



Senior Management Team Meeting
Minutes of meeting held on
25 January 2023
09:30-12:00
In person and via Microsoft Teams

Present:

Nicola Vallance-Ross (NVR) Head of Corporate Services
Ezmie McCutcheon (EMc) Head of Communications
Nick Hobbs (NH) Head of Advice & Investigations
Gina Wilson (GW) Head of Strategy
Amanda White (AW) Executive Assistant

Chair: Nicola Vallance-Ross (NVR)

Minutes: Amanda White (AW)

	Details	Action By
	Start: 09:30	
1.	Welcome and apologies	
	Meeting started and welcome. Apologies from JC.	
2.	Review of Previous Minutes and Actions	
	The action note of the Senior Management Team meeting held on 15 November 2022 was approved. Action carried forward: NVR to update Risk Register for SMT to add internal and emerging risks. In separate tab.	NVR

3.	Finance	
	<p><u>Underspend Decision</u></p> <p>NVR explained there was a current underspend and the team needed to agree the figure to surrender back to the SPCB contingency pot. Agreed the need for a separate meeting to examine the financials.</p> <p>The Head of Strategy confirmed a budget would be required for the Conference being planned on 16 March 2023, however figures are not known at this point. The Senior Management Team agreed to ring-fence £10,000 for the conference.</p> <p>Agreed date of 20th February at 14:00 for the financial review. NVR to send an invite.</p>	NVR
4.	Governance	
	<p><u>Business Continuity Plan</u></p> <p>The Head of Corporate Services and the Information Officer have been working on the Records Management project, as part of the Business Continuity plan, an annex will be added to include a list of documents required in the event of a major incident (Vital Document Register) A list was attached for review.</p> <p>It was noted we must include contact details for the Young Adviser Group under participation – Head of Corporate to feed back to Information Officer.</p> <p>The Senior Management Team agreed to move the file location to Participation/Files/Restricted Access for the contact details of the YAG. AW to inform Cathy. Access of the folder should be restricted to senior management, the Participation Officer and the Finance and Administration Assistant.</p> <p><u>Strike Action</u></p> <p>The Head of Corporate Serviced explained the 'on the day procedure' of the strike action would include her calling all staff members to confirm if they are working. Anyone on strike would be noted for purposes of salary deduction.</p>	NVR AW

5.	Delivery Plan and Projects	
	<p><u>Corporate Services</u></p> <p>The Head of Corporate Services shared how the improvement plan in previous years had gone to the Commissioner for sign off however, this year there will be a working document on the current projects for Corporate Services, this will be shared at SMT.</p> <p>New staff Inductions had begun, and the Corporate Services team were quickly getting up to speed.</p> <p>A piece of work is being undertaken to review the mobile phones in the office and the specification options would be circulated shortly for the Senior Management Team to decide which device would suit their role best.</p> <p>It was noted the Head of Strategy used nearly all data on several occasions and this could be increased as part of this project.</p> <p><u>Strategy</u></p> <p>The Head of Strategy shared with the group how a large proportion of work would be spent on the Rule 9 Covid Inquiry, closely working with the Advice and Investigations team.</p> <p>Coordination had begun for the conference planned for 16 March 2023. However, the event may be impacted by the strike action affecting universities. The Corporate Services team are supporting this conference as it progresses.</p> <p><u>Communications</u></p> <p>The Head of Communication reiterated the workload impact with the team running at 50% capacity. Looking at options for bringing in some external support – not via a temp agency which has not been successful in the past. The early years book work had begun, and the chosen illustrator was planning an office visit on 31 January 2023.</p> <p>Noted, the Comms team is impacted as other teams across the office by the Rule 9 Covid Inquiry.</p> <p>Publishing a report of the outputs from the conference on 16 March was discussed. The Head of Strategy added that we would not be seeking permission from academics or publishers to reference individual papers as</p>	

