



## Executive Advisory Body

<b>Date of Meeting</b>	Tuesday 08 June 2021
<b>Time</b>	10.00 – 12:30
<b>Location</b>	Video conference

## Attendees

### Present

David Wallace (DW)	Chief Executive, Social Security Scotland
Chris Creegan (CC)	Non-Executive Member (Chair)
Laura Brennan-Whitefield (LBW)	Non-Executive Member
Jessica Burns (JB)	Non-Executive Member
Ewan Gurr (EG)	Non-Executive Member
Elaine Noad (EN)	Non-Executive Member
Andy McClintock (AMC)	Chief Digital Officer
James Wallace (JW)	Deputy Director of Finance and Corporate Services
Paul Knight (PK)	Head of Clinical Operations
Miriam Craven (MC)	Deputy Director of Strategy, Change, Data and Engagement
Janet Richardson (JR)	Deputy Director of Operations and Local Delivery
AM	Head of Corporate Services

### In Attendance

ML	Head of Local Delivery
CH	Service Manager
DP	Governance Team Leader
AM	Governance Manager

### Observing

JC	Business Resilience Manager
KH	Operational Policy Co-ordinator



MF Head of Fraud and Error Resolution

## Apologies

Douglas Hutchens (DH) Non-Executive Member

Secretariat Assistant Governance Manager

## 1. Welcome and Conflicts of Interest

- 1.1. The Chair, Chris Creegan (CC), 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 last meeting on the 20 April 2021. In line with our commitment to proactively publish the agenda, meeting papers, minutes and actions, we will publish meeting papers from 20 April 2021 on the Social Security Scotland website within twelve weeks of the meeting.

## 2. Chief Executive's Update

2.1. DW noted the following;

- Following the election we have a new ministerial team and a Cabinet Secretary with an increased and wider portfolio of responsibilities. Cabinet Secretary for Social Justice, Housing and Local Government, Shona Robison is supported by Ben McPherson, Minister for Social Security and Local Government. Introductory meetings have already taken place,.
- COVID-19 – DW noted that work continues in this constantly evolving area and invited AM to provide a brief update. AM noted COVID-19 has provided an opportunity to move to a different and more modern and agile way of working. There has been strong engagement with staff to gather their views on future ways of working, whilst ensuring that we can continue to deliver Social Security Scotland priorities. AM advised it would be useful to involve Executive Advisory Body members with the project to move this work forward.
- DW extended his thanks to the Non-Executives for their feedback on the Non-Executive advert and recruitment pack and to CC for supporting the external communications strategy. DW advised members that advert for new Non-Executives will go live on the 10 June 2021. The advert will be promoted through Social Security Scotland's external communications channels, including LinkedIn and Twitter.



- DW thanked the Non-Executives for providing feedback on the Business Plan 2021-22. The final copy of the Business Plan will be shared once it is published.

Action	MC	To share the Business Plan with Non-Executives once published.
--------	----	--

### 3. Social Security Scotland Local Delivery Readiness

3.1. CC invited Janet Richardson (JR) to introduce the Social Security Scotland Local Delivery Readiness Update.

3.2. JR noted the paper provided an update on

- the activities and progress to date of the Local Delivery service as we prepare to launch on 26 July 2021, focused on readiness in relation to our people, clients and stakeholders; and
- how we have adapted our service offering as a result of COVID-19 implications and restrictions,.

3.3. JR invited ML and CH to speak to the item.

3.4. The Executive Advisory Body thanked ML and CH and made the following points and observations

Interface with welfare rights teams - ML advised Local Delivery leads in each area are building relationships and connections with partners: we are there to compliment services already in place.

JR noted in addition that our National Engagement team is liaising with organisations and key stakeholders to promote the Local Delivery service to ensure correct signposting is in place from partner agencies,

Service for clients who do not want a home visit - ML confirmed that we will be looking at options for these clients to remove any potential barriers

- The Executive Advisory Body commented that the areas chosen for the pilot were highly representative of Scotland as a whole and a good choice.

3.5. JR thanked the Executive Advisory Body for their feedback. JR advised that additional feedback should be provided via correspondence.



Action	JR	Additional feedback on the Social Security Scotland Local Delivery Readiness paper is to be sent via correspondence.
--------	----	--

#### 4. Social Security Scotland Child Disability Payment Pilot – Go Live Update

- 4.1. JR noted staff are in place to support the Child Disability Payment Pilot. We continue to work closely with Social Security Scotland Programme colleagues to ensure all training needs are met and to provide feedback on progress.
- 4.2. JR advised disability training has been supported by those with lived experience. Additional information regarding this will be shared via correspondence following the meeting.

Action	JR	Disability training materials to be shared via correspondence following the meeting on the 8 June 2021.
--------	----	---

#### 5. Social Security Scotland Audit and Assurance Committee Minutes from 09 February 2021

- 5.1. CC invited Jessica Burns (JB) to update Members on the discussion at the most recent Audit and Assurance Committee meeting and provide a brief summary.
- 5.2. JB advised that notes of the meeting were accurately recorded in the minutes.
- 5.3. The Executive Advisory Body noted and agreed for the record the Audit and Assurance Committee Minutes from 9 February 2021

Decision	-	The Executive Advisory Body noted and formally agreed for the record the Audit and Assurance Committee Minutes from 9 February 2021
----------	---	---

#### 6. Any other Business

- 6.1. The members noted receipt of the Social Security Scotland Corporate Risk Register, Social Security Scotland Freedom of Information Update to 1 March 2021, Social Security Scotland Annual Fraud Report and Social Security Scotland Property Acquisitions papers which had been included as below the line items for information.
- 6.2. No further business was noted.



Governance - Executive Advisory Body - Meeting 23 – 08 June 2021 – Minutes  
and Action Tracker

6.3. CC thanked everybody for attending the meeting.

**Date of next meeting:** Tuesday 17 August 2021

Action(AP)/Decision(DP)	Detail	Owner	Due Date	Status
<b>AP – 20/04/2021 – 02</b>	To arrange a session to discuss what is expected of the new Non-Executives and their role within the Executive Advisory Body.	<b>IB</b>	Next meeting	<b>Completed</b>
<b>AP – 08/06/2021 - 01</b>	To share the Business Plan with the Non Executives once published.	<b>MC</b>	Next meeting	<b>Completed</b>
<b>AP – 08/06/2021 - 02</b>	Additional feedback on the Social Security Scotland Local Delivery Readiness paper is to be sent via correspondence.	<b>JR</b>	Next Meeting	<b>To be sent before the next meeting on the 17 August 2021</b>
<b>AP – 08/06/2021 - 03</b>	Training on disability to be shared via correspondence following the meeting on the 8 June 2021.	<b>JR</b>	Next Meeting	<b>To be sent before the next meeting on the 17 August 2021</b>
<b>DP – 08/06/2021 - 01</b>	The Executive Advisory Body noted and agreed for record the Audit and Assurance Committee Minutes from 9 February 2021	-	-	<b>Noted and Agreed</b>