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## Children and Young People's Commissioner Scotland

### Governance Meeting Minutes

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**28 August 2019**

**9.30AM to 12.30PM**

**Note to Reader:**

The Children and Young People's Commissioner Scotland publishes the minutes of the Governance meetings. These meetings are held quarterly.

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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)

Governance Meeting  
6<sup>th</sup> Meeting of 2019/2020 (Wednesday 28 August 2019)  
*Office of the Children and Young People's Commissioner Scotland  
Bridgeside House, 99 McDonald Road, Edinburgh, EH7 4NS*

## **1. OPENING FORMALITIES**

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### **1.1 The meeting was opened at 9.35AM**

- 1.1.1 It was noted that this meeting was formerly called the 'Commissioner and Leadership Group Meeting' which met for ninety minutes monthly. This meeting was agreed to hereon be called 'Governance Meeting' to meet quarterly for three hours.

## **2. MEETING ADMINISTRATION**

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### **2.1 Attendance**

- |       |                            |                                 |
|-------|----------------------------|---------------------------------|
| 2.1.1 | Bruce Adamson (BA)         | Commissioner (Chair)            |
| 2.1.2 | Diego Quiroz (DQ)          | Acting Head of Strategy         |
| 2.1.3 | Nick Hobbs (NH)            | Head of Advice & Investigations |
| 2.1.4 | Ezmie McCutcheon (EM)      | Head of Communications          |
| 2.1.5 | George Valiotis (GV)       | Principal Strategic Adviser     |
| 2.1.6 | Nicola Vallance-Ross (NRV) | Head of Corporate Services      |
| 2.1.7 | Heather Belmonte           | Executive Assistant (Minutes)   |

### **2.2 Apologies**

- 2.2.1 Máire McCormack Head of Strategy

### **2.3 Appointments**

- 2.3.1 The Head of Advice and Investigations was appointed Meeting Monitor.  
2.3.2 The Executive Assistant was appointed as minute taker.

### **2.4 Declaration of Interests**

- 2.4.1 None were declared.

### **2.5 Minutes of the last meeting**

- 2.5.1 The minutes of the Commissioner and Leadership Group meeting held on 23 July 2019 were approved.  
2.5.2 The Action Log was reviewed and updated, with outstanding items allocated to their corresponding agenda item.

### **2.6 Previous meeting's monitor report summary**

- 2.6.1 Not applicable – there was no meeting monitor at the last meeting.

### **2.7 Adoption of Agenda**

- 2.7.1 The agenda was accepted as presented.  
2.7.2 Compliance timeline items will be included as appropriate.

## **3. INFORMATION FROM SMT**

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### **3.1 SMT written report.**

- 3.1.1 As this is the first time this item is scheduled no written report was expected, in place a verbal summary was given.  
3.1.2 It was agreed that the permanent Chair of the SMT meetings will be the Head of Corporate Services.

### 3.2 Finance Report

- 3.2.1 NVR is working with the Finance Officer to develop a Quarterly Finance report. NVR will make clear variances and will provide the report at each SMT meeting with a condensed report at each Governance meeting.
- 3.2.2 **Action:** NVR will provide a Finance risk report and Financial Governance policy at the next Governance meeting.
- 3.2.3 The Finance officer will regularly meet with project leads to update on spend against each project.
- 3.2.4 SMT informed the Commissioner a new internet provider will be appointed directly as the contract does not justify using the procurement process.

## 4. EDUCATION

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### 4.1 Identifying training needs

- 4.1.1 There was discussion about what are the training needs to make sure the Governance processes are addressed appropriately.
- 4.1.2 It was agreed that annual training updates on finances and budgeting would be advantageous.
- 4.1.3 **Action:** NVR will ensure there is audit training provided at the next Governance Meeting.

## 5. GOVERNANCE PROCESS DEVELOPMENT

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### 5.1 Governance Manual

- 5.1.1 GV gave an update on the progress of updated the governance systems for the office. To improve this framework there was discussion on the vision and mission:
  - 5.1.1.1 *Vision:* All children and young people in Scotland enjoy their human rights.
  - 5.1.1.2 Two potential *Missions* were proposed:
    - 5.1.1.2.1 Promote and protect children and young people's human rights
    - 5.1.1.2.2 To be a fierce champion for all children and young people in Scotland.
  - 5.1.1.3 It was considered that the vision will change with each Commissioner and would be more focused to reflect the aims of the current Commissioner.
  - 5.1.1.4 BA explained the term 'enjoy' is frequently used and understood with Human Rights context. Concern was raised about repeating the Commissioner for Children and Young People (Scotland) Act 2003, however EM reminded that the public are not familiar with the wording of the Act and therefore the office should not be afraid to use it.
  - 5.1.1.5 BA would like to combine the two versions of the mission presented: "To be a fierce champion promoting and protecting children and young people's human rights across Scotland"
  - 5.1.1.6 **Action:** GV to meet with BA and SMT to discuss strategic priorities at next SMT meeting.

## 6. CHILDREN AND YOUNG PEOPLE'S PARTICIPATION

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### 6.1 Young Adviser's Group

- 6.1.1 The next meeting of the Young Advisers group is 21 September 2019.

