

Social Security Programme Board Agenda

Meeting	Social Security Programme Board 10
Time and Date	27 August from 13:00 to 16:00
Location	Conference Room 3, Victoria Quay, Edinburgh
Attendees	Sarah Davidson, Lisa Baron-Broadhurst, [REDACTED], Lesley Fraser, David Wallace, Ann McVie, Ainslie McLaughlin, Audrey MacDougall, [REDACTED] (for Andy McClintock), Gordon Wales, Nicola Richards, [REDACTED] (for Dominic Munro), Colin Cook, [REDACTED], Geoff Huggins, [REDACTED]
Apologies	[REDACTED], [REDACTED], Stephen Kerr, Andy McClintock, Dominic Munro
Guest speakers etc.	[REDACTED]
PMO Contact Details	[REDACTED]

Lunch		Available from 12:30		
Agenda item	Time	Responsibility	Documentation	Requirement
1. Welcome, introductions and apologies	13:00-13:05	Sarah Davidson (Chair)	None	[REDACTED]
2. Minute and actions from last meeting	13:05-13:10	[REDACTED]	Minute Paper 10.1 Decision/Action Log Paper 10.2	[REDACTED]
3. Programme Director's Progress Report	13:10-13:35	Lisa Baron Broadhurst (Programme Director)	Dashboard Paper 10.3	[REDACTED]
4. Integrated Planning and Risk Management	13:35-13:55	[REDACTED]	Programme Risk Analysis Paper 10.4	[REDACTED]
5. Delivery Integration update	13:55-14:10	[REDACTED]	Delivery Integration Update slides and cover sheet Paper 10.5	[REDACTED]
6. Agency and CAS Operational Readiness	14:10-14:50	[REDACTED]	Agency/CAS Update Paper 10.6	[REDACTED]
Break		14:50-14:55		
7. Disability Benefits Assessments Strategic Outline Case	14:55-15:30	[REDACTED]	Disability Benefits Strategic Outline Case slides Paper 10.7 Disability Benefits Strategic Outline Case and cover sheet Paper 10.8	[REDACTED]
8. Priority Setting	15:30-15:40	Lisa Baron Broadhurst (Programme Director)	Roadmap Paper 10.9 Success in 12 months Paper 10.10	[REDACTED]
Close for 'Official Sensitive' content. DWP and observers will leave meeting.				
9. Finance update	15:40-16:00	[REDACTED]	Finance Update slides Paper 10.11 Finance Report Paper 10.12	[REDACTED]
[REDACTED]				
Date of next meeting: 8 October, 12:00-15:00, Dundee House				

Social Security Programme Board

Meeting	Social Security Programme Board 5
Date and Time	09:00-12:00, Tuesday 24 October 2017
Location	Conference Rooms 4 and 5, Victoria Quay, Edinburgh
Attendees	Sarah Davidson, Stephen Kerr, [REDACTED], [REDACTED], Lesley Fraser, Lisa Baron-Broadhurst, Colin Cook, David Wallace, Ann McVie, Ainslie McLaughlin, Nicola Richards, Andy McClintock, [REDACTED], [REDACTED] (for Dominic Munro), [REDACTED] (for Gordon Wales), [REDACTED] (for Gordon Wales), [REDACTED] (for Audrey MacDougall)
Apologies	Audrey MacDougall, Dominic Munro, Gordon Wales, Geoff Huggins
Guest speakers, etc.	[REDACTED]
Contact Details	[REDACTED]

