

Agenda for Quarterly Senior Management Team Meeting (QSMTM)

Q1 2023-24 Thursday 24 August 2023, 14:00 – by MS Teams

Standing Items

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

Additional Items

15. Review of key document: C2 Responding to Information Requests and Review Requests: Internal Guidance and Procedures for staff (HOCS/HOE)
16. Records Management Plan (HOCS)
17. Internal Audit Policy 2023-24 and Plan 2023-24 – 2025-26 (HOCS)
18. Review of key document: C5 Employee Handbook (HOCS)
19. Review of key document: C5 Complaint Handling Procedures (HOCS)
20. Review of key document: C1 Unacceptable Actions Policy (HOCS)
21. Performance and Development Framework (HOCS) - to be circulated to SMT by HOCS
22. Learning and Development Plan 2023-24 (HOCS) – to be circulated to SMT by HOCS

AOB

23.

* deferred to a MSMTM

** on hold – to re-start in 2024-25