



Portfolio Sponsor Meeting

Date of Meeting	Thursday 25 th August 2022
Time	15:00 – 16:30
Location	Virtual
Chair	Stephen Kerr, Director for Social Security

Attendees

Present

Stephen Kerr	Director of Social Security (Portfolio Sponsor) and Chair
David Wallace	Chief Executive, Social Security Scotland
James Wallace	Deputy Director Finance and Corporate Services
Andy McClintock	Chief Digital Officer
Ally MacPhail	Head of Corporate Services
Kirsten Sweeney	Strategic Communications Lead
Kirsty Craig	Head of Client Services Operations (deputising for Deputy Director Client Services Delivery)
Paul Knight	Chief Officer, Health and Social Care Operations

Apologies

Paul Johnston	Director General, Communities
Janet Richardson	Deputy Director Client Services Delivery

Secretariat

Eilidh McKendry(EM)	Governance & Strategy Team Leader
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1. Welcome

- 1.1. The Chair noted that the meeting was shortened due to urgent business. The welcomed everyone to today's meeting, noting that Paul Johnston would not be attending due to urgent business and EM to identify a further date to discuss the Ryan Report.

[ACTION – EM to liaise with Paul Johnston office to agree a future date for attending meeting.]

2. Scottish Government update from the Chair

- 2.1. The Chair provided an update on the latest key events which included the Spending Review, ongoing Child Poverty benefit discussions, and an update on role changes within DG Communities. The Chair provided an update on the priorities of the new Permanent Secretary, John-Paul Marks, as well as a brief discussion on events taking place in Ukraine.

3. Social Security Scotland Update: Chief Executive and the (Agency) Executive Team

- 3.1. This item was deferred due to the shortened time of the meeting.

4. Update from Paul Johnston on the Ryan Report

- 4.1. This item was deferred until a further agreed date.

5. 2022-23 Quarter One update on Performance

- 5.1. There was a brief discussion around call waiting times with KS highlighting that the focus on social media was regarding processing times. Recovery plans are in place to address this.

6. Finance Report

- 6.1. JW provided an update on finance throughout Quarter 1, highlighting a change in leases and recruitment. There was a discussion about the on-going negotiations of the pay award.

7. Update on Agency Communications

- 7.1. KS provided a summary on the key focus points for comms, such as recent involvement of the Cost of Living Working Group led by First Minister.

Date of next meeting: TBC