



## Portfolio Sponsor Meeting

<b>Date of Meeting</b>	Thursday 16 February 2023
<b>Time</b>	09.40 – 11.10
<b>Location</b>	Hybrid Virtual and Agnes Husband House
<b>Chair</b>	Stephen Kerr, Director for Social Security

## 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 Finance and Corporate Services
Janet Richardson (JR)	Deputy Director Client Services Delivery
Paul Knight (PK)	Chief Officer, Health and Social Care Operations

### Apologies

Paul Johnston (PJ)	Director General, Communities
Andy McClintock (AMC)	Chief Digital Officer
Ally MacPhail (AMP)	Deputy Director Strategy, Change, Data and Engagement
Kirsten Sweeney (KS)	Strategic Communications Lead

### Observers

Hilda Massey (HM)	State Pensions, Child Maintenance and Devolution (SPCMD) Policy Director of Department for Work and Pensions
Margarita Morrison (MM)	Work and Health Services Area Director, Department for Work and Pensions

### Secretariat

AMG	Governance Manager
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## 1. Welcome

- 1.1. The Chair welcomed everyone to the meeting, noting that HM and MM from Department for Work and Pensions (DWP) will be in attendance for today's discussion.

## 2. Scottish Government update from the Chair

- 2.1. The Chair presented an overview of the Portfolio Sponsor meeting to HM and MM in relation to its purpose and accountability structure.
- 2.2. The Chair provided an update on the latest key events which included the First Minister resignation announcement and the transition of the Director General Communities role from Paul Johnston to Louise MacDonald in March 2023.

## 3. Social Security Scotland Update: Chief Executive and the (Agency) Executive Team

- 3.1. The Chief Executive provided an update regarding transition discussions taking place between Social Security Scotland and Programme, with AMP taking forward discussions on future functions and capabilities required.
- 3.2. DW noted that Leanne Carson, Deputy Director of Social Security Programme, will now be joining the Social Security Scotland Executive Team and Executive Advisory Body meetings. This provides a conduit between the Agency and Programme, and allows for a better understanding of priorities in each area.
- 3.3. Members and observers held discussion on future relationship building between Programme, Social Security Scotland and DWP for purposes of information sharing / lesson learning. The group noted the importance of building these relationships and advised this was already taking place successfully in some Social Security Scotland functional areas.

[ACTION: Secretariat to schedule further discussion at Portfolio Meeting for members to discuss a suitable governance structure between Programme, Social Security Scotland and DWP colleagues]

## 4. Finance Report – December 2022

- 4.1. JW provided an update on the current budget, noting the key highlights of operating and benefit expenditure. Assurance was provided to the Chair surrounding the agency's budget, workforce planning and business planning.
- 4.2. JW highlighted an identified budget forecasting risk in relation to the Fiscal Framework and HM Treasury rules. The Chair noted this would be useful to feed into ongoing discussions with HM Treasury on the review of the Fiscal Framework, and asked JW to set out the issue in an email which he could forward to the relevant team within the SG.

[ACTION: JW to provide further background to SK via email today]

## **5. Performance - Balanced Scorecard**

- 5.1. The Chief Executive provided a summary of the latest performance figures, noting key points of processing times, call waiting times and number of appeals. DW also shared an update regarding the status of automated processing in relation to Scottish Child Payment applications.
- 5.2. Members and observers held a brief discussion regarding their learning experiences on fraud and error monitoring and staff turnover rates.

**Date of next meeting – to be confirmed**