

Executive Advisory Body

Date of Meeting	Tuesday 5 March
Time	12:45 – 14:45
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
Ally McPhail (AMcP)	Head of Corporate Services
James Wallace (JW)	Head of Finance
Miriam Craven (MC)	Head of Local Delivery and Client Experience
Mo Rooney (MR)	Head of Governance and Strategy
Tracy McIntyre (TM)	Head of Operations

In attendance

AM	-	Change, Culture and Relationships Lead (Best Start Grant Lessons Learned item only)
MD	-	Statistician (Best Start Grant Forecasting item only)
SB	-	Operational Research Officer (Best Start Grant Forecasting item only)

Observers

ML	-	Assistant Governance and Business Manager
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Secretariat

CAH	-	Governance and Business Manager
AP	-	Governance and Business Support Officer

1. Welcome

- 1.1. The Chair welcomed and thanked all Members for their attendance.

2. Previous Minutes and Actions

- 2.1. The minutes of the meeting held on 23 January 2019 were discussed and approved.
- 2.2. DW noted that the approved minutes from the last meeting, 23 January 2019, will now be published on the Social Security Scotland website.

3. Conflicts of interest

- 3.1. The Chair asked Members to declare any potential conflicts of interest in relation to any agenda items. None were expressed.

4. Chair's Update

The Chair provided an update on key developments since the last meeting of the Executive Advisory Body. This included the 'Wave 2' Statement by the Cabinet Secretary in Parliament on Thursday 28 February 2019.

5. Declaration of Interests Process

- 5.1. MR provided an overview of options for transparency of the fact that some Members of the body may be in receipt of benefits administered by either Social Security Scotland or the Department of Work and Pensions. A statement was agreed for posting on the Social Security Scotland website. Members agreed that this chimes with the Agency's values of the Executive Advisory Body and emphasises the added value of lived experience of the benefits system.

Decision In interests of full transparency, statement to be added to the Executive Advisory Body section of the Social Security Scotland website explaining the value added to the work of the Body by Members with lived experience of the benefits system.

6. Best Start Grant Lessons Learned

- 6.1. AM joined the meeting to discuss lessons learned from Wave 1 of the Best Start Grant Pregnancy and Baby Payment.
- 6.2. AM gave an overview of the challenges and highlighted key strengths.

7. Best Start Grant Forecasting

- 7.1. MD and SB joined the meeting to give an overview of the demand forecasting process and respond to questions.
- 7.2. The different factors that impacted on the forecasts were explored, including media coverage and the timing of the launch of Best Start Grant Pregnancy and Baby Payment. These factors will be considered in developing of future forecasts.

8. Internal Audit

- 8.1. Recent Internal Audit activity by the Scottish Government Internal Report team was discussed; in particular work on Governance Structures and Recruitment.
- 8.2. MR gave an overview of Governance Structures and noted that the recommendations were predominantly straight forward adjustments or were already in hand. The recommendation to establish an Agency Finance Committees was discussed, JW highlighted that arrangements for this were being considered.
- 8.3. AMcP then gave a brief overview of Recruitment which focused on the intake of client advisors to the Agency.
- 8.4. Similarly AMcP noted that the recommendations made were in hand.

9. Property Update

- 9.1. AMcP gave an overview of the background for the selection of Social Security Scotland's current interim buildings, and a brief update on the process for additional interim and permanent accommodation.
- 9.2. AMcP agreed to follow up this item with an update at the next Executive Advisory Body Meeting (16 April 2019).

Action	AMcP	Provide an update on Property at the next meeting.
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10. Any Other Business

10.1. No other business was recorded.

Date of next meeting: Tuesday 16 April 2019

