

Executive Advisory Body - Attendance

Meeting Date	Tuesday, 18 March 2025, 10:00 – 12:15, by Hybrid (Glasgow 5.1) / Microsoft Teams	
Members	Non-Executive Member Chief Executive Chief Operating Officer Programme Director, Social Security Deputy Director, Disability Operations Deputy Director, Low Income Benefits and Operational Improvement Chief Digital Information Officer Deputy Director, Finance and Corporate Services Deputy Director, Organisational Strategy and Performance Chief Medical Advisor Deputy Director, Strategy, Learning, Corporate Management & Finance (Social Security Programme) Non-Executive Member Non-Executive Member Non-Executive Member	Chair - Chris Creegan (CC) David Wallace (DW) Miriam Craven (MC) Leanne Carson (LC) Gayle Devlin (GD) Karyn Dunning (KD) Andy McClintock (AMC) Stephanie Devenny (SD) Ally MacPhail (AMP) Paul Knight (PK) Jo Gray (JG) Deborah Rodger (DR) Naghat Ahmed (NA) Laura Brennan-Whitefield (LBW)
Apologies	Non-Executive Member Non-Executive Member Non-Executive Member	Russell Frith (RF) Gill Mudie (GM) Barry Matheson (BM)
Presenters	Head of Performance, Analysis and Strategy	HF

Secretariat	Governance Governance	GE AM
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Executive Advisory Body - Discussion

Item	Subject	Main points of discussion
1.	Welcome and Conflicts of Interest.	1.1. The Chair welcomed and thanked everyone for their attendance and noted the apologies as listed above. 1.2. No potential conflicts of interest were noted, and minutes from 21 January 2025 were endorsed.
2.	Chief Executive and Chief Operating Officer's Update.	2.1. The Chief Executive and Chief Operating Officer provided updates on the following: <ul style="list-style-type: none"> • The Scottish Government's recruitment for the Permanent Secretary has concluded with Joe Griffin being appointed. • The Executive team have met with both the Cabinet Secretary and Ivan McKee MSP, Minister for Public Finance, in the last month to discuss the delivery year ahead. • Edel Harris, author of the Independent Adult Disability Payment review, visited Social Security Scotland in early March for her final visit before the reports publication in July. • The reinstated Operational Reference Group met in February, bringing together a diverse range of stakeholders from charities and other organisations. • Members referenced the publishing timescales for Audit Scotland, the Independent Adult Disability Payment Review and the Scottish Commission on Social Security consideration of the Charter external reports.

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3.	Performance Update	<p>3.1. Members were presented with the latest performance update with the following key points highlighted:</p> <ul style="list-style-type: none"> • Updates relating to resource allocation within Client Services Delivery and recruitment requirements for delivery of Pension Age Winter Heating Payment. • An update on progress of data sharing activities. • Members noted the new Glasgow High Street mailroom is now operational, supporting the full end to end benefit journey.
4.	Business Planning Update	<p>4.1. HF presented the Business Planning update with the following key points highlighted:</p> <ul style="list-style-type: none"> • Information was presented on the 2025-26 Business Planning priorities, noting the main focus points which were agreed between Social Security Scotland and Social Security Programme. • Executive Team members thanked Non-Executive Members for their input in the shaping of the Business Plan. <p>4.2. Members discussed the timeline for publication and the activities taking place to finalise internal and external communications for the plan.</p>
5.	Finance Update	<p>5.1. SD presented the Finance update and members were advised of the following:</p> <ul style="list-style-type: none"> • Next year's budget is being developed in line with the Business Planning process. • An update on Operating costs and Benefit Expenditure. • The Finance team will continue joint business and financial planning with Social Security Programme.

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		5.2. Members discussed future Benefit Expenditure forecasting for upcoming benefits.
6.	Any Other Business	6.1. Members noted the below the line papers. 6.2. The next Executive Advisory Body meeting is scheduled for Tuesday 29 April 2025 at Agnes Husband House Dundee.

Executive Advisory Body - Actions

Item	Action Item(s)	Owner	Status