

The Promise Oversight Board Meeting SIXTEEN MINUTE

Tuesday 31st August 2023



the promise
scotland

The Promise Oversight Board
Meeting SIXTEEN, 31st August 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
Sharon McGhee	Oversight Board Member
Taliah Drayak	Oversight Board Member
Tracey McFall	Oversight Board Member

Apologies:

Professor Morag Treanor	Oversight Board Member
Ruth Glassborow	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>1. Welcome</p> <p>The co-chair opened the meeting and welcomed everyone to The Promise Scotland's office. The primary purpose of Meeting SIXTEEN was to agree the areas of focus for next year which will inform the content for Report THREE, determine both the meeting format and the activities taking place outside of the meetings, and to refresh the Terms of Reference in advance of recruitment of new members.</p> <p>Apologies were received.</p>
11:05 – 11:10	<p>2. Minutes and Actions from Meeting FIFTEEN and any declaration of interests</p> <p>The Promise Oversight Board minutes for Meeting FIFTEEN were approved page by page. All the actions were either complete or in progress.</p> <p>The Promise Oversight Board members were asked for their thoughts on the Appendix - Communications and Engagement update. Members agreed the paper was useful and gave an insight into the work being carried out by The Promise Scotland team, agreeing future updates should be included in the Promise Oversight Board meeting pack when available.</p> <p>There were no declarations of interest.</p>
11:10 – 11:40	<p>3. Risk Register</p> <p>The co-chair introduced Paper 2 - Risk Register for discussion.</p> <p>The Promise Oversight Board members;</p> <ul style="list-style-type: none"> ♥ acknowledged the risk register focus was exclusively on The Promise Oversight Board's purpose; and considered the connection to The Promise Scotland's risk register. ♥ agreed the content of the risk register is comprehensive and correct for this point in time whilst noting the risk register was not yet fully operational;

	<ul style="list-style-type: none"> ♥ reflected that the proposed mitigations are adequate and proportionate, ♥ asked the risk register be revised to reflect the detailed discussion in the meeting. ♥ agreed that after the meeting discussion is reflected, the risk register is shared with The Promise Scotland Directors, before being brought back to The Promise Oversight Board for further discussion, agreeing on the need for further consideration of possible mitigations, such as the benefit of dropping 'Promise' from the Board's name to help differentiate respective roles and responsibilities. ♥ reached a consensus that a deep dive into the risk register must be an annual exercise and reflected in the Forward Plan. ♥ agreed once the risk register is signed off, it will be published on the Promise Oversight Board's section of the website and shared with The Promise Scotland Directors.
	<p>4. Report TWO impact and learning</p> <p>The co-chair led the discussion around the impact of Report TWO and the learning for Report THREE.</p> <p>Governance is working on using the feedback from the the survey responses following the launch of Report TWO. This will be ready before the October meeting and will assist with shaping future meetings and reports.</p> <p>A small number of printed copies of Report TWO will be available in the next few weeks following repeat requests for hard copies. The overall consensus was that response was limited in members networks except for those who prompted discussion. The general feeling from the group was that publication garnered good interest then seemed to tail off quite quickly. The Promise Oversight Board agreed on a second 'push' to MSP's and the care community in the autumn and requested the assistance of The Promise Scotland to proceed with a parliament debate and provide guidance on a communications plan. It was noted that this could coincide with care experienced week in October. .</p> <p>The members thanked The Promise Scotland Team for supporting The Promise Oversight Board during Report TWO and to COSLA for providing valuable feedback emphasising organisational input and feedback being important.</p>
WORKING LUNCH	
13:00 – 14:00	5. Areas of Focus and ways of working

	<p>It was agreed by The Promise Oversight Board that the main themes for Report THREE will be family support and the workforce. The members agreed to incorporate other key issues related to these two themes and consider a compassionate language guide.</p> <p>The Promise Oversight Board members agreed to actively engage networks and arrange speakers for board meetings and / or thematic visits whilst also building a resource bank of information using the Teams / SharePoint site.</p> <p>The Promise Oversight Board members agreed on continuing with the group working effectively deployed during the construction of Report TWO that enables them to draw on their experience and expertise. It must be well-planned and start promptly to avoid last minute overload.</p>
<p>14:00 – 14:30</p>	<p>6. Terms of Reference (ToR)</p> <p>In advance of the recruitment phase at the end of the year work has been ongoing on updating the ToR for The Promise Oversight Board. The paper was discussed, and feedback received. A final version of the ToR will be circulated for sign off.</p>
<p>14.30 – 14.40</p>	<p>7. Forward planning</p> <p>The co-chair ran through the work to be completed between now and the October meeting as laid out in Paper 6.</p> <p>An update on next stages of the recruitment phase was given. When canvassed, all members of The Promise Oversight Board signalled their ongoing commitment. Recognising the term of office and need for refreshed membership, approximately one third stated their intent to demit office in January 2024, as per the term, approximately one third will stay for a year and a third for two years. Between now and the October meeting,</p> <p>Governance will be in touch with members to arrange a discussion about this. This will give clarity on vacancies and skills gaps against the themes for the October meeting, to allow The Promise Oversight Board members to agree the reappointment and recruitment processes.</p> <p>It is anticipated that there may be a cross over period early in 2024 that will need managed and planned.</p>
	<p>8. AOB</p> <p>An update was given to The Promise Oversight Board on The Promise Scotland strategic work programme that was published in August.</p>