
Children and Young People's Commissioner Scotland

Leadership Group Meeting Minutes

**Extraordinary Budget Bid meeting
21 August 2019
3:30pm**

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.

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) Chair – Head of Corporate Services
Diego Quiroz (DQ) – Acting Head of Strategy
Nick Hobbs (NH) – Head of Advice & Investigations
Ezmie McCutcheon (EM) – Head of Communications

Apologies: George Valiotis (GV) – Principal Strategic Adviser
Máire McCormack (MM) – Head of Strategy

Minutes: Heather Belmonte (HB) – Executive Assistant

	Details	Action By
1	Welcome and apologies	
	NVR welcomed everyone to the meeting and explained the need for a minute LG meeting for budget approval. NVR also discussed the need for Business Cases for individual spend.	
2	Proposed Budget bid 2020- 21	
	NVR circulated the proposed budget bid 2020 –21. NVR explained the sheet headings. Staff costs are on the basis of two current vacant posts being filled. High pension contribution costs result in high staff costs in total. This isn't something that is within CYPCS control as pension pot contributions are applied by My CSP rates.	
3	Travel	
	Each teams' costs are now in respective team's budget. Agreed: Taxi hire could stay as a lump in running costs. BA could have separate contract taxi account.	NVR/AG
4	Training	
	<p>Includes CPD (Continuing Professional Development), professional development</p> <p>The training budget has historically been based on £1000 each. It was agreed to have a set amount per staff is not a helpful measurement.</p> <p>New members of staff may need more training than staff that have been in the organization for longer time</p> <p>Training is also provided in house, there is not always a need for external trainers, reducing the cost.</p> <p>DQ would recommend to separate training (cannot do job without it) and CPD which is added extra, nice to have rather than must have.</p> <p>The LG group discussed training required for the following year:-</p> <p>Training for Leadership Group – Could be a mix of in house and external providers. Procurement training can be delivered in house.</p> <p>The main need for staff next year is around governance training rather than content/ policy/ legal</p> <p>There will be more mandatory training at less cost when provided in house.</p> <p>List of training required with estimated costs attached</p> <p>Project Management: £1500 for 3 people</p>	

	<p>Autism awareness: £1000</p> <p>BSL awareness: £550</p> <p>Leadership – discussion around need - £1700pp for consideration</p> <p>Media training -£1100 Diego to send training info to NVR</p> <p>Strategic planning – GV working on</p> <p>Excel as a baseline course – introduction - £600</p> <p>Health and Safety training - £2000</p> <p>Any remaining money in the budget will be allocated to CPD. NVR to create CPD plan for next year.</p>	NVR
5	Recruitment	
	LG discussed recruitment for the following year and agreed the costs should be kept at a minimum. Agreed: £1000	
6	Advice and Investigations	
	<p>Travel costs £5000 agreed</p> <p>Legal fees £15000 agreed</p> <p>Investigations £12000 agreed - to include printing and designing reports.</p> <p>Child friendly complaints - £1200 – agreed</p> <p>Advice function review and restructuring– the majority of this work will be carried out this year – costs relating to website, printing materials, participation costs, promotion - £10000 agreed.</p> <p>NH to send NVR breakdown of £10,000 before commencement of year so Project Plan and budget tracking can be put in place.</p>	NH
7	Communications	
	<p>Travel and expenses: £1000 agreed</p> <p>Printing – staying in running costs – not agreed yet.</p> <p>To include – reprinting red books, annual reports, strategic plans, office resources</p> <p>NVR to find out central costs currently – put remaining cost against projects.</p> <p>Move lines 71 to 73, 32 and 33 to Communications</p> <p>Take out “IT support for Website”</p>	
8	Strategy	
	Project Scotland costs are being revised – will be reduced	

	<p>Change 'Project Scotland' to 'Volunteers' and move to running costs.</p> <p>CRC (Convention on the Rights of the Child) illustrations – discussion around whether to do this year – year end March 2020. It was agreed this is not possible and would be good to be in line with incorporation. Therefore the CRC illustrations will be created in 2020 -2021 budget.</p> <p>Money in budget for this year to be allocated elsewhere</p> <p>Research projects based on asking external people to do research</p> <p>Intranet online database from the current years budget.</p> <p>Early years resources – agreed for next year. Money to be reallocated – DQ and NVR to meet separately to discuss</p> <p>Participation and Education outreach – discussion – reasonable to keep in for participation – there will be participation strategy next year: Agreed but alter to say 'Participation and Education engagement' rather than 'outreach'</p> <p>ENYA (European Network of Young Advisors) – £5300: agreed – other staff travelling comes out of their travel budget</p> <p>ENOC (European Network of Ombudspersons for Children) – questioned £150 – may be a typo? DQ to check and possibly delete this line.</p> <p>Change 'Governance group' to 'YAG' (Young Advisers Group) – agreed costs</p> <p>One YAG meeting costs approx. £3000 in total</p> <p>Take out HR (Human Rights) defenders' line</p> <p>Joint event Together will be a one-off event to celebrate incorporation of the UNCRC with children's sector organisations – change line to budget agreed</p> <p>International Study visit (take out 'as for Strasbourg') agreed</p> <p>Policy roundtable – consultation £1500 agreed</p>	<p>NVR (revision of 2019/20 Budget</p> <p>NVR and DQ</p> <p>DQ</p>
9	Professional fees	
	<p>NVR questioned current insurance and handed to NH to investigate whether The Commissioner would require this additional cover.</p> <p>NH explained this may be a hangover from first Commissioner.</p>	NH

	<p>Law At Work NVR is waiting for costs, these may be higher as the office does not have a competent person for Health and Safety</p> <p>Other professional fees were discussed – NVR to request Business Case for staff to justify spend.</p>	
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Date of next meeting: To be discussed at Governance Meeting on 28/08/2019

Minute Approved By:	Leadership Group	Date Approved:	28/08/2019
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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	

Leadership Group Action Log

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	
21/08/19	4	NVR to create CPD plan for next year		NVR	
21/08/19	9	Professional fees – insurance policies. NVR to send to DQ and NH to look at current policies and agree which are necessary.		NVR/ DG/ NH	
21/08/19	9	Each professional fee relating to staff should have a business case for the spend and be reviewed.		LG	