

Executive Advisory Body					
Date of Meeting	Tuesday 03 September 2024				
Time	1000 – 1230				
Location	Ground Floor Conference Room, High Street, Glasgow / Microsoft Teams				
Apologies	Gayle Devlin, Stephanie Glavin				
Item	Paper	Owner	Presenter	Purpose	Minutes
1. Welcome, Conflicts of Interest, Minutes and Action Tracker	2.1	Chair	- (10:00 – 10:05)	-	05
2. Chief Executive & Chief Operating Officer's Update (standing item)	Verbal	Chief Executive Social Security Scotland Chief Operating Office Social Security Scotland	David Wallace Chief Executive Social Security Scotland Miriam Craven Chief Operating Officer Social Security Scotland (10:05 – 10:30)	Note	25
3. Performance & Finance Update (standing item)	3.1	Ally MacPhail Deputy Director of Organisation Strategy & Performance	Ally MacPhail Deputy Director of Organisation Strategy & Performance [Redacted] Head of Operations (Health & Social Care)	Discuss	40
	3.2 (a) 3.2 (b)	Stephanie Glavin Deputy Director of Finance & Corporate Services	[Redacted] Head of Finance (10:30 – 11:10)		
Break					10

4. Winter & Spring Planning 2024/25	4.1	Miriam Craven Chief Operating Officer Social Security Scotland	Miriam Craven Chief Operating Officer Social Security Scotland & Leanne Carson Programme Director – Social Security (11:20 – 11:50)	Discuss	30
5. Attendance Management	5.1	Nicola Rudnicki Deputy Director of People and Place	[Redacted] Head of People Support & [Redacted] Senior People Advice & Support Manager (11:50 – 12:20)	Discuss	30
6. Any other business	-	Chair	Chair (12:20 – 12:30)	-	10
Total (minutes)					150

Date of next meeting: 22 October 2024 – Formal session

Below the Line Papers

Item	Paper	Owner	Author
7. Audit and Assurance Committee Minutes (14 May 2024)	6.1	Russell Frith	Corporate Assurance Team
8. Forward Planner	6.2	Ally MacPhail	Governance Secretariat
9. FOI Report	6.3	Ally MacPhail	FOI Team