

The Promise Oversight Board Meeting **FOURTEEN** Minute

Tuesday 18th April 2023



The Promise Oversight Board
Meeting FOURTEEN, 18th April 2023

APPROVED MINUTE

Attendees:

Fiona Duncan	Oversight Board Chair
Anna Fowlie	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
Iain MacRitchie	Oversight Board Member
Jemma Kerr	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:

Sharon McGhee	Oversight Board Member
Jasmin-Kasaya Pilling	Oversight Board Member

In attendance from The Promise Scotland:

Alan Roden	Writer
Fionnuala Contier-Lawrie	Public Affairs and Communications Officer
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>1. Welcome</p> <ul style="list-style-type: none"> ♥ The chair welcomed the group, thanked everyone for coming and noted apologies. She noted that the purpose of the meeting was to discuss and revise Report TWO draft and agree the sign-off process plus give an update on the process to appoint co-chairs process. ♥ Ashley Cameron’s resignation was noted with all members asking that their heartfelt thanks were passed on.
11:05 – 11:15	<p>2. Minutes and Actions from Meeting THIRTEEN and any declaration of interests</p> <ul style="list-style-type: none"> ♥ The Promise Oversight Board was taken through the minutes for Meeting THIRTEEN which were approved with the following amendment to be made: Page 7: “The Promise Oversight Board unanimously agreed Fiona Duncan should remain as a Board member. This decision will be revisited during the next Board Effectiveness Review.” ♥ The Promise Oversight Board agreed the Data Map Podcast provided them with sufficient information and no further training or presentations were required. ♥ The Promise Oversight Board discussed how all members who are in / around Scotland’s ‘care system’ have ‘declarations of interest’, how both perceived and real conflicts must be managed to safeguard the Board’s independence, with the chair having responsibility to manage these. All The Promise Oversight Board Members will update their declarations of interest. ♥ It was agreed that Report TWO will include more detail on The Promise Oversight Board’s declarations of interest, alongside a clear explanation of how any conflicts are managed.

11:15 – 12:00	<p>3. Report TWO</p> <ul style="list-style-type: none"> ♥ The chair went round the table asking each member if they had input, drawing on their expertise and knowledge, that could inform the next stage of drafting.
BREAK	
12:10 – 13:00	<p>4. Report TWO: Full Draft</p> <ul style="list-style-type: none"> ♥ The Promise Oversight Board split into working groups to discuss and agree feedback on Report TWO for collation and incorporation into the next draft.
WORKING LUNCH	
13:45 – 14:20	<p>5. Report TWO: Summary and Next Steps</p> <ul style="list-style-type: none"> ♥ The chair summarised the working groups feedback and position of The Promise Oversight Board with all agreeing this was what was wanted for Report TWO. Members volunteered to join one of three subgroups to write content for specific sections and / or be part of the Editorial Committee and / or be topic specific spokespeople (training will be offered). ♥ It was noted the Independent Care Review website was still up and running.
14:20 – 14:40	<p>6. Policy Update</p> <ul style="list-style-type: none"> ♥ The Chief Executive of The Promise Scotland gave an update on the two organisational policies, sent out for review prior to the meeting, that were relevant to The Promise Oversight Board - Safeguarding and Whistleblowing Policies. He asked for input by email from The Promise Oversight Board. It was agreed that revised policies would be emailed to The Promise Oversight Board before sign off.
14:40- 15:05	<p>7. White Space</p> <ul style="list-style-type: none"> ♥ This discussion slot was dedicated to any issues pertinent to the work of The Promise Oversight Board with the first discussion facilitated by Maria.
15:05 - 15:10	<p>8. Forward Programme</p> <ul style="list-style-type: none"> ♥ The joint meeting with The Promise Scotland Directors and the Promise Oversight Board will be organised for the autumn. ♥ This year's Board Effectiveness Review will focus on operating as a single Board and explore what support members need to feel confident in their role. It will also be used to identify skills and knowledge gaps to inform recruitment of new members.



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