

Present:

Ian Duddy (Chair, ID)

Claire Methven O'Brien (CMO)

Jim Farish (JF)

Shelley Gray (SG)

In Attendance:

Lauren Bruce (Project Worker: Policy and International, Minute Secretary)

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

Jan Savage (JS, Executive Director)

Luis Felipe Yanes (LFY- Legal Policy Officer- Item 5 only)

Sheilanne Rose (SR Business Support Officer- observer)

Apologies:

No apologies

- List of Acronyms:**
- ARC: The Commission’s Audit and Risk Committee
 - LELG: Lived Experience Leadership Group
 - KPI: Key Performance Indicator
 - 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.

2. Minutes of Previous Meeting

The minutes of the meeting held on 6 Feb 2023 were discussed and approved with one minor addition.

3. Matters Arising / Actions

- 3.1. **SNAP2 Communications and Influencing Plan-** The Comms team had issued an updated communication and influencing plan for the launch of SNAP2 on 30th March 2023. ID provided a verbal summary of key communication objectives and details about the launch event. ID confirmed that all Commissioners are invited to attend the event on 30th March, either in person or virtually.

Action: Commissioners to let ID know ASAP if they wish to attend the launch event.

- 3.2. **LELG update-** JS updated that a meeting with the LELG to discuss the recommendations and outcome of the independent review is tabled for 27th March 2023. JS and SG will attend.

3.3. **Governance Review-** Following email approval of the Terms of Reference for the Governance Review, ID updated that an invitation to tender will be developed and distributed to potential bidders within the next week or so. The timeframe for the delivery of the review is scheduled for end May 2023. ID confirmed that advice had been taken from SPCB in relation to the procurement process. A number of potential providers with relevant skills and experience had been identified and the invitation will be sent directly to them. The programme should allow for the review to take place through most of April and the whole of May.

Action: DL to prepare the 'Invitation to Tender' and scoring matrix, in line with SPCB procurement guidance, and share with Commissioners for information, once issued.

3.4. **Corporate Governance Framework timeline-** DL updated that ARC meetings have now been tabled for March and June 2023. Development of a Risk Register will be the priority focus for the March meeting.

Action: Item on risk appetite to be added to the agenda for the ARC March meeting agenda at request of JF.

3.5. **Legislative Forward Look-** This item was tabled for discussion at item 5 of the agenda so was not addressed here.

4. Transition Strategy 2023/24

4.1. JS presented the Transition Strategy Paper, which had been developed in consultation with staff and Commissioners, building on discussions from the Team Away Day on 8th Feb 2023 and a subsequent SWOT and PESTLE analysis completed in late February. The paper provides an analysis of the current internal and external operating environment and recommends that a

Transition Strategy is required to strengthen the Commission's operations, corporate governance and communications in advance of the 2024/28 strategic planning cycle.

- 4.2. JS proposed three strategic objectives to be delivered during this transition period, based on themes of Purpose, People and Performance, and the **Key Performance Indicators (KPIs)** under each by which success would be measured. A detailed discussion was had on the objectives and KPIs, with some minor additions and amendments proposed. The importance of collecting baseline data was also noted.
- 4.3. Commissioners agreed to approve the draft Transition Strategy in principle (direction of travel), subject to minor amendments following today's discussion.
- 4.4. It was confirmed that SHRC's budget for 2023/24 had just been approved by SPCB.

Actions:

- JS to amend Transition Strategy based on feedback and recirculate to Commissioners.
- Commission to develop a staff wellbeing survey for the start of the new operational year under KPI 6.
- JS to review and revise appendices and incorporate all but the Away Day Report, and the SWOT/PESTLE analysis into the Operational Planning papers.

5. Legislative Agenda 2023/24

- 5.1. LFY presented a paper on the key legislative proposals relevant to the Commission's mandate which may be introduced in the coming year. The paper was provided for information purposes only and intended to give an indication of potential areas of engagement for the next Operational Plan.

5.2. A discussion followed about the Commission's approach to responding to public consultations and calls for evidence, the impact of this work and potential ways the Commission might adapt its approach in the future to be more proactive and less reactive.

Actions:

- L&P team to provide a decision-making framework/ written criteria to determine how legal and policy work is prioritised for Commissioner input at next team meeting.
- L&P team to arrange short capacity building sessions based on key bills the Commission is engaging with at appropriate points in the operational year.

6. Transgender Prisoners

6.1. ID provided an update that the Legal and Policy team have completed an analysis on Article 3 and transgender prisoners, which will be circulated to Commissioners later this week for review.

Action: JS to circulate paper to Commissioners this week for review and comment. Approval can be made by email or tabled for discussion at the April Commission meeting.

7. AOB

7.1. **COVID-19 Inquiry** : ID updated that the Commission will engage with both the UK Covid-19 Inquiry and the Scottish Covid-19 Inquiry as and when requested by each respective Inquiry team.

7.2. **Thematic Priorities for next year:** ID outlined next steps in lead up to developing the 2024-28 Strategic Plan, noting that two papers will be tabled for the April Commission meeting:

- Proposals for scoping out thematic priorities for the next Operational Plan.
- Proposals for the 2024-2028 Strategic Review and provisional timetable.

Action: Papers to be circulate to Commissioner two weeks in advance of April Commission meeting.

7.3. Finally ID advised of two future dates to be aware of:

- 20 March 2023 - previous Commissioner Alan Mitchell will run a session for Commissioners on the NPM and his role with the CPT.
- Next Commission meeting is on 3 April 20203, 2pm.