



Executive Advisory Body					
<b>Date of Meeting</b>	Tuesday 30 January 2024				
<b>Time</b>	1000 – 1230				
<b>Location</b>	Ground Floor Conference Room, High Street, Glasgow / Microsoft Teams				
<b>Apologies</b>	Barry Matheson, Janet Richardson ([REDACTED] deputising), David Wallace				
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	Ally MacPhail Deputy Director of Organisational Strategy and Performance and James Wallace Deputy Director of Finance and Corporate Services (1005 – 1025)	Note	20
3. Update from Director of Social Security Benefits, Performance & Improvement	3.1 3.2 3.3 3.4 3.5 3.6	Chief Executive Social Security Scotland	Miriam Craven Director of Social Security Benefits, Performance & Improvement (1025 - 1115)	Discuss	50
<b>Break</b>					<b>10</b>
4. Performance and Service Delivery (standing item)	4.1 4.2	All Executive Team Members	All Executive Team Members [REDACTED] Statistician (1125 - 1155)	Discuss	30
5. 2024-25 Budget Update	Verbal	James Wallace Deputy Director of Finance and Corporate Services	James Wallace Deputy Director of Finance and Corporate Services (1155 – 1215)	Discuss	20

6. Collective Board Effectiveness – Proposed actions from session	5.1 5.2	Ally MacPhail Deputy Director of Organisational Strategy and Performance	[REDACTED] Head of Strategy and Corporate Support (1215 – 1225)	Discuss	10
7. Any other business	-	Chair	Chair (1225 – 1230)	-	05
Total (minutes)					150

**Date of next meeting: 12 March 2024 – Formal session and deep dive**

#### **Below the Line Papers**

Item	Paper	Owner	Author
8. People Survey Results	6.1(a) 6.1(b)	Nicola Rudnicki	[REDACTED]
9. Freedom of Information Performance Update (Quarterly)	6.2	Ally MacPhail	[REDACTED]
10. Terms of Reference	6.3	Ally MacPhail	Governance Secretariat