

Present:

Ian Duddy (Chair, ID)

Claire Methven O'Brien (CMO)

Jim Farish (JF)

Shelley Gray (SG)

In Attendance:

Tiia Kontro (TK, Business Support:
Reception Resources and PA, Minute
Secretary)

David Lees (DL, Head of Secretariat and
Business Support)

Jan Savage (JS, Executive Director)

Lucy Mulvagh (LM, SNAP Secretariat Lead,
items 1 – 4 only)

Apologies:

No apologies

List of Acronyms:

ARC: The Commission's Audit and Risk
Committee

LELG: Lived Experience Leadership Group

NGO: Non-Governmental Organisation

SNAP2: Scottish National Action Plan for
Human Rights 2

1. Welcome / Declarations of Interest

No declarations of interest in relation to the Commission Meeting Agenda were made.

ID noted formally that his general registers of interests had been updated to include advisor (non-paid) for a project on child safeguarding in UN Peacekeeping, led by a UK NGO.

2. Minutes of Previous Meeting

The minutes of the meeting held on 9 January 2023 were discussed and approved with minor changes. These will now be published on the website.

3. Matters Arising / Actions

- 3.1. A verbal update of outstanding actions was provided.
- 3.2. It was noted that the Forward Look is being incorporated into the Strategic Review and vision development work being led by JS, updates of which will be provided at future Commission meetings.

4. Scottish National Action Plan 2 (SNAP2)

- 4.1. LM provided an overview and summary of the development of SNAP2 to date, the Commission's role, contribution, and basis for future progress.
- 4.2. LM confirmed that the SNAP2 report is scheduled to be published on 30 March. It was noted that there is still some lack of clarity on what the official response from Scottish Government (SG) will be, how they will plan to implement the SNAP2 actions and who will host the SNAP2 work in the future. Current preference appears to be for SG to provide the secretariat function going forward.
- 4.3. It was recognised that SG were more engaged in SNAP2 which was encouraging in terms of the incorporation agenda. It was noted that discussions will be taking place in the upcoming

SNAP2 Leadership Panel meetings around future hosting arrangements and confirmation of SG planned approach to responding to SNAP2 Actions.

- 4.4. The Commission's role in the SNAP2 was discussed. It was agreed that the move into a new accountability-based role was a positive change for the Commission.
- 4.5. LM reflected that the collaborative aspect of SNAP was unique and worth preserving in terms of the integrity of the approach, albeit it could be challenging in terms of facilitating relationships and equal voices.
- 4.6. SNAP2 is on the agenda for discussion at a scheduled meeting for ID and JS on 9 February with Christina McKelvie, Minister for Equalities and Older People.
- 4.7. It was agreed that the Commission will take a more strategic approach to communications surrounding the change in its role, in addition to providing support to achieve a successful public launch of SNAP2 actions. It was also agreed that our accountability role will be built in to the future strategic workplan of the Commission.

Action: A further update on the next steps for SNAP2 will be tabled to the March 2023 Commission meeting in the form of a SNAP2 Comms and Engagement Plan.

5. Lived Experience Leadership Group (LELG)

JS shared an update on the recently completed Independent Review on LELG.

- 5.1. Following the independent review, five recommendations were proposed: bring the current LELG work to completion; communicate this directly with the LELG members; undertake work to scope out the purpose of participation in the work of the Commission; make recommendations on the purpose, form and function of participation within the Commission; recruit into the vacant participation position. The Commission approved the five recommendations.

- 5.2. Recruitment for the vacant Participation position was discussed and consideration given as to whether it would be useful to recruit for the position at an earlier stage of the process. It was agreed to review and consider the purpose of the role before the job description can be fully formed. It was therefore agreed that recruitment for the position would be informed by this process and implemented accordingly.
- 5.3. The Commission affirmed that embedding participation in all of the Commission's work was a core ambition. It was agreed that the Participation role would support and empower other departments and staff to appropriately include participation in their work.
- 5.4. The Commission recognised the work and commitment of the LELG group members and the need to implement and manage the transition with respect and dignity. An effective exit strategy will also be developed.
- 5.5. The Commission agreed to reflect on the LELG process and produce a 'lessons learned' brief based on the experience.
- 5.6. The Commission wanted to formally record their thanks to the current LELG members.

6. Corporate Governance Timeline

A paper on key corporate governance items and milestones was tabled.

- 6.1. DL highlighted that scheduling the Audit & Risk Committee (ARC) meetings for the following year was a key priority and starting point as a number of other items and milestones will be aligned to them.
- 6.2. The Commission discussed the current risk profile of the organisation and the need to consider the importance of risk appetite in the future. It was noted that the Commission's risk register is being reviewed as a priority and will have the support and oversight of the ARC, with strategic risk reporting thereafter reported at Commission level. The risk register will be tabled at a later Commission meeting.

- 6.3. The Commission agreed that a regular update on corporate governance will be shared with the Commission after each ARC meeting.

Action: ARC meetings to be scheduled to accommodate sequencing of corporate governance milestones and Commission meeting dates. Corporate governance update to be provided at Commission meetings after each ARC meeting.

The Commission proposed the following agenda items to be taken forward as a closed session.

7. Governance Review

This was a closed session; no minutes were recorded.

Summary of Outcomes Noted;

- 7.1. The Chair confirmed post-meeting that Commissioners agreed to continue the review of the draft Terms of reference (ToR) for the Governance Review in order to approve as final at the March 2023 meeting.

8. AOB

This was a closed session; no minutes were recorded.

Summary of Outcomes Noted;

- 8.1. The Chair confirmed post meeting that he updated Commissioners on the key AOB areas:
- 8.2. A learning exchange visit with the Utrecht NHRI has been scheduled for end of March, and the opportunity for a Commissioner to join our delegation was offered.
- 8.3. Sandy Moss, UK Ambassador to the Council of Europe, is delivering a Q&A session for Commission staff on 14th February at 11am – all Commissioners are welcome.
- 8.4. The Commission has been called to provide a witness statement to the UK Covid -19 Inquiry. This will be a key piece of work for the Commission over the next eight weeks.