

Meeting EIGHT
of the
Directors of The Promise Scotland (SC693269)
24th February 2023 from 14.00 – 17.00
at NHS Education for Scotland and on Teams

MINUTE

Attendees - Directors

Fiona Duncan (FD)	Chair
Anna Black (AB)	Director
David Garbutt (DG)	Director
Fraser McKinlay	Director and Chief Executive
Jackie Brock (JB)	Director
Jim Savege (JS)	Director
Philip Rycroft (PR)	Director
Sally Loudon (SL)	Director
Victoria Underwood (VU)	Director

Apologies

None

In attendance – Senior Leadership Team

Morag Burnett (MB) Head of Governance and Operations (minutes)

14:00-14:05 Item 1. Welcome, introductions, apologies and purpose of meeting

FD welcomed Directors of The Promise Scotland to the meeting, noting its purpose was to enable Directors to consider Q3 progress, sign off the budget and workplan for 2023/4, consider risk and discuss the external environment.

There were no apologies.

**14:05-14:10 Item 2. Minutes and action log
Paper 1**

Directors agreed the minutes of Meeting SEVEN and received an update on the action log.

14:10-14:15 Item 3. Declarations of Interest

There were no interests to declare in relation to the business of the meeting.

14:15-14:30

Item 4.

Quarter 3 Progress Report
Papers 2 and 2a

FMcK introduced the papers and MB shared details of the outcome map work that commenced in January 2023, with further outcomes work planned for March 2023.

Directors clarified their expectations for future reporting, including a heatmap of progress. It was agreed that a model report would be brought to Directors in May 2023 prior to its implementation in time for the 2023/4 Q1 Progress Report.

Directors discussed the 2022/3 Q3 Progress Report and approved it for submission to the Scottish Government.

14:30-15:10

Item 5.

Draft Rolling Work Plan and Budget
Papers 3, 3a and 3b

FD reminded Directors that a presentation on the draft rolling workplan was given at Meeting FIVE. Directors are clear that The Promise Scotland must stay focussed on identifying and shoring up gaps and meeting existing commitments, avoiding organisational growth and the subsequent risk of building itself into the system.

FMcK introduced the Draft Rolling Work Plan for 2023/4 (paper 3a). Directors welcomed the focus on key themes and localities. They requested further articulation of impact and highlighted the need to be explicit about the thematic, connected nature of the work.

JS introduced the 2023/24 Budget (paper 3b, sensitive) and summarised the conclusions of the meeting of the Finance Committee, with reference to the draft minute included in papers. Directors endorsed the Finance Committee's view that the budget needs for 2023/24 have flexibility to allow for new or rephased projects as well as a prudent level of contingency.

Directors approved the Draft Rolling Work Plan and Budget for 2023/24 and asked FMcK to approach the Scottish Government to update the grant requirements accordingly. The grant should be agreed by 31 March 2023.

Sally Loudon joined the meeting.

15:10-15:30

Item 6.

Risk
Paper 4

FD reminded Directors that the Audit and Risk Committee would meet in April. Today's discussion would inform the agenda of that meeting.



FMcK introduced the paper. Directors discussed the process of risk identification, risk scoring and frequency of reporting and asked that these matters be further considered by the Audit and Risk Committee in April.

Jackie Brock left the meeting.

BREAK

15:40-15:50 **Item 7.** **Appointment of Auditor**
Paper 5

MB introduced the paper. Directors discussed and approved the process.

15:50-16:30 **Item 8.** **White Space**

Directors used this time to reflect on recent events and implications for strategy.

16:30-16:40 **Item 9.** **Forward Plan**
Paper 6

Directors discussed Paper 6 and agreed that Meeting NINE (May) will include a paper on the discussions from the meetings the Chair had with all Directors individually, as well as a draft of the outcomes reporting model.

Meeting TEN (August) will consider the Articles of Association and Member Agreement as well as ownership options. Meeting ELEVEN (November) will include discussion of a fuller long-term timeline.

16:40-16:45 **Item 10.** **Any other business**

MB updated Directors on recent recruitment. There was no further business.