Senior Management Team Meeting

Minutes of meeting held on 6 August 2025

15:00 – 17:00

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 June month end finance report. This	

	included a narrative of the areas of overspend and underspend. Financial position is as expected. SMT agreed allocations of budgets for a few lines, including Legal, Strategy and Travel.	
5. Governance	**Impact Framework:** **ACTION**: Head of Strategy to circulate update and timeline to SMT following the meeting. **ACTION**: Head of Strategy, Information Officer, Head of Corporate Services and Finance Officer to meet to discuss.	
6. Delivery Plan and Projects Exceptions Reporting	**Communications:** - No exceptions to report for this meeting. **Strategy:** - No exceptions to report for this meeting. **Legal:** - No exceptions to report for this meeting. **Corporate Services:** - The mapping exercise for the file plan is large in relation to the Information Governance and IT project. It will take at least until December to complete. - We have a new office printer.	
7. Policies for Noting or Approval	**Data protection appropriate policy document:** SMT reviewed the policy and had a number of questions in relation to matters such as how it fits with our other data protection policies. Agreed that a	

	meeting with the Information Officer to discuss would be required before can approve. **ACTION:** Head of Corporate Services to set up a meeting with the Information Officer and SMT to run through the policy and scenarios.	
8. Participation	The UN are working on new Optional Protocol to the Convention on the Rights of the Child and this involves an opportunity for young people to get involved. One of our Young Advisors has been selected and is one of 5 young people from across the world participating It will be in Geneva in September. It is a great and exciting opportunity but there is a lot of preparatory work for the team to support the work. Two of our Young Advisors were in Croatia in July for the European Network of Young Advisors event. Overall it was a fantastic experience and our Young Advisors really enjoyed it Following learning from this event, young people from across ENOC will also be asked to sign up to a written code of conduct before the next ENYA event.	
9. Annual Planner	SMT noted any key dates on the horizon. Travel insurance is due for renewal by early September so this process needs to begin. SMT agreed to rephase the Contribution Management process with mid-year reviews taking place in November or December this year. It was agreed that for delivery plan year 2026/2027 that it would work better to hold initial meetings in July. The mid-year review point is to be agreed.	
10. Health, Safety and Welfare	Noted that staff had found it uncomfortable to be in the office due to the warm temperatures on certain days. **ACTION:** Head of Corporate Services to source some fans for the office.	

	There has been no update to welfare policies.	
11.	**Child Protection and Safeguarding:** Head of Strategy provided a verbal update. There is no additional information to consider at this meeting following the last update provided.	
12.	**Staff Training and Development:** SMT have agreed approach over email. Noted the feedback on Whole Staff Team Meetings. **ACTION:** SMT will agree approach outside of this meeting and provide recommendations to the Commissioner.	
13. Date of next meeting	Next meeting: 1 September 2025	