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| Present: | Judith Robertson (Chair) (JR)Susan Kemp (SK)Jane-Claire Judson (JCJ, apologies for item 5) |
| In Attendance: | Tiia Kontro ( Business Support, Minute Secretary) (TK)Kavita Chetty (Head of Strategy and Legal, KC)Barbara Bolton (Head of Legal and Policy, BB, item 5 only)Margaret Williamson, Boardroom Consulting (MW, item 8 only) |
| Apologies: | Alan Mitchell (AM) |
| List of Acronyms:  | FRAC: Finance, Risk and Audit Committee NHRI: National Human Rights InstitutionSPCB: Scottish Parliament Corporate Body |

1. Welcome / Declarations of Interest

No declarations of interest.

1. Minutes of Previous Meeting

The minutes of the meeting held on February 2021 were approved with minor changes.

1. Matters Arising

The Matters Arising Report was introduced, no further comments were noted.

1. National Taskforce Update

KC provided an update on the National Taskforce for Human Rights Leadership. It was noted that the headlines are largely the same as shared at the previous Commission Meeting in February 2021. Comments and questions were invited and the following points were noted.

KC noted that the Taskforce report has been drafted and the key recommendation of the Taskforce will be full and direct incorporation of the main treaties into the legislation.

The Commission agreed that the intention is to continue highlighting any potential gaps within the legislation, for example around access to justice.

1. Human Rights Act Review Update

BB joined the meeting.

BB thanked the Commissioners for their input into the Commission’s evidence submission to the Independent Review of the Human Rights Act. BB shared a short update on the Review process.

It was noted that JR will be giving evidence to the UK Parliament’s Joint Committee on Human Rights Inquiry into the Review on 10March 2021.

SK noted that the Commission will need to prime for any work following the outcome of the Review. The Commission discussed different options for seeking support from other organisations in support of our submission.

1. FRAC Meeting Update

JCJ shared a short update about the latest FRAC meeting. Discussion points at the FRAC meeting included updates on the Operational Plan, Risk Register and the Governance Review. JCJ noted that FRAC also discussed the future Audit Planning and Budget 2022/23 Submission.

1. Lived Experience Leadership Group Update

JR shared an update paper from the Lived Experience Leadership Group as well as minutes from the group’s previous meeting. JR explained that going forward the purpose is to table the minutes from the group’s meeting and make a note of it in the Commission Meeting Minutes.

It was noted that it is useful for the Commission to receive the minutes as this is a good way to inform the Commission of the group’s work. The Commission agreed that it is important to discuss the group’s relationship to the Commission’s strategy.

1. Governance Review Final Report

MW joined the meeting.

MW recapped the Governance Review process and explained the main recommendations that have arisen. Questions and comments were invited. A number of points were noted in relation to; internal communications, the engagement of staff in stakeholder consultation, the impact of COVID 19 on internal dynamics, resource allocation, and the way the current structure impacts on decision-making. MW agreed to incorporate those comments into her final report.

It was noted that MW will compose a broad timeline of all the proposed next steps which will be shared with the Commissioners.

**Action:** JR to share the proposed timeline with the Commissioners when it has been created.

The Commission thanked MW for the work completed on the Governance Review.

1. New Commissioner Induction Discussion

JR introduced the topic and explained that the purpose is to inform planning of induction for incoming Commissioners. The following points were noted.

The Commission discussed the different topics to include in the induction. The Commission agreed that it is important to include both a bird’s eye view of the Commission’s current work and current strategic plan well as a discussion of new Commissioner’s expectations and suggestions of what they think could be done within the Commission’s resources.

The Commission agreed that the new Commissioners should meet the staff in both individual and group settings to understand the group dynamics, as well as to get information about upcoming pieces of work.

The Commission also agreed that a reflection on the NHRI role and mandate, as well as how the Commission fits into the Scottish and international landscape, is an important topic to include in the induction.

It was noted that the names of the new Commissioners have not yet been published. It was agreed that JR will share this information with staff and Commissioners as soon as the information has been received from SPCB.

**Action:** JR to share the names of the new Commissioners as soon as information has been received from SPCB.

1. AOB

JR noted that this is the final meeting of the Commission for Alan Mitchell and Susan Kemp and offered her thanks for their important contribution to the work of the organisation and for their support over the years of their tenure. JR wished AM and SK all the best for their future endeavours.