

Agenda – Q3 Quarterly & February Monthly Senior Management Team Meeting

19/02/25 10:00 – Alexander

Standing Items

1. Minutes, action points update and matters outstanding (ALL)
2. Finance Report (FAM)
3. Sickness Absence (FAM)
4. Human Resourcing (ALL)
5. Rights Requests (FAM)
6. Investigations Performance (HOE)
7. Operational Plan 2024-25 Monitoring Report (ALL)
8. Interventions Report (HOPI)
9. Strategic Risk Register 2024-25 (ALL)
10. Operational Risk Register 2024-25 (ALL)

Additional Items

11. British Sign Language Action Plan (HOPI) *
12. Employment Policy Update (FAM) **
13. Publication Scheme (Commissioner) Assurance (HOPI)
14. Progress report on process review of Quality Assurance – Investigations (HOE)
15. Health and Safety (FAM) **
16. SMT Key Documents – outstanding, due and not completed (ALL)
17. Register of Personal Data Processing & Privacy Notice (HOE)
18. Employee Handbook review (ALL)
 - Worknest proposed changes
 - DH proposed changes
19. Complaints Handling Procedures
20. Terms and Conditions of Employment

AOB

21.

* deferred from previous MSMTM

** defer to next