

# The Promise Oversight Board Meeting FIFTEEN MINUTE

Tuesday 12<sup>th</sup> June



**the promise**  
scotland

The Promise Oversight Board  
Meeting FIFTEEN, 12<sup>TH</sup> June 2023

APPROVED MINUTE

**Attendees:**

|                         |                          |
|-------------------------|--------------------------|
| David Anderson          | Oversight Board Co-Chair |
| Fiona Duncan            | Oversight Board Co-Chair |
| Anna Fowlie             | Oversight Board Member   |
| Carrie McLaughlan       | 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   |
| Jemma Kerr              | Oversight Board Member   |
| Maria McGill            | Oversight Board Member   |
| Professor Morag Treanor | Oversight Board Member   |
| Neil Squires            | Oversight Board Member   |
| Dr 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 |
| Kezia Dugdale   | Oversight Board Member |
| Sharon McGhee   | Oversight Board Member |

**In attendance from The Promise Scotland:**

|                  |  |
|------------------|--|
| Fi McFarlane     | Head of Public Affairs                       |
| Fraser McKinlay  | Chief Executive Officer                      |
| Gillian Sinclair | Executive Assistant & Governance Coordinator |
| Morag Burnett    | Head of Governance and Operations            |

**Minute of Meeting:**

|                      |  |
|----------------------|--|
| 11:00 – 11:05        | <p><b>1. Welcome</b></p> <p>♥ Everyone was welcomed and thanked for coming, with apologies noted and a run-through of the purpose and meeting agenda. SCVO was thanked for hosting.</p>  |
| 11:05 – 11:15        | <p><b>2. Minutes and Actions from Meeting FOURTEEN and any declaration of interests</b></p> <p>♥ The Promise Oversight Board minutes for Meeting FOURTEEN were approved page by page, with a typo corrected. It was noted that all actions were complete or in progress.</p> <p>♥ A reminder was issued to update the Register of Interests before publication on the website prior to publication of Report TWO on 22<sup>nd</sup> June 2023.</p>   |
| 11:15 – 12:00        | <p><b>3. Report TWO: Consensus</b></p> <p>♥ The Promise Oversight Board were thanked for their contribution and hard work to get Report TWO produced on time. Members discussed the importance of wording and tone and worked in four groups to finalise content.</p>  |
| <b>BREAK</b>         |  |
| 12:10 – 13:00        | <p><b>4. Report TWO: Sign off and Next Steps</b></p> <p>♥ The group work was summarised, with amendments approved. The Promise Oversight Board agreed Report TWO was now officially signed subject to the amendments, with final checks delegated to the co-chairs.</p>  |
| <b>WORKING LUNCH</b> |  |
| 13:45 – 14:20        | <p><b>5. Report TWO: Communications plan</b></p> <p>♥ The Promise Oversight Board members discussed communications, noting Report TWO's publication date was just before parliament recess, which may limit a parliamentary response.</p> <ul style="list-style-type: none"> <li>○ Members agreed informing stakeholders would include an email-out and Twitter "take over" of The promise Scotland's twitter account by The Promise Oversight Board, with an aim of differentiating the two. Members agreed to promote the launch to their networks and use the hashtag #KeepthePromise.</li> <li>○ Members agreed that following the launch, short videos would be uploaded onto The Promise Scotland website, with The Promise Oversight Board members speaking on each subject.</li> <li>○ The Head of Public Affairs was tasked with finalising and supporting the communications plan, the press release and managing any media coverage for Report TWO launch date. This would be signed off by the co-chairs.</li> </ul> |

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|---------------|--|
| 14:20 – 14:40 | <p><b>6. Future Focus</b></p> <ul style="list-style-type: none"> <li>♥ The Promise Oversight Board members worked in four groups to: <ul style="list-style-type: none"> <li>○ reflect on the learning from the new approach to devising Report TWO;</li> <li>○ start to produce a list of information needs to shape forward planning for Report THREE.</li> </ul> <p>Collated and summarised notes would inform the Promise Oversight Board schedule for next year.</p> </li> <li>♥ Members agreed to reduce the meeting cycle to four per year in 2024, supported by The Promise Oversight Board visits, dedicated report writing etc. With The Promise Scotland Chief Executive tasked with considering how to provide regular updates to The Promise Oversight Board members on the organisation’s work.</li> <li>♥ It was acknowledged that approach The Promise Oversight Board took to devising Report TWO was inclusive, collaborative, forward looking and consensual.</li> </ul> |
|               | <p><b>7. Forward planning</b></p> <ul style="list-style-type: none"> <li>♥ The Promise Oversight Board members discussed the terminology ‘trauma informed’ and the importance of leading with what good practice looked like. This will be an agenda item for future discussion.</li> <li>♥ The Promise Oversight Board discussed the forthcoming recruitment process of new members.</li> </ul>   |
| 15:05 - 15:10 | <p><b>8. AOB</b></p> <ul style="list-style-type: none"> <li>♥ The Promise Oversight Board members agreed that the ‘risk register’ would be considered at Meeting SIXTEEN in August.</li> </ul>   |