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| Present: | Judith Robertson (Chair) (JR)Anna Black (AM)Jacqueline Kinghan (JK) |
| In Attendance: | Tiia Kontro ( Business Support, Minute Secretary) (TK)Kavita Chetty (Head of Strategy and Legal, KC)Liz Gibb (Head Corporate Services, LG, Items 7 and 8 only) |
| Apologies: | Jane-Claire Judson (JCJ) |
| List of Acronyms:  | EHRiC - Equalities and Human Rights CommitteeSPCB – Scottish Parliament Public Body |

1. Welcome / Declarations of Interest

No declarations of interest.

1. Minutes of Previous Meeting

The minutes of the meeting held on 1 March 2021 were approved with minor changes.

1. Matters Arising

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

1. Reflections on Commissioner Induction so far

The new Commissioners have attended part of the induction training. JR noted that the training is still partway. Feedback and comments about the induction training were invited.

Both new Commissioners agreed that the induction had been useful and well managed even with the challenges of remote working.

It was agreed that the separate discussions about Governance Review have been useful for the new Commissioners to understand the Commission’s structure as well as the way the Commission works.

1. End of year Outcomes Report

JR introduced the purpose of Outcomes Reporting documents to the new Commissioners and explained that the reporting would be done quarterly in normal circumstances but that due to COVID-19 and staff capacity, the reporting schedule had a longer gap than usual.

KC explained that the Outcomes Reporting has evolved in the last 10 years and that the aim is to develop it to a format that better reflects the outcomes and the overall impact of the Commission’s work. KC introduced the highlights of the Outcomes Report. Comments and questions were invited and the following points were noted.

AB raised a question about staff engagement at Commission meetings. KC explained that staff are often invited to Commission meetings to provide presentations and updates about specific areas of work. It was also noted that Commission meetings are always open for all staff should they wish to participate.

JK raised a question about the capacity building sessions with the Scottish Parliament. KC noted that the programme was started with EHRiC but paused due to COVID-19. The Commission is looking to restart the programme as soon as possible, but the exact dates will depend on what the Scottish Parliament can accommodate.

KC updated the new Commissioners on some of the trends of the individual enquiries the Commission has received during COVID-19. It was noted that the Commission is unable to provide advice to individuals, but the Commission does aim to signpost other organisations that may be able to help the individuals.

1. Operational Plan Structure

KC introduced the Operational Plan Structure paper to the Commission. KC explained that the paper provides a summary overview of the key work-streams anticipated between now and end March 2022. It was noted that the full Operational Plan, which includes project level outcomes, key milestones and timelines will be shared with Commission at a later Commission Meeting. Comments and questions were invited and the following points were noted.

The Commission discussed the development of work in prisons. It was noted that further discussion will be required on this issue.

The Commission discussed the resources required for the proposed Operational Plan. KC noted that the aim is to make sure the Operational Plan is balanced between being ambitious but achievable.

JK raised a question on how the role of the Commission in the framework bill and assisting other organisations in the process was going to impact the capacity for other work. JR noted that this is a topic that will be discussed in more detail when the full plan is available.

The Commission discussed how best to clarify how different groups of people are reflected in the Operational plan. It was noted that there are groups of people who are impacted by all or most of the areas of work and that it’s important to make this clear in the narrative of the Operational Plan.

1. Quarter 4 Financial Report

LG joined the meeting.

LG introduced the Quarter 4 Financial Report paper to the Commission. After a short discussion the financial report was approved.

1. Employee Handbook update

LG introduced the latest version of the Employee Handbook to the new Commissioners. LG explained that the Employee Handbook was last updated in 2014 with minor updates. LG outlined the process that had been undertaken to review the Employee Handbook and Commissioners discussed some of the changes being proposed. It was agreed that further discussion was required on some areas and additional information on key aspects would be brought back to the next Commission meeting.

**Action:** JR to include Employee Handbook discussion in the July 2021 Commission Meeting Agenda. LG to amend wording of the Employee Handbook in line with Commissioner Feedback and bring further information to the next meeting.

1. Further reflections and next steps on Commissioner Induction

JR updated the new Commissioners of some future discussions that are to be scheduled between the Commissioners and staff.

It was noted that the July 2021 Commission meeting discussions are to be divided over multiple dates in shorter increments to allow required staff attendance.

**Action:** TK will schedule additional meetings.

1. AOB

No AOB.