



Senior Management Team Meeting

Minutes of meeting on Wednesday 26 January 2022

9.00am-11.00am, Microsoft Teams

1. Welcome and apologies

The Chair welcomed everyone to the meeting. There were no apologies. It was agreed to deal with agenda items relating to finance and return to the office first as the Head of Strategy needed to absent themselves from the meeting.

2. Minutes from previous meeting

Approved subject to minor amendments.

3. Finance

The Corporate Services Officer joined the meeting for this agenda item to provide an overview of the new form of the finance reports and the finance report for December 2021.

The Office spend was on budget for December. There is still a cumulative underspend which remains in line with the forecasted outturn that the Office has notified to SPCB. There have been no changes in December which alters that forecast. The payroll costs were higher in December as they include the pay increase and the recognition payment agreed for the Office.

4. Return to the office – COVID-19, Scottish Government guidance

The Scottish Government updated its guidance on Tuesday 25 January 2022. This guidance includes a phased return to the office managed by employers and unions. We have not yet received updated guidance from the Scottish Government or the Scottish Parliament in terms of their advice as an employer.

There needs to be careful consideration of the Office's policies in terms of the policy for reopening of the office and the policy for in person attendance at external meetings. SMT continue to consider a hybrid working policy following changes to working practices during the pandemic. SMT agreed that should wait for the Scottish Government to issue its guidance as an employer and SMT then need to discuss its proposals with the Union.

SMT agreed that be no immediate changes following the Scottish Government announcement. The office and attendance in person at external meetings remains on an essential basis only, voluntary and to be considered on a case by case basis with a member of SMT taking a risk management approach. SMT would look to revisit the position on reopening the office and for external meetings within two weeks.



ACTION: SMT to send round an update to all staff following the Scottish Government announcement yesterday on next steps and planned approach.

The Head of Strategy left the meeting.

5. Delivery plan and projects

a. Corporate Services

The Head of Corporate Services has a team meeting in the diary for the team to consider priorities for the team delivery plan.

b. Strategy

There was no update for this meeting.

c. Communications

The Head of Corporate Services has approved the job description and recruitment for Digital Media Officer is commencing.

The development of a rights badge continues with Scouts Scotland. We are seeking quotes to develop an animation and for other filming as resources.

d. Advice and Investigations

In relation to the Mental Health Investigation the tender documents have been issued for the analysis of the evidence and development of the questionnaire. Young Advisers will be on the panel to assess and interview responses. We are preparing for the second stage of the investigation. It has been agreed that the Young Advisers who will still be within the age group will be offered the opportunity to extend their involvement for another year. This reduces the pressure on the timelines of the investigation and provides more space for the Young Advisers to be part of discussion of the implementation of recommendations from the report and to be involved in the influencing work for implementing the recommendations.

Children in conflict with the law: the Scottish Government convened a working group in relation to u18s in Polmont but there have been challenges to this process and recommendations now appear to relate to visits from families which is outside the terms of reference. We are focusing on our response to the Care and Justice Bill. Our position is that there is a clear breach of human rights and we are considering a strategic litigation case.

6. Participation

The Roadshow project is proceeding at pace. There are lots of visits to children and young people across Scotland in the next few months. We are updating our webpages with an overview of the event and what children and young people are telling us together with the voices of our team who participated on the visit. We are also launching our virtual roadshow sessions. This will go live by 1 February 2022.



7. Anniversary and UNCRC celebration

Planning for this is ongoing and focus on best way to involve children and young people. SMT agreed that the event needs to be in person. SMT's recommendation is that if it is to be in person better that is in April/May rather than hosting a virtual event in March. We are consulting with our Young Advisers to obtain their views.

8. IT improvement and cyber security

We continue to have regular meetings with our IT provider. At the next meeting the Head of Corporate Services will provide them with examples of areas of service standards where below service level agreement and will discuss contract management and our expectations in general.

9. Register of Interests

This has been updated and SMT are reviewing for potential conflicts of interests.

ACTION: SMT to bring final version to next SMT meeting for approval.

10. All staff team meetings

SMT are reviewing format and aim of these based on feedback from staff.

ACTION: SMT develop proposal for Commissioner. SMT to discuss with staff at next team meeting.

11. Health and Safety

None.

12. Next meeting – Wednesday 23 February 2022, 9am-11am