

Action(AP)/Decision(DP)	Detail	Owner	Due Date	Status
AP – 23/10/2018 – 01	Engagement session focusing on Corporate Plan to be delivered in near future	MR	11/12/2018	Complete.
AP – 23/10/2018 – 02	Induction to be standing agenda item	AP	Ongoing	Complete.
DP – 23/10/2018 – 01	All meeting papers should be framed such as to require a statement on their contribution to delivery of the corporate plan/a line stating what element each paper is linked to.			Complete
DP – 23/10/2018 – 02	Feedback on Terms of Reference to be given via correspondence			Complete
AP – 23/10/2018 – 03	MR to present updated Terms of Reference at next meeting based on discussions above.	MR	11/12/2018	Complete
AP – 23/10/2018 – 04	Executive Advisory Body Code of Conduct to be brought to next meeting.	MR	11/12/2018	Complete
AP – 23/10/2018 – 05	Format of Management Information Report to be adjusted ahead of next meeting.	AM	11/12/2018	Complete
DP – 23/10/2018 – 03	All Body Members to agree upon standing agenda items via correspondence.			Complete
AP – 23/10/2018 – 06	Recirculate contact information for Scottish Government Press Office.	MR	11/12/2018	Complete
AP – 23/10/2018 – 07	Circulate the Register of Interests to Non-Executive Board Members.	AP	11/12/2018	Complete
DP – 11/12/2018 – 01	Updated Terms of Reference Approved			Complete

Action(AP)/Decision(DP)	Detail	Owner	Due Date	Status
DP – 11/12/2018 – 02	Updated Code of Conduct Approved			Complete
AP – 11/12/2018 – 01	Make minor changes to Terms of Reference as recommended by Members	MR	23/01/2019	Complete
AP – 11/12/2018 – 02	Make minor changes to Code of Conduct as recommended by members.	MR	23/01/2019	Complete
AP – 11/12/2018 – 03	Move forward with proposals in Communications document.	KR	23/01/2019	Complete
AP – 11/12/2018 – 04	Discuss Best Start Grant Lessons Learned paper with Transformation and Change Manager	DW	23/01/2019	Complete
AP – 23/01/2019 – 01	Paper detailing process of Declaration of Interests to be presented at next meeting (5 March).	MR	05/03/2019	Complete
AP – 23/01/2019 – 02	Paper on application channels and satisfaction levels to be circulated to Executive Advisory Body Members ahead of the next meeting.	MR	05/03/2019	Complete
AP – 23/01/2019 – 03	Analytical Paper on BSG Forecasting to be presented at next meeting	MR	05/03/2019	Complete
AP – 23/01/2019 – 04	JW to revise wording where appropriate.	JW	05/03/2019	Complete
AP – 23/01/2019 – 05	To consider how to incorporate a light touch forward look into the media summary.	KS	On-going	Complete
AP – 23/01/2019 – 05	To provide an update on the discussion with Sally Witcher at the next meeting	DW	On-going	Complete

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	of the Executive Advisory Body.			
DP – 05/03/2019 – 01	In interests of full transparency, statement to be added to the Executive Advisory Body section of the Social Security Scotland website explaining the value added to the work of the Body by Members with lived experience of the benefits system.			Complete
AP – 05/03/2019 – 02	An update on Property to be given at the next Executive Advisory Body Meeting	AM	16/04/2019	Complete
AP – 16/04/2019 – 01	Confirm a date for the Chair of Scottish Commission on Social Security to be invited to attend a future meeting of the Executive Advisory Body.	DW/ Secretariat	On-going	Complete
AP – 16/04/2019 – 02	To discuss with the Programme Management Office possible links between the Non-Executive Members of the Programme Board and Executive Advisory Body.	DW/ Secretariat	On-going	On-going
DP – 16/04/2019 – 01	Corporate Parenting Plan to proceed, with progress being monitored by the Executive Advisory Body below the line.			Complete
DP – 09/07/2019 – 01	Action Log to be circulated to Members alongside papers for each meeting of			Complete

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	the Executive Advisory Body.			
AP – 09/07/2019 – 01	Performance Dashboard/Balance Scorecard to be brought to the next meeting of the Executive Advisory Body.	MR	20/08/2019	Complete
AP – 09/07/2019 – 02	FOI Improvement Report to be brought to next meeting of the Executive Advisory Body.	MR	20/08/2019	Complete
DP – 09/07/2019 – 02	Standing Agenda item for an update on each benefit going forward.			Complete
AP – 09/07/2019 – 03	To bring back proposals for continued Non-Executive engagement	MR	On-going	On-going
AP – 09/07/2019 – 04	EAB Future Work Programme to be tabled for August 2019 meeting.	MR	On-going	Complete
DP – 20/08/2019 – 01	Members to consider what should be included in the People Report and send any suggestions to the Secretariat.			On-going
AP – 20/08/2019 – 01	Supporting paper to be provided going forward.	MR	01/10/2019	Complete
DP – 20/08/2019 – 02	Formal recommendation on the accounts to the Accountable Officer delegated to the Audit and Assurance Committee			Complete
DP – 20/08/2019 – 03	Freedom of Information item to be brought to meetings more regularly and with more detail.			On-going

