

Portfolio Sponsor Meeting

Date of Meeting	Monday, 27 th January 2020
Time	15:00 – 16:30
Location	AQ5 room 6.5

Attendees

Present

David Wallace (DW)	-	Chief Executive (Chair)
Stephen Kerr (SK)	-	Director of Social Security (Portfolio Sponsor)
Miriam Craven (MC)	-	Deputy Director of Strategy & Client Experience
Janet Richardson (JR)	-	Deputy Director of Operations & Local Delivery
Paul Knight (PK)	-	Head of Clinical Operations
Andy McClintock (AC)	-	Chief Digital Officer
KS	-	Strategic Communications Lead

Secretariat

LB	-	Governance and Business Co-ordinator
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Apologies

James Wallace (JW)	-	Deputy Director of Finance & Corporate Services
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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 people survey results and budget activity.

4. Overview of Agency Headlines

4.1. DW discussed Social Security Scotland's People Survey results.

5. Balance Scorecard

5.1. MC discussed Social Security Scotland's performance on the back of the balance scorecard.

6. Feedback from the Executive Advisory Body

6.1. MC gave an update on the conversations had with non-executive members.

7. Update on Agency Communications

7.1. KS updated SK on the Agency's communications activity, including Best Start Food.

8. Any other business

8.1. No other business was discussed.

Date of next meeting: 9th March 2020