
Children and Young People's Commissioner Scotland

Senior Management Team Meeting Minutes

13 February 2020
9:45 – 11:45

Note to Reader:

The Children and Young People's Commissioner Scotland publishes the minutes of the Senior Management Team (SMT) meetings. These meetings are held monthly.

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Children and Young People's Commissioner Scotland
Bridgeside House
99 McDonald Road
Edinburgh, EH7 4NS
Tel: 0131 346 5350
Email: info@cypcs.org.uk

Present: Nicola Vallance-Ross (NRV) – Head of Corporate Services
Ezmie McCutcheon (EM) – Head of Communications
Nick Hobbs (NH) – Head of Advice & Investigations

Apologies: None

Minutes: Heather Belmonte (HB) Executive Assistant

Chair: Nicola Vallance-Ross (NRV) – Head of Corporate Services

	Payment to Children in Scotland for children involved in recruitment process to be included in the recruitment budget. NVR asked for annual leave/ flexi/ toil records from all staff as soon as possible.	ALL
4	Governance	
	There were no Governance issues to discuss, all on track.	
5	Office Policies	
5.1	<p>Draft Media Policy.</p> <p>SMT discussed the draft Media policy and agreed in-house media training should be arranged for SMT.</p> <p>All agreed a better process needs to be put in place for out of hours media calls. EM to create a pro forma for all staff to complete if they receive a media enquiry.</p> <p>SMT to complete Business Continuity and Crisis Management plan.</p> <p>At March SMT meeting both the Media Policy and Business Continuity Plan are to be agreed.</p>	<p>EM</p> <p>EM</p> <p>SMT</p>
6	Delivery Plan Structure.	
	<p>NH spoke to the paper on Delivery Plan Structure.</p> <p>All agreed to the structure of the plan.</p> <p>The content has items to be added and projects to be mapped out.</p> <p>It was agreed for SMT to meet on 3 March rather than hold a full team meeting. The purpose of the meeting is to filter projects and assign leads, then send to the Commissioner for approval.</p> <p>Once projects are agreed another meeting will be held to allocate funds to each project.</p> <p>Delivery Plan progress and exceptions reporting to be a standing item on the SMT agenda.</p> <p>NVR and HB to create a suite of project documents from the Project Initiation Document through to a close down document which would include outcomes and learning.</p>	NVR/ HB
7	Health and Safety	

	Nothing to report	
8	HR (private)	
9	Meeting Monitor report	
End time	11:00	

Date of next meeting: 24 March 9:45am

Chair: NVR

Minute Approved By:	SMT	Date Approved:	31/3/20
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Leadership Group Action Log

	Item No.	Item	Date Due	Lead	Notes
21/08/19	4	NVR to create CPD (Continuing Professional Development) plan for next year with SMT	April 2020	NVR	NVR to draft CPD Plan
16/12/19	5	Governance manual to be completed Governance manual to include Conflict of Interest policy.	2020	NVR	NVR to review this and take to Governance meeting in 2020, date to be confirmed.
16/12/19	5	O2 Contracts, put together a briefing for staff to be able to compare what we currently have and what changes would come into place.	Mar 2020	NVR	
16/12/19	5	Discuss the changes for annual report and finances with staff in January team meeting.	Jan 2020	EM	Delayed to March
16/12/19	5	Put the Annual Agenda Plan onto a clearer display & circulate to staff.	Apr 2020	NVR/ HB	
28/1/20	2.2	Speak to Participation officer at 1:1 meeting regarding volunteer pack for next large event.	April 2020	EM	
28/1/20	5.3	NH to create staff survey on call handling before next SMT meeting. NH to write business case for Filemaker and other options. EQIA duties – MM to source training. NH to discuss with MM	Feb 2020	NH	
	5.4	Teleconference options HB to check cybersecurity on the recommended option.	Feb 2020	HB	

		HB to prepare guide to group calls on WhatsApp.			
28/1/20	6	Corporate services team to do further research into a tool for recording Stakeholder engagement		NVR	
13/2/20	2.2	Governance – Advice Review – NH to write business case for Filemaker and other options. EQIA duties – MM to source training. NH to discuss with MM.	April 2020	NH	
	3	Finance. NH to confirm with NVR whether the budget for Legal opinion of £4000 will be needed. NH has 2 possible research papers to come out of Strategy budget, to confirm with NVR as soon as possible. EM to discuss with Participation officer specific resources requested, all other items were agreed. NVR asked for annual leave/ flexi/ toil records from all staff as soon as possible.	March 2020	NH NH EM ALL	
13/02/20	5	Office Policies – Draft Media Policy EM to arrange in-house media training for SMT. EM to create a pro forma for all staff to complete if they receive a media enquiry. NVR to complete Business Continuity and Crisis Management plan.	March 2020	EM EM SMT	
13/2/20	6	Delivery Plan. Create a suite of project documents.		NVR/ HB	