

Executive Advisory Body - Attendance

Meeting Date	Tuesday, 17 June 2025, 10:00 – 12:30, by Hybrid (Glasgow, Ground Floor Conference Room) / Microsoft Teams	
Members	Non-Executive Member Chief Executive Chief Operating Officer 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 Non-Executive Member Non-Executive Member	Chair - Chris Creegan (CC) David Wallace (DW) Miriam Craven (MC) Karyn Dunning (KD) Andy McClintock (AMC) Stephanie Devenny (SD) Ally MacPhail (AMP) Paul Knight (PK) Jo Gray (JG) Gill Mudie (GM) Naghat Ahmed (NA) Russell Frith (RF) Barry Matheson (BM) Deborah Rodger (DR)
Apologies	Programme Director, Social Security Deputy Director, Disability Operations Non-Executive Member	Leanne Carson (LC) Gayle Devlin (GD) Laura Brennan-Whitefield (LBW)
Presenters	Head of Performance, Analysis and Strategy Head of Business Change Management	HF AS

	Learning Delivery and Engagement Lead External – Chair of Scottish Commission on Social Security	MG Ed Pybus
Secretariat	Governance Governance Governance	FD AM DP

Executive Advisory Body - Discussion

Item	Subject	Main points of discussion
1.	Welcome and Conflicts of Interest	<p>1.1. The Chair welcomed and thanked everyone for their attendance and noted the apologies as listed above.</p> <p>1.2. No potential conflicts of interest were noted, and minutes from 29 April 2025 were endorsed.</p>
2.	Chief Executive and Chief Operating Officer Update	<p>2.1. The Chief Executive and Chief Operating Officer provided updates on the following:</p> <ul style="list-style-type: none"> • Scottish Government / Director General appointments – Recent leadership changes and their implications. • UK Benefits proposals – Developments and potential impacts on service delivery. • Cabinet Secretary developments – Updates on portfolio and engagement. • Public Service Reform – Progress on Public Service Reform Strategy and Agency plans. • Recent incidents and responses – Overview of significant events and organisational responses. • Winter Fuel Payment announcement – Key messages and operational considerations.

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		<ul style="list-style-type: none"> Operational Reference Group activities – Highlights from recent meetings and decisions. One-to-one meeting with the Cabinet Secretary – Summary of discussions and outcomes. Learning at Work Week initiatives – Activities undertaken and staff engagement levels.
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"> Feedback from members at last meeting has been taken on board. Background was provided regarding performance discussions at Executive Team meetings, noting that each meeting operates in distinct modes, and it's important that this is proportionately reflected in the Executive Advisory Body's performance discussions. Going forward, performance updates will blend elements from both the Executive Team's Performance Mode and Delivery Mode: <ul style="list-style-type: none"> Performance Mode: A data-driven session focussed on operational and organisational performance, informed by insights and feedback from sub-forums. Delivery Mode: Tracks progress on strategic change initiatives and continuous improvement, with a focus on outcomes and expected performance benefits. <p>3.2. Members discussed the annual performance overview, noting a commitment to</p> <ul style="list-style-type: none"> Provide a high-level, outcome-led summary of our delivery against the Business Plan, drawing from the performance section of the draft Annual Report and Accounts. Evolve our governance to support more integrated and effective performance reporting – strengthening connections between the Benefit Performance Forum, Reputation Forum, and Risk Forum. <p>3.3. Members also discussed the Business Plan for 2025-26</p> <ul style="list-style-type: none"> Our focus is on supporting the successful completion of the programme.

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		<ul style="list-style-type: none"> We will link deliverables to outcomes, organisational risk/issues, and the performance benefits we aim to achieve.
4.	People Survey Follow Up Actions	<p>4.1. MG presented the People Survey Follow Up Actions update with the following key points highlighted:</p> <ul style="list-style-type: none"> Different approach to People Survey this year to ensure it's more strategic and joined up. Divisions to embed survey insights into action and people plans. 6 focus areas: IT systems & SPM, Employee Voice & Choice, Leadership, Learning & Development, Change, and Communications. Survey format to change from 2026. <p>4.2. Members noted they were supportive of the new approach.</p>
5.	Social Commission on Social Security	<p>5.1. Ed Pybus, chair of the Social Commission on Social Security (SCoSS), presented their 2025-26 Business Plan, highlighting key priorities:</p> <ul style="list-style-type: none"> Scrutiny of draft social security regulations Oversight of the Social Security Charter Collaboration with Scottish Ministers, Government, Parliament, and Social Security Scotland Stakeholder engagement, transparency, accessibility, governance, and finance <p>5.2. Members discussed the relationship with programme and ways to refine responses to SCoSS reports.</p>
6.	Any Other Business	<p>6.1. Members noted the below the line papers.</p>

Item	Subject	Main points of discussion
		6.2. The next Executive Advisory Body meeting is scheduled for Tuesday 19 August 2025 at Agnes Husband House, Dundee.

Executive Advisory Body - Actions

Item	Action Item(s)	Owner	Status
1.	Performance Update - Governance / AMP to look at options for structuring future Executive Advisory Body agendas to align with Executive Team agendas.	Governance / AMP	Open
2.	People Survey – MG to ensure there is an effective comms strategy in place to communicate to colleagues what is being done / checkpoints.	MG	Closed
3.	Below the line – Register of Compliance - SD to present an item at a future Executive Advisory Body meeting regarding the monitoring of procurement contract end dates, ensuring that no contract expires without a successor in place.	SD	Closed