

# The Promise Oversight Board Meeting SIX Minute

Thursday 9<sup>th</sup> December 2021



**the promise**  
scotland

**The Promise Scotland Oversight Board  
Meeting SIX– 9<sup>th</sup> December 2021**

## MINUTE

**Attendees:**

Fiona Duncan	Oversight Board Chair
Anna Fowlie	Oversight Board Member
Ashley Cameron	Oversight Board Member
Carrie McLaughlan	Oversight Board Member
David Anderson	Oversight Board Member
Euan Currie	Oversight Board Member
Ewan Aitken	Oversight Board Member
Dr Helen Whincup	Oversight Board Member
Iain MacRitchie	Oversight Board Member
Jemma Kerr	Oversight Board Member
Kezia Dugdale	Oversight Board member
Maria McGill	Oversight Board Member
Prof Morag Treanor	Oversight Board Member
Neil Squires	Oversight Board Member
Dr Patricia Watts	Oversight Board Member
Ruth Glassborow	Oversight Board Member
Ryan McCuaig	Oversight Board Member
Sharon McGhee	Oversight Board Member
Taliah Drayak	Oversight Board Member
Tracey McFall	Oversight Board Member

**In attendance from The Promise Scotland:**

Claire Stuart	Head of Evidence
Fionnuala Contier-Lawrie	Governance Projects Officer
Mairi Clare Rodgers	Head of External Affairs
Mhairi Glen	Finance and Admin Officer (minute)
Morag Burnett	Governance Lead
<b>Apologies:</b>	
Jasmin-Kasaya Pilling	Oversight Board Member
Fiona McFarlane	Head of Oversight

Minute of Meeting:	
11:00 – 11:40	<p>1. Welcome – Closed session.</p> <ul style="list-style-type: none"> <li>♥ Fiona welcomed and thanked everyone for joining.</li> <li>♥ The Board had a closed session with the Chair to reflect on the past year.</li> </ul>
11.40 – 11:50	<p>2. Minutes and Actions from previous meeting(s)</p> <ul style="list-style-type: none"> <li>♥ The Board was taken through the draft minute from the October meeting page by page for its approval. The minute was approved.</li> <li>♥ The Board was taken through the matters arising log. All actions are either completed or in progress. A session will be run on the Outcomes Framework on 13<sup>th</sup> of January 2022.</li> </ul>
11.50 – 13:00	<p>3. Discussion paper on Report ONE</p> <ul style="list-style-type: none"> <li>♥ Copies of the Discussion Paper were distributed</li> <li>♥ Fiona introduced the Discussion Paper, asking the Board to consider what they would like Report ONE to achieve. Ideas were captured on post-it notes and shared.</li> <li>♥ Fiona reminded the Board of the timeline up to production of the final version.</li> <li>♥ The Board then had time to read the Discussion Paper with a focus on agreed purpose, content, tone and audience.</li> <li>♥ The group broke up to read the Discussion Paper and reconvene after lunch for discussion and comment.</li> </ul>

LUNCH BREAK

14:05 – 14:30	<p>4. Discussion Paper on Report ONE</p> <ul style="list-style-type: none"> <li>♥ Board members had time in small groups to share their first thoughts after reading the Discussion Paper. The groups took an appreciative inquiry approach: offered solutions and improvements, made positive suggestions for change and considered 'what else is needed next to produce Draft ONE in terms of getting the purpose / content / tone / audience just right?'</li> <li>♥ The groups reconvened and shared their feedback.</li> </ul>
14:30 – 15:00	<p>5. Report ONE – design options and communications plan</p> <ul style="list-style-type: none"> <li>♥ The Board were presented with three possible design options for Report ONE and shared their initial thoughts.</li> <li>♥ The Board gave their feedback on the proposed communications plan for publication, offering suggestions and assistance.</li> </ul>
15:00 – 15:20	<p>6. Forward Programme/AOB</p> <ul style="list-style-type: none"> <li>♥ The Board were updated on a proposed timeline for report publication.</li> <li>♥ The Board were asked to volunteer to develop proposals about working with The Scottish Parliament corporate body.</li> </ul>