



Young Employee Panel Board Attendance Protocol Review
09 December 2020

Purpose:	Information paper – no decision needed
How does this link with our corporate priorities of improving biodiversity or delivering nature-based solutions to climate change	<p>Tackling the twin climate and biodiversity crises requires diverse and inclusive action. To achieve this, NatureScot must ensure that young people are represented and recognised within the organisation to maximise inclusivity of voice in strategic and operational decision-making.</p> <p>This will help NatureScot to a) futureproof its ability to assist in a green recovery and deliver a nature-rich future, b) successfully implement ReRoute and Young Scot recommendations and c) become a leader across the public sector and support the Scottish Government's youth employment strategy.</p>
Summary:	This paper presents the reviewed and renewed Young Employee Panel (YEP) Board Attendance Protocol detailing the process the YEP representative goes through to be an active member of board discussions.
Actions	In the paper titled 'Youth Employment at SNH' that was presented to board in May 2020 there was an approved recommendation to "... c) approve the review and renewal of the YEP Board Attendance Protocol." This paper fulfils that recommendation detailing the newly drafted YEP Board Attendance Protocol.
Recommendations:	N/A – information only
Report Author(s): Sponsor:	Young Employee Panel
Appendices:	Annex A - Renewed Board Attendance Protocol

Purpose

In May 2020 the YEP presented a paper to the board regarding ways to improve youth employment opportunities within NatureScot. One of the recommendations agreed upon was the review and renewal of the YEP's Board Attendance Protocol. This paper is to update the board on the newly drafted protocol that the YEP representative for each board meeting with adhere to, to ensure they can be an effective and active member of the board discussions.

Background

Working with the People and Organisational Development Manager and the Chief of Staff, the panel have redrafted the YEP Board Attendance Protocol in an effort to better reflect the processes that take place, ensure the YEP representative is as equipped as possible to be effective in board meetings, and to make it easier for discussions to be had pre-board meeting.

The new protocol better fits with the timings of panel meetings, the board paper packs being released and the board meetings, as well as better utilising resources such as the forward planner. It also better outlines the ways for the representative to engage with the wider panel and Young Employee Network on topics of particular importance to young people, as well as better detailing the support provided by other panel members, the Board's Young People Champion and those in the Exec Office.

While the panel has taken on board the feedback received regarding having a single YEP board representative, we have decided to stick with a rotation model with various panel members acting as representatives. This is mainly due to the learning and development opportunity provided through attending the board meeting, which is a key part of the panel's ethos. There were also additional issues around the time commitment involved in attending board meetings which would restrict the representative from being involved in any other YEP activity. To assist in this, the panel has also put together a 'How to guide' to compliment the protocol to support those who have not attended a board meeting before. It is hoped that the improved protocol and communication, and the new guidance and support, will help new representatives to be confident and effective in their participation in the board meetings.

The protocol has a review date of April 2021 to coincide with the new board recruitments.

Recommendations

The board is asked to consider the new protocol. No action or decision needed.

Annex – A – Renewed Board Attendance Protocol

Board Attendance Protocol

Young Employee Panel

A Young Employee Panel (YEP) member attends each of the NatureScot Board meetings to act as a young person representative. This is in place until a young(er) board member is recruited as a board member. The YEP representative participates in the full meeting inputting to discussion. The representative is not permitted to take part in any votes that the board takes.

Protocol

- 1) A Panel rep is appointed (on a rotational basis) to attend the Board meeting.
- 2) The panel will inform Executive Office as to the named Panel rep attending.
- 3) The Panel rep is responsible for [checking the website](#) and [forward planner](#) for updates on the upcoming board meeting agenda, which includes titles of papers along with author. The panel rep is also responsible for leading a panel meeting agenda item to:
 - a) discuss whether the panel would like to engage with any of the upcoming papers before they are presented at board, and
 - b) identify any papers the panel would particularly like to comment on at board meeting.
- 4) If deemed appropriate, the Panel rep is responsible for contacting paper author(s) to discuss how the panel could be involved, for example through early viewing of papers and discussion with the author(s).
- 5) If deemed appropriate, the Panel rep will reach out to the Young Employee Network for views on identified topics through the Newsletter, Intranet pages and Tea Breaks.
- 6) The Panel rep will receive board papers from EO one week before meeting.
- 7) The panel rep is responsible for familiarising themselves with [the role of the board](#) and the [members](#) before attendance. The Panel rep will discuss with the Young People Champion Board Member (Ian Gilles), past Panel reps, and if necessary, Graham Boyle in EO, about what to expect at the board meeting. The panel rep can inform the Young People Champion Board Member if there are any key points the panel would like to raise, and they will discuss how best to do raise them. The panel rep can do this before or after receiving the papers, and a number of times, to ensure they are confident to participate.
- 8) The Panel rep will attend the full Board meeting. The Rep is expected to actively participate at the meeting, and therefore be prepared to contribute to specific items. The

Panel rep may also be asked by the chair to provide an overview of the proceedings as a 'Board View Vlog'.

- 9) The Panel rep will then feedback discussion of open papers to the full Panel at the next Panel meeting. Any actions will be followed up by the Panel reps through the Young Employee Network.

Confidentiality

Open papers are available in the public domain and can be shared internally. However those which are marked Official Sensitive are restricted and should not be shared and remain confidential.

There may be some discussions at the meeting that are confidential and where this is signalled by the Chair, all Panel reps are expected to respect the confidentiality of the discussion when reporting back to the full Panel, and leave the Board meeting during any closed session discussions. This will be at the discretion of the Chair, and the Governance Support Manager will normally speak to the Panel rep before the start of the meeting to indicate what is expected.

To be reviewed: Apr 2021