- 6.1.2 Staff will work with young people to create shields – the artwork will capture the priorities for the strategic plan and the work of the office. The second part of the day will be focused on planning the Human Rights Gathering in November and linking to the new Strategic Plan.
- 6.1.3 The Young Advisers should know all staff and feel comfortable to come into the office. BA wants culture where staff and children and young people are connected.
- 6.1.4 The Young Advisers group will also be involved in the creation of the new website for the Commissioner's office.

## **6.2 Human Rights Gathering**

- 6.2.1 A Steering Group of children and young people has been created and a series of meetings have been scheduled.
- 6.2.2 A risk assessment will be tabled to ensure the event meets the needs of children and young people.
- 6.2.3 The Gathering will focus on how children and young people to input into the new Strategic Plan.
- 6.2.4 Ensuring the full diversity of children and young people was reached was discussed in detail, and it was agreed that targeted invitations being sent out will help ensure this.
- 6.2.5 SMT will take responsibility for the coordination of the project and the delegation of tasks to staff.

## **6.3 UNCRC 30th Anniversary**

- 6.3.1 The essay competition has been launched. UNICEF have invited the office to be part of a 'Takeover day' at the Parliament.
- 6.3.2 There was discussion around reaching a diversity of children, including age and location.
- 6.3.3 **Action:** DQ will ask Legal officer and Participation officer to make a proposal to SMT for an event to reach early years children.

## **6.4 Additional Participation Opportunities**

- 6.4.1 NH updated that Project Scotland have been finding it more difficult than expected to identify volunteers for the office. On that basis the office has requested just one or two volunteers and there will be a gap between the current volunteer finishing and a new one starting. This will result in a reduction to the predicted cost. It was agreed the office is looking to take volunteers that do not normally have the opportunity to work with the office. Project Scotland will provide a list of new volunteers along with a revised cost. SMT will make a decision based on that information.

## **7. MONITORING**

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### **7.1 Annual Work Plans**

- 7.1.1 DQ has created work plans with the Strategy team.
- 7.1.2 The work plans will be integrated into the overall organisational annual work plan.

### **7.2 Annual Monitoring Framework**

- 7.2.1 GV shared the Evaluation Framework document, which forms the basis of the organisation's annual work plan.
- 7.2.2 The document can be used for monitoring and to ensure all staff have an understanding of how their work fits into the overall plans of the Commissioner's office.
- 7.2.3

## 8. OTHER GOVERNANCE RESPONSIBILITIES

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### 8.1 New and revised policies

8.1.1 Nothing to discuss currently until the policy framework is established.

### 8.2 Audit matters

8.2.1 The Audit visit is complete, and the final report is expected to be received in September 2019.

8.2.2 NVR reported that the forecast is for a fully compliant audit report with just a few management process recommendations.

8.2.3 It was agreed that it would be useful to add 'Understanding the audit process' as a training item.

8.2.4 **Action:** NVR to arrange for a member of the Audit Advisory Board to provide 'Understanding the audit process' training to the Governance group.

### 8.3 Strategic plan 2020 to 2024

8.3.1 GV has met with the Participation Officer to begin work on a consultation plan which will connect with the Commissioner's diary.

8.3.2 BA reminded that the new Strategic Plan period will include a transition period into the new Commissioner.

8.3.3 **Action:** GV to finalise the content of the Strategic Plan and meet with EM to discuss design.

## 9. MEETING ADMINISTRATION

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### 9.1 Planning

9.1.1 The annual calendar is currently being developed.

## 10. MEETING MONITOR

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### 10.1 Report summary

10.1.1 NH reported that there were challenges to time keeping due to discussing the new processes of the governance meeting alongside agenda items.

10.1.2 There was a tight control, maintaining governance level discussions.

10.1.3 The needs of children and young people were considered particularly in participation and planning areas.

### 10.2 Date of Next Meeting

10.2.1 26 November 2019 09:30, CYPCS, Bridgeside House

## 11. CLOSE

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11.1 There being no further discussion the Commissioner closed the meeting at 12.37PM.

### CONFIRMATION OF MINUTES 28 August 2019

Title	Commissioner
Name	Bruce Adamson
Signature	
Date	15 January 2020

## Actions Log

Date	Item	Due	Action By	Progress Notes
28.08.19	<b>3.2.2:</b> NVR will provide a Finance risk report and Financial Governance policy at the next Governance meeting.	28.11.19	NVR	
28.08.19	<b>5.1.1.6:</b> GV to meet with BA and SMT to discuss strategic priorities at next the SMT meeting.	28.11.19	GV	A meeting was held with BA. The timing of SMT coincide with when GV is out of the office each month so a separate strategy meeting will be held.
28.08.19	<b>6.3.3:</b> DQ will ask Legal officer and Participation officer to make a proposal to SMT for an event to reach early years children.	28.11.19	DQ	
28.08.19	<b>8.2.4:</b> NVR to arrange for a member of the Audit Advisory Board to provide 'Understanding the audit process' training to the Governance group.	July 2020	NVR	
28.08.19	<b>8.3.3:</b> GV to finalise the content of the Strategic Plan and meet with EM to discuss design.	Sept. 2019	GV	