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| Present: | Judith Robertson (Chair) JR  Jane-Claire Judson (JCJ)  Susan Kemp (SK)  Alan Mitchell (AM) |
| In Attendance: | Tiia Kontro (Minute Secretary) (TK, items 1-5 only)  Kavita Chetty (KC, items 1- 4 only)  Liz Gibb (LG, items 5 and 6 only) |
| Apologies: | No apologies |
| List of Acronyms: | NHRI: National Human Rights Institution  IHREC: Irish Human Rights and Equality Commission  EHRC: Equality and Human Rights Commission  SPCB: Scottish Parliamentary Corporate Body |

1. Welcome / Declarations of Interest

There were no declarations of interest.

1. Minutes of Previous Meeting

The minutes of the meeting held on 1 June 2020 were approved with minor changes.

1. Matters Arising

The matters arising report was discussed and the following points noted.

The minutes from the 4 NHRI meeting in February 2020 still have not been received. TK has been in touch with IHREC who have assured an update will follow as soon as possible.

1. Workplan Update

KC shared an update on the workplan with the Commissioners. COVID-19 related work continues to take much of the Commissions energy and resources. In addition to that some of the regular work is resuming again, which has had an impact on the Strategy and Legal team’s capacity. Comments were invited and the following points noted.

The Commission discussed the commencement of jury trials and noted that the Commission has stepped back from engaging in work on this issue.

The Commission discussed the situation in prisons as well as the letter sent to Cabinet Secretary for Justice about the topic. AM provided an update on the situation to the Commission. The Independent Prison Monitoring Advisory Group is due to meet next week and an update from that should follow.

The Commission discussed an upcoming meeting with Richard Leonard MSP, Leader of the Scottish Labour Party on the issue of care homes and a related policy briefing being developed. The Commission noted the different types of care homes in Scotland and the potential restarting of family visitation after lockdown and agreed that their needs in practice are very different. It was agreed that the Commission’s briefing will include a note about the different types of care homes as well as family visits.

**Action:** JR to ensure the Commission’s briefing will include a note about the different types of care homes as well as family visits.

1. Updated FAQ for staff on COVID-19

JR and LG introduced the updated FAQ paper to the Commission. It was noted that the document was created to alleviate any uncertainty staff might have around the situation after the schools open again. The paper was discussed and the following points noted.

LG noted that the Commission is still encouraging staff to work around childcare and other caring responsibilities and discouraging people from working later than normal.

SK raised a question on whether overtime payments or recruiting additional staff was considered to assist with the high workload and issues around childcare. LG responded saying that no overtime payments have been considered, but that some of the high workload is being addressed by extending the contract for the Media and Communications Officer maternity cover.

JCJ noted that the FAQs are largely the same as at the beginning of lockdown and the Commission is following SPCB and Scottish Government guidance. It should therefore be noted to staff that the Commission’s policies have not changed and that any updates are only required to come back to the Commission if the policy is being changed. The long term impact on staffing and budget will also be kept under review.

1. Restructure Update

A private conversation commenced regarding the upcoming restructure.

1. AOB

No AOB.