



MINUTE OF THE MEETING OF THE BOARD OF DIRECTORS HELD ON WEDESNDAY 23 FEBRUARY 2022 AT CALEDONIAN EXCHANGE AND ZOOM AT 3:15PM.		
	<p>Present: L Hood (Chair), G Whitefield (Honorary Treasurer), D Spence, K Reilly, A Morrell, N Brett Young, A Ahmed D Brackenridge, L Fowley and N Dickie (part).</p> <p>In Attendance: T Frew (Chief Executive), G Lithgow and L Little.</p>	ACTION
1.	<p>WELCOME AND APOLOGIES</p> <p>L Hood welcomed everyone to the meeting. Apologies were received from F Falconer, J White, M Molloy, E McAuley and R Hussain.</p>	
2.	<p>MINUTE OF PREVIOUS MEETING 25 NOVEMBER 2021</p> <p>The minute of the meeting held on 25 November 2021 was approved as an accurate record without amendment.</p>	
3.	<p>MATTERS ARISING</p>	
3.1	<p>Board Representation Sub Group Update – For Information</p> <p>T Frew reported that the group had not met again yet. He referenced changes made to the Memorandum & Articles of Association at the AGM to further increase the capacity to recruit young people. The group will now start to look at youth participation feeding into the Board. A funding bid has been made around participatory budgeting and other participatory roles that we have and we would hope that would help to take us to the next stage. A meeting of the group will be set up in the near future to look at youth participation and equalities more broadly on the Board.</p>	TF
3.2	<p>Succession Planning</p> <p>L Hood noted that the Chair, Vice Chair and Treasurer positions were all coming to the end of their second terms in November. In order to prepare a Succession Planning Group will be established comprising L Hood, G Whitefield, T Frew and a local authority and voluntary sector representative. K Reilly volunteered as VO representative. Local authority members will discuss and confirm the representative. Suggestions, comments and ideas are always welcome from the wider Board. A meeting will be convened in March.</p> <p>It was later agreed that A Morrell would be the LA representative.</p>	TF
4.	<p>CONFLICTS OF INTEREST</p> <p>None declared.</p>	
5.	<p>COVID-19 RECOVERY</p>	

5.1	<p>CEO Update – For Information</p> <p>T Frew reported that we are still feeding into the Advanced Learning and Science Recovery Group meaning there is opportunity to feed into the Minister quite regularly. Public Health officials also attend that group. There is an understanding that we need focus more on what the wider public health harms are to health and wellbeing from the restrictions and the impact of that. Increasingly we asked to submit evidence and submit research information to certain groupings that are looking at different aspect of the impacts and how we recover. There are some specifics around ventilation costs where we are asking specific questions of the sector, we think there could be some extra potential funding, so really important we collate that information. Scottish Community Development Centre and others are doing a wider survey around community buildings and facilities.</p>	
5.2	<p>Access to Facilities Update – For Information</p> <p>T Frew advised that the issue of access to facilities for youth work is still significant. Also featured in the CEO update in the SMT Report. There is also potentially a motion in parliament with cross party support to discuss the issue in more details. We also met with the Minister and there is the potential for him to meet with the sector around some of these issues. It would not be exclusive to facilities and would cover some of the wider issues like volunteering in the charitable sector. The Minister has agreed to this in principle.</p> <p>D Spence asked if and how the cessation of guidance updates would be communicated to members. G Lithgow confirmed that updates would continue with the upcoming changes, particularly relating to schools and the general wearing of facemasks. Thereafter a decision would be taken on the need for continued updates.</p>	
6	<p>FINANCE AND AUDIT COMMITTEE</p>	
6.1	<p>Accommodation Costs – For Information</p> <p>G Whitefield advised that the original estimate of £30k had increased to £40k, one or two further requirements could result in that figure increasing further potentially to £45k.</p>	
6.2	<p>Rent Payment Update – For Information</p> <p>G Whitefield advised that there had been a delay in receiving the invoices for rent. The first has now been received and paid. However there a few snagging issues to be resolved prior to payment of future invoices.</p>	
6.3	<p>Pay Settlement Update – For Information</p> <p>G Whitefield noted that the Board, at the November meeting, agreed interim arrangements to be paid in December should the national award not be agreed at that time. However, that national award was finalised and salary adjustments were made in time for the December payroll.</p>	
6.4	<p>Core Grant Negotiations Update – For Information</p>	

