



Meeting of the Poverty and Inequality Commission

**Thursday 15 August 2019
10:00am – 2:00pm
COSLA, Edinburgh**

Commission Attendees

Bill Scott, Chair

Commissioners

Shona Stephen
Professor Morag Treanor
Lindsay Graham
Linda Bamford
Douglas White
Yvonne Blake

Apologies

Alex Cobham

Secretariat Attendees

Katherine Hudson, Secretariat Manager
Katherine Myant, Analytical Manager
Michele Barr, Secretariat/Administrator

1. Welcome and apologies

Bill Scott, Chair of the Commission welcomed everyone to the first meeting of the new statutory Commission. Commissioners provided a brief introduction outlining their background and experience and what they could bring to the Commission. Apologies were given for Alex Cobham.

2. Poverty and Inequality Commission Code of Conduct

Bill Scott presented the draft Code of Conduct to the Commissioners. The Commissioners approved the Code of Conduct. The next steps are that it will be sent to Scottish Government for approval by Scottish Ministers.

3. Poverty and Inequality Framework Document

Bill Scott gave an update on the Framework Document. The Scottish Government is developing the Framework Document which will set out the respective roles and

responsibilities of the Commission, the Scottish Ministers and sponsor team. The Framework Document will be brought to the next Commission meeting in October.

4. Commission Remit

Bill introduced a paper on the Commission's remit, setting out the Commission's remit, the different types of work it could undertake, and some questions for the Commission to consider about how it wanted to work. The Commission agreed to develop a set of principles for how it would work. It also agreed that, while its remit focuses on Scotland, it would comment on the impact of UK Government policies on Scotland where appropriate, and that it would respond to the current Scottish Affairs Select Committee Inquiry in Welfare Policy in Scotland. The Commission agreed to explore the paper further at the Commission's induction meeting in September. The Commission suggested inviting Katherine Trebeck to speak to the Commission about her work on a Wellbeing Economy.

5. Local Child Poverty Action Reports – request for advice from the Cabinet Secretary for Communities and Local Government

Katherine Myant gave an overview of the request from the Cabinet Secretary for Communities and Local Government that the Commission scrutinise the local child poverty action reports. The Commissioners discussed the approach to the scrutiny and agreed the proposed approach to work on the local child poverty action reports. The Commission agreed to scrutinise 10 Local Authorities in the first year and look at actions and to feedback about the impact/actions. A draft report will be discussed at the next meeting on the 31 October.

Commissioners were asked if they would like to be more involved in the analysis of the reports, Bill Scott, Lindsay Graham and Yvonne Blake agreed to be part of a working group, which will meet at the end of September. The secretariat will share and agree the proposed approach with the Scottish Government. The final report will be published at the end of November.

6. Offer of assistance from Joseph Rowntree Foundation

The Commission agreed to invite Emma Congreve from the Joseph Rowntree Foundation to attend Commission meetings to provide advice and support on an ad-hoc basis.

7. Freedom of Information – Model Publication Scheme and Guide to Information

Bill Scott outlined the Commission's responsibilities under the Freedom of Information (Scotland) Act 2002 and asked the Commission to adopt the Model Publication Scheme. Commissioners were asked to approve the Guide to Information which they agreed to adopt. The Commissioners asked that the

secretariat look at how they could provide material in an easy read format. The publication scheme will be in place by 1 October.

8. Risk Register

The Risk Register paper was presented to the Commissioners. The paper sets out the potential risks to the Commission. The Commissioners agreed to adopt the register and that the risk register should be rated A fuller discussion on the controls and scoring will take place at the next meeting in October.

9. Communications and Media Engagement

Bill Scott gave an update on the Commission's media plans. The Commission has a contract with 3x1PR to provide communication support. The Commission are developing a communications strategy in the longer term. It was agreed that Commissioners would take the lead on speaking on particular pieces of work or subject areas. Guidance will be prepared to support Commissioners. The Commissioners requested that a slogan/strapline be developed for the Commission. The STV News interviewed Bill Scott, Shona Stephen, Morag Treanor and Yvonne Blake at the end of the Commission meeting for a news article on the Commission.

10. Dates and locations of future meetings

The Commissioners agreed the dates and venues for the Commission's meetings over the next year until May 2020. It was agreed to alternate between Glasgow and Edinburgh and early next year to go to Dundee.

11. AOB

Bill Scott asked Commissioners to agree to one or two people with lived experience being invited to shadow the Commission's work. The Commissioners agreed this and that any expenses should be paid to them.

The next meeting will be on 31 October in Glasgow.