



**Senior Management Team Meeting  
Minutes of meeting held on 24 January 2024**

14:00-16:40

In-person and via Microsoft Teams

- Attendees:**
- Nicola Vallance-Ross (NVR)    Head of Corporate Services – Chair
  - Ezmie McCutcheon (EMc)    Head of Communications
  - Nick Hobbs (NH)    Head of Advice and Investigations
  - Gina Wilson (GW)    Head of Strategy
  - Amanda White (AW)    Executive Assistant - Minutes
- Guest Attendees:**
- Jane Thornton-Smith (JTS)    Finance Officer
  - Robin Davidson (RD)    Data Protection Officer, Scottish Parliament
- Apologies:**
- Judith Chisholm (JC)    Executive Assistant

<b>1.</b>	<b>Welcome and apologies</b>	
	The Chair welcomed everyone to the meeting. Apologies were received from JC, and AW attended the meeting to record the meeting minute.	
<b>2.</b>	<b>Finance</b>	
	<p>The Finance Officer shared an update on the current financial status and asked the Senior Management Team if budget lines need to be reforecast for year-end, noting we can only carry over up to £30,000.</p> <p>Estimated figures were amended for Young Advisor Group meetings; strategic plan participation and research work; and Advice &amp; Investigations project.</p> <p>The Finance Officer agreed to discuss contingency with SPCB.</p>	JTS

	<p>The Head of Strategy ran through the predicted spend for the strategic development plan work and the Finance Officer agreed to run the figures with the updated data.</p> <p>The Head of Communications advised of upcoming spends from the Communications budget for filming and accessibility training for office.</p> <p>The Head of Communications asked for spend allocated to BSL Plan that will not be spent in this financial year to be allocated to recording the 'Functions' videos in British Sign Language. All of the Senior Management Team agreed this would be a good use of funds.</p> <p>The Head of Strategy will ask the Participation Officer to update the strategic development plan figures with the date for when we can expect invoices.</p> <p>The Head of Strategy agreed to send an external consultant a contract with agreement.</p> <p>Corporate Services spending on track. Slight underspend on IT which the Head of Corporate Services hoped could purchase a new Surface Pro to replace unreliable older tech.</p> <p>The Senior Management team thanked the Finance Officer for good budgeting and keeping the finances on track throughout the year.</p>	<p>JTS</p> <p>GW</p> <p>GW</p>
<p><b>3.</b></p>	<p><b>Update from Robin Davidson, Data Protection Officer</b></p>	
	<p>Update from Data Protection Officer at the Parliament:</p> <p>DPO advised a contact at the Parliament, who could be contacted if RD was unavailable.</p> <p>RD discussed training and regular meetings.</p> <p>RD discussed data breaches in special category data.</p> <p>The Scottish Parliament are looking to use AI going forwards. RD suggested thinking about the data protection usage of AI, particularly the data categories being processed and the intended outcome. Be mindful of the Privacy Notice and make sure individuals know how we are processing their data.</p>	

	<p>RD reminded the Senior Management Team of the Data Protection training that is mandatory and must be completed annually. The Learning Pool should trigger an automatic reminder to staff to prompt their completion.</p> <p>The Data Protection New Information Bill is currently going through Parliament and should receive Royal Assent in March/April time. The Bill contains detail of processing high category data with a higher level of compliance; data such as criminal conviction data and children’s data.</p> <p>The Head of Strategy asked if RD could review the DPIA document for the strategic plan and would appreciate his comments.</p> <p>The Head of Corporate Services asked RD if the new HR system being implemented in Scottish Parliament would just cover Payroll or include other services such as annual leave. Agreed to email.</p>	<p>GW</p> <p>NVR</p>
<b>4.</b>	<b>Review of minutes from previous meeting and actions</b>	
	<p>The previous Minute was approved and the following actions carried forward:</p> <p>ACTION – SMT to approve revised Child Protection and Safeguarding Policy.</p> <p>ACTION: JC to create a document for recording when Contribution Management Plans are complete for next year. Deadline of 28<sup>th</sup> Feb.</p> <p>ACTION: NVR to develop Officeholders Code of Conduct</p>	<p>SMT</p> <p>JC</p> <p>NVR</p>
<b>5.</b>	<b>Governance</b>	
	<p><b>Internal Audit – Internal and External Communications Dec 2023</b></p> <p>The Head of Communications was pleased to report the excellent internal audit for Communications. The organisation received two recommendations which it will implement. It did not receive any high level recommendations.</p> <p><b>Internal Audit – Governance January 2024</b></p> <p>Wylie Bisset, the internal auditor, will meet separately with each member of the Senior Management Team.</p>	

