

2023	Title	Business Area/ Theme	Type	Sponsor	Brief Description of Paper and Associated Ask	Location
24 January 1000 – 1230	Welcome and Conflicts of Interest			David Wallace		Agnes Husband House (Dundee)
	Previous Minutes and Actions		<b>Below the Line - Any other Business</b>	David Wallace		
	Chief Executive's Update		Verbal	David Wallace	As per Terms of Reference	
	Service Delivery Update		Verbal	Janet Richardson	As per Terms of Reference	
	Budget Update	Finance	<b>Substantive</b>	James Wallace	A verbal update following the discussion on 29 November 2022	
	Collective Board Effectiveness update / Buddy activities / Non Exec recruitment update	Governance	<b>Substantive</b>	Ally MacPhail	The discussion will cover the current buddy system and Non-Executive appointments / 2023 recruitment	
	People Survey Results	People	<b>Substantive</b>	James Wallace	Highlights from the People Survey	
	Terms of Reference	Governance	<b>Below the Line - Any other Business</b>	Ally MacPhail	Terms of Reference updated	
	Forward Planner	Governance	<b>Below the Line – Any other Business</b>	Ally MacPhail		

2023	Title	Business Area/ Theme	Type	Sponsor	Brief Description of Paper and Associated Ask	Location
7 March 1000 – 1230	Welcome and Conflicts of Interest			David Wallace		Agnes Husband House (Dundee)
	Previous Minutes and Actions		<b>Below the Line - Any other Business</b>	David Wallace		
	Chief Executive's Update		Verbal	David Wallace	As per Terms of Reference	
	Service Delivery Update		Verbal	Janet Richardson	As per Terms of Reference	
	Performance Insight (Quarterly) - Includes Performance Pack	Data	<b>Substantive</b>	Ally MacPhail	To provide high level information to the Executive Advisory Body to review. Client & Insights team will collecting Managed Information to show the health of Social Security Scotland.	
	<b>Working together - Case Managers (CDP &amp; ADP) with Health and Social Care Practitioners</b>	Client Services Delivery	<b>Substantive</b>	Janet Richardson		
	Finance Report (Quarterly) and 2023-24 Budget	Finance	<b>Substantive</b>	James Wallace	As per Terms of Reference - Report to show Social Security Scotland's financial results	
	Audit and Assurance Committee Minutes (22 November 2022)	Corporate Assurance	<b>Below the Line - Any other Business</b>	Russell Frith	To note following Audit and Assurance Committee on 14 February 2023 and formally approve for record.	
	Social Security Scotland Error and Debt, and	Finance	<b>Below the Line - Any</b>	James Wallace	As per Terms of Reference - Update Report on error, fraud and debt recovery work in the Agency.	

2023	Title	Business Area/ Theme	Type	Sponsor	Brief Description of Paper and Associated Ask	Location
7 March 1330 – 1500	Counter Fraud Report (Quarterly)		<b>other Business</b>			
	Corporate Risk Register (Quarterly)	Corporate Assurance	<b>Below the Line - Any other Business</b>	Ally MacPhail	As per Terms of Reference - The Risk Register will be presented at Audit and Assurance Committee and is to note only at Executive Advisory Body.	
	<b>TBC People Survey</b>  <b>or</b> <b>Client Experience - Overview of Redeterminations and Appeals</b>	People  Client Service Delivery	Deep Dive			Agnes Husband House (Dundee)
18 April 1000 - 1230	Welcome and Conflicts of Interest			David Wallace		High Street (Glasgow)
	Previous Minutes and Actions		<b>Below the Line - Any other Business</b>	David Wallace		
	Chief Executive's Update		Verbal	David Wallace	As per Terms of Reference	
	Service Delivery Update		Verbal	Janet Richardson	As per Terms of Reference	
	Procurement Report	Finance	<b>Substantive</b>	James Wallace	As per Terms of Reference - Report to show Social Security Scotland Procurement results.	

