

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

18th June 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

Present: Nick Hobbs (NH) (Chair) – Head of Advice & Investigations
Nicola Vallance-Ross (NRV) – Head of Corporate Services
Ezmie McCutcheon (EM) – Head of Communications
Heather Belmonte (HB) – Executive Assistant
Diego Quiroz (DQ) – Acting Head of Strategy
George Valiotis (GV) – Principal Strategic Adviser

Apologies: Máire McCormack (MM) – Head of Strategy

Minutes: Nicola Harris – Finance and Administration Assistant

	Details	Action By
1	Apologies	

	Máire McCormack	
2	Minutes of previous meeting & Actions	
	21 st May – (Chaired by EM) No actions to be carried forward	
3	Current Work Update	
	<p><u>Project Updates-</u> We would like to have all project documents available to us allowing us to take these reports to the commissioner leadership group meeting. Action to be taken individual within teams to pull together project plans.</p> <p>GV – would like to build a matrix on excel – has asked Nicola Harris to collate for the next meeting.</p> <p><u>Foster care fortnight-</u> NH – This was general for everyone information, no action to be taken.</p> <p><u>UNCRC Birthday Plans –</u> DQ & Legal officer (international) to discuss plans. DQ to chat to Participation officer about children UNCRC Birthday plans.</p> <p><u>Care Review presentation -</u> Bruce has been involved but its been commissioner led – the chair of the independent care review has made the offer to come to the office to speak about the work of the care review.</p> <p>NH – Happy to take forward w/ Fiona to discuss times and book that session in for a few hours. LG to attend and optional for other staff.</p>	<p>NVR/ EM/ NH</p> <p>GV</p> <p>DQ</p> <p>NH</p>
4	Finance	
	<p><u>Budget bid & current budget</u> NVR Would like to know about office projects, impacting on current budget. Future budget needs to be allocated according to teams projects.</p>	

	<p>NVR to put together the budget core and then the rest will be allocated and would like to meet with LG first week in July to hold informed discussions around this and what the plan might look like.</p> <p>LG should meet with their teams prior to this to meeting with NVR.</p> <p>Budget bid is to be signed for September but is in line with the budget for next year.</p> <p>EM – was concerned that the cost attached to advisory group due to travel for flights & accommodation.</p>	<p>NVR</p> <p>NVR/ NH/ EM</p>
5	Office Policies	
	<p>Policy for external organisations using the office</p> <p>Ongoing.</p>	NVR & NH
6	Governance	
	<p><u>Business Improvement plan –</u></p> <p>(NVR) Baseline for business improvement plan, would like everyone to add to and discuss. NVR will circulate to LG for comment and this will be brought forward to the next meeting.</p> <p><u>Housekeeping and security:</u></p> <p>(NVR) From Bridgeside House management, there is CCTV around their offices. There are signs for this around the building but we have a duty to inform staff that there is CCTV recording and how long footage is kept for. NVR is to gather further info on this for next LG meeting.</p> <p><u>Scheme of Delegation:</u></p> <p>GV is working on this, he will bring a new version to future meeting, this covers the authority for making decisions and for choices around finance.</p> <p>Will bring forward to next meeting.</p> <p><u>Information Governance Decisions</u></p>	<p>NVR</p> <p>NVR</p> <p>GV</p>

	<p>(NH) Would like Biannual report on this – paper on Records Manager.</p> <p>It was agreed that the data protection officer would be invited to a LG Meeting and he would be invited to attend for specific issues.</p> <p>NH – Happy to get paper from Information Officer on a biannual basis.</p> <p>NVR has asked Nicola H to send a GDPR Refresher Training event to all staff via calendar using the link NVR has.</p>	<p>NH</p> <p>NH</p> <p>Nicola H</p>
7	Health & safety	
	<p>NVR would like further discussion around this to do with staff as we need to appoint a first aider.</p> <p>Nicola H to determine who has/ had first aid qualifications and in what capacity, we also should consider if anyone is mental health trained as well. Nicola H & NVR to discuss role requirements. This to be done by 25th June.</p>	<p>NH / NVR</p>
10	LG Actions for CLG meeting	
	<p>Next CLG meeting is on 3rd July 2019. Actions be brought forward:</p> <ul style="list-style-type: none"> - Budget - HR 	
11	AOB	
	N/A	

Date of next meeting: 16th July 2019 2pm Chair: NVR

Minute Approved By:	Leadership Group	Date Approved:	16/7/2019
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