



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

The logo consists of a black circle containing the text 'CHILDREN & YOUNG PEOPLE'S' in bold white uppercase letters, 'Commissioner' in white lowercase letters, and 'Scotland' in white lowercase letters. Below the text is a white curved line representing a smile. The circle is set against a light blue background with two darker blue triangular shapes pointing towards it from the top and bottom.

Senior Management Team

15 September 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: Heather Belmonte (HB) Executive Assistant
 Chair: Nicola Vallance-Ross (NVR) – Head of Corporate Services

	Details	Action By
	Start: 9:30	
1	Welcome and apologies	
	Meeting monitor: EM	
2	Minutes of previous meeting SMT and Governance actions	
2.1	August SMT minutes approved	
2.2	The SMT and Governance Action Logs were reviewed and updated	
3	Finance	
	Finance update Finance officer provided word and excel update. Finance update approved. Budget bid has been signed off and sent to SPCB.	

	Annual report and Accounts to go to Auditor today	
4	Governance	
4.1	NH provided an updated Delivery Plan. A&I and Strategy teams have discussed the Delivery Plan alongside the COVID action long and agreed rescheduling and reprioritisation. NVR to review Corporate Services projects EM to look at Comms requirements and what is manageable.	NVR EM
4.2	IT <ul style="list-style-type: none"> • Microsoft Project – agreed to purchase To be used initially by SMT, SMT to agree which projects to add to it. Dunedin to provide training for all staff. • Mobile Telephony – agreed 	
5	Office Policies/ approval	
	None from SMT, no action.	
6	Covid-19 Update	
	Reflection on Business Continuity Covered in other items	
7	Health & Safety	
	NVR meeting with building manager to discuss providing necessary PPE, risk assessment etc. All staff have been sent questionnaire on their needs in relation to working from home	
8	Future Agenda Planning	
	ENOC conference to be added to October agenda.	

9	Meeting Monitor Report	
	Strengths – all contributed, collective decision making Suggested reviewing action logs in advance of future updates and sending updates to EA.	
10	SMT (private)	