

Agenda for Quarterly Senior Management Team Meeting

Q2 2024-25 Wednesday 13th November 2024, 10:00 - Alexander

Standing Items

1. Minutes, action points update and matters outstanding (ALL)
2. Finance (FAM)
3. Sickness Absence (FAM)
4. Human Resourcing (ALL)
5. Rights Requests (FAM)
6. Investigations Performance (HOE)
7. Operational Plan Monitoring (ALL)
8. Interventions (HOPI)
9. Strategic Risk Register (ALL)
10. Operational Risk Register (ALL)

Additional Items

11. Enquiries Service (FAM)
12. Services Standards (FAM)
13. British Sign Language Action Plan (HOPI) **
14. Performance and Development Framework *
15. Learning and Development Plan 2024-25 *
16. Publishing team meeting minutes (ALL) *

AOB

17. Privacy Notice – record email approval of amendments
18. Register of Personal Data Processing – record email approval of amendments
19. Breathe HR DPIA
20. Capital budget - record approval of reallocation (SIC/FAM)

* deferred from MSMTM / QSMTM Q1

** deferred to the next MSMTM