

Portfolio Sponsor Meeting

Date of Meeting	Monday, 29 March 2021
Time	15:45– 17:05
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
Janet Richardson (JR)	Deputy Director of Operations and Local Delivery

Apologies

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. Apologies had been received from AM and KS.

2. Minutes of previous meeting

- 2.1. DP took attendees through the action points from the previous meeting (22 February 2021) and confirmed that the agenda and minutes for the meeting were now published online.

3. Scottish Government update from the Chair

- 3.1. SK provided an update on the move to the new DG Communities family and summarised discussions with our new Portfolio Accountable Officer on how he would like to discharge his portfolio responsibilities. Our new Director General

Communities, Paul Johnston, will attend every second meeting (quarterly). A tripartite meeting should be set up to review the agenda in advance.

- 3.2. SK outlined wider changes at Director level within Scottish Government and summarised the key changes.
- 3.3. SK reminded members of the need for all civil servants, including Social Security Staff to observe the pre-election guidance, paying special attention to the guidance around the use of social media.
- 3.4. SK outlined the process and plans in place to support any new administration or new Ministers with responsibility for Social Security.

ACTION: DP to co-ordinate with DG Business Support office to arrange quarterly attendance by DG Communities at Portfolio Sponsor meeting and tripartite discussion.

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

- 4.1. DW reflected on the positive progress with the delivery of Scottish Child Payment and extended an invite to our new DG to visit the new headquarters in Dundee, following the end of lockdown restrictions.
- 4.2. DW set out the actions taken within Social Security Scotland to share the pre-election guidance with staff and our non-Executive members.
- 4.3. DW highlighted the extensive preparations for the arrival of our Chief Digital Office and Analytical colleagues who will formally join Social Security Scotland on the 1 April 2021.
- 4.4. PK provided a brief update to Portfolio Sponsor on the recruitment of Child Practitioner posts and current engagement with social work and social care practitioners in relation to Scottish Child Disability payment.
- 4.5. MC outlined recent work on improving agency governance including changes at Agency Leadership Team level to ensure that structures continue to meet the needs of Social Security Scotland as it grows and continues to work effectively with wider programme governance structures within the Social Security Directorate.
- 4.6. JR set out the latest position in relation to delivery of Scottish Child Payment and highlighted that there will be an opportunity for client advisers to have a break over the Easter weekend bank holiday. SK congratulated JR and all of her team on progress and asked to be copied into monthly updates on Scottish Child Payment.

ACTION: monthly updates on Scottish Child Payments to be copied to SK.

- 4.7. JW set out the latest budget position approaching the financial year end and provided an update on the fit-out of the new Dundee Headquarters, Agnes Husband House.

5. Executive Advisory Body – update on 2021 Non-Executive recruitment

- 5.1. DW set out the latest position in relation to Non-Executive appointments to the Executive Advisory Body. Three of the Non-Executive's will step down in September and DW set out the planned approach to recruitment with a particular emphasis on attracting additional diversity to the Executive Advisory Body and ways of achieving this.

6. Update on Agency Communications

- 6.1. MC provided a short update on Agency Communications.

Date of next meeting: 10 May 2021