

Portfolio Sponsor Meeting

Date of Meeting	Monday, 23 November 2020
Time	15:45 – 17:10
Location	Remotely

Attendees

Present

Stephen Kerr (SK)	Director of Social Security (Portfolio Sponsor) and Chair
David Wallace (DW)	Chief Executive, Social Security Scotland
James Wallace (JW)	Deputy Director of Finance and Corporate Services
Miriam Craven (MC)	Deputy Director of Strategy and Client Experience
Paul Knight (PK)	Head of Clinical Operations
Janet Richardson (JR)	Deputy Director of Operations and Local Delivery
AMP	Head of Corporate Services
KS	Strategic Communications Lead
Andy McClintock (AM)	Chief Digital Officer

Secretariat

DP	Governance Team Leader
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1. Welcome

- 1.1. SK welcomed everyone to the Portfolio Sponsor meeting.

2. Minutes of previous meeting

- 2.1. The minutes from the previous meeting of October 5 2020, were approved and the action from the meeting (recruitment to senior posts), noted as complete.

3. Scottish Government update from the Chair

- 3.1. SK gave a brief update on key activity across Scottish Government, including timescales for the Scottish Budget and an update on the latest COVID-19 restrictions.

4. Social Security Scotland Updates: Chief Executive and the (Agency) Executive Team

- 4.1. The Chief Executive and members of the (Agency) Executive Team, provided an update on current activity across Social Security Scotland including some of the practical impacts of COVID-19 restrictions on staff coming into the office for consolidation training.

5. Balanced Scorecard

- 5.1. JR discussed Social Security Scotland's performance against the balanced scorecard and highlighted current application figures in relation to the Scottish Child Payment launch and the launch of the Child Winter Heating Allowance payment today.
- 5.2. Members agreed to a meeting to look at development and refinement of the balanced scorecard measures (ACTION). This development work will further support the Chair, as Portfolio Sponsor, to carry out his scrutiny role in relation to agency operations.

6. Recruitment to senior posts

- 6.1. SK led a discussion on Social Security Scotland recruitment to senior posts, identifying some of the successes and challenges to date in recruitment activity. It was agreed that a further update should take place in Summer 2021. (ACTION)

7. Update on Agency communications

- 7.1. KS provided an update on Social Security Scotland's communications activity including the publication of the Corporate Plan.

8. Any other business

- 8.1. None.

Date of next meeting: 7 January 2021