

Senior Management Team Meeting

Minutes of meeting held on 4 November 2024

13:00-16:00

via Microsoft Teams

Attendees:

- Nicola Vallance-Ross, Head of Corporate Services – Chair
- Ezmie McCutcheon, Head of Communications
- Nick Hobbs, Head of Advice and Investigations
- Judith Chisholm, Executive Assistant - minutes

Guest Attendees: None

Apologies:

- Gina Wilson, Head of Strategy

Agenda Item	Notes and actions	Action owner
1. Welcome and apologies	The Chair welcomed everyone to the meeting. Apologies were received from Gina Wilson, Head of Strategy.	
2. Review of previous minutes and actions	SMT reviewed the minutes from the previous meeting and approved them subject to amendments.	
3. Finance	The Head of Corporate Services provided an overview of the September month end finance report. All is as expected. We are currently £23k over budget but this includes scenario planning and forecast for unbudgeted professional fees. We are keeping the SPCB updated on this.	

4. Governance	SMT agreed an update to the Scheme of Delegation to cover instructing legal advice and professional fees. The Head of Corporate Services will update the Scheme of Delegation and circulate to the Senior Management Team and the Commissioner for approval outside the meeting. ACTION: Head of Corporate Services to update Scheme of Delegation and circulate for approval. Internal audit: the Head of Corporate Services provided an overview of the Internal Auditors annual plan. Internal audit of GDPR is scheduled for December with Procurement in January. Due to capacity reasons in terms of core staff being on leave it was agreed to ask the internal auditors to amend the audit schedule. This was agreed by SMT.	
5. Delivery Plan and Projects	Strategy: - In the absence of the Head of Strategy, the Head of Advice and Investigations provided an update on the Scotland's Commissioner Landscape Parliamentary debate on 31 October 2024 and next steps. SMT noted that there will be significant work as a result of this which will require reprioritisation. Communications: - Reported by exceptions. As previously noted the long-term accessibility project for the website is running behind schedule due to the need to prioritise other projects. Advice and Investigations: - Following up on insurance for our strategic litigation. We are meeting with EHRC to discuss how it insures its similar powers. - The cases we are taking are low risk in relation to expenses and we have mitigations in place. Corporate Services: - Corporate Services are working on a revised budget submission as requested by the SPCB. - Information Governance project and data cleanse are in planning stages. Prioritising data cleanse.	

6. Participation	Advice and Investigations and Corporate Services have confirmed dates for meeting with the Young Advisors. Highlights of our participation programme in the last month include: - First of planned school engagement meetings has started in Dundee - First visit to children in secure care has taken place - Communications team have been working with primary children who are young climate activists. - The Commissioner visited the Scottish Centre for Children with Motor Impairments - We met with members of the Young People's Voices Group and the Scottish Refugee Council	
7. Policies for Approval	SMT approved the updated stress at work policy and agreed next review date of five-years time subject to any significant changes to law or best practice. SMT noted that there may have been changes to the law in terms of sexual harassment in the workplace policies. ACTION: Head of Corporate Services to review and update SMT on whether any changes required follow advice by external consultant.	
8. Health, Safety and Welfare	No updates other than continuing issues with lighting in the office. Corporate Services continue to follow up with the Building Manager to try to obtain quotes.	
9. End of Meeting	14.30	
10. Date of Next Meeting	16 December 2024	

11. Matters in Private		