

The logo features a black circle with a white smiley face at the bottom. The text 'CHILDREN & YOUNG PEOPLE'S Commissioner Scotland' is written in white inside the circle. The circle is set against a light blue background with two darker blue triangular shapes pointing towards it from the top and bottom.

**CHILDREN &
YOUNG PEOPLE'S**
Commissioner
Scotland

Senior Management Team
Meeting Minutes

30 June 2020

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.

Under the Freedom of Information (Scotland) Act 2002 (FOISA) anyone has the right to request any information held by Children and Young People’s Commissioner Scotland, including 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
Bridgeside House
99 McDonald Road
Edinburgh, EH7 4NS
Tel: 0131 346 5350
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: 10:15 The SMT Meeting started later than usual due to an earlier meeting with the Commissioner.	
1	Welcome and apologies	
	No apologies	
2	Minutes of previous meeting SMT and Governance actions	
2.1	The minutes were approved.	

2.2	The Action Logs were reviewed and updated.	
3	Finance	
	<p>Head of Corporate Services spoke to the finance update and accompanying spreadsheet.</p> <p>There has been no spend on the Advice and Investigations or Strategy budgets. These will require to be monitored over the predicted spend period (which was pushed back due to the inability to run certain projects during Covid.)</p> <p>£1,039 of £40,000 has been spent in the Communications Budget.</p> <p>Head of Communications queried line 13 – office printing – as this relates to the whole office, not specifically for the Comms Team. Head of Corporate agreed to separate out the line for next month’s report.</p> <p>SMT approved the spend for May.</p> <p>The budget will be reforecast in August to identify underspend due to Covid. NVR suggested that any savings as a result of Covid which are not utilised in urgent areas should be returned to the Parliament. SMT agreed that this would show good governance.</p> <p>SMT to discuss again before December and if agreed discuss with the Commissioner before the end of March.</p> <p>The process for agreeing spend decisions was discussed. SMT noted that budgets would be better monitored by further delegation of budget and project spend. Head of Corporate Services to prepare paper on agreeing financial decisions and share with the Commissioner.</p> <p>Head of Communications tabled a paper proposing a purchase of a ‘pot of hours’ from Pagoda Porter Novelli, PR company to cover the busy tie ahead and her own annual leave.</p> <p>SMT approved</p>	<p>SMT</p> <p>NVR</p>
4	Governance	
4.1	Annual Planner – date of review for Governance Policies.	
	Discussion postponed to next SMT meeting	
4.2	ENOC conference booking.	
	The risk, due to Covid, of booking a venue for the ENOC conference was discussed. The venue cost will be covered by ENOC. NVR to contact the secretariat to ask for confirmation to proceed with the booking.	NVR

4.3	<p>Annual Report and Accounts (AAB date)</p> <p>Prior to Covid the office had planned to publish the Annual Report in June, this has now been postponed to October 2020.</p> <p>As the Annual Report should be complete before the Audit Advisory Board (AAB) meet it was agreed to move the date of the AAB meeting to November.</p>	HB
5	Office Policies	
	No new policies for approval.	
6	Covid-19 update	
	<p>Reflection on Business Continuity</p> <p>Office Adaptations – safe system of work.</p> <p>Agreed to survey staff on needs with regard to returning to the office. EM to create in forms and share on Teams with NVR and NH for collaboration.</p> <p>NVR to meet with Wagstaff (office furniture suppliers) and LAW (health and safety) at the office to look at the space and identify possible solutions.</p> <p>NVR to update staff on plans for returning to the office.</p>	EM NVR
7	Health and Safety	
	<p>Health and Safety Policy – Draft.</p> <p>Agreed to wait for comments from LAW health and safety officer before reviewing.</p>	
8	Future Agenda Planning	
	No additional items	
9	Meeting Monitor report	
10	SMT (private)	
	<p>Absence monitoring</p> <p>Staff Health and Wellbeing during Covid-19</p> <p>Employee Handbook</p>	
End time		

Date of next meeting: tbc

Chair: NVR

Minute Approved By:	SMT	Date Approved:	23/04/20
--------------------------------	-----	---------------------------	----------

SMT Action Log

	Item No.	Item	Date Due	Lead	Notes
21/08/19	4	NVR to create CPD plan for next year with SMT	Sept 2020	NVR	Date moved April to July EM and NH to confirm training with teams
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
13/2/20	6	Create a suite of project documents.		HB	Not started
31/03/20	7	HB to collate list of policies and dates	July 2020	HB	Ongoing To review at July SMT
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	
05/05/20	3	NVR to write simple accessible finance procedures for SMT and all staff that are budget holders.	August 2020	NVR	Due date revised to August
05/05/20	4.2	Payroll Provider. NVR to look at possible shared services with other SPCB officeholders.	March 2021	NVR	NVR spoken to DPO

		Agreed to carry out a full procurement process in the next financial year. To be complete by Sept 21.	Sept 2021	NVR	
05/05/20	6	Business Continuity and IT issues due to COVID-19. NVR to ask Dunedin IT for proposals to replace current server and improve current IT system.		NVR	Waiting for quotes from Dunedin
02/06/20	7	NVR to identify process for office in easing lockdown and to investigate PPE for staff.		NVR	
30/06/20	3	Finance. NVR suggested that any savings as a result of Covid should be returned to the Parliament. SMT agreed that this would show good governance. SMT to discuss again before December and if agreed discuss with the Commissioner before the end of March	Dec 20	SMT	
30/06/20	3	NVR to prepare paper on agreeing financial decisions and share with the Commissioner.		NVR	
30/06/20	4.2	ENOC conference venue booking NVR to contact the secretariat to ask for confirmation to proceed with the booking.		NVR	
30/06/20	4.3	Annual Report and Accounts – AAB meeting date Move date of meeting to November		HB	

30/06/20	6	<p>Covid 19 update</p> <p>Staff survey - EM to create in forms and share on Teams with NVR and NH for collaboration.</p> <p>NVR to meet with Wagstaff (office furniture suppliers) and LAW (health and safety) at the office to look at the space and identify possible solutions.</p> <p>NVR to update staff on plans for returning to the office.</p>	<p>asap</p> <p>Jul/ Aug</p> <p>asap</p>	<p>EM</p> <p>NVR</p> <p>NVR</p>	
		ITEMS ON HOLD DUE TO COVID-19			
16/12/19	5	<p>Governance manual to be completed</p> <p>Governance manual to include Conflict of Interest policy.</p>		NVR	ON HOLD
16/12/19	5	<p>O2 Contracts, put together a briefing for staff to be able to compare what we currently have and what changes would come into place.</p>	Mar 2020	NVR	ON HOLD
28/01/20	5.3	<p>NH to create staff survey on call handling before next SMT meeting.</p> <p>NH to write business case for Filemaker and other options.</p>		NH	ON HOLD
	5.4	<p>Teleconference options</p> <p>HB to check cybersecurity on the recommended option.</p> <p>HB to prepare guide to group calls on WhatsApp.</p>	Feb 2020	HB	ON HOLD

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	ON HOLD

