



Executive Advisory Body					
Date of Meeting	Tuesday 24 January 2023				
Time	1000 – 1230				
Location	Agnes Husband House Margaret Blackwood 2.1 / Video Conference Microsoft Teams				
Apologies	Janet Richardson ([Redacted] deputising)				
Item	Paper	Owner	Presenter	Purpose	Minutes
1. Welcome, Conflicts of Interest, Minutes and Action Tracker	Verbal	Chair	- (1000 – 1005)	-	05
2. Chief Executive's Update	Verbal	Chief Executive Social Security Scotland	- (1005 – 1035)	Note	30
3. Service Delivery Update	Verbal	Janet Richardson Deputy Director of Client Services Delivery	[Redacted] Head of Client Services Operations (1035 – 1055)	Note	20
4. Budget Update	Verbal	James Wallace Deputy Director of Finance and Corporate Services	James Wallace Deputy Director of Finance and Corporate Services (1055 – 1110)	Note	15
Break			(1110 – 1120)		10
5. People Survey Results	34.1a 34.1b	James Wallace Deputy Director of Finance and Corporate Services	[Redacted] Organisational Development Lead and [Redacted] Principal Research Officer (1120 - 1150)	Discuss	30

6.	Collective Board Effectiveness update / Buddy activities / Non Exec recruitment update	34.2	Ally MacPhail Deputy Director of Strategy, Change, Data and Engagement	[Redacted] Head of Strategy and Corporate Support (1150 – 1220)	Discuss	30
7.	Any other business	-	Chair	Chair (1220 – 1230)	-	10
Total (minutes)						150

Date of next meeting: 7 March 2023 (Formal morning session and Deep dive in afternoon)

Below the Line Papers

Item	Paper	Owner	Author
8. Terms of Reference	34.3	Ally MacPhail Deputy Director of Strategy, Change, Data and Engagement	Governance Team
9. Forward Planner 2023	34.4	Ally MacPhail Deputy Director of Strategy, Change, Data and Engagement	Governance Team