

Present: Judith Robertson (Chair) (JR)
Anna Black (AB)
Jacqueline Kinghan (JK)
Jane-Claire Judson (JCJ)

In Attendance: Kavita Chetty (Head of Strategy and Legal,
KC)
Liz Gibb (Head Corporate Services, Minute
Secretary, LG)

Apologies: No apologies

List of Acronyms: HMIPS – Her Majesty’s Inspectorate of
Prisons for Scotland
SPCB – Scottish Parliamentary Corporate
Body
IPMAG – Independent Prison Monitoring
Advisory Group

1. Welcome / Declarations of Interest

No declarations of interest.

2. Operational Plan and Incorporation Workplan

KC gave an overview of the Operational Plan and the papers provided. She noted that whilst the Plan is deliverable, this is within tight margins and any reactive work outwith the plan will need to be considered carefully.

- 2.1. The Commission's development of its intervention strategy was discussed and it was noted that this had been paused due to COVID-19 capacity issues. It was noted that activity in the current financial year would be limited to the identification of potential cases, with a view to progressing this work further in future years.
- 2.2. It was agreed the Red Amber Green rating and capacity chart were helpful. Staff capacity and prioritisation of effort across various work-streams were discussed.
- 2.3. The Commission's work around prisons was discussed. It was noted that the plan proposes a different approach rather than a reduction in prison work, with more emphasis on capacity building and encouraging HMIPS and other bodies to take a human rights based approach to their work. It was agreed that the Commission should continue to contribute to HMIPS inspections as we do currently, for this Operational Plan year. The move to contribute to more thematic-based inspections previously discussed and agreed by the Commission will be taken forward with HMIPS in due course. It was also agreed that the Commission should put forward a representative to attend the Independent Prison Monitoring Advisory Group (IPMAG) that Alan Mitchell had previously attended.

Action: JR to propose AB as member of IPMAG.

3. Budget Bid

LG introduced the budget bid paper and noted that the key points to discuss were how much additional funding we should ask for, and where are the priorities for adding capacity.

- 3.1. The question of the extent of the bid was discussed.
- 3.2. It was noted that whilst SPCB felt unable to consider a significant increase to the Commission's budget in 2019, they did resource the specific pieces of work that the Taskforce generated.
- 3.3. Articulating what the impact would be if additional funding was not secured would be important. KC clarified that we do spread our capacity across a broad mandate. Where we have capacity constraints this affects the depth of the work we are able to do, rather than the breadth of work we take on. .
- 3.4. It was agreed that the incorporation agenda would be the priority and how much resource that will require would be important.
- 3.5. The prospect of an additional Director post was discussed. It was agreed that this should not be included in the additional funding requested now, but that this should be revisited in future. This should be flagged to SPCB
- 3.6. It was agreed that the business case should be worked up based on the budget presented to the Commission. This will be circulated to Commissioners and staff. We will also ask for a meeting with SPCB to clarify some of the points discussed. A redraft will come to FRAC at the end of August, with a final version coming to the Commission at the beginning of September.
- 3.7. The prioritisation of roles and functions was discussed. We will need an idea of this in preparation for the prospect of having to reduce the requested budget at short notice.