

Present:

Jim Farish (JF, Meeting Chair)

Claire Methven O'Brien (CMO)

Shelley Gray (SG)

In Attendance:

Jan Savage (JS, Executive Director, Minute Secretary)

Apologies:

No apologies

1. Welcome

Chair opened the meeting. No declarations of interest were recorded in relation to the meeting agenda.

2. Discussion

2.1. The Commission considered in detail each recommendation of the Governance Review.

2.2. Following discussion, the Commission accepted the recommendations of the Governance Review in full.

Action: An Implementation Plan to be developed with indicative timelines.

2.3. The Commission discussed the communications and engagement approach for the Governance Review.

2.4. Following this discussion, it was agreed that the Commission would publish a Vision Statement to accompany the Governance Review, as well as a high level summary of the key recommendations being accepted.

2.5. To allow time for this to be developed, the Commission noted that this would be ready to publish at the start of September 2023.

2.6. In the interests of transparency, the Governance Review will be published on the Commission's website.

Action: A Vision Statement and high level summary of key recommendations to be drafted and agreed by correspondence to publish in early September 2023.

Action: A Communications and Engagement plan to be developed to support the publication of the Governance Review.

2.7. The Commission discussed the governance and support arrangements required to implement the Recommendations of the Governance Review.

- 2.8. It was agreed that the Audit and Risk Committee would receive updates of progress to deliver the Implementation Plan within an approved timeline.
- 2.9. It was agreed that the Executive Director would convene a short life Advisory Panel of external colleagues with relevant and equivalent experience to provide support and guidance around the progress of the Implementation Plan as required. This may include other public bodies and NHRIs.

Action: Establish the Governance Review - Implementation Plan as a standing agenda item at the Audit and Risk Committee

Action: Establish members of an informal Advisory Panel to provide as required advice and support on the Implementation Plan

3. AOB

- 3.1. In light of no formal Commission meeting in August and annual leave commitments, the Commission reviewed the interim Chair rota, and agreed that JF would continue in the Chair role for the month of August. SG would assume Chair responsibilities in September, and CMO would assume Chair responsibilities in October.
- 3.2. The meeting closed at 4.30pm