

**Children and Young People's Commissioner Scotland
Minutes of the Senior Management Team**

10th September 2019

Note to Reader:

The Children and Young People's Commissioner Scotland publishes the minutes of the Leadership Group (LG) meetings. These meetings are held monthly.

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Requests should be made in writing, email or any other recordable form to:
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Present: Nicola Vallance-Ross (NRV) – Head of Corporate Services (Chair)

Diego Quiroz (DQ) – Acting Head of Strategy

Ezmie McCutcheon (EM) – Head of Communications

Scot MacQueen (SM)- PCS Union Rep

Nicola Harris (NHAr) – Finance and Administration Assistant

Apologies: Máire McCormack (MM) – Head of Strategy

Nick Hobbs (NH) – Head of Advice & Investigations

George Valiotis (GV) – Principal Strategic Adviser

Minutes: Nicola Harris (NHAr) – Finance and Administration Assistant

	Details	Action By
1	Apologies	
	Maire McCormack Nick Hobbs George Valiotis	
2	PCS Union Rep	
	<p>PCS union had met with the Scottish Parliament Corporate body a few weeks ago to discuss pay and timelines for negotiations next year. January would be the start of this process although it was confirmed that Brexit is a caveat which could delay meetings.</p> <p>NVR updated that pay increases had been received and built into this year's budget although this may not be the case going forward should the pay increases fall outwith the scope our budgeting.</p> <p>SM advised that parliament see us as a separate employer to which SPCB (Scottish Parliamentary Corporate Body) control the funding. In essence, CYPCS could set out pay negotiations which would look different to a corporate body. A parliamentary question has been raised about this and if CYPCS wanted to progress pay as a separate entity we would have a louder voice if we were to do this here.</p> <p>NVR explained that we would like to go to the members of PCS within the building to see if there is an appetite for challenge. This will be on the agenda for the BH Management Meetings.</p> <p>Currently there are 3 reps in SPSO (Scottish Public Services Ombudsman), 1 rep in SHRC (Scottish Human Rights Commission), and SM would like to see a rep within the CYPCS office.</p> <p>SM will be putting together some information for anyone who is interested in joining and details of how to become a rep.</p> <p>NVR confirmed this would be distributed at the next staff meeting, however at the moment we don't have the appetite to think about a separate pay body but we will be able to investigate this once we have the link with the union.</p> <p>SM may come along to a team meeting for a union presentation. N Har to send out invite for this via email.</p> <p>SM Leaves.</p>	SM/ NVR

3	Minutes of previous meeting & Actions	
	<p>16th July.</p> <ul style="list-style-type: none"> - No actions to be carried forward. <p>13th August:</p> <ul style="list-style-type: none"> - Living wage accreditation. This has been discussed with Bridgeside House and we can confirm that the whole building is a Living Wage Employer. NVR to contact Living Wage to request policy from them on how to display that we are Living Wage for the organisation and shared office facilities. - Stop Go chairs for restraint, NH This is due to be carried over to next SMT meeting as NH is not present for update. - Care experienced and strategic plan 2020 Further clarification is needed on this, DQ is to discuss further involvement with the Care Review with GV. - Gathering DQ confirmed that venue has been found and booked. Working closely with Participation officer over the next few weeks for regular updates on YAG (Young Advisers Group). - ENYA (European Network of Young Advisors) model of participation This has been done and circulated by NH at previous date. No actions to carry forward. - Writing competition (online) – Done EM. No Actions to carry forward. - Send draft of annual accounts to Commissioner NVR done, no actions to be carried forward. - Request of new broadband to Commissioner – NVR done and broadband update will be carried to next SMT meeting. 	<p>NVR</p> <p>NH</p> <p>GV/ DQ</p> <p>DQ</p> <p>NVR</p>
4	Current Work Update	
	<p>YAG (DQ) –</p> <p>Shield activity organised, everyone in the office is taking part in a design process with their allocated YAG member. Advised that the programmes for the 21st are still to be agreed and some final logistics but will be done by the 18th September.</p> <p>The Gathering (DQ) –</p>	

	<p>Accommodation is booked, Friday & Sunday activities will take place at the CYPSCS office / Bridgeside House space. Saturday events will be at Edinburgh Zoo for both day and night.</p> <p>Staff have confirmed on their availability with all managers and it's all looking good. We need more info for the volunteers staying over, but this will be confirmed in the coming weeks.</p> <p>60 YP (Young People) have been invited, transport, food etc have been allocated to different staff. We have a schedule for training in the lead up to the event including mental health, first aid, child safety.</p> <p>We need a 25% deposit to be paid to secure the hotel. Finance officer to pay by the 11th September & participation officer is to sign the confirmation agreement as set out by venue/ hotel.</p> <p>NVR wondered if we would be conducting activities outside of Bridgeside House and the zoo as we would need to get additional public liability insurance for this.</p> <p>EM to take this to steering group for clarification on activities and will report back at the next SMT.</p> <p>Human Rights Tartan – EM</p> <p>This work was started at the previous gathering as we wanted to create a children's human rights tartan. There was a short piece of work around this, but the project had gone on hold due to a number of factors.</p> <p>This is a project we would like to work with our Young Advisors on to finalise the design.</p> <p>Pricing for this project was researched but we could do this next year attached to incorporation, or ENOC (European Network of Ombudspersons for Children).</p>	<p>NVR</p> <p>EM</p>
5	Finance	
	<p>-Finance Update (Finance Officer)</p> <p>Finance officer provided everyone with a summary of the expenditure between April & December against the budget lines and highlighted any big differences within the budget.</p> <p>We are overspending currently and will be required to submit a contingency application. The main overspend is within salary costs.</p> <p>Strategy budget –</p> <p>Members of the meeting discussed the YAG budget was</p>	

