



**Scotland's Commissioner for
Children and Young People**

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11th November 2010

Dear Morag

Thank you for your information request dated 14th October 2010.

Could you please send copies of minutes for each of the team meetings for each area given on your website (i.e. participation, policy, communication, corporate services)? Can I have them for the period April 2010 to date?

- No minuted team meetings were held in respect of Participation during this period.
- Please find attached to this response minutes for the policy team for meetings held in April, June, July, August and September 2010. A meeting was held in May, however this was solely to discuss potential consultation responses, and no minute was taken.
- The Communications function in the Commissioner's Office is undertaken by one member of staff and as such does not hold team meetings.
- No team meetings were held in respect of Corporate Services during this period. The Corporate Services team consists of the Office Manager and the Receptionist. The Office Manager has monthly supervision meetings with the Receptionist to discuss workload and work plans. Minutes of these meetings are kept, however, they form part of the Receptionist's confidential personnel file.

I hope this information is helpful, however, if you are not satisfied with this response, you are entitled in the first instance to request a review of the decision made by Scotland's Commissioner for Children and Young People. Should you wish to request a review, please write to Scotland's Commissioner for Children and Young People at the above address within 40 working days of receiving this response. When making a request for review can you please give your name, an address for correspondence (this can be an email address), and details of your original request and say why you want a review. Once informed of Scotland's Commissioner for Children and Young People's decision, if you are still not satisfied, then you are entitled to apply to the Scottish Information Commissioner for an appeal. Contact details are:

Scottish Information Commissioner
Kinburn Castle
Doubledykes Road
St Andrews,
Fife, KY16 9DS
Telephone: 01334 464610
Email: enquiries@itspublicknowledge.info

Further information about requesting a review or making an appeal can be found on the website of the Scottish Information Commissioner
<http://www.itspublicknowledge.info/YourRights/HowToAppeal/>

Should you require any further assistance concerning this request please contact me on 0131 558 3733.

Regards
Gillian Munro
Information Officer