

Executive Advisory Body					
Date of Meeting	Tuesday 17 October 2023				
Time	1000 – 1120				
Location	Video Conference Microsoft Teams				
Apologies	Paul Knight, Ally MacPhail, Nicola Rudnicki, Gillian Mudie				
Item	Paper	Owner	Presenter	Purpose	Minutes
1. Welcome, Conflicts of Interest, Minutes and Action Tracker	2.1	Chair	- (1000 – 1005)	-	05
2. Chief Executive's Update (standing item)	Verbal	Chief Executive Social Security Scotland	- (1005 – 1020)	Note	15
3. Service Delivery Update (standing item)	Verbal	Janet Richardson Deputy Director of Client Services Delivery	Janet Richardson Deputy Director of Client Services Delivery (1020 – 1035)	Discuss	15
4. Performance Insight (standing item)	3.1 3.2	[Redacted] Head of Strategy, Performance and Governance	[Redacted] Head of Strategy, Performance and Governance (1035 – 1055)	Discuss	20
5. Finance Report (standing item)	4.1 4.2	James Wallace Deputy Director of Finance and Corporate Services	James Wallace Deputy Director of Finance and Corporate Services (1055 – 1110)	Discuss	15
6. Any other business	-	Chair	Chair (1110 – 1115)	-	10
Total (minutes)					80

Date of next meeting: 28 November 2023 (Formal morning session)

Below the Line Papers

Item	Paper	Owner	Author
7. Audit and Assurance Committee Minutes (August 2023)	5.1	Ally MacPhail Deputy Director of Strategy, Change, Data and Engagement	Corporate Assurance Team
8. Social Security Scotland Recoveries and Recharge Report (Quarterly)	5.2	James Wallace Deputy Director of Finance and Corporate Services	[Redacted]
9. Social Security Scotland Error Report (Quarterly)	5.3	James Wallace Deputy Director of Finance and Corporate Services	[Redacted]
10. Social Security Scotland Fraud Report (Quarterly)	5.4	James Wallace Deputy Director of Finance and Corporate Services	[Redacted]
11. Forward Planner 2023	5.5	Ally MacPhail Deputy Director of Strategy, Change, Data and Engagement	Governance Team