



Senior Management Team Meeting
Minutes of meeting on Wednesday 5th October 2022
Part 1 9:00am-10:00am
Part 2 10:45am – 12noon
Via Microsoft Teams

1.	<p>Welcome and Apologies</p> <p>Apologies noted for Executive Assistant</p> <p>Apologies noted for Head of Strategy in Part 2 of this meeting.</p>
2.	<p>Finance - Spend against budget</p> <p>Agreed we will have an underspend overall due to Projects.</p> <p>Within the staffing budget, a projection has been included for the year, monthly overspend by £2k - £10K depending on where we are in the year. No overall concerns.</p> <p>Projected staff costs:</p> <ul style="list-style-type: none"> - £42k overspend in Agency due to no budget being allocated. - No overspend within SMT and Staff lines. <p>Actual Spend:</p> <ul style="list-style-type: none"> - Operations costs, track our underspend in projects v's our overspend in staffing - Discussed that it would be helpful to receive predicted updates on spend against already committed finances. <p>ACTION - NVR to organise meeting at the end of October to look at expected staffing costs vs budget vs expected project costs.</p>
3.	<p>Risk Register 22-23 - Strike Action</p> <p>SMT required to review for 2022 / 2023.</p> <p>Add as a new risk: Members of PCS to vote on strike action. November 2022 - May 2023.</p> <ul style="list-style-type: none"> - No details issued on confirmed strike dates - Agreed strategy for staff striking - Noted need to avoid asking staff to cross a picket line - Teams across office will be impacted differently, best approach would be to do an assessment / plan per team and then an overall assessment / plan for the office.

	<ul style="list-style-type: none"> - Agreed need for SMT to monitor critical and time-bound matters such as child protection referrals - SMT re-prioritise work accordingly. - SMT to understand how the other public bodies are approaching this and if there is any coordination on the messaging or joint approach. <p>ACTION: NVR to link in with PCS Union to understand how many individuals across the office are within the union & what information has been shared to ensure appropriate planning & impact.</p> <p>ACTION: SMT to draft holding statement to cover right to strike & operational model for staff ensuring that all communications will convey as a result of this strike no child is at risk of harm and all child protection referrals will be processed as normal.</p> <p>ACTION: EM to link in with SPSO & SHRC to discuss any shared external messaging.</p> <p>ACTION: NVR to discuss with Commissioner and communicate the operational stance and understand his perspective and position.</p>
4.	<p>Register of Interests</p> <p>ACTION: NVR to circulate a blank template and policy to staff for completion.</p>
5.	<p>Review of previous minutes & actions</p> <p>Draft of previous minutes – circulated to SMT. SMT agreed approval.</p>
6.	<p>Governance - Procedure for recording organisational sick leave</p> <p>SMT discussed and agreed method of recording organisational sick leave.</p>
7.	<p>Delivery Plan and Projects</p> <p>Overall plan to be revisited/reviewed and updated by SMT ahead of w/c 24th October.</p> <p><u>Corporate Services</u></p> <ul style="list-style-type: none"> - Audit approaching - Annual accounts to be submitted on Friday - Finance officer has now been advertised - Finance and Admin Assistant starting on Monday 10th October

	<p><u>Strategy</u></p> <ul style="list-style-type: none"> - Ongoing engagement with Scottish Government on the UNCRC Bill - No other exceptions reporting <p><u>Communications</u></p> <ul style="list-style-type: none"> - Nothing for exceptions reporting - Heavier with resource production - Annual report will be laid in parliament for 13th October - Starting the process for current Commissioner's last Annual Report in November, deadlines will be circulated round the office for submissions shortly with a view to complete by June 2023. <p><u>Advice and Investigations</u></p> <ul style="list-style-type: none"> - Strategic Litigation Toolkit close to completion - Mental Health investigation progressing well. Meeting with the young investigators to discuss preliminary findings to be organised. -
8.	<p>Participation</p> <p>No items for discussion.</p>
9.	<p>Annual Planner</p> <p>Following a discussion with Commissioner at the last governance meeting, existing document to be scaled back and the document to be simplified as a governance only document.</p> <p>ACTION: EA (temp) to streamline current documentation, update and circulate to SMT.</p> <p>ACTION: EA (temp) to add regular quarterly agenda item to SMT meeting</p> <p><u>2023 Governance Dates</u></p> <p>All agreed to issue meeting requests for H1 2023.</p> <p>ACTION: EA (temp) to circulate meetings request for H1 2023</p>
10.	<p>Documentation Approval Framework</p> <p>Discussion to be carried into November SMT agenda. No time available for discussion.</p> <p>Purpose of the discussion to agree on future process, areas to highlight are audit trail, version control.</p> <p>ACTION: EA (temp) to add to November agenda</p>

	ACTION: EA (temp) to investigate whether approval application can be used for documentation / policies and feedback to SMT.
11.	Date of Next Meeting: 15 th November 2022
12.	Matters in Private <ul style="list-style-type: none">• Recruitment Timeline