

Agenda - Quarterly Senior Management Team Meeting

Q3 2023-24

14/02/24 1000 – by MS Teams

Standing Items

1. Minutes, action points update and matters outstanding (ALL)
2. Finance Report (HOCS)
3. Information Requests and Reviews (HOCS)
4. Subject Access Requests (HOCS)
5. Services Standards (HOCS)
6. Health and Safety (HOCS)
7. Investigations Performance (HOE)
8. Quality Assurance – Investigations (HOE) *
9. Operational Plan 2023-24 Monitoring Report (ALL)
10. UK GDPR Report (HOCS)
11. Interventions Report (HOPI) **
12. Workforce Plan 2023-24 Monitoring Report (ALL)
13. Operational Risk Register 2023-24 (ALL) – to follow
14. Strategic Risk Register 2023-24 (ALL) – to follow

Additional Items

15. Publication Scheme (Commissioner) Assurance Report (HOCS) * *
16. Self-Assessment Tool Kits (HOPI)
17. Equalities Monitoring – Service Users (HOCS)(verbal update)
18. Employment Policy Update (HOCS) * *
19. Biodiversity report – 2021-23 (HOCS)
20. British Sign Language Plan –2023-28 (HOPI)

AOB

- 21.

* on hold – to re-start in 2024-25

* * deferred to a MSMTM