

2023	Title	Business Area/ Theme	Type	Sponsor	Brief Description of Paper and Associated Ask	Location
18-Apr	Welcome and Conflicts of Interest		Below the Line - Any other Business	Chair Chair		High Street
	Previous Minutes and Actions			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 Allocation 2023-24	Finance	Substantive	James Wallace	As per Terms of Reference - Report to show Social Security Scotland's financial results	
	Procurement Report (informal review)	Finance	Substantive	James Wallace	As per Terms of Reference - Report to show Social Security Scotland Procurement results.	
	Corporate Plan	Strategy	Substantive	Suggested by Gayle Devlin	We are looking for input from non-executive members on our strategic priorities for the next iteration of the Corporate Plan.	
	Social Security Scotland Error and Debt, and Counter Fraud Report (Quarterly)	Finance	Below the Line - Any other Business	James Wallace	As per Terms of Reference - Update Report on error, fraud and debt recovery work in the Agency.	
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.		
Forward Planner 2023	Governance	Below the Line - any other business	Ally MacPhail	Forward planner for items due to come to members in 2023.		
13-Jun	Welcome and Conflicts of Interest		Below the Line - Any other Business	David Wallace		Agnes Husband House
	Previous Minutes and Actions			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	Substantive	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	Substantive	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	Substantive	James Wallace	Alison will join with a new format for the report to Executive Advisory Body, to get their thoughts and agreement on the format and content of the report which will be taken to them going forward	
	Cyber Security and Maturity	Digital	Substantive	Andy McClintock	To conduct an assessment of capabilities and provide an update.	
Business Plan	Strategy	Below the Line - Any other Business	Ally MacPhail			
Forward Planner 2023	Governance	Below the Line - any other business	Ally MacPhail	Forward planner for items due to come to members in 2023.		
Audit and Assurance Committee Minutes (21 March 2023)	Corporate Assurance	Below the Line - Any other Business	Russell Frith	To note following Audit and Assurance Committee on 16 May 2023 and formally approve for record.		
13-Jun	Client Experience - Overview		Deep Dive	Janet Richardson		Agnes Husband House
July						
22-Aug	Welcome and Conflicts of Interest		Below the Line - Any other Business	David Wallace		Agnes Husband House
	Previous Minutes and Actions			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		
	Implementation of replacement service for SEAS and eHR (TBC)	People	Substantive	James Wallace		
	Business Owners Concept Update			Janet Richardson		
	Corporate Plan update (TBC)	Governance				
Forward Planner 2023	Governance	Below the Line - any other business	Ally MacPhail	Forward planner for items due to come to members in 2023.		
Social Security Scotland Error and Debt, and Counter Fraud Report (Quarterly)	Finance	Below the Line - Any other Business	James Wallace	As per Terms of Reference - Update Report on error, fraud and debt recovery work in the Agency.		
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.		
22-Aug	TBC - might be moved to September Transition of relevant Programme activity into the Agency / Timetable for Programme closure		Deep Dive			Agnes Husband House
19-Sep	TBC - might be moved to October Collective Board Effectiveness/ Succession Planning	Governance	Deep Dive	Ally MacPhail	To assess effectiveness of the board.	Agnes Husband House
17-Oct	Welcome and Conflicts of Interest		Below the Line - Any other Business	David Wallace		High Street
	Previous Minutes and Actions			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	Substantive	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	Substantive	James Wallace	As per Terms of Reference - Report to show Social Security Scotland's financial results	
Forward Planner 2023	Governance	Below the Line - any other business	Ally MacPhail	Forward planner for items due to come to members in 2023.		
Audit and Assurance Committee Minutes (15 May Minutes)	Corporate Assurance	Below the Line - Any other Business	Russell Frith	To note following Audit and Assurance Committee on 18 May 2022 and formally approve for record.		
28-Nov	Welcome and Conflicts of Interest		Below the Line - Any other Business	David Wallace		Agnes Husband House
	Previous Minutes and Actions			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	Substantive	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 updates / Review of Launch	Client Delivery		Janet Richardson		
	Audit and Assurance Committee Minutes (29 August Minutes)	Corporate Assurance	Below the Line - Any other Business	Russell Frith	To note following Audit and Assurance Committee on 30 August 2022 and formally approve for record.	
Social Security Scotland Error and Debt, and Counter Fraud Report (Quarterly)	Finance	Below the Line - Any other Business	James Wallace	As per Terms of Reference - Update Report on error, fraud and debt recovery work in the Agency.		
Terms of Reference / Regular Business 2024	Governance	Below the Line - Any other business	Ally MacPhail	Terms of Reference updated with new membership		
Register of Compliance	Corporate Assurance	Below the Line - Any other Business	Ally MacPhail	The Register of Compliance was presented to Audit and Assurance Committee on the 29 August 2022 - it is being brought to Executive Advisory Body to note only.		
December						