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## Children and Young People's Commissioner Scotland

### Leadership Group Meeting Minutes

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**13 August 2019**  
**14:00 – 16:00**

**Note to Reader:**

The Children and Young People's Commissioner Scotland publishes the minutes of the Leadership Group (LG) meetings. These meetings are held monthly.

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Requests should be made in writing, email or any other recordable form to:  
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Bridgeside House  
99 McDonald Road  
Edinburgh, EH7 4NS  
Tel: 0131 346 5350  
Email: [info@cypcs.org.uk](mailto:info@cypcs.org.uk)

Present:	Diego Quiroz (DQ) Nick Hobbs (NH) Ezmie McCutcheon (EM) (Chair) Nicola Vallance-Ross (NRV)	Acting Head of Strategy Head of Advice & Investigations Head of Communications Head of Corporate Services
Apologies:	George Valiotis (GV) Máire McCormack (MM)	Principal Strategic Adviser Head of Strategy
Minutes:	Heather Belmonte (HB)	Executive Assistant

Item No.	Details	Action
<b>1</b>	<b>Welcome and apologies</b>	
	Apologies from GV and MM	
<b>2</b>	<b>Minutes of previous meeting &amp; actions</b>	
	<p>Previous minutes were approved</p> <ol style="list-style-type: none"> <li>1. Living Wage Accreditation NVR to discuss with Bridgeside House management group re shared services</li> <li>2. Office Policies – Policy for external organisations using the office. NVR to ask Admin Assistant to research information from other organisations and make an initial draft.</li> <li>3. Meeting with Chief Executive, Independent Care Review. The LG met with the Chief Executive. There is a follow up action for NH to meet with the ‘Stop, Go’ chairs with regards to restraint. There was a suggestion that the Commissioner’s office may continue to work with the children and young people involved in the Care Review. GV to take into consideration to link with new Strategic Plan LG to meet separately to discuss further involvement with the Care Review.</li> <li>4. The Gathering. EM suggested using Bridgeside House on Friday and Sunday for the Gathering but another venue of the Saturday. Previously had planned to use Parliament and Bridgeside House, as Parliament now no longer possible it would be good to have a second venue. The outside venue would also provide catering for the day and provide more space to allow for workshops and breakout spaces. NH to find possible venues.</li> </ol> <p>There was discussion around the shape of the Gathering Friday would be spent getting to know one another. Saturday would be focussed on the new strategic plan. Saturday evening is a celebration of 30 years of the UNCRC Sunday would be for feedback, consolidating and saying goodbye.</p>	<p><b>NVR</b></p> <p><b>NVR</b></p> <p><b>NH</b></p> <p><b>GV</b></p> <p><b>LG</b></p> <p><b>NH</b></p>

	<p>NH to make a note for GV of the ENYA (European Network of Young Advisors) model of participation. All agreed the need for specific allocated roles for the whole team.</p> <p>5. Writing competition / anthology. EM to put writing competition element online. EM to meet with BA to discuss plan for anthology.</p>	<p><b>NH</b></p> <p><b>EM</b></p>
<b>3</b>	<b>Current Work Update</b>	
	All key work has already been covered	
<b>4</b>	<b>Finance</b>	
	<p>NVR circulated annual accounts</p> <p>Governance statement to go SPCB (Scottish Parliamentary Corporate Body) by end of August and draft accounts if auditing process complete.</p> <p>NVR to send draft to BA for sign off.</p> <p>NVR asked NH and EM to sense check the annual accounts. Main things to look at are narrative against overspend, what we have been doing in the year – sickness absence – general sense check</p>	<p><b>NVR</b></p> <p><b>NH / EM</b></p>
<b>5</b>	<b>Office Policies</b>	
	Covered above	
<b>6</b>	<b>Governance</b>	
	<p>Policy for Register of Interests needs to be updated and held confidentially. Once compiled LG need to have access to the document to see relevant information relating their teams and to mitigate risks. Register of Interests to be tabled for LG meeting annually.</p> <p>NVR has put the Risk Register into Microsoft teams for all of LG to add to.</p>	
<b>7</b>	<b>Information Technology</b>	
	<p>NVR has requested a quote for internet broadband provision from Dunedin. NVR to circulate for approval.</p> <p>Sharepoint The cost will be taken from the budget allocated to Record's Manager.</p> <p>A data impact assessment of decommissioning Record's Manager will need to be carried out. Record's Manager information can be held on servers as archive.</p>	<b>NVR</b>

	<p>Dunedin to assist with designing a bespoke Sharepoint file structure and look at permission levels. NVR to circulate the proposed file structure.</p> <p>Once the design is starting to be finalised LG will then look at any other communication tools needed</p> <p>The LG discussed Teams, Basecamp, Records Manager, Filemaker– what tools do we need and training provided?</p> <p>Meanwhile LG will continue to trial Microsoft teams.</p>	
<b>8</b>	<b>Health and Safety</b>	
	NVR has booked first aid training for staff	

Date of next meeting: 10 September 2019

Chair: Diego Quiroz

Minutes: Nicola Harris

<b>Minute Approved By:</b>	Leadership Group	<b>Date Approved:</b>	10/09/19
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## Leadership Group Action Log

Date of meeting	Item No.	Item	Date Due	Lead	Notes
13/08/19	2.1	Living Wage Accreditation NVR to discuss with Bridgeside House management group re shared services		NVR	
13/08/19	2.2	Policy for external organisations using the office. NVR to ask Admin Assistant to research information from other organisations and make an initial draft.		NVR	
13/08/19	2.3	Independent Care Review. NH to meet with the 'Stop, Go' chairs with regards to restraint. Suggestion that the Commissioner's office may continue to work with the children and young people involved in the Care Review. GV to take into consideration to link with new Strategic Plan LG to meet separately to discuss further involvement with the Care Review.		NH  GV  LG	
13/08/19	2.4	The Gathering. NH to find possible venues for Saturday NH to make a note for GV of the ENYA model of participation.		NH	

13/08/19	2.6	Writing competition / anthology. EM to put writing competition element online. EM to meet with BA to discuss plan for anthology.	30/08/19	EM	
13/08/19	4	Finance NVR to send draft to BA for sign off. NVR asked NH and EM to sense check the annual accounts.	30/08/19	NVR NH/ EM	
13/08/19	7	NVR has requested a quote for internet broadband provision from Dunedin. NVR to circulate for approval.		NVR	