



## Portfolio Sponsor Meeting

<b>Date of Meeting</b>	Tuesday 31 May 2022
<b>Time</b>	15:00 – 16:30
<b>Location</b>	Virtual
<b>Chair</b>	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)

### Apologies

Paul Knight	Chief Officer, Health and Social Care Operations
Janet Richardson	Deputy Director Client Services Delivery

### Secretariat

Eilidh McKendry	(EM) Governance & Strategy Team Leader
Amanda MacGregor	(AM) Governance Manager

## 1. Welcome

- 1.1. The Chair welcomed everyone to today's meeting, noting new secretariat, Eilidh McKendry.

## 2. Minutes and Actions from previous meeting

- 2.1. SK noted that approved minutes from the previous meeting of 1 May 2022 had been published. EM noted the outstanding action was in hand with on-going liaison with DG's office to agree revised dates for this meeting.

[ACTION: Social Security Scotland to confirm we have a record of who we have on redeployment which will help assess future requests for people relocating]

### **3. Scottish Government update from the Chair**

- 3.1. The Chair provided an update on the latest key events which included the publication of the Scottish Government Spending Review and the focus on supporting the Scottish Government's work on Ukraine.

### **4. Social Security Scotland Update: Chief Executive and the (Agency) Executive Team**

- 4.1. The Chief Executive provided an update on the current position of internal audits, highlighting that finance will remain a key focus for the organisation over the coming months.

[ACTION: DW to consider when to provide an update to Paul Johnstone to make him aware of audit trajectory]

### **5. Finance Updates**

- 5.1. Budget setting final Internal Audit report – JW provided an update on the Budget Setting for the final Audit Report and provided assurance on our processes and structure.
- 5.2. Finance Update – 2021-22 Provisional Outturn – there was a discussion surrounding staff costs and forecasts.

### **6. 2021-22 Quarter Four update of performance**

- 6.1. KC provided an overview of the positive work of the ADP pilot which has been running for 10 weeks. There was a brief discussion and agreement around monitoring of the pilot to ensure the experience being gained through the pilot is applied to further phases of the roll-out of ADP going forward.

### **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.
- 7.2. KS highlighted that recent workshops had been arranged following the national event for MPs and MSPs in Glasgow, Dundee and Parliament. MPs and MSPs were invited via their constituencies. There is a planned parliamentary visit arranged for 27th June to the Glasgow office.

- 7.3. SK requested that consideration be given to the Summer Tours for MP's and MSPs and to liaise with Lisa Shaw in SG regarding next steps.

[ACTION: KS to liaise with Lisa Shaw in SG regarding next steps for the attendance of MPs and MSPs on the Summer Tours]

**Date of next meeting: 12 July 2022**