Senior Management Team Meeting

Minutes of meeting held on 6 May 2026

15:30 – 16:15

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. Noted that the April Senior Management Team (SMT) had to be rearranged from end of April to early May due to circumstances outside SMT's control. This meeting was to cover key governance elements from the April agenda, in particular ensuring that SMT had the opportunity to review, discuss and approve the end of financial year position.	

2. Approval of minutes	Approved.	
3. Review of actions	Action log reviewed and updated. Actions on track.	
4. Finance	The Head of Corporate Services referred to the report circulated to SMT in advance of the meeting which had detailed narrative on the end of year financial position. The purpose of this meeting was to check that SMT agreed with the position. Head of Corporate Services provided an overview of the key points for SMT to note, namely: - That we have surrendered £100k to the Scottish Parliamentary Corporate Body. Leaving a final budget of £1.663m. The surrender of funds was all as agreed by SMT. A breakdown has been provided in the narrative of the report. - In doing the year-end figures small adjustments were made to the budget lines, for example, parts of travel line moved into the specific line for travel in the Strategy budget. - The Head of Corporate Services highlighted the expenditure tabs for each of SMT's budget lines. **ACTION:** Each member of SMT to review those and confirm they approve their finance report by 18 May 2026 so that those can be closed off for the end of financial year.	
5. Governance	**Update from AAB:** - Head of Corporate Services had provided an update to SMT outside the meeting on key points from the Advisory Audit Board Spring meeting.	

	- SMT considered the plan for the next internal audit that will cover child protection. The internal audit plan needs to be agreed and this has not yet gone to the AAB. The aim is for the internal audit to be completed by December. Agreed that the lead contacts for setting the parameters of the internal audit would be the Head of Strategy and Child Protection Officer.. Agreed next steps that planning meeting and internal audit plan should happen before the next AAB meeting in October. - **ACTION:** Head of Strategy and Child Protection Officer to meet with internal auditors before October to agree parameters of internal audit in relation to child protection.	
6. Delivery Plan and Projects Exceptions Reporting	The focus at the moment is the whole team planning day for the next delivery plan. Head of Strategy: no exceptions to report for this meeting. Head of Comms: no exceptions to report for this meeting. Head of Corporate Services: no exceptions to report for this meeting. Head of Legal: noted that the Stringfellow case is being appealed. This is a challenge due to capacity in the team but we have sought external support. Answers are due by 4 June with full submissions to follow.	
7. Policies for Noting or Approval	Noted the draft visitor guidelines. SMT to provide comments over email. To be decided whether this	

	should be a written policy or covered in a conversation with the whole team.	
8. Participation	We had a well attended online session with our new Young Advisors which has provided a flavour of their skills and interests. We hosted at our office a Shoogle Lab learning session planned with Children in Scotland. We have been planning the next Shoogle Lab with our Young Advisors with a session with Laura Lundy.	
9. Annual Planner	Reviewed and on track.	
10. Health, Safety and Welfare	No issues to raise.	
11. Private session		
12. Date of next meeting	Wednesday 20 May 2026	