



Executive Advisory Body

Date of Meeting	Tuesday 17 December 2019				
Time	10:30 – 12:00				
Location	Meeting Room 1.1, Dundee House				
Item	Paper	Owner	Presenter	Purpose	Mins
1. Welcome & Conflicts of Interest	-	Chair	-	-	-
2. Introduction with Stephen Kerr, Director of Social Security	-	Chair	-	-	30
3. Chair's Update	-	Chair	-	Note	20
BREAK					10
4. Benefits Update	-	Janet Richardson Deputy Director of Operations and Local Delivery	-	Note	10
5. People Survey	-	James Wallace Deputy Director of Finance and Corporate Services	-	Discuss	20
6. Any other business	-	-	-	-	-
Total (mins)					90

Date of next meeting: 21 January 2020

Below the Line Papers

Item	Paper	Owner	Author
7. Audit and Assurance Committee Minutes	11.1	Miriam Craven Deputy Director of Strategy and Client Experience	AP Governance and Business Co-Ordinator
8. Reviewed Terms of Reference	11.2	Miriam Craven Deputy Director of Strategy and Client Experience	AP Governance and Business Co-Ordinator
9. Balanced Scorecard	11.3	James Wallace Deputy Director of Finance and Corporate Services	DH Statistician - Social Security