



## Executive Advisory Body

<b>Date of Meeting</b>	Tuesday 21 January 2020
<b>Time</b>	10.30 – 12:30
<b>Location</b>	Meeting Room 1.1, Dundee House

## Attendees

### Present

David Wallace (DW)	Chief Executive, Social Security Scotland (Chair)
Jessica Burns (JB)	Non-Executive Body Member
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
Laura Brennan-Whitefield (LBW)	Non-Executive Body Member
Miriam Craven (MC)	Deputy Director of Strategy and Client Experience
Janet Richardson (JR)	Deputy Director of Operations and Local Delivery
Andy McClintock (AM)	Chief Digital Officer
Paul Knight (PK)	Head of Clinical Operations

### Observers

GS	Health and Safety Advisor
AC	Business Analyst

### Apologies

JW	James Wallace
----	---------------

### 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.

## 2. Chair's Update

- 2.1. The Chair provided a look ahead to 2020
- 2.2. DW highlighted that 2020 will see a number of benefits going live including the, Job Start Payment, Scottish Child Payment and Child Disability Payment.
- 2.3. DW invited JR to provide an Operations Update.
- 2.4. DW invited MC to talk about engagement with the EAB members and changes to the structure of the EAB meetings.

## 3. Local Delivery Update

- 3.1 ML provided a Local Delivery update.

Action	ML	To provide a written update
--------	----	-----------------------------

## 4. Finance Report

- 4.1. NB Provided an update on the Finance Report. EAB find the finance paper useful and highlighted they need to continually understand our financial position.

Action	NB	NB to represent the areas not included in the Balanced Score card in the next Finance Report
--------	----	--

## 5. Corporate Plan Update

- 5.1. MC provided a Corporate Plan update. MC advised the draft of the Corporate Plan is on the agenda for the next meeting.

## 6. Any Other Business



6.1. The minutes of the meeting held on 17 December 2019 were discussed and approved and will now be published on the Social Security Scotland website

**Date of next meeting:** Tuesday 3 March 2020