
Children and Young People's Commissioner Scotland

Senior Management Team Meeting Minutes

31 March 2020
9:00 – 11:30

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.

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Requests should be made in writing, email or any other recordable form to:
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Edinburgh, EH7 4NS
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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 time	9:00	
1	Welcome and apologies	
	No apologies Meeting monitor: NH	
2	Minutes of previous meeting SMT and Governance actions	
2.1	The minutes were agreed.	
2.2	<p>Actions and Matters arising</p> <p>The Action Log was amended to reflect the current COVID-19 crisis situation. The following items were parked:</p> <ul style="list-style-type: none"> • Governance Manual to be completed • O2 contracts • Staff survey on call handling • Business Case for Filemaker and other options • Teleconference options • In-house media training for SMT • Proforma for all staff to complete when they receive a media enquiry. <ul style="list-style-type: none"> • EQIA duties – MM to source training. NH to discuss with MM – updated to enquire re online training. • It was agreed to prioritise arranging good wifi and data downloads for staff rather than O2 contracts. • The current Delivery Plan will be updated to the reflect Covid-19 crisis. <ul style="list-style-type: none"> • Governance meeting action log. <p>Also amended to reflect current Covid-19 crisis.</p>	<p>NH</p> <p>NVR</p> <p>NH</p>
3	Priorities Paper	
	All agreed the paper. HB to format, to go to BA for approval.	
4	SPCB (Scottish Parliamentary Corporate Body) response BA joined the meeting for this item only	
	NVR to provide contingency plan All agreed the Accountable officer should be an internal appointment – BA and NH to discuss privately.	<p>NVR</p> <p>BA/ NH</p>
5	Finance:	
	NVR and Finance Officer are working on end of year accounts.	NVR

	NVR will circulate update to SMT for approval NVR has sent SMT detailed instructions to manage finance in the event both NVR and the Finance Officer are not available.	
6	Governance	
	Governance issues covered in Item 3: Priorities Paper	
7	Office Policies	
	HB to collate list of policies and dates	HB
8	Decision Paper: Observatory of Children's Human Rights Scotland	
	The recommendations were approved Recommendation 3.4 for New Head of Strategy to agree level of engagement	Head of Strategy
9	Delivery Plan and Exceptions reporting	
	NH redrafting current Delivery plan on basis of reprioritising due to Covid-19	NH
10	Health and Safety	
	Ladies toilet – service charge for decision – agreed to park NVR to send all staff a self-assessment form for working from home Staff health and wellbeing to be added to agenda as a standing item under HR private	NVR
11	Future Agenda Planning	
	Add as standing items: COVID-19 update Reflection on Business Continuity IT issues	
12	Meeting Monitor report	
	NH reflected that the meeting kept to time well despite unusual circumstances. All made decisions well. Children and Young People were not discussed as much as usual – again because of unusual circumstances.	
13	HR (private)	
End time	11:00	

Date of next meeting: 21 April 9:45am

Chair: NVR

Minute Approved By:	SMT	Date Approved:	5/5/20
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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	April 2020	NVR	NVR to draft CPD Plan
16/12/19	5	Discuss the changes for annual report and finances with staff in January team meeting.	Jan 2020	EM	Delayed to March
16/12/19	5	Put the Annual Agenda Plan onto a clearer display & circulate to staff.	Apr 2020	NVR/ HB	Progressing
28/1/20	2.2	Speak to Participation officer at 1:1 meeting regarding volunteer pack for next large event.	April 2020	EM	Progressing
28/1/20	5.3	EQIA duties – MM to source training. NH to discuss with MM	April 2020	NH	To enquire about online training.
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
13/02/20	3	NVR asked for annual leave/ flexi/ toil records from all staff as soon as possible.	April 2020		NVR to let NH and EM know of any missing records to follow up
13/02/20	5	EM to create a pro forma for all staff to complete if they receive a media enquiry.	April 2020	EM	For A&I team only currently

		NVR to complete Business Continuity and Crisis Management plan.		NVR	To contact Scottish Parliament Business continuity officer along with SHRC and SPSO
13/2/20	6	Create a suite of project documents.		NVR/ HB	Ongoing
31/03/20	2	It was agreed to prioritise arranging good wifi and data downloads for staff rather than O2 contracts. The current Delivery Plan will be updated to the reflect Covid-19 crisis.	April 2020 April 2020	NVR NH	
31/03/20	7	HB to collate list of policies and dates	April 2020	HB	
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	
31/03/20	9	Delivery Plan progress and exceptions reporting NH redrafting to reflect new priorities due to COVID-19 crisis	End April	NH	
31/03/20	10	NVR to send all staff a self-assessment form for working from home	End April		
		ITEMS PARKED DUE TO COVID-19			
16/12/19	5	Governance manual to be completed		NVR	PARKED

		Governance manual to include Conflict of Interest policy.			
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	PARKED
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	PARKED
	5.4	Teleconference options HB to check cybersecurity on the recommended option. HB to prepare guide to group calls on WhatsApp.	Feb 2020	HB	Paper prepared Parked
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	PARKED