	<p>overspent currently, however there has been a reallocation of funding to mitigate this.</p> <p>For next year's financial plan, there needs to be clarity on YP's cost vs staff costs for outings as the staff budget for this is separate from the YP in attendance.</p> <p>Auditors can be quite particular and so this may be something they ask for. At the moment a group meal receipt could seem like 5 adults, but it may be 4 YP and 1 adult for ENYA for example if its all paid together, ideally it should be paid separately.</p> <p>EM – The Communications budget outlines that there may be a higher comms spend than what has been projected due to unforeseen projects. It's helpful to see what we are working with. It was requested that Publicity and Promotion is changed to Communications Function to better reflect the spend.</p> <p>DQ would like to see a Full Year Remaining column as this will be easier to plan projects.</p> <p>Finance Officer will amend these changes.</p> <p>SMT approved the report from the Finance Officer. Finance officer leaves.</p> <p>NVR discussed the Budget Bid which is due for submission on 12th September 2019. Staff costs & non senior staff costs are based on actual figures with increments and what anticipated rises are. Bruce's costs may change but we don't have access to this yet.</p> <p>SMT approved 2020/2021 budget bid for the coming financial year.</p> <p>EM advised that we need to look at the communications budget next year as there is uncertainty about where this will be allocated from with sub breakdowns.</p> <p>Budget bid has been approved by SMT & The Commissioner.</p>	AG
6	Governance	
	<p>NVR - Risk management has been written up and sent to LG to review, this must be completed by 23rd October. SMT will need to add their items for risk management onto the register.</p>	SMT to update by next SMT Meeting.

7	Office Policies	
	<p>Guideline for the supervision of Young People staying overnight (DQ) Draft for the guidelines has been made for before, during and after events. SMT are to read this and email Participation Officer by the 20th September with any changes they would like to add.</p> <p>Business Travel Insurance needs to be looked at and what our insurance allows & doesn't allow. This to be brought forward to the next meeting.</p>	<p>DQ</p> <p>NVR</p>
8	Health & safety	
	<ul style="list-style-type: none"> - Health and Safety Audit (NVR) <p>Health & Safety Audit has been approved. The members of the group agreed that Law at Work will provide a one year contract to review the Audit and all CYPCS Health and Safety paperwork. We require a competent person internally and LAW can bridge this gap.</p>	NVR
9	LG Actions for CLG meeting	
	<p>Next SMT will be on the 8th October. Actions be brought forward:</p> <ul style="list-style-type: none"> - Stop Go Chairs, NH - Care Experience within Strategic Plan (DQ) - The Gathering, updates (DQ) - Public Liability Insurance EM - Risk Management ALL to update prior - Guidelines for supervision (DQ) 	
10	AOB	
	N/A	

Date of next meeting: 8th October 2019 9.45am Chair: NH

Minute Approved By:	SMT	Date Approved:	8/10/19
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Date of meeting	Item No.	Item	Date Due	Lead	Notes
13/08/19	2.1	Living Wage Accreditation NVR to discuss with Bridgeside House management group re shared services		NVR	Complete
13/08/19	2.2	Policy for external organisations using the office. NVR to ask Admin Assistant to research information from other organisations and make an initial draft.		NVR	
13/08/19	2.3	Independent Care Review. NH to meet with the 'Stop, Go' chairs with regards to restraint. Suggestion that the Commissioner's office may continue to work with the children and young people involved in the Care Review. GV to take into consideration to link with new Strategic Plan LG to meet separately to discuss further involvement with the Care Review.		NH GV LG	Ongoing GV/ DQ to discuss
13/08/19	2.4	The Gathering. NH to find possible venues for Saturday NH to make a note for GV of the ENYA model of participation.		NH	Complete
13/08/19	2.6	Writing competition / anthology. EM to put writing competition element online. EM to meet with BA to discuss plan for anthology.	30/08/19	EM	Complete

13/08/19	4	Finance NVR to send draft to BA for sign off. NVR asked NH and EM to sense check the annual accounts.	30/08/19	NVR NH/ EM	Complete
13/08/19	7	NVR has requested a quote for internet broadband provision from Dunedin. NVR to circulate for approval.		NVR	ongoing
21/08/19	4	NVR to create CPD plan for next year		NVR	
21/08/19	9	Professional fees – insurance policies. NVR to send to DQ and NH to look at current policies and agree which are necessary.		NVR/ DG/ NH	
21/08/19	9	Each professional fee relating to staff should have a business case for the spend and be reviewed.		LG	
10/09/19	3	NVR to contact Living Wage to request policy from them on how to display that we are Living Wage for the organisation and shared office facilities.		NVR	
10/9/19	4	Gathering – 25% deposit to pay to secure hotel Participation officer to sign agreement EM to clarify activities outwith Bridgeside House and the Zoo for insurance purposes		NVR EM	
10/9/19	5	Governance – SMT to add items for Risk management to the risk register		SMT	
10/9/19	7	Guideline for the supervision of Young People staying overnight (DQ) Draft for the guidelines has been made for before, during and after events. SMT are to read this and email Participation	20/09	DQ	

		<p>Officer by the 20th September with any changes they would like to add.</p> <p>Business Travel Insurance needs to be looked at and what our insurance allows & doesn't allow. This to be brought forward to the next meeting.</p>		NVR	
10/09/19	8	<p>Health & Safety Audit has been approved. The members of the group agreed that Law at Work will provide a one year contract to review the Audit and all CYPCS Health and Safety paperwork. We require a competent person internally and LAW can bridge this gap.</p>		NVR	