

The logo features a black circle with a white smiley face at the bottom. The text 'CHILDREN & YOUNG PEOPLE'S Commissioner Scotland' is written in white inside the circle. The circle is set against a light blue background with two darker blue triangular shapes pointing towards it from the top and bottom.

**CHILDREN &
YOUNG PEOPLE'S**
Commissioner
Scotland

Senior Management Team
Meeting Minutes

2 June 2020

Note to Reader:

The Children and Young People’s Commissioner Scotland publishes the minutes of the Senior Management Team (SMT) meetings. These meetings are held monthly.

Under the Freedom of Information (Scotland) Act 2002 (FOISA) anyone has the right to request any information held by the Children and Young People’s Commissioner Scotland, including documents referred to in the minutes below. Wherever possible, information will be released to you, but if it is withheld we will explain why this is the case in the terms of FOISA.

Requests should be made in writing, email or any other recordable form to:
Children and Young People’s Commissioner Scotland
Bridgeside House
99 McDonald Road
Edinburgh, EH7 4NS
Tel: 0131 346 5350
Email: info@cypcs.org.uk

Present: Nicola Vallance-Ross (NRV) – Head of Corporate Services
Ezmie McCutcheon (EM) – Head of Communications
Nick Hobbs (NH) – Head of Advice & Investigations

Apologies: None

Minutes: Heather Belmonte (HB) Executive Assistant

Chair: Nicola Vallance-Ross (NRV) – Head of Corporate Services

	Details	Action By
	Start: 9:50	
1	Welcome and apologies	
	No apologies Meeting monitor: NH	
2	Minutes of previous meeting SMT and Governance actions	
2.1	The minutes were approved.	
2.2	The SMT and Governance Action Logs were reviewed and updated.	

3	Finance	
	NVR provided a financial update up to end of April 2020. Papers 3.1 & 3.2.	
4	Governance	
4.1	<p>Review Risk Register</p> <p>It was agreed the risk register should be updated and split into separate specific risk registers as per the recommendation from AAB (Advisory Audit Board).</p> <p>NVR to arrange for AAB Member to meet with SMT to give recommendations.</p> <p>NVR to circulate current risk register to SMT</p>	<p>NVR</p> <p>NVR</p>
5	Team Building day	
	<p>SMT agreed to have a series of small team building events planned over the course of the year, with current focus on relationships/ mental health and resilience. As lockdown eases SMT will plan more substantial team building events with a focus on delivery plan, strategic plan, and work of the office. It was agreed this would be preferable to a larger one or two day event.</p> <p>HB agreed to initiate a social committee for the office to be made up of staff members rather than SMT.</p>	
6	Office Policies	
	There were no office policies for review or approval.	
6	Covid-19 update	
	<p>Business Continuity and IT issues.</p> <p>Business continuity is going well.</p> <p>NVR has requested proposals from Dunedin to replace current server and improve current IT system.</p>	
7	Office Refit	
	<p>NVR has looked at desk space within the office giving consideration to 3 new members of staff joining the office along with the potential need for social distancing. The project table is not DSE (Display Screen Equipment) compliant and should not be used as permanent desk space.</p> <p>EM noted the interactive nature of the mural in the creative room which requires space around it.</p> <p>NVR to identify process for office in easing lockdown and to investigate PPE for staff.</p>	NVR
8	Health and Safety	
	There were no health and safety issues to report	

9	Future Agenda Planning	
	No additional items	
9	Meeting Monitor report	
	NH reported that the meeting focus was on the short term future of the office's work and planning due to the current Coronavirus crisis. The discussion around team building was challenging to resolve quickly. Children and young people's perspectives should be considered particularly in relation to any refit of the office due to Covid-19 measures. Agreement that we need to ensure that it is still child and young person-friendly space for when we are able to welcome individuals and groups back.	
10	AOB	
	ENOC (European Network of Ombudspersons for Children) conference update The admin and finance officer has received quotes from venues and this will be circulated to the SMT. SMT to agree on a venue so that it can be provisionally booked End: 11:50	NVR SMT
11	SMT (private)	

Date of next meeting: 30 June 2020

Chair: NVR

Minute Approved By:	SMT	Date Approved:	30-06-20
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Action Log

	Item No.	Item	Date Due	Lead	Notes
21/08/19	4	NVR to create CPD (Continuing Professional Development) plan for next year with SMT	Sept 2020	NVR	Date moved April to July EM and NH to confirm training with teams
28/1/20	6	Corporate services team to do further research into a tool for recording Stakeholder engagement		NVR	Hold for new Head of Strategy
13/2/20	6	Create a suite of project documents.		HB	Not started
31/03/20	7	HB to collate list of policies and dates	April 2020	HB	Ongoing To review with NVR
31/03/20	8	Decision Paper: Observatory of Children's Human Rights Scotland Recommendation 3.4 for New Head of Strategy to agree level of engagement	September 2020	Head of Strategy	
05/05/20	3	NVR to write simple accessible finance procedures for SMT and all staff that are budget holders.	August 2020	NVR	Due date revised to August
05/05/20	4.2	Payroll Provider. NVR to look at possible shared services with other SPCB (Scottish Parliamentary Corporate Body) officeholders.	March 2021	NVR	NVR spoken to DPO (Data Protection Officer)

		Agreed to carry out a full procurement process in the next financial year. To be complete by Sept 21.	Sept 2021	NVR	
05/05/20	6	Business Continuity and IT issues due to COVID-19. NVR to ask Dunedin IT for proposals to replace current server and improve current IT system.		NVR	Waiting for quotes from Dunedin
02/06/20	4	Governance – Risk Register NVR to arrange for auditor to meet with SMT to give recommendations. NVR to circulate current risk register to SMT		NVR	complete
02/06/20	7	NVR to identify process for office in easing lockdown and to investigate PPE for staff.		NVR	
02/06/20	10	ENOC conference The admin and finance officer has received quotes from venues and this will be circulated to the SMT. SMT to agree on a venue so that it can be provisionally booked		NVR SMT	
		ITEMS ON HOLD DUE TO COVID-19			
16/12/19	5	Governance manual to be completed Governance manual to include Conflict of Interest policy.		NVR	ON HOLD
16/12/19	5	O2 Contracts, put together a briefing for staff to be able to compare what we currently have and what changes would come into place.	Mar 2020	NVR	ON HOLD

28/01/20	5.3	NH to create staff survey on call handling before next SMT meeting. NH to write business case for Filemaker and other options.		NH	ON HOLD
	5.4	Teleconference options HB to check cybersecurity on the recommended option. HB to prepare guide to group calls on WhatsApp.	Feb 2020	HB	ON HOLD
13/02/20	5	EM to arrange in-house media training for SMT. EM to create a pro forma for all staff to complete if they receive a media enquiry.	April 2020	EM	ON HOLD