

SCOTTISH CRIMINAL CASES REVIEW COMMISSION

MINUTES OF THE MEETING OF THE BOARD ON FRIDAY 17 APRIL 2020

11:30 AM, 17 RENFIELD STREET, GLASGOW, G2 5AH

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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:

Mr Gerard Sinclair, Chief Executive
Mr Chris Reddick, Director of Corporate Services (minutes)
Mr Michael Walker, Head of Casework
Mr Daniel Fenn, Senior Legal Officer
Mr David Fitzpatrick, Legal Officer

Section 1: Governance Matters (edited)

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 Video conference

1.3.1-2 Mr Reddick confirmed that the interim Board meeting had primarily been arranged in order to test the video conference facilities and assess its suitability for future meetings. He provided a full update on the additional security measures that had been implemented. After full discussion it was agreed that future meetings during the lockdown period would be held via video conferencing.

1.4 COVID-19 Update

- 1.4.1 Mr Sinclair confirmed that all staff were continuing to work primarily from home although a rota had been put in place to facilitate staff visiting the office at a time to suit in order to update laptops, issue correspondence and collect new work. Social distancing arrangements had also been introduced for anyone visiting the office and guidance had been prepared in order to disseminate how the Commission was applying the latest Government guidance.
- 1.4.2 Mr Reddick confirmed that some personal protective equipment (PPE), including face masks and disposable gloves, had been ordered and would be available in the office soon. He also confirmed that the office guidance included information on the use of PPE in line with latest Government advice.

Section 2: Management Issues (edited)

2.1 Correspondence

- 2.1.1-2 Mr Sinclair provided Members with a full update on a request received from solicitors in one case. Mr Walker confirmed that he had drafted a proposed response. After full discussion, the proposed course of action was approved.

Chris Reddick
21 April 2020