

Present: Jane-Claire Judson (Meeting Chair) (JCJ)
Anna Black (AB)
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)
Carolyn Scott, Digital Communications Officer (CS) - item 6 only
Elizabeth Dawson, Media and Communications Officer (ED) - observing item 6 only

Apologies: Judith Robertson, Commission Chair (JR)

List of Acronyms: COP26: 2021 United Nations Climate Change Conference
NHRI: National Human Rights Institution
SPCB: Scottish Parliament Corporate Body
UNCRC: UN Convention on the Rights of the Child

1. Welcome / Declarations of Interest

No declarations of interest.

In the Chair of the Commission's absence, JCJ was agreed as Meeting Chair.

2. Minutes of Previous Meeting

The minutes of the meeting held on 6 September 2021 were approved.

3. Matters Arising

The Matters Arising Report was introduced and the following points were noted.

- 3.1. The Commission agreed that a letter should be sent to SPCB confirming how the Commission intends to proceed with the request regarding a Women's Commissioner.

Action: It was agreed that the Commission would draft a letter and that AB will lead with the follow-up work.

4. Commission Forward Look

KC shared a forward look on all the work taking place at the Commission in the coming months. The following points were noted.

- 4.1. KC noted that the next four week period will be extremely busy at the Commission. The team will be stretched across a number of urgent pieces of work.
- 4.2. It was noted that two of the larger pieces of work the Commission is prioritising in the coming weeks are the Deaths in Custody Review Report and COP26 NHRI Symposium.
- 4.3. The Commissioners requested a short briefing on the Deaths in Custody Review in order to best respond and engage with the report.

Action: A briefing session will be scheduled for the Commissioners for the dates Commissioners have availability for.

- 4.4. The Commission discussed the recommendations from the National Taskforce for Human Rights Leadership which relate to the Commission's powers and agreed that the Commission needs to develop a clear position in response. It was agreed that this will be discussed in more detail at the December 2021 Commission meeting
- 4.5. The Commission discussed the Chair's absence and how to best provide support to staff and the Chair as a Commission.
- 4.6. The Commission discussed the 10th December, Human Rights Day event. It was agreed that the event would be held online. The Commissioners suggested focussing the event in highlighting the Commissions ongoing work.

Action: Discussion about potential future Commission powers to be included in the December 2021 Commission meeting agenda.

- 4.7. KC shared an update on work the Commission is anticipating for the next few months. The Commissioners agreed that a more regular updates would be useful in order to better understand the Commission's wider work plan. It was agreed that a trial of fortnightly catch-ups would be scheduled for the period running up to Christmas 2021.

Action: Commissioners to provide availability for fortnightly catch-ups.

- 4.8. It was noted that staff have been waiting for an updated Employee Handbook to be agreed for an extended period of time. The Commission agreed to update staff separately to explain the reasons for further delay.

Action: JCJ to write to staff to explain reason behind the delays of reviewing the Employee Handbook amendments.

5. Lived Experience Leadership Group Update

The Lived Experience Leadership Group update was introduced and it was noted that the update is for information only. It was noted that a

Commission's wider Participation Strategy is scheduled for the November meeting.

- 5.1. The Commission found the update very useful and appreciated the efforts of the group.
- 5.2. The Commissioners raised a question regarding the timings of a joint Commission and Lived Experience Leadership Group meeting. It was noted that this will be forwarded to EH and IM (Head of Communications and Engagement, and Participation Officer).

Action: EH and IM to coordinate arranging a meeting between the Commissioners and the Lived Experience Leadership Group.

6. Draft Style Guide and Social Media Policy

CS and ED joined the meeting.

- 6.1. CS introduced the draft Style Guide – Language and Terminology paper to the Commissioners. It was noted that the document is a first draft version and the intention is to take it to staff for further comments.
- 6.2. The Commissioners agreed that it was a useful tool to have. The Commission discussed the potential situations where Commissioner's other roles outside of the Commission might inadvertently impact the terminology they use in statements. The Commissioners agreed that it would be useful to have guidance on how to manage the risk of this. AB also suggested adding a note regarding some flexibility and information about which situations flexibility around language and terminology used is allowed.
- 6.3. CS introduced the draft Social Media Policy to the Commissioners. It was noted that the Commission has operated according to the noted principles for a while, but that a written policy is now being drafted to assist further.
- 6.4. The Commissioners agreed that the draft policy is well written and clear. JK suggested adding clarity on referencing co-ordinated campaigns from unknown sources.

Action: CS to relay feedback from the Commissioners to EH and amend both draft policies according to Commissioner feedback.

7. Governance Review Update

- 7.1. KC noted that work on the next steps for taking forward the Governance Review is slightly delayed due to the Chair's absence. Planning for further workshops has started as per discussions at previous Commission meetings.
- 7.2. The Commission agreed to draft a plan for future work that can be completed in JR's absence in order to continue the process. It was agreed that AB will lead on this.

Action: AB to lead on drafting a future plan of Governance Review workload.

8. Overview of Scheme of Delegation and Sign-Off Protocols

LG introduced the Scheme of Delegation document and noted that the same document was reviewed by the Commission in November 2020 in light of COVID-19. Some changes were made at the time and were approved by the Commission. Comments and questions were invited and the following points were noted.

- 8.1. AB sought clarification on the wording on "prolonged" absence. It was noted that mentions on "prolonged" absence in the document are in relation to "unplanned" absence.
- 8.2. It was noted that it would be clearer distinction between how long a "planned" absence can be and what processes were in place to manage longer planned absences.

Action: LG to action changes as per Commissioner feedback by week commencing 18th October 2021.

9. AOB

- 9.1. The Commission discussed a draft response to correspondence from Alex Cole-Hamilton MSP. Small changes were suggested and agreed by the Commission.
- 9.2. KC noted that the Commission may be required to respond to the upcoming Supreme Court judgment on the UNCRC Incorporation Bill. JK offered to prepare wording should that be required.

10. Commissioner Only Discussion

A Commissioner-only discussion took place. This discussion was not minuted.