

**Children and Young People’s Commissioner Scotland  
Minutes of the Leadership Group Meeting**

**23 April 2019**

**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:  
Children and Young People’s Commissioner Scotland  
Bridgeside House  
99 McDonald Road  
Edinburgh, EH7 4NS  
Tel: 0131 346 5350  
Email: [info@cypcs.org.uk](mailto:info@cypcs.org.uk)

Present: Nick Hobbs (NH) (Chair) – Head of Advice & Investigations

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

Apologies: Ezmie McCutcheon (EM) – Head of Communications

Máire McCormack (MM) – Head of Strategy

Minutes: Heather Belmonte (HB) – Executive Assistant

	<b>Details</b>	<b>Action By</b>
<b>1</b>	<b>Apologies</b>	
	Ezmie McCutcheon and Máire McCormack	
<b>2</b>	<b>Minutes of previous meeting &amp; Actions</b>	
	EM took an action note of the meeting held on 26 <sup>th</sup> March – to be checked and approved	<b>EM/ LG</b>

<b>3</b>	<b>Finance</b>	
	<p>End of year accounts will be completed next week. NVR will prepare expenditure report to take to the next CLG meeting for information.</p> <p>The annual audit will take place from 12 August for approximately 3 days.</p> <p>NVR to meet with LG to prepare next budget bid. LG to then discuss with teams before taking to CLG for approval</p>	<p><b>NVR</b></p> <p><b>NVR</b></p>
<b>4</b>	<b>Office Policies</b>	
	<ul style="list-style-type: none"> <li>• Policy for external organisations using the office space. A request has been received from OHOV (Our Hearings Our Voice) to use the office. Approved on a one-off basis – NH to cover.</li> </ul> <p>For longer term a policy for the use of the office by external organisations will be developed along with a checklist of criteria for organisations given permission to use the office.</p> <p>NVR to change contents insure for external use of the office.</p> <p>NVR to ask SPSO (Scottish Public Services Ombudsman) for sight on the lease to check there would be no impingement on the agreement and insurance for the building.</p> <p>The policy will include good security measures, duty or care will be with the external organisation and will ensure the correct protections are in place for all involved.</p>	<b>NVR</b>
<b>5</b>	<b>Fire Wardens and First Aiders</b>	
	<p>The new Admin and Finance person will take over Fire Warden duties - agreed</p> <p>First Aiders. For agenda on next office meeting.</p>	
<b>6</b>	<b>Project Scotland</b>	
	<p>NVR queried costs and budgeting for the Project Scotland volunteers. NH explained that the original agreement was for Project Scotland to provide four volunteers, the charge was on that basis. Project Scotland have contact NH to ask if the office would like to change the arrangement as we currently only have one volunteer. LG agreed in future to take a maximum of two young people. Each one has a manager from LG and a buddy dependent on the project they are working on.</p>	
<b>7</b>	<b>Statutory Consultees</b>	
	<p>The office received a request to be named as a Statutory consultee. NH to discuss initially with BA.</p>	<b>NH</b>
<b>8</b>	<b>ENOC conference</b>	
	<p>The legal officer (International) enquired regarding budget for young people and staff travelling to ENOC (European Network of Ombudspersons for Children) in September. Young people will be funded by ENYA (European Network of Young Advisors) along with one member of staff NH to respond</p>	

	requesting a business case for other members of staff attending.	
<b>9</b>	<b>Friends and family open office afternoon</b>	
	NVR suggested an afternoon event on 31 May. NVR to email all staff to inform them to invite friends and family, children are more than welcome. Staff to bring toys and board games. Office to order in snacks and drinks.	<b>NVR</b>
<b>10</b>	<b>Core training</b>	
	LG to meet separately to discuss.	<b>LG</b>
<b>10</b>	<b>LG Highlights for CLG meeting</b>	
	<ul style="list-style-type: none"> <li>Recruitment – 3 new members of staff recruited. Project Scotland volunteer was a great help with recruitment process.</li> <li>Family and friends open afternoon arranged for 31<sup>st</sup> May.</li> <li>Agreement re future Project Scotland volunteers.</li> </ul>	
<b>11</b>	<b>AOB</b>	
	NH circulated 2 PIDs for approval – Disability (access to justice) approved subject to addition of success criteria. Mental Health – approved subject to addition of success criteria.	

Date of next meeting: 21 May 2pm      Chair: EM

<b>Minute Approved By:</b>	Leadership Group	<b>Date Approved:</b>	21/05/19
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