	G Whitefield advised that T Frew has been progressing this ask with the Scottish Government.	
6.5	<p>Management Accounts to 31 January 2022 – For Information (BOD/01/22)</p> <p>Management accounts show a projected shortfall of £54k which is a reduction of £4k since the last report. There is still some uncertainty with only one month until the end of the financial year but indications are that the breakeven position should be achieved, or very close to it.</p> <p>D Spence acknowledged the position and congratulated all involved.</p>	
6.6	<p>Summary Budget 2022-23 – For Information (BOD/02/22)</p> <p>Items 6.6 and 6.7 were taken together.</p>	
6.7	<p>Budget Protocol 2022-23 – For Information (BOD/03/22)</p> <p>The outline budget was agreed in principle on the understanding that further updates to uncertain funding streams could be made to the April meeting when further discussions would take place. The budget presented is a solid basis on which to plan. Thereafter, an update will be given to the Board.</p> <p>A discussion took place around the agreement made at the November meeting to end direct payment of the Home Working Allowance to staff at the end of this financial year, with staff claiming this direct from HMRC thereafter. The allowance is £312 per person per annum. On further examination, it became clear that it was an allowance for tax meaning some staff might only get £61 of tax relief. It was agreed to recommend to the Board that we continue to pay the allowance for 2022-23. This would be part of a planned transition and on the understanding that it would come to an end in March 2023. This would not apply to any new employees joining after 1 April who would be required to make a claim direct to HMRC.</p> <p>This was agreed.</p> <p>G Whitefield noted that savings made from the withdrawal of these payments of £9k had been factored into the draft budget. Therefore, the income target of £110k would increase to £119k.</p>	<p>LL</p> <p>LL</p> <p>LL</p>
7.	SENIOR MANAGEMENT TEAM UPDATE	
7.1	<p>Senior Management Team Report – For Information (BOD/04/22)</p> <p>The SMT Report was noted.</p>	
8	RISK MANAGEMENT	
8.1	<p>Risk Management Review – For Information/Discussion (BOD/05/22)</p> <p>T Frew reported that a full review of the register had been undertaken and reflects the current position and includes a definition of the traffic light system. Timescales and responsibilities have also been specified more fully.</p>	

	<p>N Dickie acknowledged the work done, making it much clearer. She suggested that more work might be done to differentiate between risk controls and actions. She also suggested the possibility of adding a residual risk but this was down to individual preference. Overall, it is looking much better. T Frew agreed to take those points into consideration.</p> <p>T Frew asked the Board to confirm that bringing 3 key items to each meeting was the preferred approach. D Spence advised that her organisation present to the Board those areas of risk scoring the highest, i.e. the greater number of reds and ambers with those on green only being reviewed annually. Trustees are also consulted on what they think risks are going to be at the time of agreeing the operating plan, suggesting this might be something our Board also discuss as part of the planning cycle.</p> <p>K Reilly felt that perhaps the colour system for risk appetite was the wrong way round. T Frew asked that all comments and observations be fed back. He noted that during the process of updating it was very clear that as an organisation our appetite for risk was generally low which was not always useful for trying new things or being ambitious.</p> <p>It was agreed that 3 risks would continue to be brought to the Board. Consideration will also be given to how best to seek Board members thoughts on other potential risks.</p>	<p>TF</p> <p>TF</p>
9.	CONSULTATION RESPONSES	
9.1	<p>Scottish Government Education Reform Consultation – YouthLink Scotland Response – For Information (BOD/06/22)</p> <p>The response was noted.</p>	
9.2	<p>Scottish Government Getting it right for every child (GIRFEC) Refresh - Practice Guidance - Stakeholder Consultation - YouthLink Scotland Response – For Information (BOD/07/22)</p> <p>The response was noted.</p>	
9.3	<p>Scottish Parliament Health, Social Care and Sport Committee Inquiry into the Health and Wellbeing of Children and Young People in Scotland – YouthLink Scotland Response - For Information (BOD/08/22)</p> <p>The response was noted.</p>	
9.4	<p>Scottish Government Ending the Need for Food Banks Consultation – YouthLink Scotland Response – For Information (BOD/09/22)</p> <p>The response was noted.</p>	
9.5	<p>YouthLink Scotland response to Includem’s Voices Report focusing on families’ experiences of poverty and what works in services – For Information (BOD/10/22)</p> <p>The response was noted.</p>	

10.	EQUALITIES REFLECTION	
10.1	Reflection on items covered during the meeting There were no issues to note.	
11.	AOB	
	L Hood advised that the brand survey will be circulated as soon as possible and encouraged everyone to feedback any thoughts. She also felt it important to stress that when the decision is made, regardless of your own personal thoughts, that it is made as a Board which should be the case for all decisions. L Hood and T Frew will discuss the possibility of another in-person day, sometime in March, for everyone to get together.	ALL LH/TF
12.	DATE OF NEXT MEETING	
	The next meeting will take place on Wednesday 27 April at the new time of 4:00pm. This will be a hybrid meeting.	