

Senior Management Team

Minutes of Meeting Held on: 19th July 2022, 9am.

Present:

Head of Communications – Ezmie McCutcheon

Head of Advice and Investigations – Nick Hobbs

Head of Strategy – Gina Wilson

1. Welcome and Apologies

NH welcomed all present to the meeting.

Apologies - Nicola Vallance-Ross

Minutes from previous meeting held on: 15th June 2022

Item 5 – Discussion regarding website/comms, EM reported that this discussion was ongoing

ACTION: EM.

BSL Level One Training – EM reported a low response rate to office's offer to complete this. EM added that Nicola has contacted Deaf Action to undertake BSL awareness training for all staff. EM stated that the office is still compliant to the BSL Plan.

Item 6 – GW told the meeting that she was still to contact DPO, **ACTION: GW.**

The minutes were duly approved.

2. Finance

No finance report was provided to this meeting and update on spend against budget to be provided at next SMT Meeting.

SMT agreed to request increase of credit card limits to allocate new cards to staff who travel for work purposes. It was further noted that priority should be given to staff cards for Cathy and Megan.

ACTION: NVR.

3. Delivery Plan and Projects

Corporate Services

The meeting noted that recruitment is underway for finance and admin assistant role.

Communications

EM told the meeting that the Annual Report is on track.

Website development project - Stacey is leading on this and ran an information session for staff (which was recorded), further comments on the session/development project are welcome.

EM expressed concerns over capacity in staffing. The Website Development Project is large, prioritisation will be required.

EM told the meeting that there is a steady stream of media enquiries.

EM raised an issue regarding our social media channels, access to some social media is currently logistically difficult due to the terms of use, EM working with our Digital Media Officer to resolve.

SMT agreed that social media channels would require to be reopened as a result of the above ownership complication and agreed to do this in line with the transition to a new Commissioner.

Strategy

International work – GW reported on the UPR pre sessional (taking place at the end of August), we are giving evidence at this event. GW, MF and BA will be in attendance.

GW further reported that CRC drafting work is underway. GW is anticipating a first draft, focussing on language related to the most complex areas, at the end of July. BINOCC will make decisions in early August on how to progress the subsequent drafting.

Taskforce - GW contacted CRC committee to look at a possible visit, this may be anytime between October to January. Our office would be the lead for this and will need to liaise with civil society.

Policy areas – GW reported that work on key areas including mental health and the human rights bill are continuing through the summer, with deadlines for significant pieces of work in the late autumn.

Participation – GW and the team are now thinking about next round of YAG recruitment. Cathy has completed a first draft paper, will bring this to SMT for evaluation.

Recruitment – GW told the meeting that they had offered the policy officer role to an internal candidate, start date to be agreed.

Advice and Investigations

Legal Officer Recruitment – NH noted that there is a preferred candidate and we are finalising arrangements at present. NH told the meeting that Andy from JustRight Scotland (JRS) had sat on the recruitment panel as an external. It was noted that Andy's involvement was "very helpful".

There are a couple of cases which JRS have suggested we may want to consider intervening in. NH to pursue.

Mental Health Investigation – NH reported that this had begun, as a 'soft launch'. There will be more communications input later. There has been some delay in response from some LAs. Thanks to Stacey for the support in this area.

4. Participation.

ENYA – GW reported on the conference in Bilbao which was held recently. GW added that the event was good learning for the office and a valuable experience for our Young Advisers.

RCPCH Conference – Young person Eve and Bruce attended, Eve had support from Children Health Scotland (CHS) and it was noted that this event went very well. It was felt that this was a good example of collaborative working. CYPCS's thanks to CHS were noted.

Western Cape Commissioner's (potential) visit – the Western Cape Commissioner would like to visit the office after ENOC. The Western Cape Commissioner would like to bring over two young advisers. SMT discussed developing a small, meaningful learning exchange tying in with existing activity, where capacity allows. Noted that this is at the transition point for new members of YAG.

Commissioner from Australia would use our office as a base around ENOC.

TK to go to Western Cape Commissioner's office to discuss planning and enquire as to how long they would visit, and other logistics. SMT would prefer post ENOC (23rd/24th September). **ACTION: TK**

GW to email SYP contacts to see if they would you like to be involved. **ACTION: GW**

TK to contact Australian Commissioner to see if they need to use our office as a base. **ACTION: TK**

5. Policies for Approval

Building Covid Protocol - Post Lockdown (Paper distributed in advance) – SMT Agreed to inform staff that: "We recommend that you wear a face covering as you are moving around the office and the building, particularly if the area is congested – please be sensitive to other colleagues, who's preference is to wear a mask".

EM queried which policies had and had not been approved and what was outstanding, this is to inform Governance meeting. TK to liaise with NVR regarding which policies are approved, and which are outstanding. **ACTION: TK** to liaise with NVR regarding policies.

Other Business Not Noted on Agenda

Commissioner – Final Months Planning.

EM stated that members of the SMT have had discussions in relation to the delivery plan, and queried whether a pre-meet for SMT was needed to finalise. It was agreed that this was the case.

ACTION: TK (to arrange this meeting).

6. Health and Safety

Covid Policy already covered.

7. Date of Next Meeting: 10th August 2022 – 09:00hrs.

Private part of the meeting commenced, and TK left.