



## Executive Advisory Body

<b>Date of Meeting</b>	Tuesday 09 July 2019
<b>Time</b>	12:30 – 14:30
<b>Location</b>	Meeting Room 4.7, Dundee House

## Attendees

### Present

David Wallace (DW)	Chief Executive, Social Security Scotland (Chair)
Chris Creegan (CC)	Non-Executive Body Member (by phone)
Douglas Hutchens (DHU)	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
Tracy McIntyre (TM)	Head of Operations

### Apologies

Elaine Noad (EN)	Non-Executive Body Member
Ewan Gurr (EG)	Non-Executive Body Member
Mo Rooney (MR)	Head of Governance and Strategy

### In attendance

JS	Project Manager: Scottish Child Payment
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### Observers

EF	Organisational Strategy Co-ordinator
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### Secretariat

CAH	Governance and Business Manager
AP	Governance and Business Co-ordinator



## 1. Welcome

- 1.1. The Chair welcomed and thanked Members for their attendance, and noted apologies from EN, EG and MR.

## 2. Previous Minutes and Actions

- 2.1. The minutes of the meeting held on 28 May 2019 were discussed and approved and will now be published on the Social Security Scotland website.
- 2.2. The process of recording minutes was then discussed and it was suggested that it may be helpful to discuss best practise with other Executive Agencies in order to improve the process of minuting meetings.
- 2.3. It was also agreed that an “Action Log” should be circulated alongside papers for each meeting of the Executive Advisory Body, noting reasoning for decisions taken and when.

**Decision** Action Log to be circulated to Members alongside papers for each meeting of the Executive Advisory Body.

## 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. The Agency is working with the Scottish Government’s Freedom of Information (FOI) unit in order to improve FOI performance. Members agreed that FOI performance information should come to the Executive Advisory Body on a regular basis in the form of a Performance Dashboard/Balanced Scorecard.
- 4.3. An FOI Improvement Plan for the Agency is also being developed which will be presented at the next Executive Advisory Body meeting on 20 August 2019.

Action	MR	Performance Dashboard/Balance Scorecard to be brought to the next meeting of the Executive Advisory Body.
Action	MR	FOI Improvement Report to be brought to next meeting of the Executive Advisory Body.



- 4.4. A small number of appeals against Agency determinations have been made to the Social Security Chamber of the First-tier Tribunal for Scotland Tribunal. All decisions have been upheld to date. The Agency is currently working with Programme and Policy colleagues to ensure that submissions to the Tribunal easily collated and contain all required information. It was highlighted that the Executive Advisory Body had extensive expertise in the Tribunal system.
- 4.5. The minutes from the Audit and Assurance Committee meeting which took place on 14 May 2019 were noted without comment. The Agency's first annual audit of the accounts is in progress and we are working with Audit Scotland with the aim of having the audit complete in time for the next Audit and Assurance Committee in August 2019.
- 4.6. Operations following the implementation of all three Best Start Grant benefits was discussed. Again the Performance Dashboard would start to show regular operational progress.

## 5. Scottish Child Payment Announcement

- 5.1. JS joined the meeting to give some context to the parliamentary announcement of the new Scottish Child Payment by Aileen Campbell, the Cabinet Secretary for Communities and Local Government on 26 May.
- 5.2. JS outlined project plans for the implementation of this payment noting that delivery will be integrated into existing Agency practises. He also highlighted the working assumptions in our approach to delivery of the Scottish Child Payment, including aspects such as workforce planning, accommodation and processing timelines.
- 5.3. Members commented on the potential for external factors to continue to result in additional pressure on the Agency to successfully deliver an increasing programme of work.
- 5.4. The Agency is still working with Scottish Government colleagues on the full extent and design of the benefit. Members stressed the importance of workforce planning in the delivery of the Scottish Child Payment.
- 5.5. It was agreed that this should return to the Executive Advisory Body, and that each meeting agenda going forward should include a standing item for an update on each benefit.

**Decision** Standing Agenda item for an update on each benefit going forward.

## 6. Executive Advisory Body Feedback



- 6.1. DW introduced this item as an opportunity for Members to reflect, particularly on how the Agency can involve Non-Executive Members outside of Executive Advisory Body meetings.
- 6.2. Members noted that the benefit of “buddying” Non-Executives with Senior Leadership Team Members cannot be understated and would be valuable in assisting with the development of Agency processes.
- 6.3. DW advised that work is being done on this and a future programme of work for the Executive Advisory Body is also being developed.

Action	MR	To bring back proposals for continued Non-Executive engagement.
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## 7. Senior Leadership Team Structure

- 7.1. The Chair updated Members on the recruitment of the Deputy Director posts within Social Security Scotland. In line with the Agency Framework Document, the work was being led by the Scottish Government Senior Staff team, and the recruitment Panel has representation from the Executive Advisory Body Non-Executives.
- 7.2. Interviews for these posts have been scheduled and will be complete by the end of August.

## 8. Any Other Business

- 8.1. The “Forward Planning Document” for Executive Advisory Body meetings is currently in development and will be ready to come to the next meeting on 20 August in draft. Members suggested the following items for inclusion:
  - HR (regular update)
  - Performance (quarterly)
  - Finance (as scheduled)
  - Benefit Updates (standing Item)
  - Freedom of Information (regular update)
  - Programme Update (regular update)

It was also suggested that “meeting location” should be included in this when a meeting in Glasgow or elsewhere in Scotland was proposed.



Action	MR	EAB Future Work Programme to be tabled for August 2019 meeting.
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**Date of next meeting:** Tuesday 20 August 2019

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