	<p>there simply was not enough time. However, if a speaker references their paper we could report on that particular piece.</p> <p>The Head of Communication shared the news that Scouts Scotland had a new partnership agreement for the Rights Challenge Badge and the aim is by the end of 2023 we will have a human rights offering for all age groups.</p> <p><u>Advice and Investigations</u></p> <p>As mentioned, the Rule 9 Covid Inquiry is taken up a substantial amount of time and resources.</p> <p>On a positive note, the Head of Advice and Investigations shared the conclusion of the mental health investigation should be finalised shortly and be concluded before the end of the current Commissioner's mandate.</p>	
6.	Participation	
	<p><u>Young Adviser payment for participation in recruitment</u></p> <p>The Head of Corporate Services shared the work undertaken by the Finance Officer to evaluate the perimeters for Young Adviser fees for time spent supporting recruitment, taking into account the cost-of-living increase.</p> <p>The calculation took the Full Day Rate for ages 21-22yrs and included a paid lunch totalling £73.44. It was agreed to include an additional amount to cover the cost-of-living increase, totalling £90.00. This amount is 10% above the National Living Wage and the Senior Management Team agreed this was a fair calculation.</p> <p>£90 Full Day, £45 Half Day Rate.</p> <p>The Senior Management Team approved this 'YAG Participation Rate' and agreed it should be saved in the file: Participation/Files/Restricted Access. The Head of Corporate Services will report back to the Participations Officer for completeness.</p> <p>The Head of Corporate Service confirmed this would be reviewed annually and linked to staff inflation work.</p> <p><u>Young Adviser payment for participation in meetings</u></p> <p>The Head of Communications asked if the recruitment payment to Young Advisers covered their other work, for example meeting attendance. The</p>	NVR

	Head of Strategy confirmed this was a separate piece being looked at and would need further investigation. It was noted the new Commissioner would need to be included in this piece.	
7.	Building Management	
	<p><u>Fire Evacuation Procedure</u></p> <p>The Head of Corporate Services attended the latest Bridgeside House Management meeting where the fire evacuation procedure was discussed. It was agreed that the Building Manager would attend the next staff meeting on 8 February to share the update. AW to create agenda.</p> <p><u>First Aiders</u></p> <p>The Senior Management Team discussed the first aiders in the office and the need for signage to be updated with the correct personnel. NVR to feedback to the building manager and he will update signs in the office.</p> <p>The Head of Strategy confirmed she would like to register for the first aid course as she spends time participating with Young Advisers.</p> <p>The Head of Corporate Services asked if the Mental Health First Aiders would feel comfortable offering that service to the whole building, not just staff. It was noted this was not the intention of the course and the support was for people of whom we already had a relationship and could intervene with confidence.</p> <p>The Head of Advice and Investigations confirmed he could share a brief update at the next team meeting on the Covid Inquiry.</p> <p><u>Commissioner's Office Upgrade</u></p> <p>Agreed new table and chairs would be purchased for the room and the white paint work freshened up. The sofa would be left in the room for the new Commissioner to decide.</p> <p>The Head of Corporate Services questioned what desk we should offer the new Commissioner, usually it is a seated desk however the current offering is locked into a standing position. The team agreed a seated desk with a dedicated 'standing zone' for presentations. It was suggested the Digital Media Officer would be in a good position to offer advice about what equipment to purchase. The new standing zone would be a good space</p>	<p style="text-align: center;">AW</p> <p style="text-align: center;">NVR</p> <p style="text-align: center;">NVR</p>

	for staff to utilise when the Commissioner is out of the office and the space becomes a meeting room.	
8.	Policies for approval	
	Noted; no policies were shared for approval.	
9.	Annual Planner	
	The Head of Corporate Services stated the annual planner was under review and a new one would be shared once completed.	
10.	Actions:	
	Action carried forward from 15 th November 2022: NVR to update Risk Register for SMT to add internal and emerging risks. In separate tab.	NVR
	Agreed date of 20 th February at 14:00 for the financial review. NVR to send an invite.	NVR
	NVR to feedback to the Information Officer re Vital Records	NVR
	Records Management Plan - It was noted we must include contact details for the Young Adviser Group.	NVR
	The Senior Management Team agreed to move the file location to Participation/Files/Restricted Access. AW to inform Cathy. Access of the folder should be restricted to senior management, the Participation Officer and the Finance and Administration Assistant.	AW
	The Senior Management Team approved this 'YAG Participation Rate' and agreed it should be saved in the file: Participation/Files/Restricted Access. The Head of Corporate Services will report back to the Participations Officer for completeness.	NVR
	Team meeting planned for 8 February, AW to create agenda.	AW
	The Senior Management Team discussed the first aiders in the office and the need for signage to be updated with the correct personnel. NVR to feedback to the building manager and he will update signs in the office.	NVR
	NVR to scope out options for the Commissioner's office.	NVR