

**Present:** Shelley Gray (Commissioner, Interim Chair, SG)

Claire Methven O'Brien (Commissioner, CMO)

Jim Farish (Commissioner, JF)

**In Attendance:** Jan Savage (Executive Director, JS)

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

Tiia Kontro (Business Support, Minute Secretary, TK)

**Apologies:** No apologies

**List of Acronyms:** SLT: The Commission's Senior Leadership Team

SPCB: Scottish Parliament Corporate Body

## 1. Welcome / Declarations of Interest

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

## 2. Minutes of Previous Meeting

- 2.1. The minutes of the meeting held on 13 November 2023 were approved with minor changes.

## 3. Matters Arising

- 3.1. DL provided a status update on the items on the Action Log.
- 3.2. It was noted that the Strategic Performance Scorecard, originally planned to be discussed at the November meeting had been issued for discussion at agenda item 4.

## 4. Strategic Performance Scorecard

- 4.1. JS noted that the Performance Scorecard for Q2 was originally scheduled for discussion in the November Commission meeting, as October had been a separate Strategic development session. The Q3 scorecard will be updated and discussed in the new year.
- 4.2. JS pointed out that progress has been made with regards to the Commissioner appraisals. SPCB's independent assessor for officeholder evaluations, the Rt Hn Ken Macintosh, will conduct the assessments with Commissioners on a one-off basis in the absence of a Chair.
- 4.3. . The Commission welcomed SPCB's support in the process.

**Action:** DL to resend Commissioner work programme schedule from July that includes agreed Objectives.

- 4.4. It was noted that Q3 has been a busy period for the Commission which has led to an increase in the volume of flexi balance across the staff team. JS assured that the SLT has

agreed to monitor staff flexi balances carefully to ensure staff wellbeing and adequate capacity planning going forward.

## 5. Strategic Plan 2024-28

5.1. JS introduced the first draft version of the Strategic Plan 2024-28 to the Commission. It was noted that the draft has been composed based on outputs and subsequent discussions from: February's all team workshop in Glasgow, the Transition Strategy approved in March, the Commission's facilitated Strategic Planning and Development session with Commissioners in October, and staff team strategy development meetings in October and November.

In addition, it was noted that further feedback will be received from consultation through the online questionnaire as well as stakeholder consultation event scheduled for Wednesday 13 December 2023.

5.2. The Commission discussed the proposed strategic priorities. The Commission were content with the structure and key emerging priorities, and agreed that a further meeting would be scheduled for before the Christmas break but after the stakeholder engagement event, for the Commission to discuss and develop the strategic priorities further. Further meetings will be scheduled for January, with a plan to share the draft with SPCB by the end of January.

**Action:** Further sessions to be arranged with JS and Commissioners in December and January re Strategic Plan development.

5.3. The Commission discussed the messaging on resources required to deliver the proposed strategic plan. It was agreed that a section would be added to the introduction of the strategic plan to clarify the requirement for sufficient resources in ensuring the full delivery of the Commission's mandate as well as the new strategic priorities.

5.4. The Commissioners will send their detailed feedback to JS prior to the stakeholder engagement event on 13 December 2023. All feedback will then be collated into the next draft of the

Strategic Plan and shared with the Commission ahead of the next discussion.

## **6. AOB**

### SPS

- 6.1. JS shared a draft statement from the Commission to hold in abeyance ahead of any potential media enquiries in relation to SPS's new policy position regarding trans prisoners. It was agreed that the statement will be revised based on Commissioner feedback and a final draft circulated.

### 4 NHRI Meeting

- 6.2. JS shared a short context note with the Commissioners on the upcoming 4 NHRI meeting, which the Commission is due to host in February 2024. Draft agenda will be circulated with the Commissioners in due course together with the draft minutes from the previous 4 NHRI Meeting.

### Annual report

- 6.3. JS noted that the Commission has received confirmation that the Equality, Human Rights and Civil Justice Committee will invite the Commission to give evidence on its annual performance in January 2024. It was proposed that all three Commissioners represent the Commission together with the Executive Director. The proposal was agreed by the Commission.

### Accreditation

- 6.4. JS shared a short, verbal update on the GANHRI accreditation status of NIHRC and EHRC.

### Commission meetings 2024

6.5. It was noted that meetings for Q4 have been scheduled and that the Commission will draft a schedule for Commission meetings from April 2024 onwards in early 2024.