



Senior Management Team Meeting
Minutes of meeting on Wednesday 15th June 2022

09.00 – 11:00
via Microsoft Teams

Present:

Ezmie McCutcheon (EMc)	Head of Communications
Nick Hobbs (NH)	Head of Advice and Investigations Gina Wilson Head of Strategy

Apologies:

Nicola Vallance-Ross (NVR)	Head of Corporate Services
Judith Chisholm (JC)	Executive Assistant

Chair:	Ezmie McCutcheon (EMc)
Minutes:	Nick Hobbs (NH)

	Details	Action By
	Start: 09:00	
1.	Welcome and apologies	
	Meeting started, welcome and apologies.	EMc
2.	Minutes & actions from previous meeting	
	Minutes from previous meeting approved	EMc
3.	Finance	
	Discussed finance reports for April and May (Corporate Services Officer joined for this section)	EMc
	Noted need to clarify room in budget for Strategy re potential project	GW
	April and May Finance reports – approved.	EMc
4.	Delivery Plan	
	<p>Exceptions reporting:</p> <ul style="list-style-type: none"> • Noted pressure on Delivery Plan work caused by unanticipated/unplanned work associated with GRA reform • Noted that recruitment for policy role creates gap in participation that needs considered • Noted that recruitment for Legal Officer cover has begun • Noted that Mental Health investigation ready for launch • Noted that ACRiSL Toolkit ready to be discussed with Comms to include content on new powers under UNCRC Bill • Agreed need to ensure that comms materials re incorporation do not duplicate SG funded work and reflect Commissioner's unique role and powers 	<p>GW</p> <p>NH</p> <p>EMc</p>
5.	Participation	
	Noted draft Participation Toolkit is developing and will come to SMT and that some policies will need updated as a result	

	<p>Agreed to discuss comms / website content re participation work</p> <p>Discussed Risk Assessment for ENYA and staff/yp travel more generally</p> <ul style="list-style-type: none"> • Agreed that administering an adrenaline pen is an emergency intervention that is justified and legitimate in terms of office policy and role of staff. Agreed that staff should feel supported and confident when to do so via online training and discussion with young people and parents/carers. • Agreed need to ensure that staff travelling with young people have access to funds when an SMT member or Commissioner is not present. NHa to look into pre-loaded cards (£300 equiv) and a cash float (100) in Euro. • Agreed MHa to order a small first aid kit for travel • Revised Risk Assessment agreed 	GW / EMc
6.	Policies for Approval	
	<p>Customer Complaints Policy – noted need to clarify circumstances where complaint could be escalated to SPCB, and that investigations re SMT should be external in all circumstances</p> <p>Credit Card policy – agreed subject to tracked amendments. Agreed to review policy re staff level cards and alternative options.</p> <p>Child Protection and Safeguarding Policy:</p> <ul style="list-style-type: none"> • Agreed key contacts for CP (GW) and social media (EMc). • Agreed a single location for storage of all CP referrals. • Agreed to ask DPO for advice on storage of CP referrals. • Discussed password protecting referral emails and agreed to send initial email alerting that a referral is coming (not protected) followed by a password protected referral. • Agreed need to check wording of Dunedin contract re confidentiality and business need to access information. 	<p>NVR</p> <p>NVR</p> <p>GW</p> <p>DD</p>

7.	AOB	
	<p>BSL Plan – Agreed to assess interest in BSL Level 1 for staff to ensure compliance with Plan commitment and to consider all team training on Deaf/DeafBlind awareness</p> <p>Cyber Resilience – discussed opportunity to attend SPSO session. Agreed morning session offered to all staff, and as many as possible of SMT will do “exercise in a box”.</p> <p>Child Protection Policy update – versions to be combined and checked</p> <p>Business Case for IPSOS Mori survey – agreed revisions and additions to questions</p>	<p>EMc</p> <p>NVR</p> <p>GW</p>
8.	Next Meeting	
	Scheduled for 13 th July but will need to be rescheduled due to annual leave. NHa to find a suitable time.	
9.	HR (Private)	
	<p>Discussed secondment policy and agreed to take advice from Worknest re ongoing access to emails with view to including this within the policy.</p> <p>Discussed staff leaving and access to accounts. Agreed to check with Dunedin re past profiles and rules for closing off/deletion. Passwords to be changed, out of office set and deleted after set period.</p>	<p>NH</p> <p>NH</p>
10.	End of meeting	
	12:30	