



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

23rd July 2019

Note to Reader:

The Children and Young People's Commissioner Scotland publishes the minutes of his Commissioner and Leadership Group (CLG) 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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Present: Bruce Adamson (BA); Nick Hobbs (NH); Nicola Vallance Ross (NVR)
Diego Quiroz (DQ) Ezmie McCutcheon (EM);
George Valiotis (GV) – joined after agenda item 2

Apologies: Máire McCormack (MM);

Minutes: Heather Belmonte (HB)

	Details	Action By
1.	Minutes and Actions	
	Minutes of 3rd July CLG meeting	
	<i>RM - FOL/19/26 Corporate Management - Meetings - Leadership Group & Commissioner – 7 July 2019</i> NVR to review – to be agreed by email	
	Actions	
	Annual Report – BA has copy of draft NVR to send research paper to GV – ongoing Job descriptions ongoing Update to Monday morning meetings complete BA to recirculate the paper he wrote about the Act – ongoing. Strategy team will work on going forward PowerPoint already created and saved on x drive Independent Care Review – complete Food inquiry – complete Staff induction - complete	NVR EM/ GV BA/ DQ
2	Updates	
2.1	Leadership Group Items covered on agenda – nothing to add.	
2.2	Commissioner. Items covered on agenda – nothing to add GV joined the meeting	
2.3	Sustainable products	
	Young Project Scotland Volunteer (LI) presented on the project to consider the development of sustainable merchandise for the office. <i>Presentation on RM- FOL/19/26 Corporate Management - Meetings - Leadership Group & Commissioner – July 2019</i> LI presented the consultation outcomes from children and young people and presented a final design which could be considered as part of the project. BA acknowledged LI has done a great job, the office can take a lot from the presentation and the way they have gone about research	

	<p>All agreed the products and design both helpful.</p> <p>The results of the project are referred to the Comms strategy which will be revised following the Strategic plan and will also link to the redevelopment of the website.</p>	EM
3	STRATEGY	
3.1.1	Project planning for current year	
	<p>DQ – Strategy team are developing individual project plans based on work staff are currently doing and refining strategic direction of some work.</p> <p>Current project plans are quite detailed and could be a foundation for the next operational/ delivery plan.</p> <p>GV has developed an evaluation matrix that is being linked to the project plans</p> <p>NVR – agreed that project planning methodology should be consistent across the office. Each team may slightly want to alter project plan document</p> <p>Governance meetings will be quarterly – will need project plan document to work from.</p> <p>BA will also have individual meetings with Senior managers – project plan will be core document</p> <p>GV to send template – EM, NVR, NH – to go back to GV with any questions</p>	GV
3.1.2	Strat Plan 2018 – 2020 evaluation	
	Covered above	
3.1.3	Strat plan 2020 - 2024	
	<p>GV developing over next few weeks. GV to meet with Cathy to develop consultation plan.</p>	GV
3.2	UNCRC 30 Anniversary	
	DQ circulated a paper with suggestions to mark the UNCRC 30 th Anniversary.	

	<p>An anthology was suggested by the Human Rights Defenders group Suggested creating a book/ poetry/ art – BA keen</p> <p>A project plan for creating a book anthology to be completed by 23 August – EM</p> <p>Considered other proposals: “Ask the Commissioner” – Topical issue that children and young people are looking for answers to. Agreed to tie into the Gathering and the Strategic Plan</p> <p>Social media takeover – would require a lot of influencing work to get people to sign up to it – would be same age group already engaged – agreed not to go ahead.</p> <p>Kites and bubbles – would be challenging to get approvals for – seems to be a big project. Could work well as workshop at Gathering although the location of parliament is restrictive. – BA preference is to stick to strong stories shields have strong message. Agreed to keep in mind for future participation events</p> <p>Projection – 30 years of UNCRC on parliament Cost prohibitive at parliament.</p> <p>GV – Lighting buildings up in colours brings good media attention – media statement.</p> <p>Next step – LG to identify recommendations but push forward with essay Deadline: next LG meeting</p>	<p>EM</p> <p>EM</p> <p>LG</p>
3.3	Commissioner Leave	
	BA will meet with LG individually to discuss	
3.4	Independent Care Review	
	A meeting is in the diary for LG to meet with the Chair of the Independent Care review to explore strategic implications.	
3.5	Induction	
	BA is meeting with newer staff to discuss the background to the office and the development of the current strategic plan.	

ACTIONS SUMMARY	
<ul style="list-style-type: none"> • Matters Arising • Job Description to be drafted for approval – participation junior role GV to write JD and EM to work on Comms role ongoing 	GV/ EM
<ul style="list-style-type: none"> • Sustainable Products <p>The results of the project are referred to the Comms strategy which will be revised following the Strategic plan and will also link to the redevelopment of the website.</p>	EM
<ul style="list-style-type: none"> • Project Planning GV to send template – EM, NVR, NH – to go back to GV with any questions 	GV
<ul style="list-style-type: none"> • Strategic Plan 2020 – 2024 GV to meet with Participation Officer to discuss consultation planning 	GV
<ul style="list-style-type: none"> • UNCRC 30th Anniversary A project plan for creating a book anthology to be completed by 23 August LG to identify recommendations but push forward with essay 	EM LG
<ul style="list-style-type: none"> • The Gathering NVR to undertake a risk and viability assessment of using our office, including capacity to hold the event. • LG to meet separately to discuss numbers and venue 	NVR LG