

The logo features a central 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

20th January 2021

Note to Reader:

The Children and Young People's Commissioner Scotland publishes the minutes of the Senior Management Team (SMT) 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 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:
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Tel: 0131 346 5350
Email: info@cypcs.org.uk

Present: Head of Advice & Investigations
 Head of Strategy
 Head of Corporate Services
 Head of Communications

Apologies: None

Minutes: Finance and Administration Assistant
Chair: Head of Corporate Services

	Details	Action By
	Start: 10:00am	
1	Welcome and apologies	
	Welcome everyone, no apologies. Meeting Monitor: Head of Communications	
2	Minutes of previous meeting SMT and Governance actions	
2.1	The minutes for December's SMT Meeting were approved.	
2.2	SMT and Governance Action Logs were reviewed, SMT to update the Log with completed items after this meeting. This allows focused discussion before the Data Protection Officer (DPO) joins at 11am.	SMT
3	Governance	
3.1	Decision made to discuss Governance before finance. Data Protection – Progress on actions Head of Corporate Services met with CYPICS IT Provider to discuss Data protection mitigations. <i>Next Steps</i> document was reviewed. All staff to complete GDPR training Action log update was approved and questions ready for discussion with DPO when they join. Delivery Plan Head of Strategy highlighted the need to evidence where body of work for the office is coming from, this will be the bulk of	

3.2	<p>work between now and end of financial year, with realistic expectation of what can be achieved in this time frame.</p> <p>Delivery Plan Objectives discussed with current workloads/projects to aid the prioritisation of work.</p> <p>Covid Emergency Powers and Education now at top of workloads as taking up most time of staff in the office.</p> <p>Head of Advice and Investigations suggested additional column should be added for work which doesn't have a place in the current delivery plan as a discrete project, but does take significant time within teams such as enquiries (which are running at almost double usual rate).</p> <p>This would give a brief description of what the work is, who is involved and give accurate record of what is being working on and time taken</p> <p>Agreement reached to amend delivery plan to take into account reprioritisation.</p>	SMT
4	Data Protection Officer (DPO) Claire Turnbull to join meeting	
4.1	<p>Welcomes and introductions.</p> <p>Data Protection Officer for the SPCB and independent officeholders. Role is to inform, monitor and advise organisations on steps they need to take for Data Protection to comply with UK GDPR regulation and can help to answer questions around specific issues.</p> <p>DPO discussed that areas of work in which assistance could be provided were:</p> <ul style="list-style-type: none"> - Review data protection policy - Advise if changes are needed - Review of Data Protection Impact Assessments (DPIA). <p>Has sent template for DPIA and will circulate Privacy Notice template.</p> <p>Assessments should be carried out whenever handing/collecting personal data to set out the following:</p> <ul style="list-style-type: none"> - What we are going to do with information we collect - Reasons for having to share data - How long are we going to keep the information - How we are going to keep the information secure <p>This information should run along the same lines as privacy notices, most organisations share on a website.</p>	

	These are cornerstone documents which demonstrate security is in place for capturing DP and that process is in place.	
5	Finance update	
.1	<p>Update from SPCB Officeholders Meeting Discussion held on this year's audit and Covid Addendum.</p> <p>Finance budget to follow for decision. Head of Corporate Services to arrange meeting with Finance Officer, circulate budget against spend and will arrange a finance meeting with SMT and Commissioner to discuss achievable projects for between now and end of financial year.</p>	
5.2	<p>Head of Corporate updated that budget is currently around 20% underspent.</p> <p>Head of Strategy raised how covid is already impacting on 2021 planned projects and budget bid, currently working on projects with Children's Parliament & SYP but these won't be able to go ahead in the same way which was planned due to changes in work as a result of covid.</p> <p>Overall acknowledgement that organisations we would look to work on projects with are not available in the same way due to additional work and personal pressures.</p>	
6	Covid 19 – Update	
6.1	<p>Reflection on Business Continuity Acknowledgement that winter lockdown is impacting across the office</p>	
7	Health and Safety	
7.1	Head of Communications would like to check in with staff again to see if equipment is needed to support home working further as lockdown going on for longer than expected	
8.	Staff Meeting	

8.1	General conversation had on how to best use this meeting to support staff and when to book it in for.	
9.	Future agenda planning	
9.1	<p>Delivery plan is a bit out of sync due to Covid, this will now be moved from February to March.</p> <p>Contribution Management Plan discussions to be had due to remote working.</p>	
10.	Meeting Monitor report	
10.1	<p>Had strategic oversight and looked at priorities of the organisation, particularly in terms of Data Protection and taking work forward. Due to the nature of the meeting, views of children and young people were not taken into consideration.</p> <p>Meeting was longer than scheduled but session with DPO was valuable and topics were all relevant throughout meeting.</p>	
11.	SMT (Private)	
	Private HR discussion.	