

The Promise Oversight Board Meeting TWELVE Minute

Tuesday 13th December 2022



the promise
scotland

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Meeting TWELVE 13th December 2022**

DRAFT 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
Kezia Dugdale	Oversight Board Member
Maria McGill	Oversight Board Member
Professor Morag Treanor	Oversight Board Member
Neil Squires	Oversight Board Member
Patricia Watts	Oversight Board Member
Ruth Glassborow	Oversight Board Member
Taliah Drayak	Oversight Board Member
Tracey McFall	Oversight Board Member
Apologies:	
Iain MacRitchie	Oversight Board Member
Jasmin-Kasaya Pilling	Oversight Board Member
Jemma Kerr	Oversight Board Member
Ryan McCaig	Oversight Board Member
Sharon McGhee	Oversight Board Member

In attendance from The Promise Scotland:

Claire Burns	Insights Lead
Fiona McFarlane	Head of Public Affairs
Fionnuala Contier-Lawrie	Public Affairs and Communications Officer
Fraser McKinlay	Chief Executive Officer
Morag Burnett	Head of Governance and Operations

Minute of Meeting:

11:00 – 11:05	<p>1. Welcome</p> <p>♥ Fiona welcomed the group, thanked everyone for coming and went through the meeting agenda.</p>
11:05 – 11:15	<p>2. Minutes and Actions from Meeting ELEVEN</p> <p>♥ The Promise Oversight Board was taken through the previous meeting minute for its approval, and all actions. The minute was approved.</p>
11:15 – 12:00	<p>3. Report TWO</p> <p>♥ The Promise Oversight Board Members discussed reference points for Report TWO, agreeing an optional session in early 2023 on the 'data map' (the data improvement tool The Promise Scotland team has been working on).</p>
12:15– 13:15	<p>4. Report TWO</p> <p>♥ In three groups, The Promise Oversight Board discussed information needs and themes for Report TWO, incorporating learning from the mid-point review of Plan 21-24, and considering how to demonstrate progress towards #KeepThePromise by 2030, outlining information needs for Meeting THIRTEEN.</p>
14:00– 14:40	<p>5. Report TWO</p> <p>♥ The Chair revisited previous discussions on <u>p</u>urpose, <u>c</u>ontent, <u>a</u>udience and <u>t</u>one in relation to Report TWO then summarised the morning's discussions. It was agreed that the agendas for the next two Promise Oversight Board meetings would focus on <u>c</u>ontent. Dates of relevant, upcoming publications and events in early 2023 were considered, leading to a discussion on timing for Report TWO. The Promise Oversight Board took account of the relevance of their key messages to different audiences, agreeing to widen this out to include anyone who has an interest in keeping the promise, and the importance of getting the tone 'right'.</p>

14:40 – 15:00	<p>6. Chair’s Appointment Process</p> <ul style="list-style-type: none"> ♥ The Promise Oversight Board agreed a model and process for appointing a new Chair that would commence immediately.
15:00- 15:20	<p>7. Relationship with The Promise Scotland</p> <ul style="list-style-type: none"> ♥ The Promise Oversight Board members agreed that there are two main intersections between their work and that of the Directors of The Promise Scotland.
15:20- 15:25	<p>8. Forward Programme</p> <ul style="list-style-type: none"> ♥ It was agreed that the Risk Register would be moved to Meeting FIFTEEN, the revised Terms of Reference for the Promise Oversight Board would be circulated via email for comments in between meetings, that Meeting THIRTEEN’s focus will be Report TWO content and the 2023 meeting dates would be amended to spread across more days of the week.
15:25- 15:30	<p>9. AOB</p> <ul style="list-style-type: none"> ♥ There was no other business.