	<p>Internal Audit for Governance begins on 25<sup>th</sup> January. The Head of Corporate Services has loaded documentation into the system.</p> <p>The Head of Corporate Services shared the future dates of internal audit:  2024-2025 : Procurement and GDPR  2025-2026 : HR and Cyber Security</p> <p><b>Office Telephony</b></p> <p>The current phone contract ends on 1<sup>st</sup> April 2024. The Head of Corporate Services is investigating options and researching the possibility of removing all desk phones. The Head of Advice and Investigations noted the office need the 'Advice Line' sent to email, and hoped we could have that offering without a physical phone line.</p> <p>The Head of Advice and Investigations to send email correspondence regarding the Advice Line to The Head of Corporate Services.</p> <p>The Head of Corporate Services to investigate Advice Line without a physical phone line.</p> <p><b>Recording of CMP/Workforce Planning</b></p> <p>The Senior Management Team agreed to add CMP completion dates to a log held within Teams for their respective team members. Previous action against JC.</p> <p>The Senior Management Team agreed to start work on the Workforce Plan in April with the aim of the document being management succession planning.</p> <p><b>Terms of Reference (SMT) Review</b></p> <p>Terms of Reference document was amended and approved.</p>	<p>NH</p> <p>NVR</p> <p>SMT</p>
<p><b>6.</b></p>	<p><b>Delivery Plans and Projects</b></p>	
	<p><b>Strategy</b></p> <p>The Head of Strategy noted the long-term absence was being covered by temporary contractors.</p> <p>Recent weather disruptions had caused for strategic planning participation events to be postponed or cancelled.</p>	

	<p>The Parliamentary Inquiry into Commissions has a short deadline and will impact work.</p> <p><b>Communications</b></p> <p>The Head of Communications shared that the UNCRC symbols resource with the Children's Commissioner for Wales office had been delayed slightly but is now finished and ready for printing.</p> <p><b>Advice and Investigations</b></p> <p>No exceptions from Head of Advice and Investigations.</p> <p><b>Corporate Services</b></p> <p>The Head of Corporate Services shared some of the projects on the Workplan had been delayed, for example the new IT provider project has now been postponed until August 2024.</p> <p>Budget capacities may impact what is achievable on the workplan.</p>	
<b>7.</b>	<b>Human Rights Training</b>	
	<p>The Head of Corporate Services shared the plan for one of the Policy Officers to deliver training to the team on relevant human rights issues.</p> <p>The Head of Strategy suggested this be added to the 17<sup>th</sup> April team meeting agenda and that support could come from the Legal Officers and other Policy Officers.</p>	GW/NH
<b>7.</b>	<b>AOB</b>	
	<p>The Head of Communications shared an update on the office's website accessibility following the UK Government's report for the office. The Children and Young People's Commissioner Scotland actioned the report and have now passed following the re-test in January 2024.</p>	

	<p>The Head of Communications requested training for all staff who create Word and PDF documents to make sure these are accessible. The Senior Management Team agreed and suggested names of staff who should be included.</p> <p>The Senior Management Team agreed to move the next Governance meeting and noted these can be rescheduled but not cancelled.</p> <p>The Head of Communications requested the Senior Management Team Meetings be rescheduled on dates when they align with the Whole Team Meeting: April, July, October and December.</p>	<p>JC</p> <p>JC</p>
	<b>Date of next meeting: 21<sup>st</sup> February 2024</b>	
<b>8.</b>	<b>Summary of actions:</b>	
	The Finance Officer agreed to discuss contingency with SPCB.	<b>JTS</b>
	Finance Officer agreed to amend the strategic plan figures with the updated data.	<b>JTS</b>
	The Head of Strategy will ask the Participation Officer to update the strategic development plan figures with the date for when we can expect invoices.	<b>GW</b>
	The Head of Strategy asked if RD could review the DPIA document for the strategic plan and would appreciate his comments.	<b>GW</b>
	SMT to approve revised Child Protection and Safeguarding Policy.	<b>SMT</b>
	JC to create a document for recording when Contribution Management Plans are complete for next year. Deadline of 28 <sup>th</sup> Feb.	<b>JC</b>
	NVR to develop Officeholders Code of Conduct	<b>NVR</b>
	The Head of Advice & Investigations to send email correspondence regarding the Advice Line to the Head of Corporate Services.	<b>NH</b>
	The Head of Corporate Services to investigate Advice Line without a physical phone line.	<b>NVR</b>
	The Senior Management Team agreed to start work on the Workforce Plan in April.	<b>SMT</b>

	<p>Policy Officer to run the training on Human Rights to whole team on 17<sup>th</sup> April agenda.</p>	<p><b>GW/NH</b></p>
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