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Agenda item	Time	Responsibility	Documentation	Requirement
1. Welcome, introductions and apologies	09:00 – 09:05	S Davidson (Chair)	None	[REDACTED]
2. Minutes and actions from last meeting	09:05 – 09:10	[REDACTED]	Minute Paper 5.1 Decision/Action log Paper 5.2	[REDACTED]
3. Programme Director update	09:10-09:40	L Baron-Broadhurst (Programme Director)	Dashboard Paper 5.3	[REDACTED]
4. Programme Risks	09:40-10:15	S Kerr (SRO) [REDACTED]	Programme Risk Analysis Paper 5.4	[REDACTED]
5. Component Services Options Appraisal	10:15-10:40	A McClintock (Chief Digital Officer)	Component Services Options Appraisal Slides Paper 5.5	[REDACTED]
Break (10 mins) 10:40-10:50				
6. Young Carers Grant	10:50-11:00	[REDACTED]	Young Carers Grant Slides Paper 5.6 Young Carers Grant Update Paper 5.7	[REDACTED]
7. Low Income Benefits update	11:00-11:15	[REDACTED]	LIB Update Paper Paper 5.8	[REDACTED]
8. Agency update	11:15-11:25	D Wallace (Executive Director: Social Security Agency)	Agency Update Paper 5.9	[REDACTED]
9. Carer's Allowance Supplement update	11:25-11:40	[REDACTED]	Carer's Allowance Supplement Slides Paper 5.10	[REDACTED]
10. Roadmap (forward look to Board priorities/'asks')/ Success in 12 months	11:40-11:45	S Kerr (SRO)	Roadmap Paper 5.11 Success in 12 months Paper 5.12	[REDACTED]
Official sensitive content, DWP and observers to leave.				
11. Finance update	11:45-12:00	[REDACTED]	Finance Update Paper Paper 5.13	[REDACTED]

[REDACTED]

Next meeting: 09:00-12:00, Monday 27 November/ Conference Room 3, Victoria Quay, Edinburgh

Social Security Programme Board

Meeting	Social Security Programme Board 6
Time and Date	09:00-12:30, Monday 27 November 2017 (09:10 start)
Location	Conference Room 3, Victoria Quay, Edinburgh
Attendees	Sarah Davidson, Stephen Kerr [REDACTED], Lesley Fraser, Lisa Baron-Broadhurst, Colin Cook, David Wallace, Ann McVie, Ainslie McLaughlin, Audrey MacDougall, Andy McClintock, [REDACTED], Geoff Huggins, Gordon Wales, [REDACTED], [REDACTED] (for Nicola Richards)
Apologies	[REDACTED]
Guest speakers etc.	[REDACTED]
PMO Contact Details	[REDACTED]

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Agenda item	Time	Responsibility	Documentation	Requirement
Tea and Coffee				
09:00 - 09:10				
1. Welcome, introductions and apologies	09:10-09:15	S Davidson (Chair)	None	[REDACTED]
2. Minute and actions from last meeting	09:15 - 09:20	[REDACTED]	Minute: Paper 6.1 Decision/Action Log: Paper 6.2	[REDACTED]
3. Organisational Refresh	09:35-09:55	L Baron-Broadhurst (Programme Director)	Organisational Refresh slides Paper 6.3	[REDACTED]
4. Programme Director update	09:20-09:35	L Baron Broadhurst (Programme Director)	Dashboard: Paper 6.4 Gateway 0 Report Paper 6.5	[REDACTED]
5. Programme Risks	09:55-10:20	[REDACTED]	Programme Risk Analysis: Paper 6.6	[REDACTED]
6. Service Design / [REDACTED]	10:20-10:50	[REDACTED]	Service Design Paper 6.7	[REDACTED]
Break				
[REDACTED]				
7. Planning update	11:00-11:25	[REDACTED]	Planning update Paper 6.8 Programme Plan Paper 6.9	[REDACTED]
8. Programme Blueprint/ Agency Target Operating Model	11:25-11:55	[REDACTED]	Programme Blueprint slides Paper 6.10 Programme Blueprint Paper 6.11	[REDACTED]
9. Reflection session	11:55-12:15	S Kerr (SRO)	Reflections slides Paper 6.12	[REDACTED]
10. Roadmap (forward look to Board priorities/'asks')/ Success in 12 months	12:15-12:20	S Kerr (SRO)	Roadmap Paper 6.13 Success in 12 months Paper 6.14	[REDACTED]
Close for 'Official Sensitive' content. DWP and observers will leave meeting.				
11. Finance update	12:20-12:30	[REDACTED]	Finance Update Paper Paper 6.15	[REDACTED]
[REDACTED]				
Next meeting: 12:00-15:00, Thursday 25 January 2018 / Conference Room 7&8, Victoria Quay, Edinburgh				

