

## Agenda for Monthly Senior Management Team Meeting

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(joint November and December meeting) 9 January 2025, 14:00 - Alexander

### **Standing Items**

1. Minutes, action points update and matters outstanding (ALL)
2. Sickness Absence (FAM) \*
3. Operational Risk Register (ALL)

### **Additional Items**

4. Section 65 documentation (HOE)
5. Key Documents – outstanding, due and not completed (ALL)
6. Internal Audit Plan (SIC/HOPI) \*
7. Health & Safety Policy and Handbook (FAM) \*
8. Performance and Development Framework (SIC/HOPI) \*
9. Learning and Development Plan 2024-25 (HOPI) \*
10. British Sign Language Action Plan (HOPI) \*\*

### **AOB**

- 11.

\* Deferred from QSMTM Q2

\*\* Deferred to QSMTM Q3