



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

3rd July 2019

Note to Reader:

The Children and Young People's Commissioner Scotland publishes the minutes of his Commissioner and Leadership Group (CLG) meetings. These meetings are held monthly. Where the Commissioner and Leadership Group needs to discuss an item in private, it may hold an Executive Team meeting and this is minuted separately.

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 Executive Team minutes or 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: inbox@cypcs.org.uk

Present: Bruce Adamson (BA); Nick Hobbs (NH); Nicola Vallance Ross (NVR)
George Valiotis (GV); Diego Quiroz (DQ)

Apologies: Máire McCormack (MM); Ezmie McCutcheon (EM);

Minutes: Nicola Vallance Ross (NVR) and George Valiotis (GV)

	Details	Action By
1.	ADMINISTRATION	
1.4	Minutes of 5th June CLG meeting	
	<i>RM - FOL/19/26 Corporate Management - Meetings - Leadership Group & Commissioner – June 2019</i> Minutes approved	
1.5	Matters arising	
	<ul style="list-style-type: none"> • BA confirmed the ENOC (European Network of Ombudspersons for Children) Statutes are completed and submitted. • Annual Report – GV to check with Digital Officer whether we have a draft. • Head of Corporate Services discussed Annual Report sign off. • Communication and participation roles – discussion around Job Descriptions to be drafted for approval, specifically the junior participation role. GV to write junior participation job description, EM to work on Comms role and submit to the Commissioner for sign off. 	<p style="text-align: center;">GV</p> <p style="text-align: center;">GV/ EM</p>
1.6	Meeting monitoring	
	The members discussed the purpose of the meeting and agreed to commence meeting monitoring.	
1.8	Reflections linked to values	
	Leadership Group reflected on values illustrated: Staff consultation (Respect), in participation work (Leadership) and in the work of ENYA (European Network of Young Advisors); the work of the office often requires us to be brave in being the champions of children and young people.	
2	UPDATES	
2.1	Leadership Group	
	A list of delegations and terms of reference will be drawn up.	GV

2.2	Commissioner	
	The group discussed making use of the Monday morning huddle as an opportunity to disseminate information. GV to update the Monday morning meeting in line with meeting governance.	GV
2.3	Individual Update - Enquiries Officer (LEM)	
	LEM (Linda Ellis MacDonald) thanked LG for progressing job title. LEM discussed increases in enquiries this month by 20%. LEM thinks this could be because CYPCS have had an increased public profile. LEM discussed key pieces of work including the review of Advice and Investigations. LEM would like the Commissioner and Leadership Group to look at what enquiries should be used for and what we do with the enquiries line. LEM discussed potentially having a message wall on the website.	
3	STRATEGY	
3.1	Strategic Plan 2018 – 2020	
	GV discussed evaluation tool for current Strategic Plan. GV discussed the development of the evaluation tool which is framed around 5 key areas – Strategic Direction, Projects, Indicators, Evaluation Method and Outcomes. The group discussed an internal reporting mechanism for current year budget and spend.	
3.2	Strategic Plan 2020-2024	
	The Strategic Plan will be tabled for all CLG meetings. GV is meeting with Participation Officer around the consultation with Young People and also consulting with organisations.	
3.3	Strategic Litigation Plan	
	Members discussed whether the Strategic Litigation Plan would include the Legal Officer (International) international plan. The Commissioner discussed the Legal Group having Guardianship of the Act and embedding this into Corporate Services. BA to recirculate the paper he wrote about the Act.	BA

4	Projects	
4.1	Legal School	
	Next summer there will be a legal school. Discussion around an essay competition took place.	
4.2	Commissioners Time	
	BA discussed Annual Report and preparation for NZ. Delegates discussed creating a core document (powerpoint). GV to work with HB on this Plan for reactive media responses was discussed in the absence of the Commissioner.	GV/ HB EM
4.3	Independent Care Review	
	BA to discuss with DQ how me manage this as core work of the office.	BA/DQ
4.4	Food Inquiry	
	BA would like to have a discussion about what we do with Poverty for next year. The roundtable is visiting academics from NZ. We will book a room in the office BA and DQ to scope this meeting.	BA/ DQ
4.5	Young Advisors Group	
	Meeting to be scheduled to discuss	
4.6	The Gathering	
	The Gathering requires a Project Plan and Event Manager. The content of the Gathering comes from Strategy and the role of participation is how to engage with children and young people. GV recommended Participation Officer as PM. Project Plan required by end of July.	DQ
4.7	UNCRC 30th Anniversary (20thNovember)	
	The group discussed the office's plan for the 30 th Anniversary of the UNCRC and agreed an options paper was needed.	
5	CORPORATE SERVICES	
5.1	Financial Administration	
	A briefing paper on pay grades was tabled, and the Head of Corporate Services spoke to the key issues. There was discussion that the CYPCS is independent and therefore not bound by the pay award, but this year will base	

	salaries on the SPCB (Scottish Parliamentary Corporate Body) pay grade to shape the budget. The Commissioner agreed and signed off on the recommendations.	
5.2	Business Improvement Plan	
	Head of Corporate Services discussed the purpose of the Business Improvement Plan is to ensure risks are properly identified, managed, and addressed in addition to ensuring that the relevant suite of policies required for business continuity are in place. It was decided that individual support and supervision could identify problems that are fed back to the Head of Corporate Services to integrate any global issues into the plan.	
	Staff induction	
	It was agreed that there is a need to ensure all staff have a clear understanding of the legal and moral duties of CYPCS. It was agreed we would use Monday Huddle to present Act, CRC, Paris Principles. 5 minutes each for groups. Separately BA will have a meeting with new staff to update them on his Vision, as existing staff already know this well.	BA
6	Meeting Monitor Nick summarised his responses to the Meeting Monitor report.	
7	Next Meeting Week commencing 23 rd July	

Minute Approved By:	Leadership Group	Date Approved:	By email 16/8/19
----------------------------	------------------	-----------------------	---------------------

