

The Promise Oversight Board Meeting SEVENTEEN MINUTE

Wednesday 11th October 2023



the promise
scotland

The Promise

Oversight Board
Meeting SEVENTEEN, 11th October
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
Iain MacRitchie	Oversight Board Member
Jasmin-Kasaya Pilling	Oversight Board Member
Jemma Kerr	Oversight Board Member
Kezia Dugdale	Oversight Board Member
Maria McGill	Oversight Board Member
Neil Squires	Oversight Board Member
Dr Patricia Watts	Oversight Board Member
Ruth Glassborow	Oversight Board Member
Sharon McGhee	Oversight Board Member
Taliah Drayak	Oversight Board Member
Tracey McFall	Oversight Board Member

In attendance from The Promise Scotland:

Fraser McKinlay	Chief Executive Officer
Gillian Sinclair	Executive Assistant & Governance Coordinator
Alison Sutherland	Head of Support

Apologies:

Carrie McLaughlan	Oversight Board Member
Professor Morag Treanor	Oversight Board Member

Minute of Meeting:

11:00 – 11:05	<p>1. Welcome</p> <ul style="list-style-type: none"> ♥ Co-chairs opened the meeting and welcomed everyone. ♥ It was noted that the primary purpose of Meeting SEVENTEEN was to agree the recruitment plan for new members of The Oversight Board, and agree the new meetings schedule for 2024, as well as to hear from The Promise Scotland’s Head of Support. ♥ Apologies were received.
11:05 – 11:10	<p>2. Minutes and Actions from Meeting SIXTEEN and any declaration of interests</p> <ul style="list-style-type: none"> ♥ The Oversight Board went through the minutes for Meeting SIXTEEN for approval, noting all actions were either complete or in progress, except the anti-racism tender and the trauma-informed tender. ♥ An update was given to the members on the Risk Register status, as discussed in Meeting SIXTEEN, with an updated version to be ready for Meeting EIGHTEEN (December). ♥ The Oversight Board members discussed the ‘Draft Letter to Ministers’ which was an appendix to Minute SIXTEEN action log. The Oversight Board members agreed to: <ul style="list-style-type: none"> ○ Not split into two separate letters to give recognition of the overlapping issues. ○ Send to the MSPs directly responsible and cc the nine Ministers in the newly established Oversight Board for homelessness. ○ Place greater emphasis on accountability to #KeepThePromise, care experience and on prioritising resources; provide clarity on exactly what the Oversight Board wants to see, request a response within a clear deadline; use a tone that recognises commitment to #KeepThePromise; tease out the relevant key points from Report TWO.

	<ul style="list-style-type: none"> ♥ The Oversight Board listed suggestions on how to promote Report TWO, these will be collated by the co-chairs and outlined in a follow-up email. FMK updated the members that The Promise Scotland Public Affairs team are working with Government for spring 2024 debate. With The Oversight Board discussing the benefits of an opposition debate this autumn. FMK confirmed The Promise Scotland would progress this. ♥ There were no declarations of interest.
11:10 – 11.40	<p>3. Recruitment</p> <ul style="list-style-type: none"> ♥ Co-chairs asked Oversight Board members to confirm the position they'd indicated with regards to demitting office, staying for one year or two. ♥ This means, as planned, a third of the Board is demitting, a third staying for one year, and a third for two. There will be six vacancies. It was confirmed the focus for recruitment is care experience, youth and diversity. ♥ The co-chairs outlined the timeline and process for recruitment, with a version of the original recruitment pack being adapted. Both will be sent to The Oversight Board members once signed off by the co-chairs, with a request to circulate widely. ♥ Recruitment will launch on the 25th October to align with Care Experience week, with a closing date of the 15th November for applications. ♥ Volunteers were sought to assist with first and second interviews. ♥ Members who're demitting from The Oversight Board are invited to the first meeting of 2024 for a handover and to meet the new members. ♥ The Terms of Office were updated in light of the discussion at Meeting SIXTEEN. They will be circulated to The Oversight Board with a request to get in touch with Morag / Gillian if they require any amendments to be made. They will then be signed off by the co-chairs and uploaded onto the collaboration space.
11.45 – 12.00	<p>4. Update on Plan 24-30</p>

	<ul style="list-style-type: none"> ♥ An update on the work to co-devise Plan 24-30 was presented to the members.
WORKING LUNCH	
13:00 – 14:00	<p>5. Speaker and Discussion</p> <ul style="list-style-type: none"> ♥ As part of the speaker series, discussed at Meeting SIXTEEN, the Head of Support at The Promise Scotland, gave a presentation on her experiences in North Ayrshire and plans for the evolution of The Promise Scotland support offer. ♥ The Oversight Board agreed having a speaker at the meeting was incredibly useful.
14:00 – 15:00	<p>6. Speakers and schedule for 2024 including working groups</p> <ul style="list-style-type: none"> ♥ The Promise Oversight Board members discussed information needs for report content and the options about how to meet these both at the meetings and outwith, including visits and the potential for asking for short, video recordings that would be optional. ♥ The Oversight Board will revisit the brief and it will be circulated to members who are asked to provide suggestions on a speaker for December and inform the schedule for 2024.
15.00 – 15.15	<p>7. Forward planning</p> <ul style="list-style-type: none"> ♥ The Forward Plan was discussed, with an agreement reached that as meetings will reduce from six to four per year, there should be an option for them to run for longer – from 10am to 4pm was proposed and agreed. The Promise Scotland to contact members of The Oversight Board to arrange meeting dates for 2024. ♥ The meeting with the Directors of The Promise Scotland has been rescheduled and will take place online on the 1st November for those who are available.
	<p>8. AOB</p> <p>There was no AOB.</p>