

**Children and Young People’s Commissioner Scotland  
Minutes of the Leadership Group Meeting**

**16<sup>th</sup> July 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.

Under the Freedom of Information (Scotland) Act 2002 (FOISA) anyone has the right to request any information held by the Children and Young People’s Commissioner Scotland, including documents referred to in the minutes below. Wherever possible, information will be released to you, but if it is withheld we will explain why this is the case in the terms of FOISA.

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](mailto:info@cypcs.org.uk)

Present: Diego Quiroz (DQ) (Chair) – Acting Head of Strategy  
 Nick Hobbs (NH) – Head of Advice & Investigations  
 Ezmie McCutcheon (EM) – Head of Communication  
 George Valiotis (GV) – Principal Strategic Adviser  
 Nicola Harris (NHAr) – Finance and Administration Assistant

Apologies: Máire McCormack (MM) – Head of Strategy  
 Nicola Vallance-Ross (NRV) – Head of Corporate Services

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

|          | <b>Details</b>                          | <b>Action By</b> |
|----------|---|------------------|
| <b>1</b> | <b>Apologies</b>                        |                  |
|          | Máire McCormack<br>Nicola Vallance-Ross |                  |



|          |  |  |
|----------|--|--|
|          | <p>a) Individual project plans have been sent to NVR for review, this will be carried over to next LG meeting (NH)</p> <p>Project planning has been discussed in separate workshop, final workshop next week. (GV)</p> <p>b) ENOC Annual Conference</p> <ul style="list-style-type: none"> <li>- Member of staff from Strategy Team &amp; one ENYA (European Network of Young Advisors) delegate to attend. Clarity to be sought on whether there are any other staff to be committed to this Conference to support NICCY (Northern Ireland Commissioner for Children and Young People). Discussion required with Commissioner. Will update at next meeting. (DQ)</li> </ul> <p>c) The Gathering</p> <ul style="list-style-type: none"> <li>- The Participation and Education Officer has been assigned to manage this. Project Plan will be circulated next week to LG for thoughts and feedback. (DQ)</li> <li>- Accommodation has been booked for this. (DQ)</li> <li>- We many need to find somewhere to host the event if more than 40 people are coming. (DQ)</li> <li>- An Early Years event was discussed to coincide with 30<sup>th</sup> anniversary plans. This can be discussed with wider proposals. (EM)</li> </ul> <p>d) Living Wage Accreditation</p> <ul style="list-style-type: none"> <li>- Office has been approached to consider Living Wage Accreditation.</li> <li>- The office currently pays all staff (on either temporary or permanent contracts) the living wage. (EM) This does not cover the shared services with the other organisations who use the building, for example cleaners. (EM)</li> </ul> <p>We should have a shared discussion around this with SPSO (Scottish Public Services Ombudsman) and SHRC (Scottish Human Rights Commission). NVR to take this to the next Bridgeside House Meeting. Agreement in principle that our position is that Living Wage should be paid to these shared services if it isn't already. (NH) but recognise that due to the nature of the shared contractual arrangements with the rest of our building this is not entirely within our control.</p> | <p><b>GV</b></p> <p><b>DQ</b></p> <p><b>DQ</b></p> |
| <b>4</b> | <b>Finance</b>   |  |

|           |   |                |
|-----------|---|----------------|
|           | <p>Budget Bid</p> <ul style="list-style-type: none"> <li>- NVR has asked us all to look at this and give feedback when she is back next week. (GV)</li> <li>- Budget bid to be in by September – NVR will discuss this with teams via email and other communications, update to be given at next LG meeting. (GV)</li> </ul>  | <b>NVR</b>     |
| <b>5</b>  | <b>Office Policies</b>  |                |
|           | <ul style="list-style-type: none"> <li>a) Policy for external organisations using the office, this is ongoing and will be discussed at the next LG meeting as final policy is not ready yet. (NH)</li> <li>b) CYP (Children and Young People) Travel Pack – this will be produced in house and will cover items such as insurance and responsibilities re: travel. (NH) Noted that this should be flexible and take into consideration other people’s needs and personal circumstances. (EM)</li> </ul>             | <b>NH, NVR</b> |
| <b>6</b>  | <b>Governance</b>   |                |
|           | No new governance issues to bring forward, ongoing topics around housekeeping and policies. (NH)  |                |
| <b>7</b>  | <b>Health &amp; safety</b>  |                |
|           | <p>First Aid</p> <ul style="list-style-type: none"> <li>- NVR had emailed members of LG to see who would be best to go on first aid training (either as refresher training or new first aider) This has been confirmed and first aid training courses will be undertaken as soon as possible. (EM)</li> </ul>   | <b>NVR</b>     |
| <b>10</b> | <b>LG Highlights</b>  |                |
|           | <p>ENYA</p> <p>There were 17 different groups which was an increase on previous years. Good discussions were had and a hugely positive experience.</p> <p>Day 2 there were 7 commissioners, who split themselves between 4 – 5 groups allowing them to hear from each group.</p> <p>There is useful conversations and feedback to have for the next event including suggestion around structured time for the adult co-ordinators from each group. (EM)</p> <ul style="list-style-type: none"> <li>- YAG</li> </ul> |                |

|           |  |  |
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|           | <p>Energetic, motivated and impressive group of YP. The first meeting was enjoyed by YP in attendance and we got a lot of out it as well.</p> <p>We established what's possible for the YP and purpose of their involvement.</p> <p>Worked with them with the 7 Golden Rules, on human rights, the Commissioner and the purpose of the office.</p> <p>We have opportunity to grow the group as planned to include further participation from other areas in Scotland and to ensure that young people who may have more barriers to participation or whose rights are more at risk are included. (GV)</p> <p>We must look at participation plan &amp; work with Participation &amp; Education Officer to get more C&amp;YP involved. (DQ)</p> |  |
| <b>11</b> | <b>LG Actions for CLG meeting</b>  |  |
|           | <p>Next CLG meeting is on 31st July 2019.</p> <p>Actions be brought forward:</p> <ul style="list-style-type: none"> <li>- Budget</li> <li>- YAG</li> <li>- Office Policy</li> </ul>  |  |
| <b>12</b> | <b>AOB</b>   |  |
|           | N/A  |  |

Date of next meeting: 13<sup>th</sup> August 2019 2pm      Chair: NVR

|                                |                  |                           |          |
|--------------------------------|------------------|---------------------------|----------|
| <b>Minute<br/>Approved By:</b> | Leadership Group | <b>Date<br/>Approved:</b> | 13/08/19 |
|--------------------------------|------------------|---------------------------|----------|