

Agenda for Quarterly Senior Management Team Meeting (QSMTM)

Q1 2024-25 Friday 6th September 2024 11:30- 13:30, Alexander

Standing Items

1. Minutes, action points update and matters outstanding (ALL)
2. Finance Report (FAM)
3. Sickness Absence (FAM) (verbal)
4. Rights Requests (FAM)
5. Investigations Performance (HOE)
6. Operational Plan 2024-25 (ALL)
7. Interventions Report (HOPI)
8. Human Resourcing (ALL)
9. Operational Risk Register 2024-25 (HOCS) (ALL)
10. Strategic Risk Register 2024-25 (HOCS) (ALL)
11. Policy & Information Team Assurance (HOPI)
12. Key Documents
 - 12.1. Governance Reporting Arrangements (ALL) *
 - 12.2. Risk Management Policy 2024-25 (ALL) *
13. Information and Records Management (FAM) *
14. Employment Policy Update (FAM) *
15. Self- Assessment toolkit (HOPI)

Additional Items

16. Performance and Development Framework (HOCS) **
17. Learning and Development Plan 2024-25 (HOCS) **

AOB

- 18.

*deferred from MSMTM / Q4 2023/24 QSMTM

** deferred to MSMTM / Q2 QSMTM