

Portfolio Sponsor Meeting

Date of Meeting	Thursday, 19 th December 2019
Time	14:00 – 15:30
Location	High Street G.13 and St Andrew's House GE.11

Attendees

Present

David Wallace (DW)	-	Chief Executive (Chair)
Stephen Kerr (SK)	-	Director of Social Security (Portfolio Sponsor)
James Wallace (JW)	-	Deputy Director of Finance & Corporate Services
Janet Richardson (JR)	-	Deputy Director of Operations & Local Delivery
KS	-	Strategic Communications Lead
Paul Knight	-	Head of Clinical Operations

Secretariat

LB	-	Governance and Business Co-ordinator
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Apologies

Miriam Craven (MC)	-	Deputy Director of Strategy & Client Experience
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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 and discussed ways of ensuring continuing close work between the Social Security Directorate and the Agency throughout the course of the next year.

4. Overview of Agency Headlines

- 4.1. KS gave an overview on the communications plan for social security.
- 4.2. DW discussed Social Security Scotland's People Survey results.

5. Update on Audit Activity

- 5.1. JW gave an overview of current internal audit activity which is on track to complete their work programme for 19/20.

6. Feedback from the Executive Advisory Body

- 6.1. No feedback was given as SK attended the Executive Advisory on the 17th of December 2019.

7. Update on Agency Comms

- 7.1. KS updated SK on the Agency's communications activity, including Christmas content.

8. AOB

- 8.1. There was a discussion on the format of the meeting and agreement on adjusting the agenda for future meetings.

Date of next meeting: 27th January 2020