

Senior Management Team Meeting

Minutes of meeting held on 18 June 2026

14:00 – 15:30

via Microsoft Teams

Attendees:

- Ezmie McCutcheon, Head of Communications - Chair
- Nick Hobbs, Head of Legal
- Gina Wilson, Head of Strategy
- Judith Chisholm, Executive Assistant - minutes

Guest Attendees:

- Jane Thornton-Smith, Finance Officer

Apologies: Nicola Vallance-Ross, Head of Corporate Services

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.	
2. Approval of minutes	Approved.	
3. Review of actions	Action log reviewed and updated. Actions on track.	

4. Finance	The Finance and Projects Officer joined the meeting for this agenda item. They presented to SMT on the new medium term financial planning model that the SPCB is moving to. The budget request in the new format needs to be submitted by 28 August 2026. SMT initial view is that this would work best by allocating budget to our statutory functions. ACTION: Finance Officer to prepare a draft outline based on spend against functions using figures from previous financial year. This would provide a benchmark. ACTION: SMT to meet at end of June to review this and allocate predicted spend against our statutory functions.	
5. Governance	No specific matters to discuss for this meeting.	
6. Delivery Plan and Projects Exceptions Reporting	Legal – ongoing capacity issues within the team. Recruiting for vacant Solicitor post. Stringfellow case is ongoing and we are considering a targeted intervention in a case in relation to protected expenses orders. Strategy – capacity gap which has delayed development work around one of our priority themes. Comms – No exceptions to report for this meeting. Noted that Head of Corporate Services is currently absent at a time when we are preparing our annual report and accounts. This is having an impact on the capacity of other members of SMT.	

7. Policies for Noting or Approval	Equality, Diversion and Inclusion Policy is due for review.	
8. Annual Planner	Reviewed and on track.	
9. Health, Safety and Welfare	No issues to raise.	
10.Private session		
11.Date of next meeting	Wednesday 1 July 2026	