



Executive Advisory Body

Date of Meeting	Tuesday 17 December 2019
Time	10.30 – 12:00
Location	Meeting Room 1.1, 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)
James Wallace (JW)	Deputy Director of Finance and Corporate Services
Janet Richardson (JR)	Deputy Director of Operations and Local Delivery
Paul Knight (PK)	Head of Clinical Operations

In attendance

SK	Director – Social Security Scotland
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Observers

LH	Corporate Assurance Manager
GF	Learning Manager
AR	Head of Information Governance and Data Protection Officer Register of Scotland
CB	Organisational Strategy and Operational Policy and Corporate Assurance

Apologies

MC	Miriam Craven
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Secretariat

IB 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 member PK was welcomed to the Executive Advisory Body, introductions were made.
- 1.3. Introduction with SK. SK provided an overview of his role as Director of Social Security Scotland reflecting on the past 12 months and what lies ahead next year.

DH spoke about the role of the Non-Executive Members and how the Executive Advisory Body has been embedded over the past year.

EG gave some insight into how people are managing and/or affected as clients.

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 his appearance in front of the Social Security Committee on 21 November.
- 2.3. DW introduced PK, as the new Head of Clinical Operations.

Action Points

- To arrange offline discussions between PK and the EAB members.

3. Benefits Update

- 3.1. JR provided a benefit update. No new benefits have been launched since the last meeting.

4. Any Other Business

- 4.1. The minutes of the meeting held on 11 November 2019 were discussed and approved and will now be published on the Social Security Scotland website.

Date of next meeting: Tuesday 21 January 2020