

Portfolio Sponsor Meeting

Date of Meeting	Monday, 3 rd June 2019
Time	15:00 – 16:30
Location	4 Atlantic Quay, meeting room 4.1

Attendees

Present

DW	-	Chief Executive (Chair)
SK	-	Director of Social Security (Portfolio Sponsor)
MR	-	Head of Governance and Strategy
MC	-	Head of Local Delivery and Client Experience
AMP	-	Head of Corporate Services
TM	-	Head of Operations
JW	-	Head of Finance
KS	-	Strategic Communications Lead

Secretariat

LB	-	Governance and Business Co-ordinator
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1. Welcome

1.1. The Chair welcomed everyone to the meeting.

2. Minutes of previous meeting

2.1. The minutes from the previous meeting were approved.

3. Update from Portfolio Sponsor on Directorate

3.1. SK updated on key activity across the Directorate, including key policy developments, the budget and Brexit.

4. Overview of Agency Headlines

4.1. The Chair updated on key activities within the Agency. TM gave an overview of the launch for Best Start Grant Early Learning Payment. AMP discussed developments in property and workforce planning.

5. Risk Management

- 5.1. MR gave an overview of key areas of interest from the Agency's risk register. The Audit and Assurance Committee plans to review in depth the Agency's top risks over a number of sessions.

6. Update on Audit Activity

- 6.1. MR gave an overview of current internal audit work.

7. Feedback from Executive Advisory Body

- 7.1. MR gave an overview of the meeting of the Executive Advisory Body which took place on the 28th May 2019.

8. Update on Agency Communications

- 8.1. KS updated SK on the Agency's communications activity.

9. Any other business

- 9.1. No other business was discussed.

Date of next meeting: 15th July 2019