

SCOTTISH CRIMINAL CASES REVIEW COMMISSION

MINUTES OF THE MEETING OF THE BOARD ON FRIDAY 26 JUNE 2020

10.00 AM, VIDEO CONFERENCE

FOR DISCLOSURE VIA THE PUBLICATION SCHEME

In line with the Commission's Disclosure policy, various paragraphs may have been edited or deleted from these minutes as the information contained therein relates to specific case information and/or personnel-related matters. Where the summary of discussion has been edited or the names have been deleted, this is indicated at the start of the relevant paragraph or section

Present: all by video conference

Mr Bill Matthews (Chairman)
Dr Alex Quinn
Ms Carol Gammie
Mrs Laura Reilly
Professor Jim Fraser
Mrs Elaine Noad
Mr Raymond McMenamin

Also Present: all by video conference

Mr Gerard Sinclair, Chief Executive
Mr Chris Reddick, Director of Corporate Services (minutes)
Mr Michael Walker, Head of Casework

Section 1: Governance Matters

1.1 Apologies

There were no apologies.

1.2 Conflicts of Interest/Declarations of Interest/Gifts & Hospitality

Members were asked to declare any known conflicts of interests or gifts and hospitality.

There were no conflicts of interest or declarations of gifts or hospitality.

1.3 Minutes of Board meeting held on 29 May 2020.

The Board approved the minutes of the Board meeting held on 29 May 2020, subject to minor amendment. The Board also approved the version of the minutes for the Publication Scheme, subject to the same minor amendment.

1.4 Matters Arising

There were no matters arising.

1.5 Chairman's Report

Mr Matthews confirmed that he was scheduled to have his annual update meeting with the Commission's Sponsor Team in July 2020.

1.6 Chief Executive's Report

Mr Sinclair provided the Board with updates on the following matters:

- He provided the Board with a full update on the Commission's response to the COVID-19 pandemic. He confirmed that a new staff rota had been put in place which facilitated staff coming into the office two days per week whilst maintaining social distancing arrangements. He also confirmed that the staff guidance note had been updated to take account of the latest guidance and re-issued.
- He confirmed that he would be taking part in video conference event with the New Zealand CCRC on 30 June 2020, prior to their official commencement on 1 July 2020. He also reported that representatives from the CCRC and NCCRC would also be in attendance.
- He reported that he and Mr Reddick would be attending a quarterly Sponsor Team meeting on 2 July 2020.
- He reported that the year-end Audit Committee meeting had now been rescheduled to 9 July 2020.

1.6.1 Mr Sinclair provided the Board with an update on the post office cases and the ongoing recovery of costs following the successful court action in the Sheridan case.

1.7 Court Decisions

There were no court decisions.

1.8 Correspondence

There was no correspondence for consideration.

Section 2: Management Issues (edited)

2.1 Notification by Members of non-case related work

Ms Gammie confirmed that she had attended Audit Committee training on 23 June 2020.

2.2 Training & Development

The following training and development had been undertaken since the last meeting of the Board:

- Ms Gammie had attended On Board's "The Effective Audit & Risk Committee" training on 23 June 2020.

2.3 2020-21 Business Plan

Mr Reddick provided the Board with an overview of the 2020-21 Business Plan, which had now been updated to take account of 2019-20 performance and the agreed key targets and objectives for 2020-21. After full discussion the 2020-21 Business Plan was approved.

2.4 2019-20 Annual Report & Accounts

2.4.1-3 Mr Reddick provided the Board with a detailed walk through of the draft 2019-20 Annual Accounts which were due to be considered by the Audit Committee on 9 July 2020 and signed off. After further discussion the Board approved the 2019-20 Annual Report, subject to agreed updates.

2.5 COVID-19: Office Working Guidance

Mr Reddick confirmed that the updated guidance note had been circulated for information.

Section 3: Case Matters

3.1 Monthly Case Summary

Mr Sinclair confirmed that a total of 11 new applications had been received in June 2020.

3.2 Notification of cases where final decisions have been issued since the last meeting of the Board, following the 28 days for submission of further representations expiring:

There were no cases in this category.

3.3 Notification of decision cases agreed at previous meetings of the Board but not yet issued:

There were no cases in this category.

3.4 Referral press releases issued since last meeting of the Board:

No referral press releases had been issued since the last meeting of the Board.

3.5 Requests for extensions of time to submit further representations:

There were no cases in this category.

3.6 Want of Insistence Cases:

There were no cases in this category.

3.7 Discussion Cases:

There were no cases in this category.

Section 4: Proposed Referral Cases

There were no cases in this category.

Section 5: Proposed Interim Cases

There were no cases in this category.

Section 6: Proposed Supplementary Cases (edited)

6.1 The Board considered 1 supplementary statement of reasons. After full discussion it finally agreed not to refer that case to the High Court.

Section 7: Stage 1 Pre Acceptance Cases (edited)

7.1–7.4 A total of 4 new applications were considered and the following decisions were made:

1 case	Rejected: the applicant had not appealed
1 case	Rejected on conviction as the grounds of review were a repeat of the grounds of appeal and there were no plausible or stateable grounds of review; rejected on sentence as there were no plausible or stateable grounds of review
1 case	Rejected on conviction as there were no plausible or stateable grounds of review; rejected on sentence as it was not in the interests of justice to accept the case for a full review
1 case	Rejected: there were no plausible or stateable grounds of review

Section 8: Concluding Matters

8.1 Any Other Competent Business

There was no other competent business.

8.2 Date of Next Meeting

- Audit Committee Meeting – 9 July 2020 @ 10:30
- Board Meeting – Friday 31 July 2020 @ 10:00
- Policy Meeting – Friday 14 August 2020 @ 10:00

Chris Reddick
21 July 2020