



Senior Management Team Meeting

Minutes of meeting on Tuesday 12 October 2021

9.30am-11.30am, Microsoft Teams

In attendance:

Head of Communications (Chair)
Head of Advice and Investigations
Head of Strategy

Present:

Executive Assistant (minutes)

1. Welcome and apologies

The Chair welcomed everyone to the meeting. Apologies were received from the Head of Corporate Services. The Head of Strategy joined the meeting for agenda item 3.

2. Minutes from previous meeting

The minutes from the previous meeting were approved.

3. Finance

It was noted that we remain underspent on all project lines. SMT have reviewed the budget and updated SPCB in relation to the projected underspend. SMT are having ongoing discussions about how to utilise the underspend on project lines.

ACTION: The Head of Strategy to discuss with Finance Officer if there is a way to clarify budget codes in line with FREM for this Financial Year to correlate to projects by sub code and to resolve how best to report against budget lines based on current set-up on SAGE.

4. Audit and Annual Accounts Next Steps

We have to provide comments to Deloitte by 18 October on its audit report. SMT are drafting response and will seek approval from the Commissioner. The final papers are due from Deloitte by 19 October 2021. In the absence of the Head of Corporate Services SMT discussed with the Commissioner and agreed Head of Strategy will attend the Advisory Audit Board (AAB) meeting on 26 October 2021. The annual report and accounts are currently with the designers.

ACTION: Head of Communications to send Deloitte comments on its audit report (ISA 260) by the deadline. Head of Strategy to attend AAB meeting and liaise with Chair of the AAB regarding the agenda and papers .

5. Agenda for October Governance Group meeting



SMT reviewed the standing agenda items for the third meeting of the Governance Group in 2021 on 26 October 2021 and agreed the agenda.

6. Delivery plan and projects

Addressing capacity gap within Corporate Services with a temporary member of staff and support from SMT.

- a. Corporate Services
SMT and the Commissioner are addressing the capacity gap within Corporate Services with a temporary member of staff and support from other members of the SMT. A new Finance Officer is starting in October.
- b. Strategy
The majority of work is currently focused on climate justice activity within the team.
- c. Communications
There is a gap in terms of the Digital Media Officer post until can recruit a temporary member of staff.
- d. Advice and Investigations
Children and Young People's Commissioner Scotland have made an intervention in another cross border case.

7. UNCRC Birthday November / December Ratification Anniversary

SMT decision that best way to approach this would be to tie any activity in with the plans for the Roadshow with the Commissioner spending those dates with children and young people across Scotland. It was noted that it was April 2022 when the first Commissioner started in post. SMT view that a reception at the Scottish Parliament with a whole day of celebrations in April 2022 would be great way to mark the occasion of 18 years of work. Children and young people should be there together with previous young advisers or reference groups. If the celebrations and Parliamentary reception were in April 2022 this would provide the office with good lead time to pull out all the highlights of the Children and Young People's Commissioner over the last 18 years. There may also have been further progress with incorporation of the UNCRC by April 2022. SMT wondered if this would be a good project for the intern as it ties in with the mandate of the role of Independent Human Rights Institutions. April 2022 would also coincide with the end of the roadshow project so there should be lots of new material from that. This could also be a nice project for the Young Advisers to work on.

8. Participation

The full time Participation Officer is on extended leave until the beginning of December. We have recruited a new fixed term Participation Officer who is supporting the three Young Advisers Groups as well as working on the Roadshow. Plans for the Roadshow are moving at pace. We have also supported the Young Advisers at a number of exciting external events,



including a conference with Together Scotland, the European Union Agency for Fundamental Rights (FRA) and a number of COP-26 side events all of which involve our young advisers. This has involved a lot of support and preparatory work which is taking up capacity in the team, including to support other young people who are not our Young Advisers but are involved in the COP-26 events. All of the Participation activity has been good and productive. The FRA event was a combination of ENYA activity. The COP-26 events are high profile. Noted that as participation activity been very busy need to be mindful that this does not pull capacity away from the Roadshow project.

9. Internship

We have an intern from the John Smith Centre Emerging Leaders programme joining us in October. The Head of Advice and Investigations will be their supervisor. The aim of the internship is to build the intern's experience closely linked to the job description of the United Nations (UN) Programme that delivers useful output for CYPCS and provides relevant experience for the intern to further their aspiration of working as a Human Rights Officer at the UN. SMT noted that the John Smith Centre provide some funding to the intern towards travel and costs but SMT agreed that we would allocate budget to ensure that the intern is able to cover costs of lunch and also meet the home working allowance.

ACTION: the Head of Advice and Investigations to plan induction for the intern and how to ensure intern abides by our policies by preparing an intern agreement.

10. Return to office

SMT reviewed the draft assessment and provided comments. Practical preparations for return to the office are in hand.

ACTION: SMT to take final risk assessment to the Union for approval.

11. Health and Safety

No incidents.

12. Any other business

None .

13. Matters for discussion by SMT in private

Human resources - SMT agreed interim line management for each member of the Corporate Services until such time as external support could be sourced.

14. Next meeting – Wednesday 3 November 2021, 9am – 11am, online Microsoft Teams.