



## Executive Advisory Body

<b>Date of Meeting</b>	Tuesday 10 May 2022
<b>Time</b>	10.00 – 12:30
<b>Location</b>	Agnes Husband House/Video conference

## Attendees

### Members

- David Wallace (DW) - Chief Executive, Andy McClintock (AM) - Chief Digital Officer; Paul Knight (PK) - Joint Chief Officer and Caldicott Guardian, Health and Social Care Operations; Miriam Craven (MC) - Deputy Director Strategy, Change, Data & Engagement; Janet Richardson (JR) - Deputy Director Client Services Delivery; AMP - Head of Corporate Services; James Wallace (JW) - Deputy Director of Finance and Corporate Services

### Non-Executive Members

- Chris Creegan (CC) – Chair, Elaine Noad (EN), Naghat Ahmed (NA), Russell Frith (RF), Laura Brennan-Whitefield (LBW), Barry Matheson (BM)

### In Attendance

- ML Head of Local Delivery
- AD Head of People Policy, Advice & Wellbeing
- NM Head of Procurement and Commercial
- CW Governance Support Officer
- FD Assistant Governance Manager
- EMK Governance & Strategy Team Leader
- KHK Expert Adviser on Inclusive Communication.
- KWG Graduate Development Scheme

### Secretariat

IB Assistant Governance Manager

## 1. Welcome and Conflicts of Interest

- 1.1. The Chair welcomed and thanked everyone for their attendance.
- 1.2. The Executive Advisory Body endorsed the minutes from the last meeting on the 29 March 2022.



1.3. Members did not highlight any potential conflicts of interest.

## 2. Chief Executive's Update

2.1. The Chief Executive provided an update on the following:

- Senior Staffing – MC has temporarily joining the Scottish Government Ukrainian Settlement Scheme. AMP will backfill the role of Deputy Director of Strategy, Data and Engagement.
- Ukraine Support – Social Security Scotland will continue to work with the Scottish Government to provide support as needed.
- Resource Spending Review and wider Scottish Government Priorities.
- Audit Scotland Performance Report.

## 3. Social Security Scotland Adult Disability Payment Update

3.1. An update was provided following the pilot launch of Adult Disability Payment. Services are running well with the majority of clients applying online. Feedback has been positive with clients noting it is an easy process to follow.

3.2. The Executive Advisory Board members discussed key points around the launch:

- Social Security Scotland's offer of an online form for clients to make disability benefit claims is currently unique as it is an application route that is not available elsewhere.
- Further research is to be conducted to determine how the different application routes are being used and whether the application process is suitable for those with individual support needs.
- Clients are contacted by phone to inform them if a decision is not favourable, which was welcomed by the Executive Advisory Body.

**Action:** The next phase of the pilot goes live on 20 June 2022, an update should be provided at the meeting on the 28 June 2022.

## 4. Social Security Scotland Dundee Pathfinder – Tackling Child Poverty Delivery Plan

4.1. An overview was given of the Dundee Pathfinder programme which is a collaborative piece of work between Social Security Scotland, the



Department for Work and Pensions and Dundee City Council, to provide wraparound support for family priority groupings in Dundee.

- 4.2. Successes have been noted in the first cohort, including identifying future benefits individual families are eligible for.
- 4.3. Discussion was held around the next stages of the programme with future cohorts being rolled out through Dundee City Council and the third sector.

**Action:** To consider the suitability of locations for future Pathfinder work and to consult with children and families collaborative networks across the third sector in Dundee for outreach support.

## 5. Social Security Scotland Human Resources Report (Biannual – 6 Monthly Review)

- 5.1. The Social Security Scotland Human Resources Report was presented to the Executive Advisory Body. The new report format highlighted activity against the themes of organisational growth, wellbeing and capability and leadership. Themes within the report will change to reflect areas of specific interest to the Executive Advisory Body.
- 5.2. The Executive Advisory Body noted the content of the report and were content with the new format.. The following actions were noted:

**Action:** Access to the more detailed data within the Human Resources Report, should also be shared with the Executive Advisory Body to ensure the context/ narrative is clear.

**Action:** Hybrid Working, Supporting a Diverse Workforce and Mental Wellbeing (specifically menopause return to work interviews) should be considered as topics for inclusion in future reports.

## 6. Procurement Report

- 6.1. A Procurement update was given to members encompassing the progress made over the last 12 months as well as the priorities for the next 12 months. The update focussed on capability, capacity and compliance.
- 6.2. Key messages were highlighted to members:
  - The Procurement team will continues to increase both its capacity and capability through upskilling new colleagues.
  - Social Security Scotland has the highest spend with Supported Businesses within Scottish Government.
  - The first Annual Procurement Report is due to be published in September.



- 6.3. Members discussed the criteria for a Supported Business as well as confirming those within this area are paid minimum wage.
- 6.4. The Executive Advisory Body noted the content of the report and were encourage by all the work that has been achieved.

**Action:** The Annual Report on Procurement Strategy should be presented to the Executive Advisory Body in October 2022.

## 7. Any Other Business

- 7.1. Members noted receipt of the following paper which had been included as a below the line item for information.
  - Social Security Scotland Freedom of Information Performance Report
- 7.2. No further business was noted.

**Date of next meeting:** Tuesday 28 June 2022



Action(AP)/Decision(DP)	Detail	Owner	Due Date	Status
AP – 16/11/2021 - 01	To conduct an assessment of capabilities and provide an update in 2022.	AMC	23 August 2022	Open
AP – 8/2/2022 - 02	To consider a review of the risk register in relation to material risk of the Adult Disability Payment roll out.	JR	28 June 2022	Open
AP – 29/3/2022 - 01	To improve the way staffing statistics are illustrated in the performance report, for example the inclusion of staff turnover rates.	AMP	23 August 2022	Open
AP – 29/3/2022 - 02	To develop the performance report further to disaggregate data to provide a clearer understanding of actual time taken to process each benefit rather than providing the overall time taken of them all together.	AMP	23 August 2022	Open
AP – 10/5/2022 - 01	To consider more suitable library locations for future Pathfinder work and to consult with children and families collaborative networks across the third sector in Dundee for outreach support.	JR	28 June 2022	Closed
AP – 10/05/2022 - 02	Access to the more detailed data within the Human Resources Report, should be	AMP	29 November 2022	Open



	shared with the Executive Advisory Body to ensure the context/ narrative is clear.			
<b>AP – 10/05/2022 – 03</b>	Hybrid Working, Protected Characteristics and Mental Wellbeing (menopause return to work interviews) should be considered as topics for inclusion in future reports.	<b>AMP</b>	29 November 2022	<b>Open</b>
<b>AP – 10/5/2022 - 04</b>	The Annual Report on Procurement Strategy should be presented to the Executive Advisory Body in October 2022.	<b>JW</b>	11 October 2022	<b>Open</b>