



Executive Advisory Body					
Date of Meeting	Tuesday 18 April 2023				
Time	1000 – 1230				
Location	High Street Ground Floor Conference Room / Video Conference Microsoft Teams				
Apologies	Chris Creegan				
Item	Paper	Owner	Presenter	Purpose	Minutes
1. Welcome, Conflicts of Interest, Minutes and Action Tracker	Verbal	Chair (Russell Frith)	- (1000 – 1005)	-	05
2. Chief Executive's Update (standing item)	Verbal	Chief Executive Social Security Scotland	- (1005 – 1030)	Note	25
3. Service Delivery Update (standing item)	Verbal	Janet Richardson Deputy Director of Client Services Delivery	Janet Richardson Deputy Director of Client Services Delivery (1030 – 1050)	Discuss	20
4. Budget 2023-24 (standing item)	36.1	James Wallace Deputy Director of Finance and Corporate Services	[Redacted] Head of Finance & [Redacted] Corporate Finance Lead (1050 – 1110)	Discuss	20
Break			(1110 – 1125)		15
5. Procurement Report (annual) (standing item)	36.2(a) 36.2(b)	James Wallace Deputy Director of Finance and Corporate Services	[Redacted] Head of Procurement & Commercial (1125 - 1155)	Discuss	30
6. Corporate Plan	36.3	Ally MacPhail Deputy Director of Strategy, Change, Data and Engagement	[Redacted] Governance and Strategy Team Leader (1155 - 1220)	Discuss	25

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

**Date of next meeting: 13 June 2023 (Formal morning session and Deep Dive in the afternoon)**

### Below the Line Papers

Item	Paper	Owner	Author
8. Error, Fraud and Debt Report (Quarterly)	36.4(a) 36.4(b) 36.4(c)	James Wallace Deputy Director of Finance and Corporate Services	[Redacted]
9. Freedom of Information Performance Update (Quarterly)	36.5	Ally MacPhail Deputy Director of Strategy, Change, Data and Engagement	[Redacted]
10. Forward Planner 2023	36.6	Ally MacPhail Deputy Director of Strategy, Change, Data and Engagement	Governance Team