



Executive Advisory Body

Date of Meeting	Tuesday 26 January 2021
Time	10.00 – 12:30
Location	Video conference

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)	Independent Chair of Audit & Assurance Committee
Andy McClintock (AM)	Chief Digital Officer
James Wallace (JW)	Deputy Director of Finance and Corporate Services
Paul Knight (PK)	Head of Clinical Operations
Janet Richardson (JR)	Deputy Director of Operations and Local Delivery
Miriam Craven (MC)	Deputy Director of Strategy and Client Experience

In Attendance

GD	Head of Corporate Strategy and Communications
DP	Governance Team Leader
CB	Organisation Strategy, Policy and Assurance Lead
GP	Organisational Strategy Team Lead
NB	Head of Finance
SG	Corporate Finance Lead

Observing



SC Local Delivery Relationship Lead

MM Operational Guidance Writer

Secretariat Assistant Governance Manager

1. Welcome and Conflicts of Interest

- 1.1. The Chair, David Wallace (DW), welcomed and thanked everyone for their attendance.
- 1.2. Members did not highlight any potential conflicts of interest.
- 1.3. The Executive Advisory Body endorsed the minutes from the meeting on the 3 November 2020. In line with our commitment to proactively publish the agenda, meeting papers, minutes and action tracker, we will publish the 3 November 2020 meeting papers on the Social Security Scotland website within twelve weeks of this meeting.

2. Chair's Update

- 2.1. DW advised the members that Social Security Scotland will shortly move to sit under the Director General Education, Communities and Justice Portfolio with Paul Johnson taking over our Portfolio Accountable Officer. The change is due to happen in April 2021.
- 2.2. DW noted current priorities are to remain focused on delivery and ensuring the safety and wellbeing of colleagues. Janet Richardson (JR) advised that support remains in place for staff, working from home continues to work well and flexible working arrangements are in place to allow staff to home-school.

Action	-	No actions noted from this item.
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3. Social Security Scotland Business Plan 2021-22

- 3.1. DW invited Miriam Craven (MC) to introduce the Social Security Scotland Business Plan 2021-22 item. MC noted the Business Plan 2021-22 will focus on key deliverables and highlighted how it will reflect the impact of COVID-19. MC invited CB to speak the item.
- 3.2. CB advised the members that the Business plan for 2021-22 is being developed in accordance with the following principles:



- Building an open and transparent organisation that delivers value for money.
 - Provide external stakeholders and the wider public with a narrative that explains where we spend out budget and how we are operating in the COVID landscape, linking back to our Corporate Plan, Our Charter and the Scottish Government’s National Performance Framework.
 - It should link to other key corporate documents and plans.
 - It should help Agency leaders take a view of progress against key priorities.
- 3.3. CB advised the aim of this paper is to seek advice from the members to inform the Business Plan for 2021-22.
- 3.4. The Executive Advisory Body suggested including in the planning cycle:
- A focus on Business Recovery, post COVID-19
 - Lessons Learned
 - A ‘look ahead’ – to the opportunities, challenges and potential for a more responsive way of working.
- 3.5. The Executive Advisory Body noted the content of the report and requested an update via correspondence when finalised

Action	MC	To provide a Business Plan update via correspondence when finalised.
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4. Social Security Scotland Financial Planning 2021-22

- 4.1. DW invited NB to provide the Social Security Scotland Financial Planning 2021-22 update.
- 4.2. NB updated the members on the process so far and this had led to an indicative budget which would be part of the Draft Budget to be presented to Scottish Parliament on 28 January 2021.
- 4.3. Members were asked for feedback on how any uncertainties should be handled and agreed with the proposal of a formal mid-year budget revision. NB advised that members would see the final 2021-22 budget at the April meeting.
- 4.4. The Executive Advisory Body passed on their thanks to the Finance Team for a very clear and useful report.

Action	-	No actions noted from this item.
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5. Social Security Scotland Audit and Assurance Committee Minutes

- 5.1. DW invited JW to update Members on discussion at the 10 November 2020 Audit and Assurance Committee meeting.
- 5.2. Douglas Hutchens (DH) suggested the Executive Advisory Body consider items for deep-dive sessions for the Audit and Assurance Committee. MC noted and advised we will send via correspondence: previous deep-dives for context, sessions already agreed and tabled, and any outstanding for views.
- 5.3. The Executive Advisory Body noted the contents of the Audit and Assurance Committee minutes of the 10 November 2020.

Action	MC	To contact the Non-Executive members, via correspondence, to collate suggested items for Audit and Assurance Committee deep-dive sessions.
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6. Any other Business

- 6.1. The members noted the Social Security Scotland Human Resources Update – covering the period up to 30 September 2020 and the Social Security Scotland Register of compliance that were both included as below the line items.
- 6.2. No further business was noted.
- 6.3. DW thanked everybody for attending the meeting.

Date of next meeting: Tuesday 09 March 2021



Action(AP)/Decision(DP)	Detail	Owner	Due Date	Status
AP – 26/01/2021 - 01	To provide a Business Plan update via correspondence when finalised.	MC	Next Meeting	An update on progress will be provided on 20 April 2021
AP – 26/01/2021 - 02	To contact the Non-Executive members via correspondence, to collate suggested items for Audit and Assurance Committee deep-dive sessions.	MC	Next Meeting	Completed