

Executive Advisory Body

Date of Meeting	Tuesday 16 April
Time	12:30 – 14:45
Location	Conference Room 2, 220 High Street

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 (AM)	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

Apologies

Tracy McIntyre (TM)	Head of Operations
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In attendance

CB	Strategy, Policy and Assurance Lead (Business Plan item only)
GP	Organisational Strategy Manager (Business Plan item only)
EP	Corporate Assurance Assistant (Corporate Parenting item only)

Observers

LR	Client Experience Lead
FL	Data Protection Practitioner

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 05 March 2019 were discussed and approved.
- 2.2. DW noted that the approved minutes from the last meeting, 05 March 2019, will now be published on the Social Security Scotland website.

3. Conflicts of interest

- 3.1. None where expressed.

4. Chair's Update

- 4.1. The Chair provided an update on key developments since the last meeting of the Executive Advisory Body.
- 4.2. This included his meeting with the Chair of the Scottish Commission on Social Security (SCoSS). It was agreed that the Chair be invited to attend a future meeting of the Executive Advisory Body.
- 4.3. The Chair offered an opportunity for members to comment on the minutes of the Audit and Assurance Committee which took place on 12 February 2019. No additional feedback was received.

Action	DW/ Secretariat	Confirm a date for the Chair of SCoSS to be invited to attend a future meeting of the Executive Advisory Body.
Action	DW/ Secretariat	To discuss with the Programme Management Office possible links between the Non-Executive Members of the Programme Board and Executive Advisory Body.

5. Annual Business Plan

- 5.1. MR and DW introduced this item and welcomed CB and GP to the meeting.

- 5.2. CB spoke about the Annual Business Plan, outlining its current stage in development, draft content, and specific areas for comment by the Executive Advisory Body Members.
- 5.3. Members provided advice in relation to the draft structure of the document, audience and accessibility.

6. 2019-2020 Budget

- 6.1. JW provided an overview of the Social Security Scotland Budget for 2019-2020 highlighting the robust monitoring and reporting systems within Social Security Scotland.
- 6.2. The allocation of the 2019-20 budget was agreed.

7. Draft Corporate Parenting Plan

- 7.1. EP joined the meeting to introduce the draft Corporate Parenting Plan.
- 7.2. EP highlighted the internal and external engagement undertaken to develop the content of the Plan, stressing the aim to ensure that the language used was inclusive and accessible to all audiences, in particular care experienced young people aged 18-26.
- 7.3. Members made a number of suggestions.
- 7.4. It was agreed that that the final version of the Corporate Parenting Plan will proceed as planned, with progress being monitored by the Executive Advisory Body below the line.

Decision Corporate Parenting Plan to proceed, with progress being monitored by the Executive Advisory Body below the line.

8. Property Update

- 8.1. AM gave an update on the process of procuring both additional interim and permanent accommodation for Social Security Scotland's Glasgow and Dundee offices.

9. Any Other Business



- 9.1. DW updated members on the continued development of the leadership capacity within Social Security Scotland. Further details would be provided at the next meeting.

Date of next meeting: Tuesday 28 May 2019

