

Portfolio Sponsor Meeting

Date of Meeting	Monday 28 th January 2019
Time	14:30 – 16:00
Location	G.13, 220 High Street, and 2.10, Dundee House

Attendees

Present

DW	-	Chief Executive (Chair)
SK	-	Director of Social Security (Portfolio Sponsor)
MR	-	Head of Governance and Strategy
AM	-	Head of Corporate Services
JW	-	Head of Finance
KS	-	Strategic Communications Lead

Secretariat

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

Apologies

TM	-	Head of Operations
MC	-	Head of Local Delivery and Client Experience

1. Welcome

1.1. The Chair welcomed everyone to the meeting.

2. Previous Minutes and Actions

2.1. An outstanding action point was noted in relation to clearly linking the Management Information Weekly Dashboard to the objectives of the Interim Corporate Plan. MR noted that this was in hand and an internal development session will take place on 11th February 2019.

AP	MR	To revise the Management Information Weekly Dashboard linking to the Interim Corporate Plan.
----	----	--

3. Update from Portfolio Sponsor on Directorate

- 3.1. SK thanked the Agency for its work with the wider Social Security Directorate and Programme on the successful launch of the Best Start Grant.
- 3.2. SK updated on key activity across the Directorate highlighting the ongoing developments relating to Brexit and Scottish Government Budget progress.
- 3.3. A discussion took place on balance of inducting new entrants into both the Agency and the wider Scottish Government. SK stressing the importance that all staff are fully aware of the Civil Service Code of Conduct and the expectations of propriety on all civil servants.

AP	AM	To ensure induction sessions cover the propriety of civil servants.
----	----	---

4. Overview of Agency Headlines

- 4.1. The Chair provided an overview of Agency activity noting progress on processing Best Start Grant applications and that the Agency was processing BSG applications within normal 'business as usual' operations.
- 4.2. The Chair also informed SK that the Scottish Government's Internal Audit team will shortly be finalising its first full official audit plan for the Agency. Audit Scotland were also planning for their work required on the first set of Annual Report & Accounts. As process and system development and support were still integrated with the Programme and the Chief Digital Office there may be cross-over audit activity.

AP	MR	To ensure NM and PG are in regular contact in relation to the Internal Audit Plan.
----	----	--

5. Agency Risk Register

- 5.1. MR stated that work to further develop the Agency Risk Register was ongoing with a the risk workshop having taken place the previous week and reiterated that an objective setting workshop with the Senior Leadership Team has been arranged for 11th February 2019.

6. Update on Audit Activity

- 6.1. MR updated the meeting on the recent audit activity and corresponding reports to which the Agency has submitted responses and will be considered at the Audit and Assurance Committee meeting on the 19th February 2019.

7. Feedback from Executive Advisory Body

- 7.1. MR gave an overview of the third meeting of the Executive Advisory Board. As well as continued induction activity, the EAB had focused on reflections on the Best Start Grant going live.

8. Any other business

- 8.1. KS updated the meeting on planned communication and marketing activity and SK asked for a Communications update from KS.

AP	Secretariat	To make a 'Communications: Update' a standing agenda item for this meeting.
----	-------------	---

Date of next meeting: Monday 11th March 2019