The refreshed reference group for the National Youth Work Strategy will meet again in January.	
5.2	Access to Facilities Update The Access to Facilities Survey was updated and shows a slightly improved picture although still patchy. Headline stats have been sent to all Local Authority Chief Executives and COSLA. A response has been received from COSLA which will be shared after this meeting. Next steps include replying to COSLA, follow up with the Minister, secure wider coverage of the report and continue to raise the issue.	TF
6	FINANCE AND AUDIT COMMITTEE	
6.1	Accommodation Costs – For Information G Whitefield advised additional costs of approximately £10k for design in addition to the original budget of £30k. A grant of £15k against a bid of £36k from Scottish Government has been secured towards AV equipment. The final invoice for Rosebery House now paid with no dilapidation costs due. Rent invoice for first period at Caledonian Exchange is being resolved.	LL
6.3	Management Accounts to 31 October 2021 – For Information (BOD/40/21) G Whitefield noted that management accounts showed an end year shortfall of £58k. The original target was £197k. Indeed that figure has been reduced to £45k since the production of the management accounts. Reserves are available to cover any shortfall if necessary. G Whitefield reported that provision has been made for a cost of living pay award until agreed. The FAC recommended an immediate payment of 2% in December salaries if agreement was not reached by that time with any difference being paid whenever the settlement was finalised. This was agreed. G Whitefield advised that discussions had taken place around the lack of any increase in real terms to the core grant from Scottish Government and it was agreed that T Frew would write to the Minister seeking an immediate inflationary increase at the very least.	TF/LL TF
6.5	Financial Action Plan 2021-24 – For Information (BOD/41/21)	

	<p>G Whitefield highlighted that the Home Working Allowance would be claimed directly from HMRC by staff from 1 April 2022. It was also agreed that the 2 spinal point incremental increase for new staff would be reduced to 1 point.</p> <p>N Brett Young and E McAuley would welcome more information generally on finances. T Frew advised that this would be part of the induction session planned for January and was happy to do extended sessions, perhaps at the 24 hour event on budgets.</p>	
7.	ACTION ON PREJUDICE AND ACTION ON SECTARIANISM	
7.1	<p>Input from Sarah Robinson Galloway, Senior Development Officer</p> <p>Sarah Robinson Galloway provided an update on AoP and AoS. The presentation will accompany this minute.</p> <p>L Hood thanked Sarah for her input.</p>	
8.	SENIOR MANAGEMENT TEAM UPDATE	
8.1	<p>Senior Management Team Report – For Information (BOD/42/21)</p> <p>The SMT Report was noted.</p>	
8.2	<p>2021-22 Development Plan 6 Month Report – For Information (BOD/43/21)</p> <p>The 6 Month Report was noted.</p>	
8.3	<p>Digital Evolution Strategy – For Information (BOD/44/21)</p> <p>The Digital Evolution Strategy Update was noted.</p>	
8.4	<p>YouthLink Scotland Policy Convention Final Report – For Information (BOD/45/21)</p> <p>The Policy Convention Final Report was noted.</p>	
9	PROPOSED MEETING DATES FOR 2022 – For Decision	
9.1	<p>Proposed Dates – For Decision (BOD/46/21)</p> <p>L Hood advised that the June and September dates presented a problem. It was agreed that the June meeting would go ahead on the date proposed with F Falconer chairing, the September date was changed. The dates were agreed as:</p> <p>23/24 February Board 24 Hour event – to include business meeting of FAC and Board (details to be confirmed) 27 April FAC & Board Meeting 29 June FAC & Board Meeting 21 September FAC & Board Meeting 16 November FAC & Board Meeting</p>	
10.	CONSULTATION RESPONSES	

10.1	Scottish Government Education Reform Action Plan – YouthLink Scotland Report – For Information (BOD/47/21) The response was noted.	
10.2	The Wildlife Trusts - Strategy 2030 – YouthLink Scotland Comments – For Information (BOD/48/21) The response was noted.	
10.3	Scottish Youth Work Leaders Response to Education Reform Consultation – For Information (BOD/38/21) The response was noted.	
11.	PUBLICATIONS	
11.1	YouthLink Scotland Policy Conference Event Pack – For Information Noted	
11.2	Homophobic and Biphobic Discrimination AoP Factsheet– For Information Noted	
11.3	Transphobic Discrimination AoP Factsheet – For Information Noted	
12.	EQUALITIES REFLECTION	
12.1	Reflection on items covered during the meeting There were no issues to note.	
13.	AOB There was no other business.	
14.	DATE OF NEXT MEETING The next scheduled meeting of the Board will take place as part of the Board 24 Hour Event on 23 & 24 February, dependent on Government advice at that time. Information will be circulated in due course.	