



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

**5<sup>th</sup> June 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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Email: [inbox@cypcs.org.uk](mailto:inbox@cypcs.org.uk)

Present: Bruce Adamson (BA); Nick Hobbs (NH)); Nicola Vallance Ross (NVR)  
Ezmie McCutcheon (EM); George Valiotis (GV)

Apologies: Máire McCormack (MM);

Minutes: Heather Belmonte (HB)

	Details	Action By
<b>1.</b>	<b>Minutes of 4 April CLG meeting</b>	
	<i>RM - FOL/19/26 Corporate Management - Meetings - Leadership Group &amp; Commissioner – May 2019</i> Approved	
1.1	Matters arising	
	<ul style="list-style-type: none"> <li>• ENOC (European Network of Ombudspersons for Children) Statutes – BA working on with Legal Officer (International) – to be finalised this week.</li> <li>• Annual Report – ongoing</li> </ul>	<p><b>BA</b></p> <p><b>BA</b></p>
	GV circulated a meeting monitoring sheet to all in attendance to be completed by the end of the meeting.	
<b>2</b>	<b>Updates</b>	
2.1	<p>Leadership Group.</p> <ul style="list-style-type: none"> <li>• NVR confirmed that banking issues have now been resolved.</li> <li>• LG have had discussions around the use of the office by external organisations. Due to insurance terms and conditions it is not possible to allow the office space to be used without a member of staff present. LG will draft a Terms of reference and criteria for external organisations using the office. It has been agreed that Intercultural Youth service may use the office for 6 months.</li> <li>• FOI refresher training will be arranged for the whole office. This will be provided by the Information Officer and achieved by September 2019.</li> </ul>	
2.2	<p>Commissioner.</p> <ul style="list-style-type: none"> <li>• A Strategic Adviser and Acting Head of Strategy have been recruited for 6 months. Along with providing support for the Commissioner they will work on the new Strategic Plan and build culture change within the office.</li> <li>• The Scottish Government's Incorporation consultation is out now, there are important engagement opportunities now and again later in year when the results of the consultation are out.</li> <li>• In August BA will be on leave for 3 weeks and out of the office for 1 week working in New Zealand. September to end of November will be a busy period. BA would like to use his time as effectively as possible over next few months. LG to consider the diary and</li> </ul>	<b>LG</b>

	the best use of the Commissioner's time between now and end of July and bring suggestions/ requests to next CLG meeting	
2.3	<ul style="list-style-type: none"> <li>• Reflections linked to values.</li> <li>• Young people giving evidence to the UN Committee again Torture in Geneva was a great example of Leadership, Participation and Bravery.</li> <li>• New staff starting – looking at workplans and taking ownership – Participation</li> <li>• Welcome engagement on ENYA (European Network of Young Advisors) work – embedding participation in work.</li> <li>• Incorporation – Independence/ Bravery</li> <li>• ACR (Age of Criminal Responsibility), Physical Punishment – Independence/ Bravery</li> <li>• Positive feedback has been received from the Future food inquiry this was a good example of youth led events and charter.</li> <li>• Involving CYP (Children and Young People) in recruitment and work with Project Scotland young volunteer – Participation</li> <li>• GV appreciated first meeting he attended on incorporation and felt it embodied all the values of the office.</li> <li>• The friends and family event was a great success with all staff displaying respect and creating a welcoming environment.</li> <li>• BA asked that LG discuss a further social program for the office.</li> </ul>	
2.5	<p>Projects</p> <ul style="list-style-type: none"> <li>• Strategic Plan 18 – 20 GV to develop evaluation framework for next Strategic Plan and also keep track of Strategic plan for the current year. LG asked that mechanisms for children and young people to evaluate are included. BA to send GV link to academic paper on a piece of research from 2012 on evaluation of effectiveness.</li> </ul>	<p><b>GV</b></p> <p><b>BA</b></p>

