

Scottish Fuel Poverty Advisory Panel Meeting - Agenda

Tuesday 3rd October 2023 10:00 am - 5:00 pm

Atlantic Quay 5 (AQ 5) - 3rd Floor Meeting Room 3.6

| | TIMINGS | ITEM | PARTICIPANT(S) INTRODUCING ITEM |
|----|---------------------|--|---------------------------------------|
| 1. | 10:00 - 10:45 am | <p>Welcome</p> <ul style="list-style-type: none"> ➤ Agenda for the day ➤ Progress since our last meeting ➤ Reflection on our first full year of activity ➤ What feedback we've had from SG (Ms Martin's acknowledgement of the Panel's Strategy recommendations) | Matt |
| 2. | 10:45 - 11:45 am | <p>Matt will be attending the final meeting of the Vulnerable Consumers Energy Working Group at this point. It's suggested that this time is used to:</p> <ul style="list-style-type: none"> ➤ Sign off of Panel Meeting Minute 30-31/08 Minute ➤ Review the action log 30-31/08 Action log ➤ Consider the dashboard (this is the one supplied for the August meeting with additions). There have been a number of key publications over the Summer – some of these could inform the discussion on the Panel's strategic priorities Dash board review | Panel Members |
| 3. | 11:45- 12:45 | <p>Strategic priorities paper</p> <p>Suggest a wide-ranging discussion about the strategic priorities – 2023-2026 (ahead of discussing the work plan & connected areas – agenda item 4).</p> <p>Strategic priorities discussion sets the context for:</p> <ul style="list-style-type: none"> • work plan • meeting dates & frequency • risk appetite • location of Panel meetings; • use of research budget; • deployment of the Secretariat resource etc | ALL |
| | 12:45- 2:00 pm | Lunch | |
| 4. | 2:00 - 3:30 pm | What the setting of the strategic priorities mean for: | |

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| | | <p>The 2023-24 work plan (see Strategic priorities and suggested activity flowing from these)</p> <p>Stakeholder map (how the draft map as set out, aligns with the workplan & plan for stakeholder engagement)</p> <p>Potential questions the Panel might want to consider:</p> <ul style="list-style-type: none"> ➤ Comms – how should comms be managed, e.g. should the Panel publish its work as soon as it's signed something off and let the policy team know? What should a media strategy look like? How do we manage internal (using the Ms Teams channel) and external comms? ➤ What does the workplan' engagement and comms' plans mean in terms of key risks? ➤ What do the strategic priorities and work plan mean for the Panel's view of its skills' matrix? ➤ Where & when the Panel should meet to align with the work plan and maximise its messages and impact with stakeholders? ➤ How does the above align with the resource and capacity of the Panel and the Secretariat? <p>(The Secretariat can share some benchmark data from other advisory NDPBs and reflect on some of the corporate asks/outstanding set up work, to help inform this discussion).</p> | |
| 5. | 03:30 – 03:45- pm | Research paper – re-circulated as there was no time for discussion at the last meeting | Philippa & ALL |
| 6. | 03:45 – 4:00 pm | Energy cloud paper - <i>sent as email attachment</i> | Alister |
| 7. | 04:00- 04:05 pm | Model code of Conduct (see section 5 – Ethics and standards of Behaviour of the Statutory Board Induction on the Governance Hub) | Trisha & ALL |
| 8. | 04:05 - 04:30 pm | <p>Updates</p> <p>Shadow Panel member</p> <p>Public Reform Programme</p> <p>Public body duties (Consumer; Human Rights; Biodiversity)</p> | Philippa, Matt & ALL |
| 9. | 04:30 – 04:45 pm | <p>Next Panel meeting</p> <p>Consumer Scotland have been invited already</p> <p>Preparation for Energy Action Scotland Conference on 23rd of November</p> | Trisha & ALL |

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| 10. | 04:45 – 04:55 pm | AOB | ALL |
| 11. | 04:55 – 05:00 pm | Panel reflection | ALL |