Senior Management Team Meeting

Minutes of meeting held on 22 January 2025

13:30-16:30

via Microsoft Teams

Attendees:

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

Guest Attendees: Jane Thornton-Smith, Finance Officer

Apologies: None

Agenda Item	Notes and actions	Action owner
1. Welcome and apologies	The Chair welcomed everyone to the meeting. There were no apologies.	
2. Finance	**Finance report and January 2025 reforecast:** SPCB have requested that we notify them of any contingency funding that we require in 2024/25 by no later than 6 February 2025. The Finance Officer presented a paper to SMT showing the financial position to date and known and anticipated spend to end of financial year. At present we have an underspend. For budget reforecasting SMT reviewed position on all budget lines. It was agreed that more information is required before SMT can make a	

	decision on their recommendation to the Commissioner about our need for contingency funding. **ACTION:** Finance Officer and SMT to meet before 6 February to review information available on budget lines and prepare a narrative for SPCB. Finance Officer to set up meeting. **Printer and cost effectiveness:** There have been severe ongoing issues with our printer to the extent that staff are no longer able to use it. Head of Corporate Services to review again the option of buying out of the printer contract. **ACTION:** Finance Officer to find out how long is left in the lease and how much it would cost for us to buy out of it. SMT to review and provide a recommendation on how to proceed depending on cost. This recommendation can then be taken to the Commissioner.	
3. Review of previous minutes and actions	SMT reviewed the minutes from the previous meeting and approved them subject to minor amendments. No actions to carry forward.	
4. Governance	- SMT noted the updated Subject Access Request Procedures. - Risk register – it was agreed to update the register to include risks that may be associated with the Information Governance project. - **ACTION:** Head of Corporate Services will draft risk and mitigations for this and circulate to SMT for approval. - Informal Advisory Audit Board meeting – Head of Corporate Services updated SMT that they had a met with a member of the Advisory Audit Board and there are a number of positive follow up actions based on their recommendations.	
5. Delivery Plan and Projects – exceptions reporting	**Strategy**: - Our planned activity with targeted groups of children and young people and the level of resource required to undertake some of our other	

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<tr><td></td><td>project activity this year is coming in with less of a budget requirement than anticipated. Reforecasting budgets as a result.
UK Covid Inquiry has provided feedback on our witness statement with a long list of questions. The detail and volume of work this will require is significant. Impact of this may affect our ability to progress our own priority activity.
Communications:
We have undertaken engagement activity to progress our BSL plan including training for staff, however project timelines for resource creation have had to adapt to the needs and focus of BSL community. Work ongoing.
Advice and Investigations:
Police use of force investigation: Police Scotland have asked for a month’s extension to provide the evidence we have requested. On the basis of their written justification for the extension we have agreed that they have until the end of February to provide the information.
Positive outcome in the Office’s first UNCRC case to be determined by the court. Thanked Legal Officer (TM) for hard work.
Corporate Services:
Information Governance – behind schedule but work underway and meetings in diary as part of preparation work.
Increase in work in relation to office / facilities management given potential impact on our employees from heating, lighting issues
Replacing defective lights and replacing heat pumps in Bridgeside House is requiring unanticipated budget.</td><td></td></tr>
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<tr><td>6. Participation</td><td>Corporate Services festive evening meeting with our Young Advisors went really well.

Some of our Young Advisors have now turned 18 and as a result have moved on from the Group. We have three new</td><td></td></tr>
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	Young Advisors and we are working on an induction for them. There are lots of participation activities planned for our Young Advisors Group in January, February and March. It is a diverse range of work and we have brilliant engagement from our Young Advisors.	
7.	SMT reviewed the annual planner for the next quarter and key dates. Noted that the Information Security Incident Policy, the Anti-fraud policy and the Child Protection and Safeguarding Policy are due for review in the next quarter. **ACTION:** note dates for review and contact relevant team members.	
8. Policies for Approval	None. Noted onboarding process and SMT to familiarise themselves with the activities that require Line Manager approval.	
9. Health, Safety and Welfare	The issue with the low temperature in the office continues. It remains above minimum standards. The Head of Corporate Services is in frequent contact with the building coordinator about this and it is likely that work will be required on the heating pumps to remedy the situation. There was a minor Health and Safety incident in the office with a trip. Health and Safety processes were followed and this was logged in the accident book. **ACTION**: Head of Corporate Services to remind team of responsibilities and clear desk policy. Consider Health and Safety audit. SMT noted that the sign in sheet may not be being used by all staff. This is important both for fire safety and for management information on use of the office space. **ACTION:** Executive Assistant to send round reminder email of importance of using and retaining sign in sheets.	

10. Child Protection and Safeguarding	The Head of Strategy and the SMT Lead on Child Protection provided SMT with a verbal update from the last quarter. SMT discussed absence cover for a Child Protection Officer role.	
11. Staff training	SMT reviewed the provisional schedule for all staff team meetings for 2025. It was agreed that the purpose of those meetings was for them to be staff led in terms of content. **ACTION:** Executive Assistant to circulate schedule to team and request suggested agenda items. SMT and the Commissioner have agreed that an all staff day reflecting on the delivery plan one year on would be a valuable activity. **ACTION:** Executive Assistant to liaise with Commissioner, SMT and staff as appropriate to organise day.	
12. End of Meeting	16:00	
13. Date of Next Meeting	Wednesday 19 February 2025	
14. Matters in Private		