

**MEETING OF THE SCOTTISH SENTENCING COUNCIL
COMMUNICATIONS AND ENGAGEMENT COMMITTEE**

23 MAY 2025

BY VIDEO CONFERENCE

MINUTES

- Members present:** Joanne McMillan (chair)
Lindsey Miller (member)
Sheriff Amel Elfallah (advisor)
- Secretariat:** Valerie MacGregor (principal policy officer - engagement)
Lynda Tahri (communications manager)
Nick Bibby (communications manager)

INTRODUCTION AND WELCOME

1. Apologies were noted from Lynn Burns (member) and Sheriff Paul Brown (advisor). The Chair opened the meeting and welcomed members and the secretariat.
2. The Committee agreed not to publish the following papers: 1.2, 2.1, 4.1, 5.1, 5.2, 5.2A, 5.3, 5.4, 5.5 and 5.5A.

PROCEEDINGS

Item 1.1: Draft minutes

3. The minutes of the previous meeting held on 20 February 2025 were approved.

Item 1.2: Progress of actions

4. The Committee noted the actions from the previous meeting.

10-YEAR ANNIVERSARY UPDATE

Item 2.1: 10-year anniversary activities

5. Paper 2.1 provided further insight into the proposal of activities for the tenth anniversary, and ongoing discussions were continued.

ACTION POINT

AP1: Secretariat to work with Council members to take plans forward and discuss at the next Committee meeting

EASY READ PUBLICATION

Item 3.1: Easy read information pack

6. An oral update was given on the Council's plans for an Easy Read version of the information pack to be produced.

ACTION POINT

AP2: Secretariat to review easy read publication and share final draft with Committee

WEBSITE

Item 4.1: Website plan

7. The secretariat conducted a review of the Council's website and proposed developments to improve navigation and highlight public material.

ACTION POINT

AP3: Secretariat to consider further review of current website and its content

COMMUNICATIONS

Item 5.1: Communications activity

8. The Committee was provided with an update of recent communications activity. The Committee noted the paper.

Item 5.2: Social media content calendar

9. Paper 5.2 provided the Committee with an update on the social media content calendar that was developed and put in place in April to increase the Council's social media presence. The Committee noted the paper.

Item 5.3: Digital and social media report

10. Paper 5.3 provided the Committee with an update on media and social media activity. The Committee noted the paper.

Item 5.4: Engagement

11. Paper 5.4 provided the Committee with an update on engagement activity. The Committee noted the paper.

SOCIAL MEDIA USE

Item 5.5: Social media policy

Paper 5.5 provided an update to the Council's existing, published social media policy to include the reposting of relevant material. The Committee agreed the addition to the policy.

ACTION POINT

AP4: Secretariat to publish updated social media policy on website

AOB AND NEXT COMMITTEE MEETING DATE

Item 6.1: AOB

12. Committee members noted the success of the recent research symposium.

Item 6.2: Date of next meeting

13. The Committee agreed to arrange the next meeting by correspondence.

Scottish Sentencing Council Secretariat

May 2025