



Executive Advisory Body

Date of Meeting	Tuesday 12 November 2019
Time	12:30 – 14:00
Location	Meeting Room 4.7, Dundee House

Attendees

Present

David Wallace (DW)	Chief Executive, Social Security Scotland (Chair)
Chris Creegan (CC)	Non-Executive Body Member
Douglas Hutchens (DH)	Non-Executive Body Member
Elaine Noad (EN)	Non-Executive Body Member
Ewan Gurr (EG)	Non-Executive Body Member
Jessica Burns (JB)	Non-Executive Body Member
Laura Brennan-Whitefield (LBW)	Non-Executive Body Member (by phone)
Andy McClintock (AM)	Chief Digital Officer
James Wallace (JW)	Deputy Director of Finance and Corporate Services
Janet Richardson (JR)	Deputy Director of Operations and Local Delivery
Miriam Craven (MC)	Deputy Director of Strategy and Client Experience

In attendance

BG	Head of People Services
----	-------------------------

Observers

FB	Local Delivery Relationship Lead
KC	Deputy Head of Operations
GD	Head of Directorate Business Management Unit

Secretariat

AP	Governance and Business Co-ordinator
----	--------------------------------------



1. Welcome & Conflicts of Interest

- 1.1. The Chair welcomed and thanked Members for their attendance, no conflicts of interest were expressed.
- 1.2. New members JR and AM were welcomed to the Executive Advisory Body, introductions were made around the table.

2. Chair's Update

- 2.1. The Chair provided an update on developments since the last meeting of the Executive Advisory Body.
- 2.2. DW highlighted in particular his appearance in front of the Social Security Committee on 31 October.

3. Benefits Update

- 3.1. JR gave an update on the delivery, training and planning surrounding each Benefit delivered by Social Security Scotland.
- 3.2. Best Start Foods was discussed, JR gave a brief overview of the Communications planning that is currently going on around this, and noted that her area was working with national stakeholder team and local delivery teams in order to broaden their outreach.
- 3.3. Teams are now in place to deliver the Funeral Support Payment.
- 3.4. The launch of the Young Carer's Grant was discussed. JR noted that this had been a successful launch and that they are now looking into other ways of promoting uptake, such as social media campaigns and local visits to schools etc.

4. People Report

- 4.1. BG joined the meeting to discuss and provide context to the high level figures presented in the Agency's People Report.
- 4.2. BG's Presentation documented head count, wellbeing and inclusion. It also discussed stakeholder and partner engagement. BG highlighted that all the figures in the report are either already published or soon will be.

5. Corporate Plan Update



- 5.1. MC gave a verbal update on the progress of Social Security Scotland's Corporate Plan.
- 5.2. MC thanked DH and CC for their contribution following the Executive Advisory Body meeting on 01 October 2019, where they agreed to work on the development of the Corporate Plan with the Strategy and Governance Team.
- 5.3. An overview of the work undertaken since the last meeting was given, this involved work with DH and CC, stakeholder sessions and work with operational researchers.
- 5.4. MC highlighted that further stakeholder sessions will be taking place over the coming weeks in Orkney, Shetland, and the Highlands.
- 5.5. The item was concluded with confirmation that CC and DH would remain in contact with the team working on the Corporate Plan.

6. Any Other Business

- 6.1. The minutes of the meeting held on 01 October 2019 were discussed and approved and will now be published on the Social Security Scotland website.
- 6.2. DW also highlighted the minutes of the Audit and Assurance Committee meeting held on 17 September 2019. These were also approved by the Executive Advisory Body and will now be published on the website.

Date of next meeting: Tuesday 17 December 2019