
Children and Young People's Commissioner Scotland

Senior Management Team Meeting Minutes

16th December 2019
14:00 – 16:00

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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Requests should be made in writing, email or any other recordable form to:
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) (Chair) – Head of Corporate Services
Ezmie McCutcheon (EM) – Head of Communications
Nick Hobbs (NH) – Head of Advice & Investigations

Apologies: Maire McCormack (MM) – Head of Strategy

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

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

| | Details | Action By |
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| 1 | Welcome and apologies | |
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| 2 | Minutes of previous meeting & actions | |
| | <p>Minutes of previous meeting approved.</p> <p>SMT action log: All outstanding actions are covered on the agenda.</p> <p>Governance action log: Nothing to bring forward</p> | |
| 3 | Finance | |
| | <p>Finance update:</p> <p>NVR advised that Finance Report is not ready yet due to dates of SMT not meeting with the Finance Reports dates, this will be ready at next SMT.</p> <p>EM raised that we are running low on some of our human rights resources and decisions will need to be made in relation to budgeting for this financial year. Any refresh of resources should be informed by the Strategy team, for example inclusion of new General Comments in the UNCRC resource.</p> <p>NH – More than just the costs would need to be considered as we would like team input so this impacts on individual workloads as well.</p> <p>NVR – We need to introduce a plan to watch spending so we can plan and arrange for these items.</p> <p>ACTIONS:</p> <p>Bring forward to next SMT meeting to discuss best way to put this workplans, printing budgets and contingency planning.</p> | SMT |
| 4 | Digital Assurance Issues | |
| | NH advised that this is just for note. We have written to the Scottish Government and the SPCB (Scottish Parliamentary Corporate Body) to advise that the Digital Assurance Framework does not apply to us so no further action is needed. | |

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| 5 | Governance | |
| | <p>NVR discussed a new phone proposal with O2 for staff mobiles which could reduce spend on our current contract via line rentals and device charges.</p> <p>Our IT supplier has offered to buy the contract and then our phones could be ran through them, this could be useful for staff to contact IT about phone problems as well as PC issues.</p> <p>NH queried if we could do with phones what we do with staff laptops and give everyone the basics for what they need (email, communication aids etc) and then discuss packages for additional software requirements which would suit everyone's needs across board.</p> <p>ACTION: Procurement process to be put together a paper to compare what we currently have and what changes would come into place.</p> | NVR |
| 6 | Annual Agenda Planning | |
| | <p>NVR discussed our annual planning this has been circulated to SMT but it was felt it could do with a bit more filling.</p> <p>EM- Annual report is in the correct place for meeting the October deadline but would like to see the report submitted before this time, possibly before the summer recess. Introduction of SharePoint will allow this to be worked on with a smoother process for everyone to contribute to.</p> <p>Decision needs to be made as part of Delivery Plan process on major events such as ENOC (European Network of Ombudspersons for Children), ENYA (European Network of Young Advisors) & Gathering, this will be discussed with Head of Strategy in the new year.</p> <p>NVR- Our annual figures for next year would need to be in earlier to signed off by AAB (Advisory Audit Board). Currently they are set for October but this date also needs to be brought forward.</p> <p>The annual agenda needs to be looked at more frequently by all staff to ensure our workloads are keeping up with organisational needs.</p> | |

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| | <p>SMT to recommend to Commissioner that the Annual Report and annual figures to be laid before Parliament in June 2020. Discussions were had around how to best fill the annual agenda and make it clearer for the whole team.</p> <p>Date for submission of Strategic Plan discussed final draft will be sent to Commissioner for Friday.</p> <p>Some alterations are needed for the final draft.</p> <p>Actions:</p> <p>Discuss the changes for annual report and finances with staff in January team meeting.</p> <p>Discuss final submission and design of draft Strategic Plan with the Commissioner, report will be submitted January 6th 2020.</p> <p>Put the Annual Agenda Plan onto a clearer display & circulate to staff.</p> | <p>EM</p> <p>EM</p> <p>NVR</p> |
| 7 | Gathering | |
| | <p>Internal Draft Report –</p> <p>Discussed the report and noted that once staff evaluation is completed that can be added to the report.</p> <p>Noted the feedback from young people that information in advance could be improved. Noted that a volunteer pack for adult volunteers would be helpful. More information is needed to let people know from the start about what they would like to be involved with but also can be used to promote the weekend to volunteers. Noted that it was difficult to run activities in conference room and that microphones are recommended to run similar events in our office.</p> <p>Actions:</p> <p>Participation officer to put a volunteer pack together for the next large event</p> <p>Consider how YAG can be meaningfully involved in Delivery Plan projects for the coming year and consult with them.</p> <p>Staff survey following on from YPHRG (Young Persons Human Rights Gathering) to go out, results go back to SMT at next meeting to present recommendations to Commissioner.</p> | <p>MM</p> <p>EM</p> <p>NVR</p> |
| 7 | Health and Safety | |
| | <p>NVR advised that new lights for the office have been ordered.</p> <p>Law at Work have rescheduled a meeting which was due in</p> | |

