

Portfolio Sponsor Meeting

Date of Meeting	Monday, 24 th August 2020
Time	15:00 – 16:30
Location	Remotely

Attendees

Present

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

Secretariat

RC	-	Business Support Manager
NR	-	Business Support Officer

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 gave a brief update on key activity across the Directorate.

4. Overview of Agency Headlines

4.1. MC gave an update on the current Non-Executive appointments as the role of the Executive Advisory Body continued to develop. The staggering of extensions would ensure that the Agency would retain continuity of Non-Executive expertise.

5. Balance Scorecard

- 5.1. JR discussed Social Security Scotland's performance against the balance scorecard.

6. Feedback from the Executive Advisory Body

- 6.1. MC gave an update on the recent Executive Advisory Body meeting, conducted via video conference.

7. Update on Agency Communications

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

8. Any other business

- 8.1. SK led a discussion on chairing of meetings going forward and it was agreed that SK would take over chair of Portfolio Sponsor Meeting from DW (ACTION).

Date of next meeting: 5th October 2020