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| Present: | Judith Robertson (Chair) JRJane-Claire Judson (JCJ)Susan Kemp (SK)Alan Mitchell (AM) |
| In Attendance: | Tiia Kontro (Minute Secretary) (TK)Diego Quiroz (DQ, items 3 and 4 only) |
| Apologies: | No apologies  |
| List of Acronyms:  | CPT: Committee for the Prevention of TortureHMIPS: Her Majesty’s Inspectorate of Prisons for ScotlandIPM AG: Independent Prison Monitoring Advisory GroupSPCB: Scottish Parliament Corporate Body |

JR explained the meeting purpose shortly by recapping the agenda.

1. Restructure update

The final proposal document from previous Commission discussions has been circulated to staff. No formal feedback from staff was requested and no other feedback has been received. It was also noted that SPCB have approved the organisational change policy.

JR updated that conversations with the staff most affected by the change have been completed and notes of agreements were shared with the Commissioners previously. Comments were invited.

AM raised a question about the agreed job title of the new senior position. Following discussion, the Commission noted that the decision had been made within the parameters set out previously.

JR updated that recruitment for the agreed two new roles is going ahead as soon as possible, with the potential involvement of a Commissioner in the recruitment process for the senior role..

1. Commissioner Email Addresses

The Commission discussed the issue of Commissioners having dedicated Commission email addresses.

Commissioners’ email addresses for Commission business can sometimes cause confusion and it may be more appropriate for Commissioners to have Commission email addresses.

It was noted that this had been raised and discussed previously but that there are challenges with making this happen due to IT security requirements and restrictions.

It was agreed that TK would investigate further.

**Action:** TK to contact the Commission’s IT provider for further information and report back.

1. Prison update

DQ joined the meeting.

AM and DQ shared an update on the Commission’s work in prisons.

AM pointed out that authorised in-cell telephony devices are still not available in all prisons and whilst virtual visits are available in some places, prisoners have expressed concerns about unreliability of the technology. It was noted that the IPM AG group has also been concerned about the inspection of healthcare services in prisons. Provision of healthcare services has been a specific concern of the advisory group.

It was agreed that the Commission should meet with HMIPS to discuss a range of issues and to exchange views. The Commission will meet separately to prepare for this.

The Commission agreed that we should urge the Cabinet Secretary for Justice to publish the CPT report of 2019.

**Action:** Commission to meet to discuss the plan before arranging a meeting with the HMIPS.

1. Police Authority update

SK shared an update on the Independent Advisory Group on Police Scotland’s use of emergency powers.

The Commission considered the requirement for a further discussion on protesting and policing. DQ suggested that the Commission should provide a human rights framework on freedom of speech and the right to protest.

The Commission discussed whether the public and the police have clarity and shared understanding on which restrictions are enforceable in law and which are not.

The Commission discussed how the lockdown rules have affected different groups of people and what the perception of different groups of people has become during lockdown.

The Commission agreed that there has been a recurring theme of people not having access to outdoor leisure activities or understanding the regulations and their own rights.

1. Payment Schedule

JR noted that SPCB has requested feedback on the number of additional days the Commissioners have worked in order to compensate them accordingly.

**Action:** The Commissioners to report their additional days worked to SPCB.