

Senior Management Team Meeting

Minutes of meeting held on 1 October 2025

14:30 – 15:30

In person and via Microsoft Teams

Attendees:

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

Guest Attendees: None

Apologies: Nick Hobbs, Head of Legal

Agenda Item	Notes and actions	Action owner
1. Welcome and apologies	The Chair welcomed everyone to the meeting. Apologies from Gina Wilson.	
2. Approval of minutes	Approved.	
3. Review of actions	Reviewed and status updated as appropriate. Actions on track. Verbal update on Impact Framework provided to SMT. ACTION: bring back to SMT once discussed again with Young Advisors in November.	

4. Finance	Finance: No finance report for this meeting as 1 October so September month-end report not available. Head of Corporate Services provided an update on financial planning. Finances are tracking as expected. ACTION: Head of Corporate Services to send September month end report to SMT once available. SMT to reply to email if approve the report. Audit The recommendation to develop a medium term financial plan is nearly complete. We are evaluating the budget needed for our legal powers before we can complete it. Workforce Plan is nearly complete. Legal resources: Request approved.	
5. Governance	External and internal audit tracker: Reviewed and actions on track.	
6. Delivery Plan and Projects Exceptions Reporting	Exceptions reporting: Communications: - Nothing to report for this meeting. Strategy: - Nothing to report for this meeting. Legal: - No additional update from last meeting. Corporate Services: - Nothing to report for this meeting.	

7. Policies for Noting or Approval	None.	
8. Participation	We have started the preparation for recruitment of new Young Advisors. Scoping whether when we recruit we also seek to recruit young people for a 'polling panel'. The proposal is that we would contact the panel with a set of polling questions every month to inform our positions and test our ideas in a reactive way. This requires a data protection impact assessment before we progress with the idea. We have a Young Advisor helping with the recruitment for the Legal Officer post. The European Network of Ombudspersons for Children annual conference went well. Our Young Advisor had a great experience.	
9. Annual Planner	SMT noted any key dates on the horizon. On track.	
10. Health, Safety and Welfare	No updates for this meeting.	
11. Matters in private		
12. Date of next meeting	Next meeting: 18 November 2025	