



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

Senior Management Team
Meeting Minutes

23rd November 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: Nicola Vallance-Ross (NVR) – Head of Corporate Services

Minutes: Lindsay Steedman (LS) - Executive Assistant
 Chair: Ezmie McCutcheon (EM) – Head of Communications

	Details	Action By
	Start: 2.30pm	
1	Welcome and apologies	NH
	Welcome everyone, apologies from: Nicola Vallance-Ross (NVR) – Head of Corporate Services Meeting Monitor: NH	
2	Minutes of previous meeting SMT and Governance actions	
2.1	The minutes for September’s SMT Meeting were approved.	
2.2	The SMT and Governance Action Logs were reviewed and updated.	
3	Finance	
	Finance update Finance officer provided word and excel update. Lower than anticipated spend on events, research, travel and participation. Meeting to be scheduled and narrative to be prepared to agree the handback of underspend. Finance update approved.	EM/GW

4	Governance	
	<p>Risk Register and Risk Management Policy Ongoing. Draft Risk Management policy will be reviewed at Audit Advisory Board Meeting.</p>	
5	Office Policies/ approval	
	Office Policy list to be located and completed.	LS/NH/ NVR
6	Covid-19 Update	
	<p>Reflection on Business Continuity As per Government Guidelines, the office will remain closed for business.</p> <p>A maximum of 4 persons will be allowed access to the office and requests must be made via the Essential Work Calendar.</p>	
7	Health & Safety	
	Additional equipment has been provided to CYPCS teams for home working.	
8	Future Agenda Planning	
	No additional items.	
9	Meeting Monitor Report	
10	SMT (private)	
	<p>HR discussion.</p> <p>(Register of Interests discussed reputational risks and financial benefits found to be satisfactory and no action required.)</p>	

Date of next meeting: 15th December 2020

Chair: NVM