



## Senior Management Team Meeting

Minutes of meeting on Wednesday 3 November 2021

9.00am-11.00am, Microsoft Teams

### In attendance:

Head of Advice and Investigations (Chair)

Head of Strategy

Head of Communications

### Present:

Executive Assistant (minutes)

#### 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 meeting in October were approved.

#### 3. Finance

Finance update to be circulated after the meeting. SMT will discuss in separate meeting if required.

#### 4. Advisory Audit Board and Annual Report and Accounts

SMT referred to the overview and actions from the audit and annual accounts which had been discussed and noted in the Governance Group meeting on 26 October 2021. For SMT the focus is on reviewing the risk register to ensure up to date and reflect s feedback from the AAB. This is covered at agenda item 5.

The annual report and accounts have been signed and submitted to Audit Scotland. SMT noted that it was grateful to everyone who has contributed.

#### 5. Risk register

SMT reviewed the risk register in light of the comments from the AAB. It amended it to clarify the language around the risks associated with staff capacity and reviewed the gross and net risk ratings for a couple of risks based on mitigating factors.

**ACTION:** Executive Assistant to send the updated risk register to the Commissioner for approval, following which to be circulated to the AAB.

#### 6. Annual report laid with Scottish Parliament

SMT noted that it was a great report and the children's version was fantastic. SMT noted that reflects extraordinary amount of work over a challenging year during a global pandemic. It has been submitted to the Scottish Parliament and circulated to all MSPs. SMT expressed its thanks to everyone across the team for their contributions to the annual report.

## **7. Delivery plan and projects**

SMT noted that it has been a challenging period for the delivery plan and delivery of the projects due to staff turnover and staff absence together with the ongoing volume of reactive work that continues in response to pandemic and COP-26.

### **a. Corporate Services**

IT projects are progressing including rolling out enhanced security and multi-factor authentication. The induction of the new Finance Officer is a priority. There is work ongoing in relation to reviewing policies and mapping out timings for updates for our policies. We are also progressing with the Sharepoint project and records management.

**ACTION:** To advance this projects at pace regular catch ups with Dunedin, IT support providers to be set up.

### **b. Strategy**

The focus is on climate justice activity over the next week with COP-26. The team are busy in relation to reactive work for UNCRC Incorporation following the Supreme Court decision. We have submitted our response to the National Care Consultation. There are also a number of consultation responses and Scottish Parliament Committee appearances in next two weeks around education.

We are scoping out the next phase to the A Place in Childhood project and waiting for proposal on how to take forward. We are considering whether to allocate budget to develop some questions for the next Ipsos Mori survey of children to gauge their awareness of the role of the Commissioner. SMT agreed that it was worth considering this further as could provide a baseline that is needed to inform our strategic work.

### **c. Communications**

We have developed some resources and guides on rights in custody and right to protest. Based on those guides SMT are considering if there are ways to break down rights into smaller publications . This could tie into events and projects and have a standard format to make consistent and streamline process. SMT will reflect on for future projects.



There remains an issue of capacity in the team with the vacant post of Digital Media Officer. In the interim the Finance and Admin Assistant has been a huge help to the Comms team. A new temporary Digital Media Officer is starting on Monday for 14 hours a week. There are significant challenges to get people to work part-time for this role.

**d. Advice and Investigations**

Recent highlights are the rights in custody and Her Majesty's Prison Inspectorate report which we contributed to and are powerful in terms of messaging. Useful product for ongoing lobbying around 16/17 year olds in conflict with the law. Cross-border cases continue.

**8. Participation**

There have been a lot of positive speaking opportunities for members of the Young Advisers Groups at lots of events over last couple of weeks. The three groups of the Young Advisers met recently and work is continuing. There has been a slight delay to the Mental Health Investigation. The Governance group of Young Advisers have asked for more specific, discrete and distinct project as have feedback that some of the reactive work they are currently doing doesn't feel like it has an obvious impact. We will develop a proposal for them to consider at the next meeting. One of the potentials for this could be to lead on developing the event to celebrate UNCRC Incorporation and the 18<sup>th</sup> birthday of the Children and Young People's Commissioner Scotland

SMT noted that there had been an incident with a recent event which was hacked with inappropriate content . We have taken steps to fully investigate and understand the causes and we have put in place enhanced protection for future events.

**9. Anniversary and UNCRC celebration, World Children's Day**

SMT are considering if this is something that can link into a project for Governance Group of Young Advisers. We are aiming for a Roadshow visit for 19 or 20 of November which would tie into our World Children's Day celebrations.

**10. The 10 steps to Cyber Security <https://www.ncsc.gov.uk/collection/10-steps>**

SMT will review individually and come back to this for further discussion if required.

**11. Email policy update**

IT policy is in draft. SMT will review collectively to see if covers current practice or needs updated in light of recent developments. SMT are following up with Dunedin for update on the recent enhanced security changes and will review in light of 10 steps document.

ACTION – Agenda items 10 and 11 to be put on agenda for meeting of SMT in December.

**12. Draft Disciplinary Procedures**



**ACTION:** Each member of SMT to review policy and consider if policy is still current or if it needs updated.

This is part of ongoing project for SMT to review and update policies if required. The next focus will be on the sustainable travel policy as part of the larger environmental policy.

**13. Return to office**

Physical space is now ready for return. There is no firm date for return yet and SMT need to make decisions on what return would look like overall. Risk assessment has been completed with a couple of things to follow up on with the Union and other shared building officeholders.

**14. Health and Safety**

Line managers to consider if occupational risk assessment needed for return to office for any of their team.

**15. Any other business**

Christmas and New Year plans as agreed at Governance Group meeting to be communicated to staff.

**16. Next meeting – Wednesday 1 December 2021, 9am-11am**