



EAP Meeting

**Held virtually on Tuesday 30th April 2024 – 5.30pm –
6.30pm**

Present:

Bo Mansell
Fiona McLean
Hannah Grist (Chair)
Heather Earnshaw
Kate Christie (CNPA)
Kate Dowding
Katherine Willing (CNPA)
Kevin Hutchens
Liliana Corrieri
Lina Payne
Linda Bamford
Micah Daigeaun
Stuart Hall
Vanessa Altweck

Apologies:

Anita Howard
Keith Turner
Shreoshi Das

1. Item one: Welcome
 - Hannah welcomed the group to the meeting.
 - Hannah outlined the plan for the meeting.

2. Item two: Review of Minutes of February 2024
 - The minutes from February were agreed.
 - It was agreed to keep the action point regarding the Scottish Youth Hostel Association as an outstanding action on the minutes.

3. Item three: EAP Members Survey Results
 - Hannah outlined that as a result of the survey the following actions were proposed:



There will be a summary of the papers sent out.

There will be themes set for discussion.

Presenters will be asked to keep the introduction to 15 minutes.

During the monthly meetings there will be more use of breakout rooms or other methods of communication.

Meetings will be 90 minutes monthly.

Sub-groups will be used where more detailed reviews are needed.

Meaningful feedback will be given on what presenters have done with the advice given by the panel.

- The panel was asked for their feedback on the proposed changes.
- The panel discussed the possibility of meetings being 90 minutes. Some panel members felt that the meeting should be 60 minutes with the option to run to 90 minutes if needed. However, some panel members felt this would mean the timing would always run over and therefore suggested working on being more time efficient. It was agreed to try continuing with the meetings being 60 minutes and implementing being more efficient with time. It was agreed to review this in the future.
- The panel agreed that setting themes for discussion could be really helpful.
- The panel expressed how important it is for presenters to think about what they send in advance of the meeting so that their introduction takes up a minimal amount of the meeting to allow for discussion. It was agreed that the structure for the February meeting was not optimal and that if meeting papers were not able to be circulated a week in advance of the meeting it will be cancelled.
- The panel agreed that there should be sub-groups on occasion. The panel suggested that there should be a one-page terms of reference for the sub-group and there should be a strict timeframe for any sub-group. Some panel members expressed concern that a strength of the panel is variety, and this could be lost with sub-groups, but suggested that sub-groups may be useful for large projects if properly supported and recorded.
- Following the discussion on the survey results it was agreed that there should be a working together agreement for the panel which will be useful to refer back to as the panel grows. The panel split into two breakout rooms and then shared their key discussion groups with the rest of the panel.
- The key points shared from both groups were as follows:
 1. As a panel there is a need to be aware of whether what is advised is feasible and within the gift of that staff member, is it a fair ask and if a follow up is requested being mindful of the staff members time.



2. The discussion recognised that the meetings are not confidential due to the minutes being published but panel members should be aware that many people will have lived experiences and that these lived experiences should not be reflected outside of the meeting.
 3. Panel members should practice active listening and different ways of communicating, such as chat functions and breakout rooms, should be provided.
 4. The Nolan principles (principles of public life) were discussed and the panel felt the headings of grace and respect were important, it was felt behaviour should be replaced by etiquette.
 5. When participating in discussions everyone should be encouraged to use a step forward, step back approach.
 6. It was felt that it should be recognised that conflict may occur and there should be a clear path for resolving that.
 7. The discussion recognised that reasonable adjustments should be made to allow everyone to access the meetings and contribute fully. It was suggested that reasonable adjustment could include childcare or caring responsibilities. It was also suggested that a softer word could be used such as workplace adjustments, inclusive practices or supporting people to engage.
 8. It was suggested that panel members should practice active allyship, however, recognising that not everyone will experience everything in the same way which needs to be considered by everyone when discussing nuanced issues.
 9. It was reflected by the panel that everyone should be proud of the work of the panel and that work and success stories should be publicised.
 10. It was suggested that a session on poverty and those groups that alleviate poverty should be arranged.
- The panel agreed that they were happy to respond through correspondence regarding the guidelines.
4. AOBs
- It was announced that Bo will be leaving the panel.

End of meeting

Next meeting 28 May 2024