2023	Title	Business Area/ Theme	Type	Sponsor	Brief Description of Paper and Associated Ask	Location
	Implementation of replacement service for SEAS and eHR (TBC)	People	Substantive			
	Transition - knowledge transfer from Programme to Agency	Programme	Substantive	Suggested by Janet Richardson		
	Freedom of Information Performance Update (Quarterly)	Data	Below the Line - Any other Business	Ally MacPhail	The purpose of the item is to provide the Executive Advisory Body with an overview of the Agency's progress in relation to Freedom of Information requests and the overall performance.	
18 April 1330 - 1500	TBC Corporate Plan or People Survey or Post-delivery Seasonal (Winter Heating) Benefits	Strategy  People  Client Service Delivery	Deep Dive			High Street (Glasgow)
13 June 1000 - 1230	Welcome and Conflicts of Interest			David Wallace		
	Previous Minutes and Actions		Below the Line - Any other Business	David Wallace		

2023	Title	Business Area/ Theme	Type	Sponsor	Brief Description of Paper and Associated Ask	Location
	Chief Executive's Update		Verbal	David Wallace	As per Terms of Reference	Agnes Husband House (Dundee)
	Service Delivery Update		Verbal	Janet Richardson	As per Terms of Reference	
	Performance Insight (Quarterly)	Data	<b>Substantive</b>	Ally MacPhail	To provide high level information to the Executive Advisory Body to review. Client & Insights team will collecting Managed Information to show the health of Social Security Scotland.	
	Finance Report (Quarterly)	Finance	<b>Substantive</b>	James Wallace	As per Terms of Reference - Report to show Social Security Scotland's financial results	
	Human Resources Report (Bi-annual - 6 month review)	People	<b>Substantive</b>	James Wallace	As per Terms of Reference - The update will summarises key people data metrics for the quarters activity taking place within Social Security Scotland's people function. The report will provide information on headcount, wellbeing, diversity and inclusion.	
	Corporate Risk Register (Quarterly)	Corporate Assurance	Below the Line - Any other Business	Ally MacPhail	As per Terms of Reference - The Risk Register will be presented at Audit and Assurance Committee and is to note only at Executive Advisory Body.	
	Business Plan	Strategy	<b>Below the Line - Any other Business</b>	Ally MacPhail		
	Audit and Assurance Committee Minutes (14 February 2022)	Corporate Assurance	<b>Below the Line - Any other Business</b>	Russell Frith	To note following Audit and Assurance Committee on 14 February 2023 and formally approve for record.	
	Social Security Scotland Error and Debt, and	Finance	<b>Below the Line - Any</b>	James Wallace	As per Terms of Reference - Update Report on error, fraud and debt recovery work in the Agency.	

2023	Title	Business Area/ Theme	Type	Sponsor	Brief Description of Paper and Associated Ask	Location
	Counter Fraud Report (Quarterly)		other Business			
13 June 1330 - 1500	TBC - can be previously mentioned topic above	TBC	Deep Dive			Agnes Husband House (Dundee)
July – No Meeting						
22 August 1000 - 1230	Welcome and Conflicts of Interest			David Wallace		Agnes Husband House (Dundee)
	Previous Minutes and Actions		Below the Line - Any other Business	David Wallace		
	Chief Executive's Update		Verbal	David Wallace	As per Terms of Reference	
	Service Delivery Update		Verbal	Janet Richardson	As per Terms of Reference	
	Review of People Plan	People	Substantive	James Wallace		
	Corporate Plan update (TBC)	Strategy	Substantive	Ally MacPhail		
	Freedom of Information Performance Update (Quarterly)	Data	Below the Line - Any other Business	Ally MacPhail	The purpose of the item is to provide the Executive Advisory Body with an overview of the Agency's progress in relation to Freedom of Information requests and the overall performance.	

