

Minutes of Meeting on 26th November 2025



Venue: Atlantic Quay
Time: 10:00 – 16:00 pm
Type: Panel Meeting

Attendees



Panel: Matt Cole, Kirsten Jenkins, Alister Steele and Fraser Stewart.

Secretariat: Philippa Brosnan, Trisha Melvin and Roanna Sefton.

Panel Intern: Vanessa Kleinheinz (items 1- 2)

Agenda item 1: Introductory Remarks

Matt welcomed everyone to the meeting and introduced Vanessa Kleinheinz, who has joined the Panel for three months as an intern. Matt thanked Roanna and Kirsten for their work in framing potential research projects, and for the promotion of the opportunities with the SFPAP.

Vanessa introduced herself to the Panel, and talked to the mapping she will be doing between health and fuel poverty policy during her internship, and noted that she will feedback her findings to the Panel in Spring 2026.

Matt talked through the running order of today's meeting and provided an update on the recruitment of the two new Panel members. The interviews have been completed and Matt hopes the new members will join the Panel around February.

Margaret Corrigan, a retiring Member was unable to meet with the Panel as planned.

Agenda item 2: Panel's Strategic Plan April '24 to March '27 and Workplan April 2025-March 2026.

The Panel considered how far the strategic goals, set out in its Strategic Plan, have been achieved, noting that to date it has taken actions which contribute to meeting all of its strategic goals. The Panel also reviewed the current workplan, highlighting progress and outstanding activity. The Panel discussed completion of its rural and remote fuel poverty solutions' theme and engagement with Island Authorities and other stakeholders to explore this further. Laying the groundwork for the health theme is now underway with Vanessa's work and Roanna will be looking at health case studies at the beginning of the next workplan year. The Panel agreed that the current workplan remains achievable and confirmed their commitment to delivering it.

The Panel discussed priorities for the 2026–2027 workplan and considered what this might look like in practice. They also noted the importance of research to support these priorities, to be discussed later in the meeting.

The Panel agreed the April 2026-March 2027 Panel meeting dates and did some thinking around the content and shape of the workplan for 2026-27. Several ideas were discussed but it was noted that two potential themes were innovation and intersectionality and that a priority activity would be advising on the Scottish Government's revised fuel poverty strategy. The Panel also agreed it would again want a presence at the annual Energy Action Scotland conference and to discuss with Scottish Government the Panel's input to its planned Buildings (Heating and Energy Performance) and Heat Networks (Scotland).

Agenda item 3: Research Plans for the remainder of 2025-2026 and 2026-2027.

Roanna facilitated discussion on the rest of the 2025-2026 research plan and what the 2026-2027 workplan might include. Work for the remainder of this year will include the consideration of cash versus money off bills, and the health and fuel poverty policy mapping analysis. It was also decided that running workshops with the Island Authorities and other stakeholders on fuel poverty solutions would be a helpful way of completing the work this year on rural fuel poverty. These would be run by the Secretariat prior to a Panel Roundtable on rural fuel poverty solutions. The aim would be to publish a summary of this Roundtable in the post-election period in 2026.

Funding Landscape Review: Roanna will conduct a review of the funding landscape, planned completion date is by the end of Summer 2026 with the possibility of an annual review thereafter.

Agenda item 4: Approach to inducting new Panel Members

The Panel discussed the induction process for new Members and agreed to review scheduled dates with new Members – once appointed – to ensure they are suitable for everyone. The aim is to help new Members feel integrated and for the Panel to remain well-established as a cohesive group.

Agenda item 5: Governance

Framework agreement:

The Panel referenced reviewing the existing Framework Agreement within the Scottish Government in this year's workplan. The Panel agreed that the framework remains broadly in line with its view of the relationship with Scottish Government, and roles and responsibilities. The Secretariat were tasked with checking with the Scottish Government Sponsorship its intentions as regards updating the Framework Agreement.

Document Management:

Philippa provided an update on the document management approach and records management system. There is some question of how this should work for small advisory non-departmental public bodies, like the Panel. Philippa will keep the Panel informed about the results of her discussions with Scottish Government corporate teams on this.

Keeping the Panel up to date:

Philippa led a discussion on how best to keep the Panel informed about key publications in a simple and effective way. The Panel agreed that sharing updates monthly would be most practical, with Cornwall Insight service providing core information alongside supplementary updates and relevant consultations. The Secretariat are to consider this approach.

Panel internal communication approach:

Roanna presented a paper to the Panel, outlining options for sharing and collaborating on documents and the advantages/disadvantages of each. After discussion, the Panel agreed to retain the existing approach, noting that it worked effectively during the drafting of its response to the Scottish Government's Periodic Report.

Risk Approach:

The Panel acknowledged that time was running short and asked that a risk assessment be presented to the meeting.

Agenda item 6: AOB

Matt invited reflections. Matt thanked everyone for their time and then closed the meeting.

Next meeting – 19th January 2026 – online via teams.