



Executive Advisory Body					
Date of Meeting	Tuesday 12 September 2023				
Time	1000 – 1220				
Location	Room 2.1 Margaret Blackwood, Agnes Husband House / Video Conference Microsoft Teams				
Apologies	Paul Knight				
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 (standing item)	Verbal	Chief Executive Social Security Scotland	- (1005 – 1030)	Note	25
3. Service Delivery Update and Processing Times	Verbal	<b>Service Delivery Update</b> Janet Richardson Deputy Director of Client Services Delivery	<b>Service Delivery Update</b> Janet Richardson Deputy Director of Client Services Delivery (1030 – 1050)	Discuss	20
	Verbal	<b>Processing Times</b> Janet Richardson / Ally MacPhail Deputy Director of Strategy, Change, Data and Engagement	<b>Processing Times</b> All Executive Team members (1050 - 1115)		25
Break			(1115 – 1125)		10
4. Update on Governance Structure	38.1(a) 38.1(b)	Ally MacPhail Deputy Director of Strategy, Change, Data and Engagement	[Redacted] Head of Strategy & Corporate Support (1125 - 1155)	Discuss	30
5. Finance Report (standing item)	38.2(a) 38.2(b)	James Wallace Deputy Director of Finance and Corporate Services	James Wallace Deputy Director of Finance and Corporate Services (1155 – 1210)	Discuss	15

6. Any other business	-	Chair	Chair (1210 – 1220)	-	10
Total (minutes)					140

**Date of next meeting: 17 October 2023 (Formal morning session)**

**Below the Line Papers**

Item	Paper	Owner	Author
7. Freedom of Information Performance Update (Quarterly)	38.3	Ally MacPhail Deputy Director of Strategy, Change, Data and Engagement	[Redacted]
8. Forward Planner 2023	38.4	Ally MacPhail Deputy Director of Strategy, Change, Data and Engagement	Governance Team