

Meeting TWELVE
of the
Directors of The Promise Scotland (SC693269)
on Thursday 29th February 2024 at 10.00-13.00
at The Promise Scotland, South Charlotte Street, Edinburgh
and on Teams

Attendees - Directors

Fiona Duncan (FD)	Chair
David Garbutt (DG)	Director
Fraser McKinlay (FMK)	Director and Chief Executive
Jackie Brock (JB)	Director
Jim Savege (JS)	Director
Philip Rycroft (PR)	Director

Apologies

Anna Black (AB)	Director
Jane O'Donnell	Director
Victoria Underwood (VU)	Director

In attendance – The Promise Scotland

Morag Burnett (MB)	Head of Governance and Operations
Gillian Sinclair (GS)	EA & Governance Co-ordinator (minute)

10.00 – 10.05 Item 1 Welcome, introductions, apologies and purpose of meeting

Fiona Duncan (FD) welcomed Directors of The Promise Scotland to the meeting. Apologies were received from Jane O'Donnell, Victoria Underwood and Anna Black. Anna Black is in contact about a return following her planned leave.

No topics had been suggested for the white space discussion.

10.05 – 10.10 Item 2 Minutes and action log

The minute of Meeting ELEVEN held on 10th November 2023 was approved as correct. No questions were raised about the actions, and it was noted that all items on the log were either covered in the agenda, on the forward plan for a future agenda, on track, or complete.

10.10 – 10.15 Item 3. Declarations of interest

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

10.15 – 10.45 Item 4. Quarter 3 reporting & management accounts

Fraser McKinlay (FMK) presented the Quarter 3 report for period October to December 2023. The monitoring report is a further iteration of previous approaches to make clear project status and progress, alignment with the organisation's published Strategic Work Programme, and how activities support the required work of change across Scotland. It also highlights that key asks from the Scottish Government in the grant letter for 2023-24 have been delivered or are on track.

Directors were reassured by seeing the report and the progress made.

Directors asked about the planned publication of The Oversight Board's next report. FMK gave an update on the development of Report THREE and assured the Directors that TBoth the Oversight Board and The Promise Scotland are aware that their 'holding to account' responsibility includes the work of The Promise Scotland. In terms of scheduling, The Promise Scotland's annual review for 2023-24 will be in the public domain in advance of publication of Report THREE. FMK will keep the Directors updated.

The Directors discussed the deliverables and outputs of The Promise Scotland and the interface with the broader 'care system'. Morag Burnett (MB) clarified that, to support the organisation's moves towards obsolescence, a new line has been added to the budget to enable work to be transitioned to new 'homes'. FMK to continue these conversations with Scottish Government on commitment to embedding change in the wider system.

Directors approved the 2023/24 Q4 reporting & management accounts for submission to the Scottish Government.

10.45 – 11.25 Item 5 Chief Executive Officer update

Minute approved for publication.

11.35 – 11.40 Item 6. Finance Committee Minute

Members of the Finance Committee approved the content of the Minute that took place on 1st February 2024. This allows for it to be published.

11.40 – 12.00 Item 7. Budget 2024-25 - SENSITIVE

The detailed Budget 2024-25 was considered by The Finance Committee in their meeting 1st February 2024 and Jim Savege (JS) who Chairs the Finance Committee gave an update to Directors.

Budget 2024-25 was discussed by Directors and approved with the Chief Executive asked to submit it to the Scottish Government on their behalf.

12.25 – 12.30 Item 8. Forward Plan and any other business

The agenda for May's strategy session will be formalised and will include a joint session with The Oversight Board. As the date is before the planned publication of Plan 24-30, FD will use the opportunity to provide a full update.

Directors revisited their consideration of whether to invite the Improvement Services to one of their future meetings, agreeing that as FMK leads on this relationship, it therefore was no longer required.

Directors agreed to rearrange the 'Story of Progress' deep dive session to online, to combine it with a deep dive on Plan 24-30, to invite The Oversight Board to attend, and to arrange the date to be before the next Directors' meeting.