

Portfolio Sponsor Meeting

Date of Meeting	Monday, 5 October 2020
Time	15:00 – 16:30
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
KS	Strategic Communications Lead
Andy McClintock (AM)	Chief Digital Officer
Lesley Fraser (LF)	Director General Organisational Development and Operations

Secretariat

DP	Governance Team Leader
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Apologies

Janet Richardson (JR)	Deputy Director of Operations and Local Delivery
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1. Welcome

- 1.1. SK welcomed everyone to his first Portfolio Sponsor meeting as Chair, including LF, the Director General for Organisational Development and Operations, attending today.

2. Minutes of previous meeting

- 2.1. The minutes from the previous meeting of August 24 2020 were approved and the action from the meeting noted as complete.

3. Scottish Government update from the Chair

- 3.1. SK gave a brief update on key activity across Scottish Government.

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

- 4.1. The Chief Executive and members of the Executive Team, provided an update on current activity across Social Security Scotland with a focus on forecasting benefit expenditure.

5. Balanced Scorecard

- 5.1. MC discussed Social Security Scotland's performance against the balanced scorecard.

6. Current financial controls within Social Security Scotland

- 6.1. JW gave an update on the range of controls in place within Social Security Scotland to manage potential risks around fraud and error.

7. Update on Agency Communications

- 7.1. KS provided an update on Social Security Scotland's communications activity.

8. Any other business

- 8.1. Attendees identified recruitment for senior posts as a useful agenda item for the next meeting. (ACTION)

Date of next meeting: 23 November 2020