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| Portfolio Sponsor Meeting |
| Date of Meeting | Wednesday 30 November 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

Janet Richardson Deputy Director Client Services Delivery

Andy McClintock Chief Digital Officer

Ally MacPhail Head of Corporate Services

Marie Kerr Head of People

Kirsten Sweeney Strategic Communications Lead

**Apologies**

Paul Johnston Director General, Communities

Paul Knight Chief Officer, Health and Social Care Operations

**Secretariat**

Eilidh McKendry(EM) Governance & Strategy Team Leader

1. Welcome
	1. The Chair welcomed everyone to today’s meeting, noting that Paul Johnston would not be attending. EM to identify a further date to discuss the Ryan Report and highlight attendance is required at two meetings per year.

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

1. Scottish Government update from the Chair
	1. The Chair provided an update on the current budget, highlighting that this was the main focus across Scottish Government prior to the budget announcement on 15 December. He highlighted that the Deputy First Minister is currently running workshops to assist with guidance on areas of expenditure and prioritisation.
	2. The group discussed the internal position of budget and the impact on Workforce Planning and the recruitment pause. The group agreed to continue to monitor the position and remain focused on ensuring there is appropriate budget for the coming year.
	3. Assurance was provided to the Chair surrounding the agency’s budget, workforce planning and business planning.
	4. The group briefly discussed the introduction of the Scottish Child Payment, highlighting the positive feedback and the on-going work to address any technical issues with the processing system.
	5. The group extended thanks to Marie Kerr on behalf of the agency, directorate and wider government for her contribution as she moves on to pastures new.

Date of next meeting: 2 February 2023