Social Security Programme Board

Meeting	Social Security Programme Board 7
Time and Date	11:00-14:00, Wednesday 21 February 2018
Location	Conference Room 4 and 5, Victoria Quay, Edinburgh
Attendees	Sarah Davidson, Stephen Kerr, [REDACTED], Lesley Fraser, Lisa Baron-Broadhurst, Colin Cook, David Wallace, Ann McVie, Ainslie McLaughlin, Audrey MacDougall, Andy McClintock, [REDACTED] Geoff Huggins, Gordon Wales, [REDACTED] Nicola Richards, [REDACTED]
Apologies	[REDACTED]
Guest speakers etc.	[REDACTED]
PMO Contact Details	[REDACTED]

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Agenda item	Time	Responsibility	Documentation	Requirement
1. Welcome, introductions and apologies	11:00-11:05	S Davidson (Chair)	None	[REDACTED]
2. Minute and actions from last meeting	11:05-11:10	[REDACTED]	Minute Paper 7.1 Decision/Action Log Paper 7.2	[REDACTED]
3. Setting the Scene for the year ahead	11:10-11:30	S Kerr (SRO)	Setting the Scene Slide Paper 7.3	[REDACTED]
4. Programme Director's update	11:30-11:50	L Baron Broadhurst (Programme Director)	Dashboard Paper 7.4	[REDACTED]
5. Programme Risks	11:50-12:05	[REDACTED]	Programme Risk Analysis Paper 7.5	[REDACTED]
6. Programme Planning	12:05-12:35	[REDACTED]	Programme Plan Paper 7.6	[REDACTED]
Lunch		12:35-12:55		
7. Wave 1 and post Wave 1 update	12:55-13:10	[REDACTED]	Wave 1 Update and Post Wave 1 Update Slides Paper 7.7	[REDACTED]
8. Target Operating Model	13:10-13:30	[REDACTED]	Target Operating Model Slides Paper 7.8 Target Operating Model Paper 7.9	[REDACTED]
9. Digital and Technology Strategy	13:30-13:45	A McClintock (Chief Digital Officer)	Digital and Technology Strategy Slides Paper 7.10 Digital and Technology Strategy Paper 7.11	[REDACTED]
10. Priority Setting	13:45-13:50	S Kerr (SRO)	Roadmap Paper 7.12 Success in 12 months Paper 7.13	[REDACTED]
Close for 'Official Sensitive' content. DWP and observers will leave meeting.				
11. Finance update	13:50-14:00	[REDACTED]	Finance Update slides Paper 7.14 Finance Report Paper 7.15	[REDACTED]
[REDACTED]				
Next meeting: 10:00-13:00, Wednesday 11 April 2018 / Conference Room 7&8, Victoria Quay, Edinburgh				

Social Security Programme Board

Meeting	Social Security Programme Board 8
Time and Date	13:00-16:00, Thursday 26 April 2018
Location	Conference Room 3, Victoria Quay, Edinburgh
Attendees	Sarah Davidson, Stephen Kerr, Lisa Baron-Broadhurst, [REDACTED], Lesley Fraser, David Wallace, Ann McVie, Ainslie McLaughlin, Audrey MacDougall, Andy McClintock, Gordon Wales, [REDACTED], [REDACTED] for Nicola Richards, [REDACTED] (for Dominic Munro), [REDACTED], Colin Cook
Apologies	Dominic Munro, Jim McCormick, Nicola Richards, Geoff Huggins
Guest speakers etc.	[REDACTED]
PMO Contact Details	[REDACTED]

