



Executive Advisory Body					
Date of Meeting	Tuesday 28 June 2022				
Time	1000 - 1230				
Location	Hybrid/Video Conference – In Person/Microsoft Teams Agnes Husband House - Margaret Blackwood 2.1				
Item	Paper	Owner	Presenter	Purpose	Minutes
1. Welcome, Conflicts of Interest, Minutes and Action Tracker	Verbal	Chair	- (1000 – 1010)	-	10
2. Chief Executive's Update	Verbal	Chief Executive Social Security Scotland	- (1010 – 1030)	Note	20
3. Service Delivery Update	Verbal	Janet Richardson Deputy Director of Client Service Delivery	Janet Richardson Deputy Director of Client Service Delivery (1030 – 1040)	Note	10
Break			(1040 – 1050)		10
4. Our Ways of Working	30.1	Janet Richardson Deputy Director of Client Service Delivery	Janet Richardson Deputy Director of Client Service Delivery [Redacted] Project Manager [Redacted] Head of People (1050 – 1120)	Discuss	30
5. Inclusive Communications	30.2	Ally MacPhail Interim Deputy Director Strategy, Change, Data and Engagement	[Redacted] Expert Adviser on Inclusive Communication (1120 – 1220)	Discuss	60

6. Any other business	-	Chair	Chair (1220 – 1230)	-	10
Total (minutes)					150

Date of next meeting: 23 August 2022

Below the Line Papers

Item	Paper	Owner	Author
7. Corporate Risk Register (Quarterly)	30.3	Alastair MacPhail Deputy Director, Strategy, Change, Data & Engagement	Risk Team
8. Error Fraud and Debt Annual Report 2021-22	30.4	James Wallace Deputy Director of Finance and Corporate Services	Head of Fraud and Error Resolution
9. Audit and Assurance Committee Minutes (15 February Minutes)	30.5	Russell Frith Non-Executive	Corporate Assurance Team