

Senior Management Team Meeting

Note of meeting held on 28 May 2026

13:30 – 14:00

via Microsoft Teams

Attendees:

- Nick Hobbs, Head of Legal
- Gina Wilson, Head of Strategy (Chair)
- Judith Chisholm, Executive Assistant

Guest Attendees:

- None

Apologies: Nicola Vallance-Ross, Head of Corporate Services

- Ezmie McCutcheon, Head of Communications

Agenda Item	Notes and actions	Action owner
1. Welcome and apologies	The Chair welcomed everyone to the meeting. Apologies were received from the Head of Corporate Services and the Head of Communications. Noted meeting not quorate as only two members of SMT present due to unexpected circumstances outside of their control. As a result aware that could not make any decisions and that any decisions must be deferred to next quorate meeting. Agreed that could still discuss items and that would review the agenda items to check that nothing immediately pressing or if items that	

	require SMT to be reconvened as a quorate meeting as soon as practicable	
2. Approval of minutes	Approved. Head of Communications had reviewed and approved the minutes in advance of the meeting.	
3. Review of actions	Action log reviewed and actions on track. Minor update notes added to show progress.	
4. Finance	Due to unexpected staff absence no finance report to review for this meeting. SMT follow up with Finance on their return.	
5. Governance	Roll over until first opportunity for SMT to meet quorate.	
6. Delivery Plan and Projects Exceptions Reporting	No exceptions to report for this meeting. Capacity remains a challenge.	
7. Policies for Noting or Approval	None to review.	
8. Health, Safety and Welfare	Reviewed the report and further discussion is needed with Head of Corporate Services.	
9. Private session		

10. Date of next meeting	Thursday 18 June 2026.	