

Present: Judith Robertson (Chair, JR)

Anna Black (AB)

Jane-Claire Judson (JCJ)

In Attendance: Tiia Kontro (Business Support, Minute Secretary) (TK)

Emma Hutton (Head of Communications and Engagement, EH)

Barbara Bolton (Head of Legal and Policy, BB items 1 – 8 only)

Liz Gibb (Head Corporate Services, LG items 1-8 only)

Carolyn Scott (Digital Communications Officer, CS item 7 only)

Elizabeth Dawson (Communications Officer, ED item 7 only)

Frank Jarvis (Legal Officer, item 6 only)

Lucy Mulvagh (SNAP Secretariat Lead, LM, Item 9 only)

Apologies: Jacqueline Kinghan (JK)

List of Acronyms: EHRC: Equality and Human Rights Commission

HRA: Human Rights Act

NHRI: National Human Rights Institution

SNAP: Scotland's National Action Plan for
Human Rights

SPCB: Scottish Parliament Corporate Body

1. Welcome / Declarations of Interest

No declarations of interest.

2. Minutes of Previous Meeting

The minutes of the meeting held on 6 December 2021 were approved with minor changes.

3. Matters Arising

The Matters Arising Report was introduced. No further points were noted.

4. Q3 Outcomes Report

JR introduced the Q3 Outcomes Report document. Questions and comments were invited and the following points noted.

- 4.1. JCJ raised a question on whether the part-time Commissioners should also be in attendance at the 4 Jurisdiction NHRI meeting. JR noted that this has previously been discussed at the 4 Jurisdiction meeting and that a decision was made then that because of the number of Commissioners in each institution only the Chair and Chief Executives of each organisation would be involved.

Action: JR will share notes of the meeting.

- 4.2. The Commission discussed delays in progress in the information management as well as monitoring and evaluation projects. It was noted that a further plan is currently being drafted on how to improve the Commission's information management before the transition to a new electronic records management system is complete.
- 4.3. The Commission discussed activity in relation to the Human Rights Act and agreed to discuss during the later agenda item.

5. Q3 Finance Report

LG shared a short update on the Q3 Finance Report.

- 5.1. The Commission noted the reallocation of underspend, the agreed extension of temporary contracts and planning for future underspend.

6. HRA Discussion

FJ joined the meeting.

- 6.1. The paper outlining the Commission's provisional plans for next steps regarding the Human Rights Act (HRA) was welcomed by the Commission. The Commission discussed the need to avoid duplication of effort with other stakeholders and the resource implications of engaging directly with Westminster processes. It was agreed that the Commission will process with its analysis aiming for submission date in early March. It was noted that further advocacy activities and any specific next steps will be determined in later discussions.

7. Communications Review Discussion

CS and ED joined the meeting.

EH introduced the Communications Strategy Review paper.

- 7.1. EH noted that the paper was initially developed in 2021 following an internal review process led by the communications team. EH also noted that separate work has taken place to draft a new Communications Strategy
- 7.2. The Commission discussed the different types of content that people engage with on social media and noted both the effectiveness of case studies and the safeguarding challenges they present.
- 7.3. The new draft Communications Strategy will be presented to the Commission with an aim of the March 2022 meeting.

8. Chair Transition

LG introduced the early draft of the Chair Transition plan to the Commissioners. A discussion commenced and the following points were noted.

- 8.1. AB raised a question on whether JR would be willing to accommodate a handover meeting once the new Chair is in position. JR agreed.
- 8.2. It was agreed that a plan will be put in place to cover relevant work areas and CEO functions during the gap until new Chair is in position.
- 8.3. The Commissioners requested a half day handover meeting before the current Chair finishes. It was agreed that the Commissioners would share their availability after the meeting.

Action: TK to collate Commissioner availability for the potential half day handover meeting.

9. Handover briefing on SNAP

LM joined the meeting.

LM shared a presentation regarding SNAP, its origins and current situation as well as next steps. Questions and comments were invited and the following points noted.

- 9.1. The Commission welcomed the update and approved the Working Together Agreement with the Scottish Government.
- 9.2. The Commission welcomed the resources from Scottish Government for the next financial year and noted the commitment for the Leadership Panel to consider the sustainability of SNAP as priority over the next year.
- 9.3. The Commission discussed the continuation of co-chairing SNAP during the gap before the new Chair is in position. It was agreed that LM would share the dates of all relevant SNAP meetings with the Commissioners to determine who should lead with the work.

Action: LM to share dates of the relevant SNAP meetings with the Commissioners.

10. AOB

Update from 4 Jurisdiction Meeting

4 Jurisdiction Meeting for UK NHRI's took place online in January 2022 and was hosted by the Equality Commission in Northern Ireland.

- 10.1. JR explained the background and history of the meetings to new part-time Commissioners and shared a short verbal update of the meeting.
- 10.2. It was noted that the meeting agenda focussed on areas with crossover and joined interest between all 4 NHRI's. Specific topics of discussion included the future of the HRA, discussing the powers of NHRIs in different jurisdictions and updates regarding Brexit and COVID-19 vaccinations.
- 10.3. The Commission agreed a meeting with EHRC may be planned to discuss the HRA.

11. Commission only discussion

A Commission only discussion followed. No minutes were recorded from the discussion.