

## Portfolio Sponsor Meeting

<b>Date of Meeting</b>	Monday, 22 February 2021
<b>Time</b>	15:45– 17:00
<b>Location</b>	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
Janet Richardson (JR)	Deputy Director of Operations and Local Delivery
Andy McClintock (AM)	Chief Digital Officer
Kirsten Sweeney (KS)	Strategic Communications Lead

#### Secretariat

David Perkins (DP)	Governance Team Leader
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### 1. Welcome

- 1.1. SK welcomed everyone to the meeting.

### 2. Minutes of previous meeting

- 2.1. SK agreed to confirm minutes of the last meeting (7 January 2021) via correspondence. DP took attendees through the action points from the previous meeting and confirmed that the agenda and minutes of all meetings prior to 7 January were now published online.

### 3. Scottish Government update from the Chair

- 3.1. SK set out a brief update on the budget position and the Parliamentary timetable for the budget bill. SK stressed the need for the pre-election guidance to be shared, understood and followed within Social Security Scotland. This includes guidance on the use of social media by civil servants over this period.

- 3.2. SK noted the achievement of delivering Scottish Child Payment, with payments starting today and he congratulated everyone in the agency for their hard work and also for their support to the Directorate.
- 3.3. SK confirmed that both Social Security Scotland and the Social Security Directorate within Scottish Government would move to join the DG Communities family with effect from 8 March 2021.

#### **4. Social Security Scotland Updates: Chief Executive and the (Agency) Executive Team**

- 4.1. DW reflected on the enormous achievement and milestone represented by Scottish Child Payment, which marks the next incremental step in terms of scale and complexity of the benefits being provided to clients. DW highlighted some of the organisational change and growth to take place in the next few months including the developing clinical function to support disability benefits and the transfer of the Chief Digital Office from the Directorate. DW also highlighted the recent appearance by the Cabinet Secretary at the Social Security Committee.
- 4.2. MC provided a brief update to Portfolio Sponsor including an outline of plans for Non-Executive recruitment this year, agency business planning and governance.
- 4.3. JR set out the latest position in relation to Scottish Child Payment. JR set out some of the early lessons learned from operations, driving faster and more accurate decision-making.
- 4.4. AM set out current progress in relation to the transition of the Chief Digital Office to the agency, with the transfer due to complete in less than a month.
- 4.5. JW gave a brief report on the appearance by Cabinet Secretary at the Social Security Committee. JW provided an update on agency administration costs and benefit expenditure approaching the financial year-end. JW gave a brief update on planning for the new headquarters in Dundee and agency resourcing.
- 4.6. PK gave an update on the recruitment of senior clinician posts to support preparations for Child Disability Payment.

#### **5. Finalising Business planning for 2021**

- 5.1. The calendar of business for 2021 was reviewed, discussed and agreed.  
(ACTION – DP to amend item description)

## **6. Update on Agency communications**

- 6.1. KS provided detailed feedback on the communications for Scottish Child Payment launch and highlighted some of the upcoming statistical publications due to be published.

## **7. Any other business**

- 7.1. (ACTION – DP to organise dates for SK’s attendance at Executive Advisory Body Meeting)

Date of next meeting: 29 March 2021