

Meeting FOURTEEN
of the
Directors of The Promise Scotland (SC693269)
on Thursday 29th August at 10.00 to 12.30
at The Promise Scotland, South Charlotte Street, Edinburgh

MINUTE

Attendees - Directors

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

Apologies

Jane O'Donnell	Director
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In attendance – The Promise Scotland

Chloe Riddell	Policy Lead
Gillian Graham	EA and Governance Coordinator (minutes)
Morag Burnett (MB)	Head of Governance and Operations

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.

No topics were suggested for the white space discussion and therefore the agenda was structured to allow this item to take place at the end of the meeting. The Chair welcomed any potential discussion to be noted for this item as the meeting progressed.

It was noted in the minutes of the meeting THIRTEEN the Annual Review would be published in June 2024. FMK thanked the Directors for agreeing to move publication of the Annual Review to align with the work programme and therefore produce a more relevant report.

10.05 – 10.20 Item 2. Minutes and action log

The minute of Meeting THIRTEEN held on 23rd May 2024 was approved as correct. Morag Burnett (MB) talked through the action point on updated changes to the Members' Agreement. All Directors agreed to the changes and this will now be sent to the Member. 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.

10.20 – 10.25 Item 3. Declarations of Interest

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

10.25 – 10.40 Item 4. Quarter One Reporting & Management Accounts

FMK presented the Quarter One monitoring report for period April – June 2024. Directors confirmed the cover paper provided the assurance of progress requested in meeting THIRTEEN.

Directors asked what response The Promise Scotland received from Scottish Government to the submission of reports. FMK confirmed although there were various check-in mechanisms, including scheduled monthly and quarterly meetings and lots of discussions between The Promise Scotland and Scottish Government, there was no formal mechanism in place for acceptance of or responses to annual grant reports or quarterly reports. He agreed he would pursue this.

Philip Rycroft (PR) raised the importance telling the ‘bigger picture’ story about the impact of The Promise Scotland. Directors discussed this in the context of the forthcoming strategic workplan and associated strategic communications plan, as well as the annual review and suggested that a strong narrative be developed as part of this process.

Directors signed off submission of the Quarter One Report to the Scottish Government.

10.40 – 10.55 Item 5 Strategic Risk Register

FMK confirmed ‘Strategic Risk Fin02’ (relating to the company’s grant) had been reduced from red to amber, as discussed in Meeting THIRTEEN.

FD proposed updated wording for Risk ED04 (external environment) to reflect short- and longer-term risks in the current environment. Directors discussed external factors that risk derailing work to keep the promise including The Promise Bill and the National Care Service. A timeline of external activity detailing risks and mitigations will be produced for the Audit and Risk Committee to consider at its next meeting. Directors also asked for a reference to ‘progressing the right legislative changes’ to be added to the strategic risk register.

FMK updated on a recent security breach related to Risk G02, when a staff member’s email account was compromised. The incident was well contained, and the Directors praised the Operations Team for establishing and implementing effective cyber security processes and controls. A paper on lessons learned will be shared with the Audit and Risk Committee.

The Audit & Risk committee will undertake a deeper interrogation of the risk register at its next meeting on 6th November 2024

10.55 – 11.40 Item 6. Chief Executive Update (incl. Communications and Engagement)

FMK gave an update on launch of Plan 24-30 and communications, the next phase of engagement and subsequent adapts. This is underway with a clear focus on meeting end users' needs. Directors minuted their thanks to The Promise Scotland Team for all their hard work getting to this point.

VU updated the Directors on Higher Education in Scotland adopting a quality enhancement framework which offers a great opportunity to translate the promise into Higher Education. FMK and VU to meet separately to discuss further.

The Promise Scotland's 'glide-path' towards its own obsolescence is a deep dive agenda item for the next meeting.

11.40 – 12.30 Item 7 White Space

No minutes were taken for Item 7.

12.30 – 12.45 Item 8 Forward Plan and any other business

Directors agreed to add an item on the forthcoming Programme for Government to the next meeting.

The date of the next full meeting and AGM are changed to 3rd December 2024.