



**28 May 2024**

## **267<sup>th</sup> COMMISSION MEETING**

### **Held in the Commission's Offices, Alfred House, 19-21 Alfred Street, Belfast, BT2 8ED and via Teams**

**Present:** Alyson Kilpatrick  
Helen Henderson  
Jonathan Kearney  
Justin Kouame  
David Lavery  
Stephen White

**In attendance:** David Russell, Chief Executive  
Colin Caughey, Director (Advice to Government,  
Research, and Investigations)  
Éilis Haughey, Director (Human Rights after EU  
Withdrawal)  
Claire Martin, Director (Engagement and  
Communications)  
Lorraine Hamill, Director (Finance, Personnel &  
Corporate Affairs)  
Vivienne Fitzroy, Boardroom Apprentice  
Htaik Win, Solicitor (Legal and Research Officer)  
(Agenda Item 11)

## **1. Apologies and Declarations of Interest**

1.1 There were no apologies and no declarations of interest.

## 2. Draft minutes of the 266<sup>th</sup> Commission meeting and matters arising

2.1 The minutes of the 266<sup>th</sup> Commission meeting were agreed.

**Action: Minutes of the 266<sup>th</sup> Commission meeting to be uploaded to the website.**

2.2 Commissioner Lavery reported that the Law Society NI had been invited to attend an Oversight Mechanism meeting by the Chief Constable of the Police Service NI (item 5.1 of the minutes of the previous meeting refers). The Chief Commissioner confirmed she had also been invited to attend. It was agreed that any information from that meeting would be shared with Commissioners before progressing.

**Action: Outcomes from the Oversight Mechanism meeting to be shared with Commissioners before progressing**

## 3. Chief Commissioner's report

3.1 The Chief Commissioner reported that there were some meetings that she had recently attended missing from the report and agreed to circulate details to Commissioners separately.

**Action: Chief Commissioner to circulate updated report to Commissioners**

## 4. Commissioners' reports

4.1 There were no reports from Commissioners.

## 5. Chief Executive report

5.1 The Chief Executive provided an update on a complaint that had been raised with the Audit and Risk Management Committee and confirmed the process that should be followed when an individual makes a complaint to the Commission. It was agreed that the Chief Executive would write to the individual.

**Action: Chief Executive to write to the complainant.**

5.2 The Chief Executive reported that the Chief Commissioner received the Accreditation Certificate confirming the Commission's 'A' Status at the General Assembly of the Global

Alliance of National Human Rights Institutions in Geneva in May 2024.

- 5.3 The Commonwealth Forum of National Human Rights Institutions (CFNHRI) also met whilst in Geneva. The proposals for the establishment of a Permanent Secretariat for the CFNHRI were endorsed at that meeting with several expressions of interest to join the Board. It was noted that any nominations for the Board would be brought back to the Commission. The Chief Executive also reported that the Commission is awaiting the outcome of the business case to the Foreign and Commonwealth Development Office.

## 6. Business Plan 2024-25

- 6.1 It was noted that the Business Plan for 2024-25 was not available as the Commission was awaiting confirmation of its budget.

**Action: Business Plan 2024-25 to be provided as soon as budget confirmed by the Northern Ireland Office**

## 7. Pay Policy

- 7.1 The Chief Executive reported on the proposed pay policy to support the implementation of Recommendation 6 of the Independent Review conducted in December 2022. It was noted that the commitment to review the Commission's pay policy was being considered as part of the current economic baseline review, which is due to complete by the end of June 2024.

## 8. Finance Report

- 8.1. The Director (Finance, Personnel and Corporate Affairs) provided an update on expenditure for Core and the Dedicated Mechanism as at 31 May 2024.
- 8.2 It was noted that the external audit of the Commission's Annual Report and Accounts for 2023-24 was ongoing. The Annual Report would be presented to the June Commission meeting for sign off before laying in Parliament in July 2024.

**Action: Annual Report and Accounts 2023-24 to be presented to the June Commission meeting for approval**

## **9. KPI – Year End Report**

- 9.1 The Chief Executive and Directors provided an update on year-end key performance indicators for their areas of work. It was noted that the Senior Management Team were meeting later in the month to review the process.

## **10. Dedicated Mechanism Annual Report**

- 10.1 The Dedicated Mechanism Annual Report was approved. It was noted that the launch of the Report would be deferred until September 2024 because of the elections.

## **11. Any other business**

### **Application for Assistance**

- 11.1 The Solicitor presented an Application for Assistance: Own Motion Challenge of the Safety of Rwanda (Asylum and Immigration) Act 2024.
- 11.2 Commissioners considered the Application for Assistance and gave approval for the Solicitor to issue a Pre-Action Protocol letter. It was agreed that when the Pre-Action Response was received this would be brought back to Commissioners before issuing any proceedings. It was noted that any proceedings would not be issued until after 4 July 2024 (after conclusion of the elections).

## **12. Closed Session – Confidential matter**

- 12.1 The meeting moved to a closed minute.

The main meeting closed at 12:05pm