2023	Title	Business Area/ Theme	Type	Sponsor	Brief Description of Paper and Associated Ask	Location
19 September 1400 - 1530	Collective Board Effectiveness/ Succession Planning	Governance	Deep Dive	Ally MacPhail	To assess effectiveness of the board.	Agnes Husband House (Dundee)
17 October 1000 - 1230	Welcome and Conflicts of Interest			David Wallace		High Street (Glasgow)
	Previous Minutes and Actions		<b>Below the Line - Any other Business</b>	David Wallace		
	Chief Executive's Update		Verbal	David Wallace	As per Terms of Reference	
	Service Delivery Update		Verbal	Janet Richardson	As per Terms of Reference	
	Performance Insight (Quarterly)	Data	<b>Substantive</b>	Ally MacPhail	To provide high level information to the Executive Advisory Body to review. Client & Insights team will collecting Managed Information to show the health of Social Security Scotland.	
	Finance Report (Quarterly)	Finance	<b>Substantive</b>	James Wallace	As per Terms of Reference - Report to show Social Security Scotland's financial results	
	Corporate Risk Register (Quarterly)	Corporate Assurance	<b>Below the Line - Any other Business</b>	Ally MacPhail	As per Terms of Reference - The Risk Register will be presented at Audit and Assurance Committee and is to note only at Executive Advisory Body.	
	Social Security Scotland Error and Debt, and Counter Fraud Report (Quarterly)	Finance	<b>Below the Line - Any other Business</b>	James Wallace	As per Terms of Reference - Update Report on error, fraud and debt recovery work in the Agency.	

2023	Title	Business Area/ Theme	Type	Sponsor	Brief Description of Paper and Associated Ask	Location
	Audit and Assurance Committee Minutes (16 May Minutes)	Corporate Assurance	<b>Below the Line - Any other Business</b>	Russell Frith	To note following Audit and Assurance Committee on 18 May 2023 and formally approve for record.	
28 November 1000 - 1230	Welcome and Conflicts of Interest			David Wallace		Agnes Husband House (Dundee)
	Previous Minutes and Actions		<b>Below the Line - Any other Business</b>	David Wallace		
	Chief Executive's Update		Verbal	David Wallace	As per Terms of Reference	
	Service Delivery Update		Verbal	Janet Richardson	As per Terms of Reference	
	Human Resources Report (Biannual - 6 Monthly Review)	People	<b>Substantive</b>	James Wallace	As per Terms of Reference - The update will summarises key people data metrics for the quarters activity taking place within Social Security Scotland's people function. The report will provide information on headcount, wellbeing, diversity and inclusion.	
	Quality Assurance update / Review of Launch	Client Services Delivery	<b>Substantive</b>	Janet Richardson		
	Audit and Assurance Committee Minutes (29 August Minutes)	Corporate Assurance	<b>Below the Line - Any other Business</b>	Russell Frith	To note following Audit and Assurance Committee on 19 September 2023 and formally approve for record.	



2023	Title	Business Area/ Theme	Type	Sponsor	Brief Description of Paper and Associated Ask	Location
	Terms of Reference / Regular Business 2024	Governance	<b>Below the Line - Any other business</b>	Ally MacPhail	Terms of Reference updated with new membership	
	Register of Compliance	Corporate Assurance	<b>Below the Line - Any other Business</b>	Ally MacPhail	The Register of Compliance was presented to Audit and Assurance Committee on the 21 November 2023 - it is being brought to Executive Advisory Body to note only.	
<b>December – No Meeting</b>						

<b>Keep in View - Additional Suggested Topics</b>
<ul style="list-style-type: none"> <li>- Work with Stakeholders/National Engagement</li> <li>- Discussion on strategic objectives</li> <li>- Visit to Local Delivery site with a discussion on the Local Delivery model and how it's developed post launch etc.</li> <li>- Deep dive - work that is being done on supporting the organisation track, measure and evaluate its performance</li> <li>- Internal Controls</li> <li>- Annual Report and Accounts</li> <li>- Session with Health &amp; Social Care to see the model in action</li> </ul>

<b>Key</b>	
	Substantive items
	Item name due to change to Principal Risk Document (date TBC)
Text in red	Proposed items outwith our regularly scheduled items