

## Executive Advisory Body

<b>Date of Meeting</b>	Tuesday 18 April 2023
<b>Time</b>	10:00 - 12:30
<b>Location</b>	High Street and via Video Conference

## Attendees

### Members

- David Wallace (DW) - Chief Executive, James Wallace (JW) - Deputy Director of Finance and Corporate Services; Ally MacPhail (AMP) – Deputy Director Strategy, Change, Data & Engagement; Janet Richardson (JR) - Deputy Director Client Services Delivery; Paul Knight (PK) – Chief Medical Advisor; Gayle Devlin (GD) – Deputy Director Health and Social Care; Leanne Carson (LC) Deputy Director Social Security Programme; Andy McClintock (AMC) - Chief Digital Officer

### Non-Executive Members

- Naghat Ahmed (NA), Russell Frith (RF) (Interim Chair), Barry Matheson (BM)

### Apologies

- Chris Creegan (CC) – Chair; Laura Brennan-Whitefield (LBW)

### In Attendance

- NB Head of Finance
- SG Corporate Finance Lead
- NMC Head of Procurement & Commercial
- EM Governance and Strategy Team Leader

### Observing

- EC Senior Financial Planning Manager
- JW Business Support Officer
- NM Business Support Officer

### Secretariat

- CW Assistant Governance Manager
- AM Corporate Governance Manager

## 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 07 March 2023.
- 1.3. Members did not highlight any potential conflicts of interest.

## **2. Chief Executive's Update**

2.1. The Chief Executive discussed the following:

- Members were advised that Shirley-Ann Sommerville has been appointed as the Cabinet Secretary for Social Justice following the appointment of the new First Minister. The Chief Executive and Stephen Kerr, Director Social Security met with the Cabinet Secretary on the day of their appointment into this role.
- The change in Director General, Communities has now taken place with Louise MacDonald filling this role. Louise plans to attend one of the upcoming Executive Advisory Body meetings. The secretariat is working with the Chief Executive's office to arrange this visit.
- Members were updated on the progress of the Non-Executive recruitment campaign that is due to go live on Monday 24 April. Members who had been through previous recruitment campaigns were asked to give feedback on the process. Members shared their experiences of the process and agreed they found it gave insight into Executive Advisory Body.

## **3. Social Security Scotland Service Delivery Update**

3.1. A verbal service delivery update was provided across a range of benefits, which included:

- An update on Adult Disability Payment processing times. It was noted that these figures had been included in the briefing provided to the Cabinet Secretary. Discussion was also held in relation to the payment of Adult Disability Payment and safeguarding policies which are being reviewed.
- An update was provided on dates for case transfers. Adult Disability Payment transfers are due to commence in May and are expected to be completed by summer 2024. Child Disability Payment transfers are close to completing.
- Low income benefits were discussed with members noting that Winter Heating Payment is approaching the end of processing.

## **4. Budget 2023-2024**

- 4.1. The Budget paper was presented setting out the allocations for 2023-24 Financial Year.
- 4.2. Members discussed the forward look for the agency including future budgets between the social Security Programme and the Agency.

- 4.3. An action has been taken for the secretariat to work with Finance to bring an update to members at a future Executive Advisory Body and Audit and Assurance Committee with updates on proposed efficiencies for 2024-25.

## 5. Procurement Report (Annual)

- 5.1. A Procurement update was given to members encompassing the progress made over the last 12 months as well as the priorities for the next 12 months. The update included:
- Information on collaborative working with colleagues from Finance and Learning and Leadership to bring Procurement awareness sessions to the wider organisation.
  - Working with the facilities management contractor Mitie to bring period products to our buildings from Hey Girl, a supported business / social enterprise. This initiative will deliver free period products to colleagues who will donate the equivalent to community organisations.
  - Working with Mitie to use zero carbon cleaning products to reduce our carbon footprint.
  - A renewed focus on Community Benefits which includes working with colleagues from the agency to deliver our commitment as part of the Social Impact Pledge.
- 5.2. Members discussed the reported savings as well as the Procurement team structure. The Chief Executive expressed his delight in seeing the work being done around smaller contracts and the Community Benefits effort.

## 6. Corporate Plan

- 6.1. An update was provided to members on the upcoming Corporate Plan which will run from 2023-2026.
- 6.2. Members were asked for their input into the new plan and discussed the following:
- Keeping the Corporate Plan aligned with Our Charter
  - Staying focussed on what the organisation is here to do and reflect on what has to be done to achieve successful transition from Programme.
  - Ensuring the key messaging is accurate for both internal and external stakeholders.
- 6.3. It was agreed the first iteration of the Corporate Plan will be circulated to members for comment prior to publication in summer 2023.

## 7. Any Other Business

- 7.1. Members noted receipt of the following below the line papers for information;

- Error, Fraud and Debt Report (Quarterly)
- Freedom of Information Performance Update (Quarterly)
- Forward Planner 2023

7.2. The date of the next meeting of the Executive Advisory Body on 13 June 2023 was agreed which will also include a deep dive into Client Experience.

**Date of next meeting:** Tuesday 13 June 2023

Date action taken	Detail	Item / Paper	Owner	Due Date	Update if applicable	Status
16/11/2021	To conduct an assessment of capabilities and provide an update.	Social Security Scotland Cyber Security	AMC	13 June 2023	Additional time required to provide a comprehensive response on our maturity and capability across the Digital Risk and Security Branch.  Scheduled as an item at Executive Advisory Body on 13 June 2023.	Open
07/03/2023	AMP to review balance scorecard and determine how straight through processing affects the processing times	Performance Insight	AMP	13 June 2023	AMP bringing an update to members on 13 June 2023.	Open
07/03/2023	Secretariat to check if we should schedule performance pack to come back to future Executive Advisory Body for update.	Performance Insight	Secretariat - Governance	17 October 2023		Open
18/04/2023	Update members at Executive Advisory Body and Audit and Assurance Committee with updates on proposed efficiencies for 2024-25.	Budget 2023-24	JW	22 August 2023		Open

<b>18/04/2023</b>	Circulate first draft of the Corporate Plan to members for comment.	Corporate Plan	<b>AMP</b>	13 June 2023		Open
-------------------	---	----------------	------------	--------------	--	------