

**MEETING OF THE SCOTTISH SENTENCING COUNCIL  
COMMUNICATIONS COMMITTEE  
TUESDAY 26 SEPTEMBER 2023  
BY VIDEO CONFERENCE**

**MINUTES**

- Members present:** Summary Sheriff Amel Elfallah (Chair)  
Hannah Graham (member)  
Lindsey Miller (member)  
Joanne McMillan (member)  
Sheriff Krista Johnston (advisor)
- Secretariat:** Ondine Tennant (secretary)  
Valerie MacGregor (principal policy officer - engagement)  
Vicky Weldon (communications manager)  
Richard Smith (business manager)
- Apologies:** Sheriff Paul Brown (advisor)  
Sheriff Andrew McIntyre (advisor)

**INTRODUCTION AND WELCOME**

1. The Chair opened the meeting and noted that apologies had been received from Sheriff Brown and Sheriff McIntyre.
2. The Chair welcomed Joanne McMillan, the Council's new solicitor member, to her first meeting as a member of the committee.

**1) PROCEEDINGS**

**Item 1.1: Draft minutes of last meeting**

3. The minutes of the previous meeting held on 31 May 2023 were approved.

### **Item 1.2: Progress of actions**

4. The Committee noted an update on actions from the previous meeting.

## **2) ENGAGEMENT**

### **Item 2.1: Meetings with Council representatives**

5. Paper 2.1 provided the Committee with an update on the Council's current protocol for meeting with Council representatives.
6. The Committee discussed the protocol and noted the update.

#### **ACTION POINT**

***AP1: Secretariat to revise the Council's protocol for meeting with Council representatives in advance of the next Council meeting.***

## **3) CORRESPONDENCE**

### **Item 3.1: Unacceptable actions policy**

7. Paper 3.1 asked the Committee to consider the adoption of the Scottish Courts and Tribunals Service (SCTS) 'Unacceptable Actions' policy for use by the Council where relevant in relation to abusive or unreasonable communications.
8. The Committee agreed that the policy should be adapted for Council use, and that Council approval should be sought by correspondence after revision.

#### **ACTION POINT**

***AP2: Secretariat to draft a policy for dealing with correspondence of an insulting and abusive nature and provide to the Council for consideration.***

### **Item 3.2: MSP correspondence**

9. Valerie MacGregor provided an update on an item of correspondence received from an MSP in relation to a constituent.
10. The Committee noted the update.

## **4) MEDIA AND SOCIAL MEDIA**

**Item 4.1: Instagram launch and content plan**

11. Vicky Weldon provided an oral update on the launch of the Council's Instagram channel.
12. The Committee noted the update.

**Item 4.2: Media and social media update**

13. The Committee noted the update provided in paper 4.2.

**Item 4.3: Death by driving guideline reaction**

14. The Committee noted the update provided in paper 4.3.

**5) EDUCATIONAL VIDEOS**

**Item 5.1: Community sentencing video**

15. Paper 5.1 asked the Committee to provide feedback on the development of the video on community sentencing.
16. The Committee discussed the video and provided feedback.

**ACTION POINT**

***AP3: Secretariat to complete development of the video on community sentencing.***

**Item 5.2: Prison sentencing video procurement specification**

17. Paper 5.2 invited the Committee to note, and provide feedback on, a procurement document in relation to the commission of an educational video about prison sentencing.
18. The Committee discussed the paper and provided feedback.

**ACTION POINT**

***AP4: Secretariat to proceed with procurement of the educational video on prison sentencing.***

**6) WEBSITE**

**Item 6.1: Website progress**

19. Richard Smith provided an update on progress of the upgrade of the Council's website.

20. The Committee noted the update.

#### **ACTION POINT**

***AP5: Secretariat to complete upgrade of website management system and accessibility standards with the website host/ developer.***

#### **7) AOB AND NEXT COMMITTEE MEETING DATE**

##### **Item 7.1: AOB**

21. Vicky Weldon provided an update on the development of an information resource on sentencing for sharing with broadcasters.

22. The Committee noted the update.

##### **Item 7.2: Date of next meeting**

23. The Committee agreed to arrange the next meeting prior to the Council meeting in December.