



## Executive Advisory Body

<b>Date of Meeting</b>	Tuesday 8 February 2022
<b>Time</b>	10.00 – 12:30
<b>Location</b>	Video conference

## Attendees

### Members

- David Wallace (DW) - Chief Executive, Andy McClintock (AM) - Chief Digital Officer; Paul Knight (PK) - Joint Chief Officer and Caldicott Guardian, Health and Social Care Operations; James Wallace (JW) - Deputy Director of Finance and Corporate Services; Miriam Craven (MC) - Deputy Director Strategy, Change, Data & Engagement; Janet Richardson (JR) - Deputy Director Client Services Delivery; AMP - Head of Corporate Services

### Non-Executive Members

- Chris Creegan (CC) – Chair, Elaine Noad (EN), Naghat Ahmed (NA), Russell Frith (RF)

### Apologies

- Barry Matheson (BM), Laura Brennan-Whitefield (LBW)

### In Attendance

- |                |  |
|----------------|--|
| • Stephen Kerr | Scottish Government, Director, Social Security |
| • CW           | Governance Support Officer                     |
| • GD           | Head of Corporate Strategy and Communications  |
| • AM           | Operational Lead                               |
| • GS           | Operational Lead                               |
| • LH           | Operational Lead                               |

### Observing

RH Business Support Officer

### Secretariat

IB Assistant Governance Manager

## 1. Welcome and Conflicts of Interest

1.1. The Chair welcomed and thanked everyone for their attendance.



- 1.2. The Executive Advisory Body endorsed the minutes from the last meeting on the 16 November 2021.
- 1.3. Members did not highlight any potential conflicts of interest.

## **2. Social Security Scotland Directorate Update**

- 2.1. The Scottish Government, Director, Social Security updated the Executive Advisory Body on key developments. This included the appointment of the new Permanent Secretary John Paul Marks, the passing of the Adult Disability Payment regulation and an overview of future priorities within Social Security Directorate.
- 2.2. Key points from the discussion noted by the Executive Advisory Body included:
  - Resource planning to support the current and future programme of work.
  - Communication plan to support the case transfer of Adult Disability Payment.
  - Planned support for additional improvements to our Minimum Viable Product.

## **3. Chief Executive's Update**

- 3.1. The Chief Executive provided an update on the following:
  - The Budget Position for 2022-23 – Social Security Scotland continues to work with Social Security Directorate, and Scottish Government Finance to agree the Budget for 2022-23.
  - Noted the regular meetings now in place with Dr Sally Witcher, Scottish Commission on Social Security, .
  - Social Security Scotland priority objectives for this year, highlighting the importance of upcoming Adult Disability Payment delivery.
  - Dundee Child Poverty Programme – Input from Social Security Scotland at present so as to not impact delivery teams.
  - Return to Office future plans.

## **4. Social Security Scotland Child Disability Payment and Child Disability Payment Case Transfer Update**

- 4.1. The papers provided the Executive Advisory Body with an operational overview of Child Disability Payment and Child Disability Case Transfer. The purpose of this discussion was to focus on our priorities since the national launch of Child



Disability Payment and to highlight the lessons learned from pilot to national launch.

4.2. The Executive Advisory noted the following;

- **Action:** To provide more information on the target for speed of decisions.
- **Action:** To consider a review of the risk register in relation to material risk of the Adult Disability Payment roll out.
- The strong relationship between the case handlers and practitioners, highlighting the collaborative process Social Security Scotland aims to enhance.
- Continuous improvements should be considered to allow us to adapt and meet people's needs.

## 5. Social Security Scotland Adult Disability Payment Update

5.1. The paper updated the Executive Advisory Body on our progress and readiness to launch Adult Disability Payment in Pilot areas of Perth and Kinross, Dundee and Western Isles.

5.2. Following the success of the pilot and national Launch of Child Disability Payment in 2021, the Adult Disability Payment team are building on that experience to deliver the pilot in March 2022. Key points to note in the update were;

- The phases of roll out leading up to the national launch;
- Recruitment and team structures for the delivery of each phase;
- Operating tools and system requirements.

## 6. Social Security Scotland Finance Report

6.1. The Finance Report was presented. Following the Spring Budget Revision, informed by the Scottish Fiscal Commission's updated forecasts published on the 9 December 2021, Social Security Scotland are now forecasting to the revised budget by year end.

6.2. The Executive Advisory Body noted the financial results to end of December 2021.

## 7. Any other Business

7.1. The members noted receipt of the following papers which had been included as below the line items for information.

- Social Security Scotland Executive Advisory Body Terms of Reference's; member discussed the following;



- **Action:** To review the numbers required for Executive Advisory Body meetings to remain quorate.
- **Action:** To send the Performance Report via correspondence where it does not align with Executive Advisory Body meeting dates.
- Social Security Scotland Freedom of Information Update;
- Social Security Scotland Audit and Assurance Committee Minutes – 19 October 2022.

7.2. No further business was noted.

**Date of next meeting:** Tuesday 29 March 2022



Action(AP)/Decision(DP)	Detail	Owner	Due Date	Status
<b>AP – 16/11/2021 - 01</b>	To conduct an assessment of capabilities and provide an update in 2022.	<b>AMC</b>	3 May 2022	<b>Open</b>
<b>AP – 8/2/2022 - 01</b>	To provide more information on the target for speed of decisions.	<b>JR</b>	10 May 2022	<b>Open</b>
<b>AP – 8/2/2022 - 02</b>	To consider a review of the risk register in relation to material risk of the Adult Disability Payment roll out.	<b>JR</b>	10 May 2022	<b>Open</b>
<b>AP – 8/2/2022 – 03</b>	To review the numbers required for Executive Advisory Body meetings to remain quorate.	<b>MC</b>	10 May 2022	<b>Open</b>
<b>AP – 8/2/2022 - 04</b>	To send the Performance Report via correspondence where it does not align with Executive Advisory Body meeting dates.	<b>Secretariat / MC</b>	10 May 2022	<b>Open</b>