



Senior Management Team Meeting

Minutes of meeting – 19 August 2021

13:30 – 15: 00, Microsoft Teams

In attendance:

Head of Corporate Services (Chair)

Head of Communications

Head of Strategy

Present:

Executive Assistant (minutes)

Apologies:

Head of Advice and Investigations

1. Welcome and apologies

The Chair welcomed everyone to the meeting. Apologies were received from the Head of Advice and Investigations.

2. Minutes and actions from previous meeting

The minutes were approved subject to a few amendments and it was agreed that the minutes would be approved via email following the meeting. SMT reviewed the actions from the previous meeting. It was agreed to commence the procurement process for Executive Coaching. The other actions were complete or are covered by the agenda.

3. Finance:

a. Audit update

The fieldwork is now complete. Some of the requests were considered not to be relevant or proportionate to a small organisation like CYPCS. In responding to those requests we followed the same approach as other small organisations in a similar position. Head of Corporate Services noted that did not anticipate any major concerns from the audit process. The next steps are the auditors will provide any comments on the accounts. Following this it is hoped that there will be time for the accounts and annual report to go to design. It is anticipated that the annual report and accounts will be complete by 20 September. Then move into the Audit Advisory Board process.

b. Finance report / budget rephasing

The Head of Corporate services provided a verbal update. We are waiting to receive the bank statement for August so that the quarterly finance report can be prepared. As noted in previous meetings there is a significant underspend. It was agreed the

finance report would be prepared at the end of August and SMT will convene a separate meeting to discuss. SPCB have requested that officeholders make decisions as early as possible in terms of any proposed reallocation of underspend.

ACTION: - Head of Corporate Services to prepare quarterly finance report to end of August and convene meeting of SMT to make recommendations on budget rephasing.

4. Delivery plan and projects

a. Corporate Services

Corporate Services are having a team meeting to discuss progressing its project work. The payroll has now been moved across to the new payroll provider with electronic interface and Corporate Services have been trained on the new platform.

ACTION: Head of Corporate Services to update team that new payroll provider in place and to set up training for team on how to use.

b. Strategy

The team are currently focussing on core activity rather than project activity. The team are looking at the upcoming Parliamentary term and considering policy work for both the Scottish Government and UK. The Commissioner is appearing in front of various Parliamentary Committees, which the team are supporting. The team are preparing to engage with the new Programme for Government. The team are also focusing on incorporation of the UNCRC and the practical implications of the stages of implementation. The Supreme Court judgment will not be available until at least October as the court is now in recess, however, the office are doing internal forward planning and engaging with external bodies. The Commissioner is meeting with Scottish Public Services Ombudsmen to discuss if there are areas where can work together.

The ENOC annual conference is in September in Athens. The Commissioner in his role as Chair of ENOC is travelling to the conference. In terms of participation by the European Network of Young Advisers our position is that young people and staff are not travelling to the conference but will participate online. There are budgetary implications as had budgeted for staff and young people to travel.

The team continue to work on COP-26. The LLM dissertation project on the role of young climate protestors in person and online is in final draft and the aim is to publish this in October. In the run up to COP-26 we have planned involvement in events to talk about young people in protests. The Office has also been asked to speak to Ministers and the Scottish Government in relation to COP26.



Phase one of the A Place In Childhood project is now complete. The team are working with Communications to consider phase 2 of the work and next steps.

c. Communications

The annual report is at final draft stage. A young person will be working with us to develop a children and young person version. The Communications team have developed a programme of work with the Young Advisers centred around the UN Days with the Young Advisers doing themed blogs with support from the Communications team on topics that interest them.

The Communications are working with young people on the creation of a rights Zine – illustrative work test, answer raising awareness and understanding, creating something that they could interact with, themed in each Zine. Quick process and testing phase. Health rights, mental health, children and young people age group. Zine workshops, commission lesson plan. Create, workshop with young people. Participation to test that – MHIs and cluster of primary schools and a high school. Concept boards, work intensely and as part of that create content. Visual and Written.

SMT were referred to the Project Initiation Document for Rights Badge Challenge which had been circulated in advance of the meeting for approval. This is a proposal to work with Scouts Scotland to develop a rights challenge badge. The paper sets out the proposal in more detail including scope, timescales, relevance to strategic priorities, in particular around incorporation resources and proposed budget. SMT approved the proposal.

d. Advice and Investigations

There were no updates in the Head of Advice and Investigation's absence.

5. Participation

As reflected above, there has been a lot of great work with the Young Advisers and communications team, which is a great skills building opportunity and ties in well with UN activity. The Young Advisers blogs or communications activity would also be a great opportunity to use as influencing tools.

Head of Strategy and Head of Corporate Services met with the Scottish Association for Mental Health (SAMH) to discuss training and support that we could offer to our Young Advisers mental health, own skills to support and how to support peers, where to signpost for further support. The Mental Health Investigators group of Young Advisers will have the training first in November. The training will then be rolled-out post Christmas to the other Young Advisers. The idea is that this training could then be built into the welcome and induction process for future groups of Young Advisers.



The Young Advisers Group are all busy with their programmes of work. It is anticipated that there should be opportunities for all of the staff team to work with the Young Advisers.

Two of the Young Advisers will be attending the COVID-19 Scottish Parliamentary Committee with the Commissioner.

6. COVID-19 Update

It was agreed that in light of developments this agenda item could be removed for future meetings. Instead it would be replaced with a planning for return to the office. It was agreed that updates for this agenda item at this meeting would be taken in private.

7. Data Protection

The Information Commissioner's Children's Code is coming into force 2 September 2021. Although office is not bound by the Code, it was closely adhered to when the new website was developed. SMT have been considering this and are reviewing it in light of any changes to ways of working as a result of the Code that needs to be communicated to staff.

ACTION: Head of Communications and Head of Corporate Services to discuss the implications of the code and communicate to the office if there are any changes to ways of working required.

8. Health and Safety

No matters to discuss other than those related to COVID-19, as separate agenda item.

9. Any other business

None.

10. Matters for discussion by SMT in private

11. Next meeting