

MINUTES
MEETING OF THE HUMAN RIGHTS COMMISSION
3 FEBRUARY, 2010
CONFERENCE ROOM
COMMISSIONS SECRETARIAT

PRESENT:	Richard Coles	Chairman
	Sara Collins	Member
	Alistair Walters	Member
	Cathy Frazier (via phone)	Member
	Rev. Nicholas Sykes (via phone)	Member
	Deborah Bodden	Manager, Commissions Secretariat
	Laura Jackson	Analyst, Commissions Secretariat
	Jason Webster	Analyst, Commissions Secretariat

APOLOGIES: N/A

1. Meeting called to order

The meeting was called to order at 3:40pm. The Chair welcomed all the members of the Commission to the first official meeting and introductions were exchanged.

2. New Business

The following administrative issues were discussed and agreed upon by the Commission:

a. Quorum

- i. The quorum for any meeting of the Commission should be set at a minimum of three (3) members of the Commission.

b. Notice of meetings

- ii. The standing meeting time for the Commission will be the 1st Wednesday of every month at 3:30 pm.
- iii. In the event that a meeting will not be held at the agreed time notice will be circulated amongst the members stating such cancellation as soon as reasonably possible.

c. Meeting agenda

- i. Meeting agendas will be circulated to all members of the Commission no less than one week in advance of the upcoming scheduled meeting.

d. Minutes

- ii. Minutes of the previous meeting will be confirmed at the subsequent meeting by the members of the Commission.
- iii. The Analyst will forward the draft minutes to the Chairman and members as soon as possible after the meeting has been adjourned.

- iv. After the confirmation of the minutes by the Commission any notes used during the meeting in question will be collected and destroyed and the minutes will act as the official record of the meeting.
- v. The minutes of any meeting of the Commission shall be posted on the Commission's website after they have been confirmed however any information that is sensitive and exempt under the FOI law will be redacted prior to the posting of the said minutes.

f. Decision-making

- i. Decisions of the Commission will be made by consensus and members of the Commission have the option of recording their dissenting opinions.
- ii. In the event that a consensus cannot be reached, decisions will be made by way of a majority vote. In the event that the vote is tied the Chair shall have a casting vote in addition to his or her original vote.

g. Structure of meetings

- i. All meetings of the Commission will be held in private.
- ii. The Commission will make available the option of holding public meetings when the need arises.
- iii. Research is to be undertaken by the Commissioners and the Secretariat to examine how this issue is handled in other jurisdictions by similar bodies.

h. Email address

- i. A central email address, which is external to central government, must be created and the Manager of the Commissions Secretariat was asked to obtain this address.
- ii. It was agreed that the Manager of the Commissions Secretariat will be responsible for maintaining the e-mail account and forwarding e-mails on to the Chairman who will then decide whether or not it should be distributed to the other members of the Commission.

i. Website

- i. It was agreed that a Commission website must be created.
- ii. The Chairman asked that the Manager of the Commissions Secretariat contact the Ministry of Education regarding the possibility of transferring the domain name of the former Human Rights Committee's website and its material to the Secretariat.

j. Former Human Rights Committee

- i. It was agreed that a formal request be made for the outstanding complaints to be transferred from the possession of the former Committee Secretariat on behalf of the Human Rights Commission. The Manager of the Commissions Secretariat was asked to handle this.
- ii. The members thought it important that any outstanding cases which the Human Rights Committee was unable to deal with would be an item on the agenda for the next meeting.

k. Spokesperson

- i. The members agreed that the Chair would act as the official spokesperson for the Commission.
- ii. It was noted however that other members of the Commission can express their opinions on matters, but must ensure that in doing so it is made clear that these are personal opinions and are not being made on behalf of the Commission.

l. Legal Aid proposal

- i. The Commission members had previously received a copy of the Legal Aid Review Committee's proposals for comment and it was agreed that the general response to the document should include that the Commission's main concern is that accused persons are adequately and properly represented. Furthermore they would like to add that they cannot provide any further comments until the remainder of the information is received.
- ii. The members thought that it would be appropriate to formally meet with the Legal Aid Review Committee to discuss the proposals.

m. UCCI presentation

- i. The Chairman has been asked to prepare a paper and complete a presentation on Human Rights as it concerns Caribbean Literature, Culture & Art at the University College of the Cayman Islands on 11 and 12 March, 2010.
- ii. After some discussion it was agreed that it would be difficult to tie the two subjects together and that the Chair shall decide whether or not to accept the request from the UCCI once he has obtained further information.

n. Procedure manual

- i. The members of the Commission agreed that a procedure manual must be created.
- ii. The Commission will engage in discussions with other established commissions to determine if there is any common ground in their functions.
- iii. It was suggested that the Manager of the Commissions Secretariat contact the Chair of the Civil Service Appeal Commission for information on their procedure manual.
- iv. The Secretariat was given the responsibility of conducting research on similar bodies in other jurisdictions with a focus on their procedural policies.

o. Logo/ Letterhead

- i. The Commission decided that they would like to have a logo for their letterhead and Commission business. It was decided that they should hold a competition for school aged children to create a logo for the Commission which would also provide them with an opportunity to make an initial trip into the school system.

3. Items to be Discussed at the Next Meeting

- a. Outstanding administrative issues;
- b. The treaties that are currently extended to the Cayman Islands;
- c. Method of resolution for complaints of breaches of treaties;
- d. Outstanding complaints from the Human Rights Committee;
- e. Need for formal link with Government in order to track progress;
- f. Views of the Commission in relation to the next three (3) years pending the implementation of the Bill of Rights.

4. Next Meeting

The next meeting will be held on 18 February, 2010 @ 3:30pm in the Commissions Secretariat Boardroom.

5. Adjournment

The meeting was adjourned at 5:02 pm.



Mr. Richard Coles
CHAIRMAN
HUMAN RIGHTS COMMISSION