

The Promise Oversight Board Meeting SEVEN Minute

Thursday 10th February 2022



the promise
scotland

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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
Jasmin-Kasaya Pilling	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:

Brian Houston	Head of Support
Claire Stuart	Head of Evidence
Fiona McFarlane	Head of Oversight
Fionnuala Contier-Lawrie	Governance Projects Officer
Mairi Clare Rodgers	Head of External Affairs
Morag Burnett	Governance Lead

Apologies:

None

Minute of Meeting:

11:00 – 11:05	1. Welcome  Fiona welcomed and thanked everyone, outlined the agenda and purpose of the meeting.
11:05 – 11:15	2. Minutes and Actions  The draft minute from December was approved page by page with no outstanding actions from the matters arising log.
11:15 – 12:05	3. Draft Report ONE  The Board was given a presentation on the process to date to devise Report ONE including feedback from Board Members on how to ensure the purpose, content, tone and audience would best achieve what had been previously agreed.  In small groups, Board Members worked on ‘what three things’ would improve Draft Report ONE then shared their suggestions.  All Board Members identified one topic relevant to Draft Report ONE for a focused group work discussion and wrote it on a post-it. Board Members were asked to vote over lunch on the topic they would most like to discuss.  The Board considered a range of publication dates, considering greatest impact.
12:05– 12:35	4. Feedback Loop  The Board considered the usage of The Promise Scotland’s feedback loop for different stakeholders, sharing their initial thoughts.

LUNCH

During lunch, the Chair and The Promise Scotland team collated the relevant topic post-its and clustered them into four discussion topics.

13:15- 14:30	<p>5. Report ONE - review</p> <ul style="list-style-type: none"> ♥ After voting on their preferred topic, Board Members joined a focussed group discussion, before reconvening to feedback.
14:30 – 15:00	<p>6. Report ONE – communications plan</p> <ul style="list-style-type: none"> ♥ The Board considered a communications plan for Report ONE, alongside publication date preferences.
15:00- 15:15	<p>7. Forward programme</p> <ul style="list-style-type: none"> ♥ Fiona asked for feedback on the process established to maintain momentum to devise Report ONE. The Board agreed it had been beneficial and should be utilised as necessary. ♥ Board Members were invited to propose topics for discussion at later meetings.
15:15- 15:30	<p>8. AOB</p> <ul style="list-style-type: none"> ♥ The Board considered what functionality was needed from a sharing platform that would allow Board Members to share insights with one another and The Promise Scotland team.