

## Minutes of Senior Management Team Meeting, 18 February 2021

**Present:** Nick Hobbs (NH) – Head of Advice & Investigations  
Gina Wilson (GW) – Head of Strategy  
Ezmie McCutcheon (EM) – Head of Communications

**Apologies:** Nicola Vallance-Ross (NVR) – Head of Corporate Services

**Minutes:** Ezmie McCutcheon (EM) – Head of Communications

**Chair:** Nick Hobbs (NH) – Head of Advice & Investigations

	Details	Action By
	Start: 15:00pm	
<b>1</b>	<b>Welcome and apologies</b>	
	Welcome and apologies.	
<b>2</b>	<b>Media &amp; Communications Officer post</b>	
2.1	SMT discussed circulated paper from EM to extend contract for Media and Communications Officer post for six months to September 2021. The post continues to fulfil a resource need within the office and will contribute effectively to the office's delivery of strategic priorities in its Delivery Plan 2021 which begins on 1 <sup>st</sup> April 2021. Decision: Agreed to extension of contract with review in July 2021. EM to progress this with NVR and current post-holder.	<b>EM</b>