

The Oversight Board

Meeting TWENTY-TWO

12th December 2024

Approved minute



the
oversight board

The Oversight Board

Meeting TWENTY-TWO

12th December 2024

Approved Minute

Attendees:	
David Anderson	Oversight Board Co-Chair
Anna Fowlie	Oversight Board Member
Carrie McLaughlan	Oversight Board Member
Euan Currie	Oversight Board Member
Jasmin-Kasaya Pilling	Oversight Board Member
Jemma Kerr	Oversight Board Member
Kelly Parry	Oversight Board Member
Kezia Dugdale	Oversight Board Member
Maria McGill	Oversight Board Member
Lisa Mason	Oversight Board Member
Ruth Glassborow	Oversight Board Member
Ryan McShane	Oversight Board Member
Taliah Drayak	Oversight Board Member

Apologies:

Emma Brennan	Oversight Board Member
Lorraine Moore	Oversight Board Member
Oisín King	Oversight Board Member
Tracey McFall	Oversight Board Member

In attendance from The Promise Scotland:

Fraser McKinlay	Chief Executive
Gillian Sinclair	Executive Assistant & Governance Coordinator
Morag Burnett	Head of Governance and Operations

Minute of Meeting:

Item 1.	<p>1. Welcome and introductions; declarations of interest</p> <p>The Chair welcomed everyone to Meeting TWENTY-TWO.</p> <p>The primary purpose of Meeting TWENTY-TWO is to continue to develop Report THREE.</p> <p>There were no declarations of interest relevant to the business of the meeting.</p>
Item 2.	<p>2. Minutes and Actions from Meeting TWENTY-ONE</p> <p>The Oversight Board minutes for Meeting TWENTY-ONE were approved page by page. All the actions were either complete or in progress.</p> <ul style="list-style-type: none"> The Promise Scotland (secretariat) updated the members that the in-person anti-racism training is scheduled for the February Board meeting with additional online training to be scheduled in January/early February. A doodle poll will be sent around to establish dates. The Chair highlighted the response letter from the Director of Children & Families at the Scottish Government. All members agreed to acknowledge the response collectively and mention it in the forthcoming report.

<p>Item 3.</p>	<p>3. Context and Updates</p> <p>The Chief Executive of The Promise Scotland updated The Oversight Board on work at The Promise Scotland since their last meeting in September and encouraged members to ask for further information and clarification.</p> <ul style="list-style-type: none"> • The Promise Progress Framework will be launched on December 18th, 2024. This will serve as a valuable resource for future Oversight Board reports. The Chair requested that discussions and updates on the framework be incorporated into the meeting agendas for 2025. FMK confirmed that the data will be held on the Plan 2430 webpage. • Technical work on the Plan 2430 website has now been completed following feedback.
<p>Item 4.</p>	<p>4. Report THREE</p> <p>The Promise Scotland gave the Oversight Board members an overview of the feedback received on the latest draft of Report THREE. Members of the Oversight Board agreed that they were content with the tone of and the audience for the report.</p> <p>The feedback highlighted areas of content needing work. The Oversight Board therefore spent time working on sections of Report THREE in pairs and small groups. This was followed by a collective discussion that agreed:</p> <ul style="list-style-type: none"> • the final structure; • what text still needs worked on; • that all Members will see further drafts of the Report, with the Chair holding final sign-off; • that The Promise Scotland team would brief the designer and identify graphics. <p>A detailed timeline will be shared in the run up to publication, with the pen being held by the Chair and the Editorial Group with the support of the secretariat. As per previous years, where there may be divergence, it was agreed that the Chair will take responsibility for signing off any further amendments suggested by members.</p> <p>Members were asked to send in redrafts of their sections by Tuesday 17 December to enable further editing. An updated version will be sent to everyone by Friday 20 December, prior to a final Editorial Group meeting on</p>

	<p>23rd December. This will allow text to be sent to the designer on Monday 6th January and for fact-checking to start.</p> <p>The Oversight Board were reminded of the checking and sharing process for reports. The secretariat will carry out fact-checks and proof-reading in January. Any sections requiring external fact-checking will be extracted and sent to the relevant organisation(s). Key stakeholder organisations will receive a verbal briefing, in advance of embargoed copies being sent out along with a letter from the Chair in the afternoon of 4 February.</p> <p>Members were updated on the communications and media plans for the launch as well as on planning for the Parliamentary event. Communications Group meetings are ongoing and will agree on key messaging before 5 February 2025 and The Gathering.</p>
<p>Item 5.</p>	<p>5. FORWARD PLAN</p> <p>Report THREE: Launch, media day & The Gathering 4th and 5th February Parliament event – Thursday 27th February 2025</p> <p>The Oversight Board Meetings: Thursday 27th February 2025 Tuesday 29th April 2025 Wednesday June 4th (online meeting 09.30 to 11.30) Wednesday 6th August Wednesday 1st October. Wednesday 10th December</p>

