
Children and Young People's Commissioner Scotland

Senior Management Team Meeting Minutes

13 November 2019
10:00 – 11:30

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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Email: info@cypcs.org.uk

Present: Diego Quiroz (DQ) (Chair) – Acting Head of Strategy
Ezmie McCutcheon (EM) – Head of Communications
George Valiotis (GV) – Principal Strategic Adviser

Apologies: Nicola Vallance-Ross (NRV) – Head of Corporate Services
Nick Hobbs (NH) – Head of Advice & Investigations
Maire McCormack (MM) – Head of Strategy

Minutes: Heather Belmonte (HB) Executive Assistant

Chair: Ezmie McCutcheon – Head of Communications

	Details	Action By
1	Welcome and apologies	
2	Minutes of previous meeting & actions	
	<p>Minutes approved</p> <p>SMT action log All outstanding actions are covered on the agenda. Item 9 FOISA (Freedom of Information) – to be confirmed by NVR</p> <p>Governance action log DQ – event to reach early years children – the Participation Officer is working on an early years strategy as part of broader participation plan.</p>	
3	Strategic Plan	
	<p>GV thanked everyone for their input and assistance with the Strategic Plan GV discussed the timeline and content of the Strategic Plan</p> <ul style="list-style-type: none"> • Intro and Foreword Today and tomorrow GV will finish text to get to next draft ready to circulate at end of the week. SMT to work on and track changes. BA to write introduction – to send to GV today. Next step – YAG (Young Advisers Group) to write the foreword. Aim of getting to designer on 27th November Strategic intentions need to be refined. • Consultations The Participation Officer did an amazing job of putting together consultations. GV recommended that the workplan going forward should include 2 strategic plan consultations a month for the rest of time. e.g.: This is the Commissioner – this is what he does – what would you like him to do? All staff to take turn to be involved. These consultations will feed into ongoing work and specific work at that time. Collecting the right data is important to capture monitoring information – who we are reaching and who we are not reaching. 	

	<p>So far 15 consultations have been carried out and the decision was taken not to go ahead with the online survey.</p> <p>GV talked through the data results</p> <p>The SMT discussed what to include in data; the diversity of the consultation agreed to include the survey consultation plus anecdotal evidence.</p> <p>GV encouraged to build up data base and use the survey regularly. This will generate a larger body of data with evidence of reach and diversity.</p>	
4	Finance	
	<p>Finance Officer (Anne Gribbon, AG) joined the meeting</p> <p>AG – Salary costs higher than budgeted, therefore need to find savings</p> <p>Strategy and A&I need to check lines in budget and check where savings can be made.</p> <p>AG talked through lines on Strategy budget – DQ agreed savings can be made</p> <p>NH to look at A&I budget for reductions – to meet with AG and feedback to NVR</p> <p>The spend internally on staff is logical as this year has been internally focussed for the office</p>	
5	Register of interests	
	<p>NVR to discuss any conflicts of interests with SMT</p> <p>SMT discussed whether any concerns</p> <p>GV discussed what is a conflict of interest, how manage them, some may be untenable, others will be managed</p> <p>Process of reporting – show noticed, have checked, can defend member of staff</p> <p>If member of staff works for external group that could affect work of office that is a conflict – could be benefit but also conflict. SMT should review which meetings etc member of staff could be involved with and which would not be appropriate.</p> <p>ACTION: review conflict of interest policy NVR</p> <p>Use values and principles to develop, then apply policy to make decisions.</p>	NVR

	SMT reviewed conflict of interest register and began assessment of risk impacts. Will review conflict of interest policy once complete and use to take action on best way to manage risk.	
5	Office Policies	
	<p>Child Protection (Safeguarding) Policy</p> <p>EM has contributed and discussed with NH – checking whether have been incorporated into document.</p> <p>EM made minor changes to the policy and will discuss with Legal Officer</p> <p>Agreed subject to changes. To be reviewed in 10 months' time</p>	
	Health and Safety	
	<p>Health and safety in place for the Gathering</p> <p>The office received mental health training</p> <p>Jacqui Dunbar had training element of self care – GV suggested bringing someone in to provide training on self care for all staff</p> <p>GV also mentioned Hot desking needs to be addressed – staff using laptop screens rather than desktop screens, sitting at project table not in proper office chairs – SMT to discuss office design and hot desking – budget implications – make best use of existing space. Rethink use of space for both mental health and physical health. To go on SMT agenda for discussion in February.</p>	
	SMT Report	
	GV to add and circulate	
	Future Agenda Planning	
	GV working with NVR on agenda planning	

Date of next meeting: 16 Dec 2019

Chair: NVR

Minute Approved By:	SMT	Date Approved:	16/12/19
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Leadership Group Action Log

	Item No.	Item	Date Due	Lead	Notes
13/08/19	2.2	NVR to look at insurance for external organisations using the office.		NVR	
21/08/19	4	NVR with SMT to create CPD (Continuing Professional Development) plan for next year		NVR	9/10/10 Agreed this should be for the whole office between now and 2021. NVR to draft
09/10/19	4	Finance. NVR asked DQ to look at the Strategy budget line in more detail for reallocation of budget.		DQ	
09/10/19	5	Register of Interests. Concerns on the conflict of interests for the organisation to be discussed prior to the next meeting.	05/11	SMT	
09/10/19	5	Risk Register. SMT to update the risk register by end of the day tomorrow	10/10	SMT	
09/10/19	7	Health and Safety. Mental Health training clash with Children's Parliament event. DQ to nominate a strategy team member to attend the Children's Parliament sitting	Before 6/11	DQ	

09/10/19	9	FOISA - NVR to meet with Information Officer and map out the process. NVR to discuss with Data Protection Officer and arrange training	End of January 2020	NVR	
13/11/19	5	Review Conflict of Interest Policy	Feb 2020	NVR	