Senior Management Team Meeting

Minutes of meeting held on 26 August 2026

14:15 – 15:45

via Microsoft Teams

Attendees:

- Nicola Vallance-Ross, Head of Corporate Services (Chair)
- Nick Hobbs, Head of Legal
- Ezmie McCutcheon, Head of Communications
- Judith Chisholm, Executive Assistant - minutes

Guest Attendees:

- None

Apologies: Gina Wilson, Head of Strategy

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 Strategy.	
2. Approval of minutes	Approved.	
3. Finance	SMT re-reviewed the quarterly finance report up to end of June. SMT had no updates to it and the position remains as expected. There remains an underspend due to being unable to recruit into the vacant Solicitor post. We have taken the decision not to surrender additional funds to the SPCB as we are scoping legal services which could require spend of those funds. By December we should be	

	in a position to update the SPCB on our decision in relation to surrender of funds.	
4. Governance	**Delivery plan – 2024 – 26:** SMT reviewed the delivery plan update paper and highlighted areas which will carry over to the new delivery plan. **ACTION:** Head of Strategy / SMT to confirm that this document is up to date to end of delivery plan period and confirm it is final and complete. **Update on Delivery plan 2026-28:** SMT reviewed most recent version. **ACTION:** SMT agreed to follow up with Head of Strategy to explore areas in which SMT can assist. **External audit – annual report and accounts:** The draft annual report and accounts are progressing well. The Commissioner has reviewed and there were no major comments. A member of the Advisory Audit Board has reviewed them and had a few comments which will be incorporated. **ACTION:** Head of Corporate Services to send the draft annual report and accounts to the Chair of the Advisory Audit Board for review. Noted that the auditors need the draft annual report and accounts by 8 September. **Internal audit discussion:** Our internal auditors have been in touch to discuss plan for next internal audit due to take place at end of the year. **ACTION:** Head of Corporate Services to discuss options with internal auditors for next audit. **ACTION:** SMT to recommend to Commissioner area which will be the subject of the internal audit.	HoS/SMT SMT HoCS HoCS SMT

	Staff survey: **ACTION:** Head of Corporate Services to share draft survey questions with SMT. SMT to review and provide comments.	HoCS
5. Policies for noting or approval	**Equality, Diversity and Inclusion policy:** no substantial changes to previous version. Main change is to remove the time limits on reporting concerns. **ACTION**: Head of Corporate Services to amend time frames in Equality, Diversity and Inclusion policy and recirculate to SMT for noting at September SMT meeting. **ACTION:** Head of Corporate Services to confirm that sexual harassment risk assessment is final and circulate to SMT. **Data Protection Complaints Procedure:** SMT approved. **Child Protection and Safeguarding Procedure:** SMT approved.	HoCS HoCS
6. Annual Planner	Reviewed and all items on track.	
7. Review of actions pending for September	Reviewed and updated status where required.	
8. Health, Safety and Welfare	No issues been raised.	
9. Date of next meeting	30 September 2026	
