



## Senior Management Team Meeting

Minutes for meeting on Wednesday 8 September 2021

9am-11am, Microsoft Teams

**Present:** Head of Advice and Investigations (Chair)

Head of Strategy

Head of Communications

**In attendance:**

Executive Assistant (minutes)

**Apologies:**

Head of Corporate Services

### 1. Welcome and apologies

The Chair welcomed everyone to the meeting. Apologies were received from the Head of Corporate Services.

### 2. Minutes from previous meeting

The minutes from the previous meeting were approved subject to minor amendments.

### 3. Finance

SMT noted that the Head of Corporate Services had sent apologies for this meeting and as a result no financial narrative was available for this meeting. SMT noted that there is an underspend for the current financial year. In the finance report provided to SMT by the Finance Officer for this meeting it was noted that some payments were not in the report. SMT would consider whether need to review spend to date and reconcile.

### 4. Budget bid for Financial Year 2022-2023

The Commissioner joined the meeting for this agenda item. SMT and the Commissioner reviewed the draft budget bid and agreed the approach being taken by SMT in principle subject to some queries on staffing costs and budget lines for Strategy and Advice and Investigations. SMT would produce a final draft of the budget bid together with the narrative to accompany the bid for the Commissioner's approval and submission to the Scottish Parliament.

## 5. Delivery plan and projects

### a. Corporate Services

SMT reviewed the Healthy Living Policy, which has been updated to apply not only to physical activity but other wellbeing activities, for example, meditation, mindfulness arts, creative hobbies. SMT approved the revised policy.

ACTION: Head of Communications to circulate to all staff on behalf of SMT.

### b. Strategy

Everything is progressing under all strategic priority areas in line with expectations. Strategy team considering additional activity to utilise underspend as a result of ongoing impact of COVID-19.

### c. Communications

Projects are progressing in line with expectations. Focus on recruitment as the Digital Media Officer is leaving and it has been agreed to recruit temporary cover for 8-12 weeks to enable sufficient time for the recruitment process.

Communications are considering a piece of work in relation to children in custody to be developed in collaboration with the Children's and Young People's Centre for Justice. This would be within budget.

### d. Advice and Investigations

There were no major updates. There is a slight delay with the Mental Health Investigators project in relation to the research. Contact has been made with the researchers to quote for the project and there are draft questionnaires with the Young Advisers for their approval.

## 6. Participation

Several Young Advisers were on the panel for recruitment. The feedback from all of the Young Advisers was that they had really enjoyed it and had benefitted from their involvement. They felt it was good experience for them for interviews they might have in the future.

SMT had a few reflections on the process for involving Young Advisers for future panels:

- SMT agreed that process could benefit from allowing more space and time for discussion on the day with the Young Advisers.
- Acknowledged that it was necessary to have two sets of young Advisers for recruitment over a full day when online as it is more challenging and tiring being on a screen, but that this has limitations.



- Is there more we can do following the interview process for the Young Advisers to get more from process?
- Consider if can develop flowchart for process of involving children and young people with steps for their involvement in recruitment process.

There have also been a number of additional opportunities, which the Young Advisers Group have been very enthusiastic about taking part. British Medical Journal interviewed the Young Advisers in relation to COVID-19 vaccines. The Education Committee of the Scottish Parliament have invited our young advisers to provide evidence on the future of exams.

The six-month fixed term post Participation Officer is due to start next week with a particular focus on developing plans for the Roadshow and supporting the Young Advisers Groups.

**7. Return to office**

Due to unforeseen circumstances there is likely to need to be a delay to formal reopening of the office. SMT will provide an update to the staff team.

**8. Health and Safety**

No matters arising.

**9. Any other business**

SMT approved the joint project agreement with Scouts Scotland to develop a Rights Activity Badge.

**10. Next meeting – Tuesday 12 October 2021**