

Portfolio Sponsor Meeting - Attendance

Meeting Date	Thursday, 14 August, 15:30 – 17:00, Agnes Husband House / Microsoft Teams	
Members	Director General Communities Social Security Scotland Chief Executive Chief Operating Officer Deputy Director, Low Income Benefits and Operational Improvement Social Security Scotland Non-Executive Member Scottish Government Non-Executive Member DG Communities Governance and Strategy Lead	Chair – Louise Macdonald (LMD) David Wallace (DW) Miriam Craven (MC) Karyn Dunning (KD) Chris Creegan (CC) Manish Joshi (MJ) Frances Conlan (FC)
Apologies	Deputy Director, Organisational Strategy and Performance Deputy Director, Finance and Corporate Services	Ally MacPhail (AMP) Stephanie Devenny (SD)
Deputies	Financial Reporting and Planning Lead Head of Performance, Analysis and Strategy	MW HF
Secretariat	Governance Manager	JM

Portfolio Meeting - Discussion

Item	Subject	Main points of discussion
1.	Welcome and Review of Action / Decision Log	1.1. The Chair welcomed and thanked everyone for their attendance and acknowledged the apologies as listed above. 1.2. The action/decision log was reviewed, and the outstanding open actions were noted.

Item	Subject	Main points of discussion
2.	Horizon Scanning and emerging issues	2.1. DW reflected on recent meetings with the Cabinet Secretary and DWP, noting that he found the sessions really helpful and informative. A short discussion was had on the content and outcome of the meetings, and an update on operational matters. 2.2. Key points from the horizon scanning paper were discussed, which included the Performance Framework, the Edel Harris ADP Independent Review & Audit Scotland reports, Non-executive recruitment, noting no issues were raised. LMD drew attention to the Below the Line Supreme Court Judgement paper which provided assurance. MJ and DW keen to pick up on Non-executive recruitment and how it's done elsewhere in SG. 2.3. Members discussed the stress test and collectively agreed there was great value and reassurance from the session. It was also agreed that the session highlighted the importance of maintaining relationships between the Agency and DG team and of continually reviewing the Agency's framework document.
3.	Performance and Risk Update	3.1 Members were provided with the latest performance update, with the following key points included: • The latest status of the balanced scorecard was provided, including assurances on improvement actions being taken and their impact pertaining to the most recent data on processing times and Average Working Days Lost. • A strategic overview of the Social Security Scotland strategic risk register was presented. Members had a discussion around recruitment for a known seasonal spike in payments over winter and ensuring the organisation has the right capacity. This included the onboarding process, noting the need to ensure incoming staff are clear on their role and what's expected of them from day 1. It was noted that key learning from this work could be shared within the DG family.

Item	Subject	Main points of discussion
4.	Finance Update	4.1 The Finance report was discussed, and the following key points were highlighted: • Risks around latest pay offer and additional requirements during the winter period were flagged, whilst noting that finance colleagues are continuously working out various scenarios to keep on top of potential outcomes. • Benefit forecasts were provided, with a mention that a review of benefit forecasts will be undertaken shortly and will be used in the Spring Budget Review in December. • Resource and Capital commissions have been submitted, and finance colleagues continue to work through as business cases are being developed, whilst awaiting outcomes on allocation of bids placed.
5.	Any Other Business	5.1 The Director General Communities requested confirmation from David Wallace that there were no other critical matters requiring her attention. David Wallace confirmed that there were none.

Portfolio Sponsor Meeting – Actions

Agenda Item	Action Item(s)	Description	Owner
Welcome and review of action/decision log	Future Operating Model Timetable	LMD asked for a timetable relating to the Future Operating Model. HF agreed to share.	HF
Horizon scanning and emerging issues	Cab Sec and DWP meetings	LMD asked for a more detailed run through of all business cases at a future meeting. Governance colleagues will arrange.	JM
Horizon scanning and emerging issues	Cab Sec and DWP meetings	MJ asked for context and insight into Cab Sec discussion, with the awareness of conversations happening on child poverty board.	MC/KD
Horizon scanning and emerging issues	Stress Test	LMD asked for an action plan to be created on the back of the stress test that aligns with internal audit findings.	DW
Performance and Risk Update	Strategic Risks	LMD would like to see a deeper dive on overall profile of strategic risks and the work being done around controls and mitigations.	JM