	<p>The paper is a useful discussion paper for key elements of what Children's Commissioners offices do and examples of how to evaluate them. At the next meeting GV will test the evaluation plan and development with LG and Commissioner. GV has concerns over will be participation due to current staff shortage. LG agreed this is a joint responsibility.</p> <ul style="list-style-type: none"> <li>• Annual report EM and BA to meet to complete Commissioner's sections.</li> <li>• Young Advisors Group. EM has sent information sheets and will also speak individually to members of the group before the initial meeting to be sure they are clear what to expect. There are initially 12 members of the group but this is expected to grow in future as a buzz is created once the group has started. The group has been asked for a one-year commitment with a possible extension to two years. The remit of the group should be clear as a high level strategic advisory group for Commissioner and his office. EM taking on extra work and will need support with admin, travel and accommodation.</li> <li>• Delivery plan. GV to discuss with Acting Head of Strategy when in post.</li> <li>• Strategic litigation plan. NH will be attending a course on Strategic Litigation GV to discuss with Legal Group.</li> <li>• UNCRC incorporation As this is moving so quickly GV raised concerns regarding keeping on track and suggested separate meetings for those involved. GV is working with Policy officer on an influencing strategy. HB to arrange a meeting on incorporation with the Commissioner next Monday.</li> </ul>	<p style="text-align: center;"><b>EM/ BA</b></p> <p style="text-align: center;"><b>GV</b></p> <p style="text-align: center;"><b>GV</b></p> <p style="text-align: center;"><b>HB</b></p>
<b>3</b>	<b>Who Cares? Scotland Camp</b>	

	No volunteers from staff due to individual circumstances. EM to respond to Who Cares? Scotland. BA considering logistics of his attendance.	
<b>3.1</b>	<b>Children's Parliament – Children's Advisory Team</b>	
	Children's parliament funding request – declined. LG to draft response. BA to speak to Children's Parliament.	<b>LG BA</b>
<b>3.2</b>	<b>External Awareness</b>	
	<ul style="list-style-type: none"> <li>• Children's Rights Action Plan Government action plan on children's rights</li> <li>• CRC (Convention on the Rights of the Child) – Simplified reporting The UK has been invited to report to the CRC using a simplified model.</li> <li>• SG (Scottish Government) Incorporation Group now set up</li> </ul>	
<b>3.3</b>	<b>Independent Care Review</b>	
	BA to write discussion piece / update for next meeting. Project plan to be developed on how the office can best engage with the review and the best use of Commissioner's time and outputs.	<b>BA</b>
<b>3.4</b>	<b>James Dornan MSP correspondence</b>	
	NH drafting response with invitation to meet.	<b>NH</b>
	<b>Governance/ Finance/ HR</b>	
<b>5.2</b>	Resolution of banking complaint The bank has offered compensation plus taxi expenses. NVR to communicate with SPCB (Scottish Parliamentary Corporate Body), compensation will be absorbed within operating budget.	
<b>5.3</b>	<b>Pay Award</b> Parliament informed unions accepted negotiated 3% pay award. LG to agree pay award for staff – NVR confirmed have included in budget. LG approved. The process of agreeing staff pay awards and whether the office always follows the parliament agreement. BA stressed the importance of independence of the office.	
<b>5.4</b>	<b>Job Description – Participation Officer</b>	
	EM circulated paper – BA to review as possible. EM is also working on a draft job description of the position of Communications Officer. GV to discuss with EM	<b>BA GV/ EM</b>
<b>6</b>	<b>Cultural Development.</b>	

	<p>GV reported back on the work he has been doing on developing the new Strategic Plan and Cultural development.</p> <p>All staff have been open and honest and generous with their time. GV will report back after speaking to all members of the office. GV is also hearing from staff about their aspirations which links well to strategic planning.</p> <p>GV is working on HR processes with NVR including the staff handbook.</p>	
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Date of next meeting: 3<sup>rd</sup> July 10am

<b>Minute Approved By:</b>	CLG	<b>Date Approved:</b>	3/7/19
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<b>ACTIONS SUMMARY</b>	
<ul style="list-style-type: none"> <li>• ENOC Statutes – BA working on with Legal Officer (International) – to be finalised this week.</li> <li>• Annual Report – ongoing</li> </ul>	<b>BA</b>  <b>BA</b>
<ul style="list-style-type: none"> <li>• BA would like to use his time as effectively as possible over next few months. LG to consider the diary and the best use of the Commissioner's time between now and end of July and bring suggestions/ requests to next CLG meeting</li> </ul>	<b>LG</b>
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<ul style="list-style-type: none"> <li>• Independent Care Review BA to write discussion piece / update for next meeting</li> </ul>	<b>BA</b>
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