



## Portfolio Sponsor Meeting

<b>Date of Meeting</b>	Tuesday, 23 <sup>rd</sup> April 2019
<b>Time</b>	15:00 – 16:30
<b>Location</b>	4 Atlantic Quay, meeting room 2.4

### Attendees

#### Present

DW	-	Chief Executive (Chair)
SK	-	Director of Social Security (Portfolio Sponsor)
MR	-	Head of Governance and Strategy
MC	-	Head of Local Delivery and Client Experience
AP	-	Head of Corporate Services
TM	-	Head of Operations
JW	-	Head of Finance
KS	-	Strategic Communications Lead

#### Secretariat

LB	-	Governance and Business Co-ordinator
CAH	-	Governance and Business Manager

### 1. Welcome

1.1. The Chair welcomed everyone to the meeting.

### 2. Minutes of previous meeting

2.1. The minutes from the previous were approved.

### 3. Update from Portfolio Sponsor on Directorate

3.1. SK updated on key activity across the Directorate, including the budget and Brexit.

#### **4. Overview of Agency Headlines**

- 4.1. The Chair updated on key activities within the Agency. TM gave an overview of the Agency's preparations for the launch of Best Start Grant Early Learning Payment. MC gave an overview of developments within local delivery.

#### **5. Risk Management**

- 5.1. MR gave an overview of key areas of interest from the Agency's risk register.

#### **6. Update on Audit Activity**

- 6.1. MR gave an overview of current internal audit work.

#### **7. Feedback from Executive Advisory Body**

- 7.1. MR gave an overview of the fifth meeting of the Executive Advisory Board, which took place on the 16<sup>th</sup> April 2019.

#### **8. Update on Agency Communications**

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

#### **9. Any other business**

- 9.1. No other business was discussed.

**Date of next meeting:** 3<sup>rd</sup> June 2019

