

Scottish Fuel Poverty Advisory Panel Meeting – Agenda

9th June 2024 – 10:30-17:30 (SAH, Edinburgh)

Room 3rd Floor Meeting Room 3R.01a for Panel meeting & SAH 3rd Floor Meeting

Room 3N.01 for joint meeting with FP Team

	TIMINGS	AGENDA ITEM	LEAD
1.	10:30-11:00	<ul style="list-style-type: none"> Welcome Agenda for the day 	<p>Matt</p> <p>Matt & Panel Members</p>
2.	11:00-11:20	<ul style="list-style-type: none"> Overview of finalised workplan Review of revised draft of the Annual Report and sign off 	<p>Philippa</p> <p>Philippa & Panel</p>
3.	11:20-11:55	<ul style="list-style-type: none"> Research paper – summary of findings and comms’ approach Opportunity to use part of ’25-’26 research budget 	<p>Roanna</p> <p>Roanna & Panel</p>
4.	11:55-12:00	<ul style="list-style-type: none"> Responding to Sharon Stevelink’s report recommendations by email 	<p>Philippa & Panel</p>
	12:00 – 12:45	LUNCH	
	12:45 – 01:00	Brief run through of papers informing the Periodic Report Response discussion	<p>Philippa & Roanna</p>
	01:00-02:30	<p>Meet with the Fuel Poverty Team</p> <p>Panel’s ’25-’26 workplan and ’24-’25 Annual Report – overview</p> <p>Periodic Report – overview</p>	<p>SFPAP, Secretariat, Matt Elsby & Douglas Armstrong</p> <p>Matt Cole</p> <p>Matt Elsby</p>

		Wider discussion on Periodic Report Joint FP Team/SFPAP health check session post-summer	ALL ALL
	02:30 – 02:45	Comfort Break	
	02:45- 03:00	Periodic Report Response & reminder of plan	Philippa
	03:00-05:25	Key points, structure & engagement approach (if any)	Panel
	05:25-05:30	Panel reflection	Panel