



Portfolio Sponsor Meeting

Date of Meeting	Tuesday 6 June 2023
Time	16:00 -17:00
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
Ally MacPhail	Head of Corporate Services
Kirsten Sweeney	Strategic Communications Lead
Gregor Urquhart	Strategic Communications Lead (Maternity Cover)
David Hamilton	Communications

Apologies

Andy McClintock	Chief Digital Officer
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Secretariat

Eilidh McKendry(EM)	Governance & Strategy Team Leader
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1/2 Welcome/Update from Chief Executive

- 1.1. Kirsten Sweeney introduced Gregor Urquhart as her replacement while she is on maternity leave and David Hamilton who has replaced Catherine Reeves.
- 1.2. David Wallace updated the group on the current Non-Executive recruitment exercise to replace Elaine Noad who left us last year. He noted there are 6 candidates invited to interview with a focus on digital transformation and programmes. An update will be provided to the Cabinet Secretary once an appointment has been made, albeit this is not an official appointment by the Cabinet Secretary.

- 1.3. Currently in the process of arranging a date for the Social Justice Committee to visit Dundee. DW has been called to provide evidence on 29th June. New statistics and evidence packs will be available by 29th June.
- 1.4. DW noted the Business Plan for 2023-24 is in the final design stages and will be shared with Cabinet Secretary over the coming fortnight. The group discussed the requirements in the Framework Document and agreed it should be shared with Stephen Kerr and Director General.

ACTION: ED to share Business Plan with Stephen Kerr and Director General in line with Framework Document requirements.

3. Balanced Scorecard

- 3.1. There was a brief discussion around FOI and response timings, noting that these are currently 100% and effectively contribute to the DG Improvement Plan.
- 3.2. The group discussed the current position of processing times, noting that in some cases such as Child Payment, there has been a significant improvement. SK highlighted that Cabinet Secretary wrote to all Ministers regarding the positive work carried out by Social Security Scotland's Child Payment is helping families across Scotland.

4. Disability Benefit Processing Times

- 4.1. The group discussed disability benefit administration and the concerns around processing times. It was noted that this was a key priority for the new Cabinet Secretary to improve the situation on average processing times, and that she had spoken with DW about this. It was also noted that the organisation was implementing a series of measures designed to reduce those average times. AMP highlighted that SSS Executive Team members had met with Ministers to provide an overview on the actions now in place and further actions which would be implemented over the coming weeks. AMP advised that Ministers would be kept apprised of progress.

ACTION: Disability Processing Times to remain as a standing item on future agendas.

ACTION: Ally MacPhail to share MI pack with attendees following the meeting.

5. Sponsorship

- 5.1. It was agreed this item would be discussed at a future meeting.

Date of next meeting: 18 July 2023