

The logo features a black circle with a white smiley face. The text 'CHILDREN & YOUNG PEOPLE'S Commissioner Scotland' is written in white inside the circle. The circle is set against a light blue background with two darker blue triangular shapes pointing towards it from the top and bottom.

**CHILDREN &
YOUNG PEOPLE'S**
Commissioner
Scotland

Senior Management Team
Meeting Minutes

15 December 2020

Present: Nick Hobbs (NH) – Head of Advice & Investigations
 Gina Wilson (GW) – Head of Strategy
 Nicola Vallance-Ross (NVR) – Head of Corporate Services
 Ezmie McCutcheon (EM) – Head of Communications

Apologies: None

Minutes: Lindsay Steedman (LS) - Executive Assistant
 Chair: Nicola Vallance-Ross (NVR) – Head of Corporate Services

	Details	Action By
	Start: 9.30am	
1	Welcome and apologies	
	Welcome everyone, apologies – None. Meeting Monitor: GW	
2	Minutes of previous meeting SMT and Governance actions	
2.1	The minutes for November’s SMT Meeting were approved.	
2.2	The SMT and Governance Action Logs were reviewed and updated.	
3	Finance	
	3.1 Finance update 3.1.2 Finance Officer provided budget vs spend update. 3.1.3 Due to the ongoing coronavirus measures and office closure there is lower than anticipated spend on travel . Strategy and A&I Teams under budget within project spend. Communications Team spend on track. 3.1.4 NVR will arrange meeting with SMT to agree underspend. NVR will confirm with SPCB they will be advised of the amount in January 2021 Finance update approved.	SMT

4	Governance	
	<p>4.1 Data Protection The Data Protection Impact Assessment was reviewed.</p> <p>4.1.1 DPO recommendations discussed and agreed NVR would prepare and circulate guidance for all staff on email protocols as soon as possible for December. This would be reviewed in January.</p> <p>4.1.2 Advice is to be taken from DPO on reviewing office GDPR processes.</p> <p>4.1.4 All staff to be re-sent GDPR online training link by NVR for completion. SMT to ensure their teams complete this and forward completion screenshot to NVR</p> <p>4.2 Delivery Plan 4.2.1 Agreed that a two-year delivery plan would be put in place. GW will circulate a note on the process for completion.</p>	<p>NVR</p> <p>NVR</p> <p>SMT</p> <p>SMT</p>
5	Office Policies/ approval	
	5.1 Office Policy and governance spreadsheet was reviewed. It was agreed this should be completed and colour coded to prioritise overdue actions and indicate which are statutory.	NVR
6	Covid-19 Update	
	<p>Reflection on Business Continuity As per Government Guidelines, the office will remain closed for business, currently until the end of March 2021, SMT to send communication to all staff.</p>	
7	Health & Safety	
	7.1 A further office suite Risk Assessment is to be instructed for the current covid situation.	NVR
8	Away Day Plan	
	Agreed that this would be on hold until the office was re-opened.	
9	Future Agenda Planning	
	9.1 Ensure all data protection actions completed. These are to be reviewed at the next SMT.	SMT
10	Meeting Monitor Report	

	GW reported that strategic leadership was provided by discussing the governance actions. Children and young people's perspectives were considered with regard to YAG recruitment and training. The SMT discussed that improvement could be made by meeting in between the regular SMT to discuss current work and exceptions reporting.	
11	AOB	
	<p>11.1 Office Closure</p> <p>11.1.2 It was suggested that a short plan be prepared with information during office closure, including what information should be given to external parties, who to contact and contact details in case of emergency EM will start this document for SMT to collaborate on.</p> <p>11.2 Annual Report</p> <p>11.1.3 The Annual Report process should begin in January. All staff should start to prepare reports on the projects they have been working on. EM will provide word count and information on what should be included for this.</p>	<p>EM</p> <p>EM</p>
12	SMT (private)	
	HR discussion.	