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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)Kavita Chetty (KC, items 1-5 only)Liz Gibb (LG, item 6 only)Luis Felipe Yanes (LFY, item 4 only) |
| Apologies: | No apologies |
| List of Acronyms:  | HMIPS: Her Majesty’s Inspector of Prisons ScotlandCYPCS: Children and Young People’s Commissioner Scotland 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 7 September 2020 were approved with minor changes.

1. Matters Arising

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

The Commission discussed the upcoming meetings with HMIPS.

1. National Taskforce on Human Rights Leadership – Update and Discussion

LFY joined the meeting.

KC updated the Commission on the Taskforce work. The work was delayed slightly due to COVID, but is now picking up again. KC introduced the paper as an update on the current work of the Taskforce and the policy contributions the Commission should make over the next few months. Comments and questions were invited and the following points noted.

KC noted that the Taskforce will not take decisions until feedback has fully been reflected on from the stakeholder process.

KC spoke to the main questions the Taskforce is working on at the moment including which rights and treaties the process is going to incorporate, and how to incorporate said rights and treaties.

SK raised concerns about capacity with regard to the Taskforce work drawing on lessons learned from SHRC’s role in relation to SNAP. It was noted that whilst the Commission is a key organisation in the process, multiple other organisations are involved to share the responsibilities. The Commission will continue to navigate the issues that require our attention.

The Commissioners raised questions about the timeline of the process. JR agreed to share an updated timeline to the Commissioners.

**Action:** JR to share an updated timeline to the Commissioners as soon as possible.

KC noted that when the new Head of Legal and Policy starts, KC will programme manage this piece of work.

1. COVID-19 Update

The Commission discussed COVID-19 related work. The following points were noted.

CYPCS has publicly raised concerns on the human rights implications of restrictions placed on students due to COVID-19. The Commission has released a statement in support of CYPCS message, which also noted that we will carry out further analysis on the issues.

AM noted that one of the challenges is to make sure people understand which restrictions are based on law and which are recommendations only. KC noted that this is an issue the Commission has been consistently raising from the start of the pandemic.

The Commission noted that the student population is wide and includes students of various different ages and in various different accommodations. It was agreed that the Commission could draw out more information on the disproportionate impact on potentially more vulnerable students.

KC shared a short update on the Commission’s work regarding care home visiting. Issues around this area of work continue and the Commission is following up on the topic.

 The Commission agreed to consider how best to further develop our COVID work in future months

1. .Policy Review – Employee Handbook

LG joined the meeting.

LG introduced the updated version of the Employee Handbook which was last updated in 2014 with minor changes. It was pointed out that the main updates were factual and the aim was to strengthen some policies using SPCB and Law at Work guidance. Comments and questions were invited and the following points noted.

The Commission discussed the various sections in the Employee Handbook. The Commission agreed on wording to clarify and strengthen different sections.

**Action:** LG to amend the Handbook according to the feedback received from the Commission.

1. Recruitment Policy

The Commission decided to incorporate the discussion on the Recruitment Policy into their Commission only discussion. In response to feedback as part of the recruitment process, Commissioners identified a need to review the Equality Monitoring form. It was agreed that the Commission would review the Equality Monitoring Form to reflect the content of the Equality Act 2010 and relevant international human rights law on discrimination.

1. AOB

No AOB.

1. Commission Private Discussion

Commission private discussion commenced.