# **Policy Committee Meeting Notes Thursday 22nd August 2019 10.00am-12.30pm**

Please note that it is not the intention of the notes to record a verbatim account of the meeting.

**Attendees:** Simon Anderson (chair), Ben Wilson (SCIAF), Lewis Ryder-Jones (Alliance), Kenneth Watt (Oxfam Scotland), Matthew Lawson (University of Edinburgh), Tanya Wisely (Oxfam Scotland & IDEAS), Benjamin Carey (Carey Tourism), Paul Bradley (SCVO)

**Apologies:** Nick Hepworth (Water Witness International), Emma Gardner (Christian Aid Scotland), Hazel MacIver (Tearfund), Chris Pettigrew (IVS)

**Action points (\*\*\*Yellow highlighted points are time bound\*\*\*)**

**On Terms of Reference and other governance changes:**

* Lewis to add/amend clauses in terms of reference in relation to Gender Balance, flexibility of temporary membership of group/attendance to meetings, composition (board vs wider membership), regularity of meetings, and decision making process (in terms of procedure and links value statement). All – check these changes by end of play Monday 26th, so changes can be taken to Board meeting on 5th September
* Matthew and Lewis to discuss separately how to set up procedure for seeking academic input both from his institution and others
* All – consider role of vice chair of Policy Committee, anyone interested to email Lewis or Simon
* Board to nominate new Chair of Policy Committee, Simon to stay on committee but step down as chair, given he is now Chair of Board of Trustees.

**On PCSD report/wiki:**

* Lewis to share strategy on publication/launch plan with group asap
* All – seek input from Comms teams on publication plan and ideas on comms (multimedia content etc)
* Lewis to turn google doc report into Wiki. Paul Bradley from SCVO to advise/help Lewis set this up.
* All - feedback from group on what should be in PCSD “Shop Window” report before end of September

**Other:**

* Tanya to feed into Jane on Brexit House of Lords inquiry call for evidence
* All – Note date of next MSP roundtable meeting – 11am on 18th September with Willie Rennie MSP, Leader of Scottish Lib Dems
* Lewis to speak to Lewis Macdonald MSP about CPG co-convenor idea at earliest convenience
* Ben Wilson to contact and invite MSPs to 9th October CPG AGM Networking lunch
* All – Share any ideas for last minute speakers for 9th October CPG AGM
* Simon to raise Scottish Election 2021 at Board meeting on 6th September – Should Alliance produce manifesto?
* Lewis and Simon to attend SCCS meeting on 13th December
* Ben Wilson to write Blog on theme of COP 26 for Alliance Newsletter for October
* Benjamin Carey to prepare content on consultation response to Environmental Audit Committee’s inquiry on impact of travel and tourism. Committee members to sign off submission.

**Main points of discussion and decisions**

**Terms of Reference and general points:**

* Something around gender balance should be included in ToR
* General agreement that finessing wording not massively important as long as group functions and serves purpose to agree Alliance policy positions in a timely manner, protect Alliance and member reputations, and that it remains possible to amend ToR in future if need arises.
* All future meetings to be promoted to all membership to make Committee as participative as possible, with the caveat that decision making remains limited to policy committee members, and Confidential items need space for private business
* On developing new work streams in future, Benjamin points out that Alliance capacity issues means that role is limited in carrying out work on specific thematic areas, and must be to facilitate and connect, rather than actually carrying out work.
* Academic input will be particularly useful when seeking expertise to present at future CPGs

PCSD report/wiki:

* Oxfam, SCIAF, Christian Aid, Tearfund and SCVO have all committed modest financial support for PCSD report publication
* SCVO have now also committed financial support and limited staff input through Paul Bradley
* Work to date in PCSD Google Doc to be made into a Wiki that will be shared with all stakeholders, including Government officials asap. The Wiki will be public and certain sections will be editable, and will remain in hope that it can become a broad PCSD resource for Scotland, and bring in domestic policy areas over time. The Wiki will be framed as a resource in ‘continuous development’ to avoid positioning this work as having all the answers.
* A ‘shop window’ report linking back to Wiki resource should be published by end of the year. This will be useful to launch Wiki, and get further contributions down the line on the one hand, but will also be lobbying tool. Amongst other things, it could push for Scot Gov to change the format of their Contribution to International Development Report (CIDR, highlight missed opportunities with the new NPF indicators that are being developed, and seek parliamentary support for PCSD scrutiny of legislation/bills.
* General support from Committee to push for SG to get climate focus for 2020 CIDR

AOB:

* CPG - AGM date set for 9th September (lunch) and 26th November (evening) set for meeting on UN Binding Treaty on Human Rights and Business
* Political engagement – upcoming meeting on 18th September at 11am with Willie Rennie MSP, Leader of Scottish Liberal Democrats
* Planning for the 2021 Scottish election. Oxfam are keen to scope out what other members are doing on this and if Alliance will produce a manifesto of election asks. Tanya- Development Education Centres should be on Agenda. SCVO are doing a manifesto through policy forum – Alliance could align and support this.
* 2021 Election Working group will be necessary. Who wants to be involved. PCSD Wiki can be used to inform what is written. By end of summer 2020, Get agreement on what Alliance position might be.
* COP being held in Glasgow in 2020. 13th September meeting of SCCS international group. Alliance should be represented there
* the Environmental Audit Committee’s on impact of travel and tourism – if appropriate and aligns to Alliance statement of Values, Committee will be willing to sign off on Alliance submission.