

2023	Day	Title	Business Area/ Theme	Type	Sponsor	Brief Description of Paper and Associated Ask	Location
October	17	Welcome and Conflicts of Interest		Standing Item	David Wallace	Verbal - As per Terms of Reference	Virtual
		Previous Minutes and Actions		Standing Item	David Wallace	As per Terms of Reference	
		Chief Executive's Update		Standing Item	David Wallace	Verbal - As per Terms of Reference	
		Service Delivery Update		Standing Item	Janet Richardson	Verbal - 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 collect Managed Information to show the health of Social Security Scotland.	
		Finance Report (Quarterly)	Finance	Substantive	James Wallace	As per Terms of Reference - Report to show Social Security Scotland's financial results	
		Below the Line - Forward Planner 2023	Governance	Below the Line - any other business	Ally MacPhail	Forward planner for items due to come to members in 2023.	
		Below the Line - 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.	
Below the Line - 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 18 May 2022 and formally approve for record.			
November	8	Collective Board Effectiveness/ Succession Planning	Governance	Deep Dive	Ally MacPhail	To assess effectiveness of the board.	High Street
		Welcome and Conflicts of Interest		Standing Item	David Wallace	Verbal - As per Terms of Reference	
		Previous Minutes and Actions		Standing Item	David Wallace	As per Terms of Reference	
		Chief Executive's Update		Standing Item	David Wallace	Verbal - As per Terms of Reference	
		Service Delivery Update		Standing Item	Janet Richardson	Verbal - As per Terms of Reference	
		Corporate Plan		Substantive	Ally MacPhail		

November	28	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.	Agnes Husband House
		Quality Assurance update / Review of Launch	Client Delivery	Substantive	Janet Richardson		
		Update from Miriam		Substantive			
		Audit and Assurance Committee Minutes (October minutes)	Corporate Assurance	Below the Line - Any other Business	Russell Frith	To note following Audit and Assurance Committee on 30 August 2022 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 in November - it is being brought to Executive Advisory Body to note only.	
December	No meetings in December						