



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

4th April 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. Where the Commissioner and Leadership Group needs to discuss an item in private, it may hold an Executive Team meeting and this is minuted separately.

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 Executive Team minutes or 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

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Present: Bruce Adamson (BA); Nick Hobbs (NH);; Nicola Vallance Ross (NVR)

Apologies: Stephen Grounds (SG) Máire McCormack (MM);
Ezmie McCutcheon (EM)

Minutes: Heather Belmonte (HB)

	Details	Action By
1.	Minutes of 13 March CLG meeting	
	<i>RM - FOL/19/26 Corporate Management - Meetings - Leadership Group & Commissioner – April 2019</i> Approved	
1.1	Matters arising	
	<ul style="list-style-type: none"> • Office open day Date agreed 31st May • Gathering. LG to agree steering group. EM to update at next meeting • Legal Group – Human Rights School. PID (Project Initiation Document) to be developed - ongoing 	EZ NH
2	Updates	
2.1	<p>Leadership Group. LG updated on recent activities. NH has received legal opinion from Janys Scott QC on “No Safe Place: Restraint and Seclusion in Scotland’s Schools”. NH met with Scottish Government to discuss children used as covert human intelligence sources. All other items for discussion are covered on the agenda.</p>	
2.2	<p>Commissioner. The Commissioner attended the 12th European Forum on the Rights of the Child which was very productive. BA received positive feedback on the work of the office, particularly with the young Human Rights Defenders, Equal Protection, Restraint investigation and ACR (Age of Criminal Responsibility). The conference has an app which includes useful information particularly regarding the use of digital media and children and young people. BA also met with the ENOC (European network of Ombudspersons for Children) Bureau whilst in Brussels – BA to discuss work on ENOC statutes with Legal Officer (international)</p>	BA

2.3	<p>Reflections linked to values.</p> <p>The 'Promote Protect Defend' report was laid at the Parliament. The human rights defenders group showed great leadership in meeting with MSP to discuss. Good Participation was also highlighted by their ownership of the report.</p> <p>BA also highlighted Leadership in the positive feedback he received at the European Forum from people paying attention to the work of the office.</p> <p>BA enjoyed the Bookbug conference and also meeting with Early Years students at Motherwell college. Both were enjoyable events with a large impact.</p> <p>The LG discussed with BA whether he would like to accept more invitations to speak to students at colleges. It was agreed that each should be taken on a case by case basis taking into account the strategic priorities of the office.</p> <p>Preparatory work for visits and meetings were also discussed. A standard FAQ on the Commissioner to send out to inform on the work of the Commissioner and the office prior to any meeting would be helpful. HB to also develop a standardised cover sheet requesting information about the venue, number of delegates, specific issues to be discussed.</p>	<p style="text-align: center;">?</p> <p style="text-align: center;">HB</p>
2.4	<p>Individual update – Executive Assistant (HB)</p> <p>HB thanked the Commissioner and Leadership Group for their support.</p> <p>Some of the processes that were put in place at the beginning of the Commissioner's term have slipped. HB asked whether these should be reinstated.</p> <ol style="list-style-type: none"> 1. Cover sheets for engagements have already been discussed 2. Briefings. All agreed these are useful but there is a need to monitor the amount of time spent on them. A word count could be suggested to limit time spent. HB noted that the further actions box is rarely completed. It was suggested that BA meet with the member of staff that prepared the briefing after the event (If they did not also attend) It is helpful if BA provides feedback to staff on their briefing as this will help them understand what is most useful to him and the style for future briefings. A new group could be created on basecamp for HB to remind BA to provide a short note of the meeting and any follow up actions. Briefings will be saved on Records 	

	<p>Manager by key subject rather than date to make it easier to search for briefings retrospectively.</p> <p>Speeches should be prepared separately to briefings – NH suggested that the structure of the speech could be looked at to allow members of staff to highlight key points in the speech that should not be dropped.</p> <p>HB requested a meeting with BA and NVR to discuss her work and the best way to assist the Commissioner.</p>	HB
2.5	<p>Quarterly Update - Legal Group The Legal Officer (Maria Galli - MG) joined the meeting to give an update. The legal group have been discussing how best to support the team and the Commissioner's work, developing a timeline to manage the workload. The group balances external and internal work; providing formal legal opinions and sense checking briefing etc that leave the office.</p> <p>The legal group are developing the Human Rights school to be held in October. Secondary school pupils that are interested in studying law will be invited to enter an essay writing competition. The successful entrants will be invited to attend the school. BA agreed to bring in additional support for the school if needed. NVR suggested contacting Developing Scotland's Young Workforce Project Managers at Chamber of Commerce for each Local Authority Area. NVR to pass on contact details</p>	NVR
2.6	Projects	
	<ul style="list-style-type: none"> • Strategic Plan 2020 – 2024 NH to provide hard copy of PID for BA NH suggested asking staff from other Commissioner's offices to advise. The questions children and young people are asked will be more focussed than those used for the previous revision of the Strategic plan 2018 – 2020. The whole team should take ownership of the plan as the work will continue after BA's term in office has ended. The culture of the office should be proactive rather than reactive. Opportunities for all staff to be involved in developing the plan should be built in. 	NH