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| | <p>December for January, discussions will be held around the office H&S action plan, the meeting will look to have someone in the office as a H&S rep so someone could volunteer for this role.</p> <p>Actions: Strip lights can't be used so we need to put a sticker on the switch asking staff to keep it off.</p> <p>Report back on Law at Work meeting and ask staff if anyone would be interested in becoming H&S personnel for the office.</p> | <p>NVR</p> <p>NVR</p> |
| 8 | SMT Report (Sept – Nov 2019) | |
| | <p>Report needs to be expanded and updated from Sept – Jan, there are also other items to be added to the report such as The Gathering.</p> <p>Actions: Executive Assistant to put more narrative to this report for Jan's meeting.</p> | <p>NVR</p> |
| 10 | Questions and general discussion | |
| | <p>EM advised that <i>Who Cares? Scotland</i> contacted us regarding staff in our office working at their annual Summer Camp. This year the Commissioner attended but due to staff capacity, not other members of the team were able to attend, In the past, staff have needed to stay at the whole event for 3 nights which no longer is the case from next year. Agreed that this would be an excellent CPD (Continuing Professional Development) opportunity for staff and that this should be circulated for staff to indicate if this would be a CPD opportunity they would like to take up.</p> <p>Action: Circulate invite to teams report back at next SMT with any volunteers.</p> <p>Respond to <i>Who Cares? Scotland</i> with a holding email.</p> <p>Organisational away day:</p> | <p>SMT</p> <p>EM</p> |

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| | <p>NVR – Commissioner discussed that he would like to book two days for a team building day in January for team building in Glasgow. 29th and 30 Jan has been identified as possible dates for this to go ahead. This will form part of the planning days for the delivery plan.</p> <p>Action: Ask Commissioner for a brief to circulate to SMT for discussion at next Governance meeting.</p> <p>Discuss delivery plan and delivery planning with Commissioner at next Governance meeting.</p> | <p>NVR</p> <p>NH</p> |
| Private | | |

Date of next meeting: 28/01/20

Chair: Nicola Vallance-Ross

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| Minute Approved By: | SMT | Date Approved: | 28/1/20 |
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SMT Action Log

| | Item No. | Item | Date Due | Lead | Notes |
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| 21/08/19 | 4 | NVR with SMT to create CPD plan for next year | 2021 2021 February 2020 | NVR | 9/10/10 Agreed this should be for the whole office between now and 2021. 16/12/19 See above, this will be carried forward to February 2020's meeting. NVR to draft CDP Plan |
| 13/11/19 | 5 | Review Conflict of Interest Policy | Feb 2020 | NVR | NVR to review and make recommendation of any changes, this will be presented at Jan 2020 SMT Meeting. |
| 16/12/19 | 5 | Reviews of internal Governance needed for next Governance meeting (expected to take place early 2020) | 2020 | NVR | NVR to review this and take to Governance meeting in 2020, date to be confirmed. |

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| 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. | Jan 2020 | NVR | |
| 16/12/19 | 5 | Discuss the changes for annual report and finances with staff in January team meeting. | Jan 2020 | EM | |
| 16/12/19 | 5 | Put the Annual Agenda Plan onto a clearer display & circulate to staff. | Jan 2020 | NVR | |
| 16/12/19 | 7 | Report back on Law at Work meeting and ask staff if anyone would be interested in becoming H&S personnel for the office. | Feb 2020 | NVR | |
| 16/12/19 | 8 | ask Executive Assistant to put more narrative to SMT report for Jan's meeting. | Jan 2020 | NVR | Complete |
| 16/12/19 | 9 | Confirm staff to attend Who Cares? Scotland event | Jan 2020 | SMT | Complete |