Senior Management Team Meeting

Minutes of meeting held on 18 June 2025

14:00 – 16:30

In person and via Microsoft Teams

Attendees:

- Nicola Vallance-Ross, Head of Corporate Services - Chair
- Ezmie McCutcheon, Head of Communications
- Nick Hobbs, Head of Legal
- Gina Wilson, Head of Strategy
- Judith Chisholm, Executive Assistant - minutes

Guest Attendees: None

Apologies: None

Agenda Item	Notes and actions	Action owner
1. Welcome and apologies	The Chair welcomed everyone to the meeting. There were no apologies.	
2. Approval of Minutes	Approved.	
3. Review of actions	Reviewed and status updated as appropriate.	
4. Finance	The Head of Corporate Services provided an overview of the May month end finance report. This	

	included a narrative of the areas of overspend and underspend. Financial position is as expected. SMT reviewed the delivery plan and made decisions as to the allocation of spend against each of the areas of the plan. Noted that SMT have a meeting in the diary to commence process of compiling the budget bid. Deadline for the budget bid is 1 September 2025.	
5. Governance	Commissioner's Code of Conduct: the Commissioner had a few final comments around process. **ACTION**: Head of Corporate Services to meet with the Commissioner to address those comments and finalise the Code of Conduct. **Filemaker decision paper on decommissioning**: SMT reviewed the options and considered potential risks. SMT approved option two. **ACTION:** Executive Assistant to inform Information Officer of decision.	
6. Delivery Plan and Projects Exceptions Reporting	**Communications:** - No exceptions to report for this meeting. **Strategy:** - Busier than usual on parliamentary work over the last couple of months because a couple of Bills we have been working on have been unexpectedly complicated. This has had a knock-on effect to delivery of other projects. **Legal:** - Police Investigation: the police took longer than expected to come back with evidence requested so timescales have had to be adjusted.	

	Corporate Services: - Information Governance: there has been an increased need to scope more than expected in advance which has taken a longer time. The project is still proceeding well despite this.	
7. Policies for Noting or Approval	**Performance Support Procedure and associated documents:** - The Head of Corporate Services provided an overview. Noted that this was based on the policies of SPCB and other officeholders. It results in no changes to employee's contracts of employment. - SMT approved. - Next step is for SMT to meet for some training to discuss how this procedure ties into Contribution Management Plan framework and trial a few scenarios. **ACTION**: Head of Corporate Services to arrange training session for SMT. **Workforce Plan:** - The Head of Corporate Services presented on the Workforce Plan. This has been reviewed by the members of our Advisory Audit Board and updated to include more information on training. - Approved by SMT subject to minor changes.	
8. Participation	**Young Advisors Code of Conduct:** It has been agreed that we will develop a short code of conduct. As Young Advisors join us on school visits and other pieces of work engaging with other children and young people there is a small risk that they may be subject to a complaint. The Code of	

	Conduct would provide a level of comfort and be supportive for the Young Advisors. We are trying to find time in their busy schedule to fit producing it in. Noted that when we produce a short child-friendly complaints process for the Commissioner's Code of Conduct we can wrap into that how to complain to us. **ACTION:** Add note of this to existing action to produce child-friendly document on complaints process for Commissioner's Code of Conduct. Head of Comms to produce by December. We had a day in the Scottish Parliament where we had a review of our Young Advisors' experiences of the year. Lots of positive feedback and ideas to take into the new year. We are also running a session with OFCOM for our Young Advisors to talk about online safety.	
9. Annual Planner	Noted our new system for tracking policies and contracts using the annual planner. SMT noted any key dates on the horizon.	
10. Health, Safety and Welfare	SMT discussed the meeting hygiene paper which had been drafted to consider staff welfare in the way we run meetings bearing in mind feedback on stress at work. It was agreed that it may be more useful to staff welfare to have an internal communications guidance document that provided guidance on ways of working that would include ways to minimise the need for too many meetings. **ACTION**: Head of Corporate Services and Head of Communications to work on producing a draft for SMT to review.	

11. Date of next meeting	SMT all agreed that July meeting needed to be cancelled due to leave. This is in line with the SMT Terms of Reference. Next meeting: 6 August 2025	