

2023	Day	Title	Business Area/ Theme	Type	Sponsor	Brief Description of Paper and Associated Ask	Location
September	12	Welcome and Conflicts of Interest Previous Minutes and Actions		Below the Line - Any other Business	David Wallace		Agnes Husband House
		Chief Executive's Update		Verbal	David Wallace	As per Terms of Reference	
		Service Delivery Update and Processing Times		Verbal	Janet Richardson	As per Terms of Reference	
		Update on Governance Structure	Governance	Substantive	Ally MacPhail		
		Finance Report (Quarterly)	Finance	Substantive	James Wallace	As per Terms of Reference - Report to show Social Security Scotland's financial results	
		Review of People Plan	People	Substantive	James Wallace		
		Forward Planner 2023	Governance	Below the Line - any other business	Ally MacPhail	Forward planner for items due to come to members in 2023.	
		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.	
September	12	Transition of relevant Programme activity into the Agency / Timetable for Programme closure	Governance	Deep Dive	Ally / Leanne		Agnes Husband House
October	17	Welcome and Conflicts of Interest Previous Minutes and Actions		Below the Line - Any other Business	David Wallace		High Street
		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.	
		Corporate Plan	Strategy	Substantive	Ally MacPhail		
		SG Policy - Charter Review		Substantive	Ally MacPhail		
		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.	
		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.	

October	17	Collective Board Effectiveness/ Succession Planning	Governance	Deep Dive	Ally MacPhail	To assess effectiveness of the board.	High Street
November	28	Welcome and Conflicts of Interest			David Wallace		Agnes Husband House
		Previous Minutes and Actions		Below the Line - Any other Business	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 update / 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 2023 and formally approve for record.	
		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 21 November 2023 - it is being brought to Executive Advisory Body to note only.	
December	No meetings in December						