

Agenda - Monthly Senior Management Team Meeting (joint May / June meeting)

Friday 12 July 2024, 1000 – Alexander

Standing Items

1. Update with Robin Davidson, Data Protection Officer **
2. Minutes, action points update and matters outstanding (ALL)
3. Key Documents - outstanding, due and not completed (ALL)

Additional Items

4. Draft Annual Report and Accounts 2023-24 (ALL)
5. Draft Operational Plan 2024-25 (ALL)
6. Draft Operational Risk Register 2024-25 (ALL)
7. Key Document - Governance Reporting Arrangements 2024-25 (DH)
8. Key Document - Risk Management Policy 2024-25 (DH)
9. Governance Reporting – 2023-24 assurance report (HOCS)**
10. Health & Safety Audit (FAM)
11. Interventions Report (HOPI) *
12. Quality Assurance – Enquiries (HOCS/FAM) * discussion
13. Information and Records Management (HOCS/FAM) **
14. Communication Strategy (HOPI) *
15. British Sign Language - Action Plan – report and review (HOPI) **
16. Employment Policy Update (HOCS/FAM) **

AOB

17. Staffing/Recruitment (All)

* deferred from Q4 2023/24 QSMTM

** deferred to next MSMTM