

Executive Advisory Body

Date of Meeting	Tuesday 28 June 2022
Time	10:00 - 12:30
Location	Agnes Husband House and via Video Conference

Attendees

Members

- David Wallace (DW) - Chief Executive, Andy McClintock (AMC) - Chief Digital Officer; Marie Farrell (MF) - Joint Chief Officer, Health and Social Care Operations; James Wallace (JW) - Deputy Director of Finance and Corporate Services; Ally MacPhail (AMP) – Interim Deputy Director Strategy, Change, Data & Engagement; Janet Richardson (JR) - Deputy Director Client Services Delivery; MK - Head of People

Non-Executive Members

- Chris Creegan (CC) – Chair, Elaine Noad (EN), Naghat Ahmed (NA), Russell Frith (RF), Barry Matheson (BM), Laura Brennan-Whitefield (LBW)

Apologies

- Paul Knight (PK) - Joint Chief Officer and Caldicott Guardian, Health and Social Care Operations

In Attendance

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| • EP | Project Manager |
| • KHK | Expert Adviser on Inclusive Communication |
| • CW | Governance Support Officer |
| • AM | Corporate Governance Manager |

Observing

- | | |
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| RR | Assistant Corporate Support Manager |
| AG | Decision Support Team Leader |

Secretariat

- | | |
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| FD | Assistant Governance Manager |
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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 10 May 2022.

1.3. Members did not highlight any potential conflicts of interest.

2. Chief Executive's Update

2.1. The Chief Executive provided an update on the following:

- Ukraine Support Update – Social Security Scotland will continue to work with the Scottish Government to provide support as needed.
- Resource Spending Review and wider Scottish Government Priorities.
- Audit Scotland Performance Report.
- Gateway Review.

3. Social Security Scotland Adult Disability Payment Update

3.1. A verbal update was provided on the launch of the second Adult Disability Payment pilot on 20 June 2022 in Angus, North and South Lanarkshire.

3.2. Other key points discussed by the Executive Advisory Body included:

- Methods of contacting clients to discuss existing claims
- An update on the next Phase 3 of Adult Disability Payment pilot.

4. Social Security Scotland Our ways of Working

4.1. An update was provided to the Executive Advisory Body on hybrid working trials started on 04 April 2022.

4.2. Key points from the discussion noted by the Executive Advisory Body included:

- Further engagement required with the Executive Advisory Body after the trial finishes at end of July 2022.

Action – Our ways of Working update will be scheduled at future Executive Advisory Body meeting on completion of trials.

- Future engagement session and focus groups planned to establish the next steps.

5. Social Security Scotland Inclusive Communications

5.1. The paper provided the Executive Advisory Body with the Inclusive Communications plan for Social Security Scotland which has been endorsed by the Inclusive Communications Internal Co-ordination Group and the Inclusive Communications External Stakeholder Reference Group.

5.2. Key points from the discussion noted by the Executive Advisory Body included:

- An overview was provided to Executive Advisory Body members on the importance of Inclusive Communications. This item provided an understanding of how Inclusive Communications should be embedded within Social Security Scotland.
- The Executive Advisory Body was asked to note the Inclusive Communication Action plan and provide feedback and advice.
- **Action:** Social Security Scotland leaders to take ownership of and champion Inclusive Communications in their divisions.

6. Any other business

6.1. Members noted receipt of the following papers which had been included as below the line items for information:

- Social Security Scotland quarterly Corporate Risk Register.
- Social Security Scotland Error, Fraud and Debt Annual Report 2021-2022.
- Social Security Scotland Audit and Assurance Committee Minutes 15 February 2022.

6.2. No further business was noted.

Date of next meeting: Tuesday 23 August 2022

Action(AP)/Decision(DP)	Detail	Owner	Due Date	Status
AP – 16/11/2021 - 01	To conduct an assessment of capabilities and provide an update in 2022.	AMC	23 August 2022	Open
AP – 8/2/2022 - 02	To consider a review of the risk register in relation to material risk of the Adult Disability Payment roll out.	JR	28 June 2022	Open
AP – 29/3/2022 - 01	To improve the way staffing statistics are illustrated in the performance report, for example the inclusion of staff turnover rates.	AMP	23 August 2022	Open
AP – 29/3/2022 - 02	To develop the performance report further to disaggregate data to provide a clearer understanding of actual time taken to process each benefit rather than providing the overall time taken of them all together.	AMP	23 August 2022	Open
AP – 10/5/2022 - 01	To consider more suitable library locations for future Pathfinder work and to consult with children and families collaborative networks across the third sector in Dundee for outreach support.	JR	28 June 2022	Closed
AP – 10/05/2022 - 02	Access to the more detailed data within the Human Resources Report, should be shared with the Executive Advisory Body to ensure the context/ narrative is clear.	AMP	29 November 2022	Open

AP – 10/05/2022 – 03	Hybrid Working, Protected Characteristics and Mental Wellbeing (menopause return to work interviews) should be considered as topics for inclusion in future reports.	AMP	29 November 2022	Open
AP – 10/5/2022 - 04	The Annual Report on Procurement Strategy should be presented to the Executive Advisory Body in October 2022.	JW	11 October 2022	Open