

## Agenda for Monthly Senior Management Team Meeting (joint deferred August and September meeting)

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**02 October 2024, 10:30 - Alexander**

### **Standing Items**

1. Update with Robin Davidson, Data Protection Officer
2. Minutes, action points update and matters outstanding (ALL)
3. Sickness Absence (FAM) \*\*
4. Operational Risk Register (ALL)

### **Additional Items**

5. Key Documents – outstanding, due and not completed (ALL)
6. Register of Personal Data Processing & Privacy Notice (ALL)
7. Internal Audit Plan (DH/FAM) (Verbal update)
8. Performance and Development Framework \*\*
9. Learning and Development Plan 2024-25 \*\*
10. Publishing team meeting minutes (ALL)
11. Key document – References Policy and Procedure (FAM)
12. Key documents – Health & Safety Policy and Handbook (FAM)

### **AOB**

- 13.

\* deferred from MSMTM / QSMTM Q1

\*\* deferred to QSMTM Q2