AGENDA

Lunch		Available from 12:30		
Agenda item	Time	Responsibility	Documentation	Requirement
1. Welcome, introductions and apologies	13:00-13:05	S Davidson (Chair)	None	[REDACTED]
2. Minute and actions from last meeting	13:05-13:10	[REDACTED]	Minute Paper 8.1 Decision/Action Log Paper 8.2	[REDACTED]
3. Programme Director's update	13:10-13:30	L Baron Broadhurst (Programme Director)	Dashboard Paper 8.3	[REDACTED]
4. Programme Planning	13:30-13:55	[REDACTED]	Programme Plan Paper 8.4	[REDACTED]
5. Post Wave 1 update	13:55-14:25	L Baron Broadhurst (Programme Director)	Post Wave 1 update slides Paper 8.5 Post Wave 1 update Paper 8.6 Post Wave 1 options Paper 8.7	[REDACTED]
6. [REDACTED]	14:25-14:55	[REDACTED]	No paper	[REDACTED]
Break		14:55-15:00		
7. Agency Staff Terms and Conditions and HR Shared Service	15:00-15:20	[REDACTED]	Agency Slides Paper 8.8 Agency Cover Sheet Paper 8.9 Agency Staff T&Cs Paper 8.10 HR Shared Service Paper 8.11	[REDACTED]
8. Programme Risks	15:20-15:35	[REDACTED]	Programme Risk Analysis Paper 8.12	[REDACTED]
9. Priority Setting	15:35-15:40	S Kerr (SRO)	Roadmap Paper 8.13 Success in 12 months Paper 8.14	[REDACTED]
Close for 'Official Sensitive' content. DWP and observers will leave meeting.				
10. Audit Scotland 'Managing the Implementation of the Scotland Acts' Report	15:40-15:50	SRO	Audit Scotland Report slides Paper 8.15	[REDACTED]
11. Finance update	15:50-16:00	[REDACTED]	Finance Update slides Paper 8.16 Finance Report Paper 8.17	[REDACTED]
Below the line papers: [REDACTED]				
Date of next meeting: 25 June 2018, Programme Board Away Day (timing and location TBC)				

Meeting	Social Security Programme Board 9 – Away Day
Time and Date	10:00 – 15:15, Monday 25 June 2018
Location	Radisson Collection, 1 George IV Bridge, Edinburgh
Attendees	Sarah Davidson, Stephen Kerr, Lisa Baron Broadhurst, Lesley Fraser, Ann McVie, Ainslie McLaughlin, Audrey MacDougall, [REDACTED] (for Andy McClintock), Gordon Wales, [REDACTED], Nicola Richards, [REDACTED] (for Dominic Munro), [REDACTED], Colin Cook, [REDACTED], [REDACTED] (for David Wallace)
Apologies	Dominic Munro, [REDACTED], [REDACTED], David Wallace, Andy McClintock, Geoff Huggins
Guest speakers etc.	[REDACTED]
PMO Contact Details	[REDACTED]

Agenda Item	Time	Responsibility	Documentation	Requirement
Tea, coffee, pastries on arrival 10:00-10:15				
1. Welcome, apologies and introductions	10:15 – 10:20	Sarah Davidson (Chair)	No paper	[REDACTED]
2. Minute and actions from last meeting	10:20 – 10:25	[REDACTED]	Minute Paper 9.1 Action/Decision Log Paper 9.2	[REDACTED]
3. Setting the scene	10:25-10:30	Stephen Kerr (SRO)	No paper	[REDACTED]
Theme: Progress				
4. [REDACTED]	10:30- 10:40	Stephen Kerr (SRO)	No paper	[REDACTED]
5. Programme Director Progress Report	10:40-11:20	Lisa Baron-Broadhurst (Programme Director)	Programme Director Dashboard, with new one page overview Paper 9.3	[REDACTED]
Break (5 mins) 11:20-11:25				
Theme: Decision making				
6. Carer's Allowance Supplement & Agency Go-Live	11:25-12:10	[REDACTED]	Carer's Allowance Supplement and Agency Readiness Slides Paper 9.4	[REDACTED]
Lunch (60 mins) 12:10-13:10				
Theme: Working together				
7. Devolution and joint working from a DWP perspective	13:10-14:00	[REDACTED] [REDACTED]	Devolution and Joint Working from a DWP perspective Paper 9.5	[REDACTED]
Theme: Planning and managing risk				
8. Deep Dive on Programme Planning and Risk Management	14:00-14:40	[REDACTED]	Programme Risk Analysis Paper 9.6	[REDACTED]
Break (5 mins) 14:40 – 14:45				
Theme: Leading				
9. Board Priorities	14:45-15:00	Stephen Kerr (SRO)	Roadmap Paper 9.7 Success in 12 months Paper 9.8	[REDACTED]
Close for 'Official Sensitive' content. DWP and observers will leave meeting.				
10. Finance update	15:00-15:15	[REDACTED]	Finance update slides Paper 9.9 Programme Finance Report Paper 9.10 2018/19 Budget Report Paper 9.11	[REDACTED]
[REDACTED]				
Date of next meeting: 8 August, 10:00 – 13:00, Victoria Quay Conference Rooms 4 & 5				