



Executive Advisory Body

Date of Meeting	Tuesday 03 March 2020
Time	10.00 – 12:00
Location	Meeting Room 4.3, High Street

Attendees

Present

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

Observers

ST	Organisational Policy Team Leader Advisor
MT	Business Analyst

Apologies

PK	Paul Knight Head of Clinical Operations
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Secretariat

IB	Governance and Business Co-ordinator
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1. Welcome & Conflicts of Interest

- 1.1. The Chair welcomed and thanked everyone for their attendance.
- 1.2. EG declared a conflict of interest, advising that a relative was now employed by Social Security Scotland.

2. Chair's Update

- 2.1. An update was provided on the Social Security Administration and Tribunal Membership Bill from MC.
- 2.2. DW provided an update on COVID-19, advising that the Agency's Business Continuity Team are liaising with the Scottish Government over responses.
- 2.3. An update was provided on operations, and CC advised that he has agreed to be a member on the Social Security Programme Board to provide additional synergy between the Executive Advisory Body and the Social Security Programme Board.

3. Executive Advisory Body Update

- 3.1. MC provided an update following the one-to-one meetings held with all Non-Executive members.
- 3.2. As a result it was proposed to increase the number of Executive Advisory Body meetings per year and to include 'deep-dive' sessions on specific areas. Themes for these deep-dive sessions are to be considered and will be communicated in due course.
- 3.3. The Advisory Body asked that a schedule of meeting items be agreed, and that the Terms of Reference be updated to reflect any changes.
- 3.4. All material on the website will be updated also with Non-Executive Members being asked for updated biographies.

Action	MC/IB	To update the Calendar of Business with deep-dive themes for consideration.
Action	IB	To liaise with the communications team to update the Terms of Reference and information relating to Executive Advisory Body on the corporate website.

4. Budget Paper 2020 - 2021

- 4.1. JW Provided an update on the budget for 2020–2021.



- 4.2. JW noted the budget was based on current information and will change as the year progresses.
- 4.3. LBW asked whether service level agreements were re-negotiable. JW advised that, for DWP Agency Agreements, we are bound by the Fiscal Framework and when it is reviewed we will review our service level agreements. Service level agreements are not commercial agreements therefore they cannot be negotiated. JW confirmed DWP recharge actual costs incurred in the delivery of services, they do not add any profit.
- 4.4. EN noted the increased staffing levels and was interested to know the location of posts, and whether these were restricted to Dundee. JR advised that, in general, jobs were open to all with no restrictions, with Social Security Scotland maintaining its commitment to create a diverse workforce.
- 4.5. LBW noted an interest in seeing our diversity statistics across all protected characteristics and also any information on staff not coming from a civil service background. The Chair advised that this should also be considered for inclusion as a measure within the balanced scorecard and we could explore this further.

Action	IB	To liaise with the Social Security Operations and Delivery Analysis team to discuss including in the balanced scorecard, diversity statistics across all protected characteristics as well as those not coming from a civil service background.
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5. Corporate Plan Update

- 5.1. MC provided a Corporate Plan update, saying that attention had been given to making sure it has been written in plain English and it can be made available in a number of different formats. She thanks both CC and DH for their input.
- 5.2. DH noted that the draft Corporate Plan read well and was easy to follow.
- 5.3. CC noted that alongside the Corporate Plan the Business Plan may need to be updated over time to reflect any changes in activity.

Action	IB	To send a copy of the current draft of the Corporate Plan to Executive Advisory Body members after the meeting.
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6. Proactive Publication

- 6.1. MC outlined the intention to move towards proactively publishing Executive Advisory Body and Audit and Assurance Committee papers, agenda and minutes within 12 weeks of them meeting.



- 6.2. RF advised that there should be guidelines supporting this decision so that any potential redaction is considered robustly.
- 6.3. This approach was supported by all members.

7. Any other Business

- 7.1. The minutes the Executive Advisory Body meeting on 21 January 2020 were approved and will now be published on the Social Security Scotland website.
- 7.2. Members noted the minutes from the Audit and Assurance Committee on 11 February and the Audit and Assurance Committee Compliance Framework Paper.

Date of next meeting: Tuesday 14 April 2020