



Senior Management Team Meeting

Minutes of meeting for June 2021

Present:

Head of Corporate Services (Chair)
Head of Communications
Head of Strategy
Head of Advice and Investigations

1. Welcome and apologies

The Chair welcomed everyone to the meeting. There were no apologies. It was agreed by SMT that following the results of the staff survey and recent COVID-19 announcements the meeting would focus on that and be taken in private.

Actions:

- **Minutes from previous meeting**
SMT would review and agree those following this meeting.
- **Finance report for May 2021**
SMT would review and agree following this meeting.
- **Risk register**
Head of Corporate Services and SMT agreed to take this agenda item as a separate meeting. Head of Corporate Services to arrange meeting to agree risk register.
- **SPCB quarterly return**
Head of Corporate Services and Head of Advice and Investigations to meet to discuss SPCB quarterly returns.

2. Next meeting – Wednesday 14 July 2021, 10am – 12pm