

Portfolio Sponsor Meeting

Date of Meeting	Monday, 9 th March 2020
Time	15:30 – 17:00
Location	High Street 5.09 and Dundee House 2.10

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
James Wallace (JW)	-	Deputy Director of Finance & Corporate Services
KS	-	Strategic Communications Lead

Secretariat

LB	-	Governance and Business Co-ordinator
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Apologies

Andy McClintock (AC)	-	Chief Digital Officer
Paul Knight (PK)	-	Head of Clinical Operations

1. Welcome

- 1.1. The Chair welcomed everyone to the meeting and conveyed the apologies of those who were unable to attend.

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 business continuity.

4. Overview of Agency Headlines

4.1. JW discussed Social Security Scotland's budget for 2020-2021.

AP	Secretariat	To schedule a future discussion on the process of budget scrutiny.	20/04/2020
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5. Balance Scorecard

5.1. JR 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 Social Security Scotland Non-Executive Members, including the approach taken to increase their involvement and therefore assist the background for strategic decision making.

7. Update on Agency Communications

7.1. KS updated SK on the Agency's communications activity.

8. Any other business

8.1. SK reminded attendees that the re-graded permanent Chief Executive of Social Security Scotland recruitment advert is live for existing Civil Servants.

Date of next meeting: 20th April 2020