

Special Commission Meeting Minutes

Date: 29 September 2025

Time: 10:00 - 11:50

Present:	Angela O'Hagan (Chair) AOH
	Aaliya Seyal (Member of the Commission) AS
	Rosemary Agnew (Member of the Commission) RA
	Shelley Gray (Member of the Commission) SG
In Attendance:	Jan Savage (Executive Director) JS
	David Lees (Head of Secretary and Business Support) DL
	Rosie McIntosh (Head of Communications and Engagement) RM, items 1 - 5 only
	David Watt (Chair of ARC) DW, items 1 - 5 only
	Tiaa Kontro (Minute Secretary) TK
Apologies:	Claire Methven O'Brien (Member of the Commission) CMO
List of Acronyms:	ARA: Annual Report and Accounts
	ARC: Audit and risk Committee

EHRC: Equality and Human Rights Commission

MoU: Memorandum of Understanding

SCA: Sub Committee on Accreditation

1. Welcome / Introductions

The Chair welcomed Members and attendees.

2. Declarations of Interest

No declarations were noted.

3. ARC Annual report

3.1. ARC Annual Report

The ARC Annual Report was tabled and noted formally by the Commission.

The members endorsed the ARC's confirmations to Audit Scotland as per point 5.3.7 of the report.

The Members formally thanked DW for his term as the ARC Chair.

4. Annual Report and Accounts (ARA)

4.1. ARA for Approval and Sign off by Accountable Officer

A final version of the ARA for 2024-25 was tabled for Commission approval to support sign off by the Accountable Officer. JS.

The Commission formally noted thanks to all members of the team involved in the drafting process.

The Commission accepted the ARA and recommended final signoff by JS.

Action: ARA to be signed off by Accountable Officer.

5. Annual Report to Scottish Parliament

5.1. Annual Report to the Scottish Parliament – Final Approval

The final draft of SHRC Annual Report for 2024-25 to the Scottish Parliament was tabled for the Commission.

Commission discussed the report and members shared proposals for minor changes.

Pending the minor changes, the Commission approved the Annual Report which will be laid before Parliament by 31 October.

Action: Annual Report to be completed and laid before Parliament

6. MoU with EHRC

6.1. MoU with EHRC Proposed Amendments

Proposed amendments to the MoU were tabled again for Commission adoption. It was noted that proposed change in title of the agreement from the EHRC, to a Strategic Framework Agreement, has been incorporated.

The Commission approved the proposed amendments to the MoU.

Action: The MoU will be shared with the head of EHRC Scotland.

7. SCA Accreditation

7.1. SCA Reaccreditation Submission

The Chair noted formal thanks to the team involved in the preparation of the re-accreditation statement. It was noted that the Members have shared their comments on the paper and the feedback from the Members has been applied.

The Commission approved the draft subject to Chair's comments being implemented.

Action: Final draft will be printed and sent to the Chair in due course.

8. AOB

The Commission discussed the Core Brief updating process. It was agreed that a formal procedure notes will be drafted and circulated with all members to ensure clear understanding of the relevant sequencing of meetings.

Action: SLT to prepare a Core Brief written protocol

A formal decision was noted to withdraw the previous publication on Sex and Gender in Scottish Prisons. The Members agreed that this will ensure clarity on the Commission's current positioning on the subject.

Action: Head of Communications and Engagement to take the publication down from the SHRC website

ENDS.