	<p>NH suggested that external support should be sought for the following stage – turning the strategic plan into the year’s delivery plan.</p> <ul style="list-style-type: none"> • Strategic Litigation Plan. The legal officer has written the plan and has asked the young Project Scotland volunteer to sense check it. The plan will then be passed to LG for approval. • Advisory Group. The closing date for applicants is Monday 8th April. If there are not enough applicants, it was agreed to carry out more targeted recruitment. • Annual report This year the office would like to lay the annual report before Parliament in June. This means that timing is tight. EM will request content from all staff by the 27th April. The Human Rights Defenders group will work on the design of the report. HB and BA to look at diary and twitter feed to identify significant meetings and events that should be included. BA to write an update on work involving the Care review. Future work will be included. BA would like the report to focus on impact and celebrate success. • Delivery Plan NH presented the completed plan. NH to send HB pdf for filing in Records Manager. The order of the plan is to be reorganised to reflect external work and internal governance and the size of the project. The plan was approved and will be introduced to staff at the next office meeting. 	<p>HB/ BA BA NH</p>
3	ENOC Spring Seminar	
	<p>BA is unable to attend but would like the office to be represented. HB to ask the secretariat how many delegates can apply. It was agreed that EM, NH and the Legal Officer should attend if possible. HB to schedule in time in BA’s diary for him to brief those attending prior to the seminar.</p>	<p>HB HB</p>
4	Participation – CAT and Children of Prisoners	
	<p>Two of the Human Rights Defenders action group will be speaking to the UN Committee against Torture. BA and the Legal officer (International) will be supporting them.</p>	

	The CLG agreed to fund places for two of the HRD action group to attend the Children of Prisoners conference as part of the delegation from Families Outside. There was a discussion as to whether a member of the office should also attend separately– HB to request further information from the conference.	HB
5	Policy for use of the office by external organisations	
	Two external organisations have requested the use of the office for their meetings. NH suggested an agreement between the office and the external organisation to agree use of the office, whether the office needs to provide supervision, insurance and length of time the agreement is for. NVR & NH to draft a policy on the process for agreeing use of the office by external organisations.	NVR/ NH
6	Governance/ Finance/ HR (NVR)	
	<ul style="list-style-type: none"> • Recruitment Interviews for posts of Communications and Participation officer, Finance officer (PT) and Finance and Admin officer will take place week beginning 8th April. BA will meet with the young people involved in the interview for the Communication and Participation officer and sit in on the interviews. • Corporate services improvement plan. The corporate services team are working on the improvement plan, NVR will feedback once completed. • Procurement. After completion of the procurement process Dunedin IT won the contract to provide new IT equipment to the office. NVR to send list of new items to BA. NVR to discuss IT needs with Dunedin and BA separately NVR to update the office insurance policy to account for new equipment. • An LLM student will be joining the office for 3 months to work along with Together on a rights based analysis of the work of the Care Review. The Legal Group and BA will be their key contacts within the office. Together will provide a work plan which BA will share with the LG. 	NVR

Date of next meeting: 2nd May 10am

Minute Approved By:	CLG	Date Approved:	5/6/19
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ACTIONS SUMMARY	
<ul style="list-style-type: none"> • Gathering. LG to agree steering group. EM to update at next meeting • Legal Group – Human Rights School. PID to be developed - ongoing 	<p>EM</p> <p>NH</p>
<ul style="list-style-type: none"> • Updates BA to discuss work on ENOC statutes with Legal Officer (International) <p>A standard FAQ on the Commissioner to send out to inform on the work of the Commissioner and the office prior to any meeting would be helpful. HB to also develop a standardised cover sheet requesting information about the venue, number of delegates, specific issues to be discussed.</p> <p>HB requested a meeting with BA and NVR to discuss her work and the best way to assist the Commissioner.</p> <p>Human Rights School NVR suggested project managers for local authorities within Skills Development Scotland would be helpful. NVR to pass on contact details</p>	<p>BA</p> <p>HB & ?</p> <p>HB</p> <p>NVR</p>
<ul style="list-style-type: none"> • Projects Strategic Plan 2020 – 2024 NH to provide hard copy of PID for BA Annual report. HB and BA to look at diary and twitter feed to identify significant meetings and events that should be included. BA to write an update on work involving the Care review. Delivery Plan. NH presented the completed plan. NH to send HB pdf for filing in Records Manager 	<p>NH</p> <p>HB/ BA</p> <p>NH/ HB</p>
<ul style="list-style-type: none"> • ENOC Spring Seminar HB to ask the secretariat how many delegates can apply. HB to schedule in time in BA's diary for him to brief those attending prior to the seminar. 	<p>HB</p>
<ul style="list-style-type: none"> • Children of Prisoners Conference. HB to reply to agree the office funding of two places for young Human Rights Defenders and ask for further information on the conference. • NVR & NH to draft a policy on the process for agreeing use of the office by external organisations IT equipment. NVR to send list of new items to BA. NVR to discuss IT needs with Dunedin and BA separately NVR to update the office insurance policy to account for new equipment. 	<p>HB</p> <p>NVR/ NH</p> <p>NVR</p>